



General Information Sheet

# Work Near Power Lines

## General information

### Planning work near power lines?

Whether you are a private individual, a contractor, a project manager, an arborist or someone acting in some other capacity on a project, you are the person responsible for ensuring that the jobsite is safe. There are certain minimum requirements that must be met when performing the work. For instance, you must:

- Keep yourself and your tools, work instruments and other items at least three metres away from the power lines.
- Avoid touching the power lines or any related equipment.
- Avoid digging within one metre of underground electrical structures.
- Avoid touching the grounding system.

# Not sure you can meet those requirements?

In that case, submit a **jobsite safety request** to have Hydro-Québec put the proper safety measures in place before you start work. The various steps in the procedure are summarized below.

Jobsite safety requests are usually submitted by the contractors or arborists who will perform the work. You may also submit a request if you are a private individual or company representative.\*

**Do note however that** Hydro-Québec will need to coordinate its involvement with the person who will be doing the work on site, whether it is yourself, your contractor or an arborist you have hired, for instance. In this document, that person is referred to as the “main requester for the work” or simply the “**main requestor**,” marked in bold for clarity.

## Important

As Hydro-Québec receives a large number of requests, we ask that you:

- Submit your request as soon as you decide to do the work. If you are having the work done by a contractor, make sure that you sign a contract with the contractor before submitting your request.
- Have all your information on hand before contacting Hydro-Québec (see **Preparing your information for a jobsite safety request**).

\* Depending on the safety measures deemed necessary, fees may apply. See [Conditions of Service, Table I-B – Prices for Flat-Fee Work](#).

## Planning to dig?

If there is a possibility of underground power lines near where you plan to dig, be sure to place a locate request with Info-Excavation (<https://www.info-ex.com/en/request/locate-request/>) before starting work.

## Jobsite safety request

If the work is to be carried out by your representative (contractor, arborist, etc.), you must have already signed a contract with that person, who will act as the **main requestor**. For tree work, please note that only Hydro-Québec-authorized arborists who are members of the Société internationale d'arboriculture Québec (<https://www.siaq.org/en>) may submit a jobsite safety request for work near power lines or act as a **main requestor**.

# Roles and responsibilities of the main requestor

The **main requestor** undertakes to:

- Act as the contact for all the steps of the jobsite safety request.
- Agree on the safety measures with Hydro-Quebec.
- Recognize the potential for the presence of underground electrical structures and contact [Info-Excavation](https://www.info-ex.com/en/request/locate-request/) (https://www.info-ex.com/en/request/locate-request/) to have them located prior to undertaking any excavation work.
- Attend the appointments set with Hydro-Québec.
- Confirm that they understand the measures that have been put in place and explained, by signing the *Convention – Intervention à proximité de lignes électriques* (agreement to conduct work near power lines). In that regard, it is important for the **main requestor** to note any discrepancies between the measures agreed upon and those actually put in place and to ensure that they understand the discrepancies.
- Ensure that they have explained the safety measures put in place to all parties involved in the work calling for such measures.
- Coordinate the work of all parties affected by the safety measures, from the time the file is opened until the safety measures are removed.
- Ensure that a visual check of the safety measures put in place by Hydro-Québec is performed daily or regularly and that the frequency of the checks is increased when called for by weather conditions (wind, freezing rain, etc.).
- Be aware of any breakage, displacement or modification of the safety measures in place that could compromise jobsite safety. When in doubt, stop work immediately and contact Hydro-Québec at 1 800 790-2424.
- Notify Hydro-Québec as soon as the safety measures are no longer needed\*\* so that they can be removed (see **Removal of safety measures by Hydro-Québec**).
- Notify all parties involved of the removal of the safety measures and prohibit work in the area.

\*\* The main requestor may be held liable for any damage incurred by Hydro-Québec as a result of late notification of the need for safety measures.

# Procedure for securing a jobsite

- **Preparing your information for a jobsite safety request**
- **Step 1** – Submitting a jobsite safety request
- **Step 2** – Analysis and processing of the jobsite safety request by Hydro-Québec
- **Step 3** – Application of safety measures by Hydro-Québec
- **Step 4** – Removal of safety measures by Hydro-Québec

If you have any questions or wish to amend your request (e.g., change the **main requestor**, work period or type of work), please contact the Hydro-Québec technician assigned to your file.

## Preparing your information for a jobsite safety request

The following information must be provided when submitting a jobsite safety request to Hydro-Québec:

- Your name and contact information.
- Your role in relation to the planned work (e.g., private individual, contractor, project manager, arborist).
- The address of the work site.
- The nature and a detailed description of the work to be done (roof renovation, masonry, etc.).
- The name and contact information of the **main requestor** (you or your representative with whom you have signed a contract) who will perform the work.
- The start date and duration of the work that calls for the safety measures.
- The existence of any other active jobsite safety or connection requests for the same address.

Once the jobsite safety request is received, a technician will contact you or the **main requestor** to obtain the following documents or information (if not already provided) prepared by you or your representatives:

- Site photos
- List of the work stages, work methods and materials and equipment used
- Certified (i.e., signed and sealed by an engineer) support plan (if applicable)
- Building layout (if applicable)

**Note:** Hydro-Québec-authorized arborists who are members of the *Société internationale d'arboriculture Québec* (<https://www.siaq.org/en>) should prepare by completing the following form: *Fiche de sécurisation pour arboriculteurs* (<https://www.hydroquebec.com/data/arboriculteurs-reseau/pdf/fiche-de-securisation-pour-les-arboriculteurs.pdf>).

## Step 1 – Submitting the jobsite safety request

You may submit your jobsite safety request either by telephone or on Hydro-Québec's website, unless you are an arborist, in which case you may only submit by telephone.

### By telephone

- Residential customers and authorized arborists: call 514 385-7252 (Montréal) or 1 888 385-7252 (other regions).
- Business customers: call 1 877 956-5696.
- Provide the representative with the information required; they will give you a confirmation number.

### Website

- Go to [Safety and work near distribution lines](https://www.hydroquebec.com/sefco2015/en/request-work-near-distribution-line.html) (<https://www.hydroquebec.com/sefco2015/en/request-work-near-distribution-line.html>).
- Complete the form.
- Attach files as needed (e.g., site photos, a description of work stages, work methods and materials and equipment used, and, if applicable, a certified support plan and building layout).
- You will be given a confirmation number.

### Track your request

To track your jobsite safety request, go to the [Track a request for work](https://session.hydroquebec.com/portail/en/web/clientele/suivi-demande-residentiel-commercial) page (<https://session.hydroquebec.com/portail/en/web/clientele/suivi-demande-residentiel-commercial>) and enter your confirmation number.

## Step 2 – Analysis and processing of the jobsite safety request by Hydro-Québec

Once the jobsite safety request is received, a Hydro-Québec technician in charge of the file contacts the **main requestor**. The technician then:

- Ensures that they have all the information and documents needed to process your request.
- Analyses the request.
- If necessary, arranges a site visit with the **main requestor**.
- Agrees with the **main requestor** on the safety measures to be put in place (which will be set out in the *Convention – Intervention à proximité de lignes électriques*).
- Applies the applicable fees, as appropriate.
- Agrees with the **main requestor** on the start date of the work calling for safety measures and the duration of the work.
- Explains the next steps in the process to the **main requestor**.

## Step 3 – Application of safety measures by Hydro-Québec

Hydro-Québec contacts the **main requestor** to set an appointment to:

- Explain the safety measures that have been put in place and the visual checks that must be done regularly to ensure that the jobsite is safe.
- Have the **main requestor** sign the *Convention – Intervention à proximité de lignes électriques*, thereby confirming that they understand the safety measures and undertake to comply with the instructions given. The **main requestor** receives a copy of the signed agreement by email.

**IMPORTANT:** The **main requestor** is not authorized to undertake the work until they have signed the *Convention – Intervention à proximité de lignes électriques*.

**SUPPLEMENTARY INFORMATION:** If the **main requestor** is subject to the *Safety Code for the construction industry* (SCCI, Division V) and the *Regulation respecting occupational health and safety* (ROHS, section 331), they must provide the *Commission des normes, de l'équité, de la santé et de la sécurité du travail* (CNESST) with a copy of the *Convention – Intervention à proximité de lignes électriques* and a copy of the work process.

## Step 4 – Removal of safety measures by Hydro-Québec

Once the Hydro-Québec safety measures are no longer needed:

- 1 The **main requestor** notifies Hydro-Québec by contacting the *Centre de coordination des travaux* (work coordination center) at 1 888 675-1572. Within a few days of receiving the confirmation that safety measures are no longer needed, Hydro-Québec will come to the site to remove them.
- 2 Once the safety measures have been removed, the **main requestor** informs all parties affected by the measures and prohibits work in the area.

### NOTES:

***Failure to fulfil the terms of the Convention – Intervention à proximité de lignes may result in fees being charged or other action being taken.***

From time to time, Hydro-Québec may have to remove safety measures for reasons related to the power system operation requirements. In such situations, a Hydro-Québec representative will inform the **main requestor**.

# Supplementary information

For more information about Hydro-Québec's safety measures for overhead power lines and safety requirements for underground work sites, see [Guide to Work Near Power Lines](https://www.hydroquebec.com/data/securite/pdf/guide-work-near-lines.pdf) (<https://www.hydroquebec.com/data/securite/pdf/guide-work-near-lines.pdf>).

Legal deposit–1st quarter 2021  
Bibliothèque et Archives nationales du Québec  
ISBN 978-2-550-88638-9 (PDF)

*Ce document est également publié en français.*