

# Essential Energy (RTO 91233) Safe Work Practices Course



Essential Energy training team is pleased to offer the Safe Work Practices Course. This course is important in knowing your requirements, correct processes and keeping employees safe in line with compliance. This course is offered as either Initial Training for new entrants, or as Refresher Training to existing workers.

## Why is this course needed?

Businesses that have high voltage assets connected to distribution networks must comply with the Electricity Supply (Safety & Network Management Plans) Regulation 2014, the Work Health and Safety Act 2011 and Section 7 of the Service and Installation Rules NSW 2016

The course provides participants with the knowledge to carry out safe work practices including identifying electrical and mechanical hazards specific to high voltage substations, precautions that must be taken when working on and near the infrastructure, how to avoid safety issues through the use of personal protective equipment and awareness of rescue procedures in the event of an incident.

## Eligibility to attend this course

Participants undertaking this course must have a Unique Student Identifier (USI) number. The USI is a reference number allowing students to access all their training results from all Vocational Education Training (VET) providers. The USI is available online and at no cost to the student and stays with that student for life. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>.

## What will the course do for you or your employees?

Following successful completion of the training, participants will be issued a statement of attainment for **UETDRRF09B - Apply Access Procedures to Work on or Near Electrical Network Infrastructure**.

This will be sent via post.

## Equipment

Participants are required to bring their ID, a pen and personal protective equipment to the course:

- Work clothes, work boots, safety helmet (less than 2 years old), high visibility clothing or vest.
- No open shoes are permitted.
- Participants who are not appropriately attired may be asked to leave the training venue.

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## Requirements to remain authorised after initial training

To be eligible for refresher assessments, attendees must be able to demonstrate previous assessment in the last 24 months with Essential Energy or another Registered Training Organisation.

## Enrolment

Enrol in this course at the Essential Energy website.

<https://www.essentialenergy.com.au/partners/training>

## Confirmation

Confirmation will be sent via email on enrolment.

## Student cancellations

Cancellations must be received five working days before the commencement of the course or applicable charges may apply.

## Course cancellation by Essential Energy

Essential Energy reserves the right to cancel any course if insufficient enrolments are received. Courses may be cancelled up to 4 weeks before the scheduled date. Should this occur, those who are enrolled will be notified. Essential Energy will not be held liable for any claims arising from course cancellation.

## Fees –

### Non-scheduled Initial Course

**Duration - 2 days (8.00am to 4.00pm)**

> \$1500 per participant (minimum 4 participants per course)

### Non-scheduled Refresher Course

**Duration - 1 days (8.00am to 4.00pm)**

> \$750 per participant (minimum 4 participants per course)

A firm quote including course cost and any travel charges will be provided once session numbers and location of delivery are confirmed.

(GST is not payable on course fees).

## Payment

Invoices will be sent to participants after completion of the course

## Catering

**Please note catering is not supplied.**

Participants will need to provide their own morning tea / lunch

## Training Services Administration

**Telephone:** 02 6588 4570

**Email:** [trainingservicesadmin@essentialenergy.com.au](mailto:trainingservicesadmin@essentialenergy.com.au)

**Post:** Training Services Admin  
Essential Energy  
P.O. Box 5730  
Port Macquarie NSW 2444

## PRIVACY DISCLOSURE

Disclosure of information to regulatory bodies that monitor training and accreditation, or information required by law, will be treated in accordance with the Privacy Act.

Your personal information held by Essential Energy may be accessed by requesting in writing to Essential Energy, Privacy Officer, PO Box 5730, Port Macquarie NSW 2444.

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## Course Content

### Module 1 - Safe Work Practices learning outcomes

- Understand the requirements of the Electricity Supply (Safety & Network Management Plans) Regulation 2014 and the WHS Act 2011.
- Understand the electrical and mechanical hazards that can be encountered in an HV substation and the precautions to be taken.
- Understand the procedures and the personal protective equipment used to affect a release and rescue.
- Understand the effects of electricity on a person's body and the initial medical procedures to take prior to receiving medical assistance.
- Knowledge of the various types of fire appliances and the types of fires each is applicable for.
- Understand the use of fire appliances for electrical fires.

### Module 2 – De-energise and isolate

- Understand the requirements needed to prepare for work on or near HV equipment.
- Understand the processes used to de-energise and isolate HV equipment and the precautions to be taken. Demonstrate the knowledge and understanding of the various types of HV apparatus that may be part of the HV system.
- Demonstrate the knowledge of correct techniques to be used in carrying out safe work practices in switching a HV system.

### Module 3 – Proving de-energised and earthing

- Understand the various methods of proving HV apparatus is de-energised and isolated.
- Understand the processes of isolation and earthing of HV apparatus to make the apparatus safe for work.
- Demonstrate the knowledge of earthing to special cases such as underground cables, HV aerial bundled cables and HV insulated unscreened conductors.

### Module 4 – Work Areas and Access Permits

- Understand how to set up a Work area for work on or near HV apparatus.
- Understand the authorisation process and responsibilities of Access Permit Issuers and Access Permit Recipients.
- Understand the procedures for Access Permits and Testing Access Permits and conditions of work under these Permits.
- Understand the reasons for and the conditions of Operating Agreements between Network Operators and HV Customers.

### Module 5 – Energisation

- Demonstrate the knowledge to recognise when an Access Permit for work or Testing Access Permit has been cancelled.
- Understand the requirements needed to prepare HV apparatus for energisation after work has been completed under Access Permit or Testing Access Permits conditions.
- Demonstrate the knowledge of correct techniques to energise HV apparatus and understand if any special tests are required prior to placing HV apparatus on load.
- Understand the requirements to update system diagrams and the need for labelling of HV apparatus.

### Module 6 – Notes for Operating Staff

- Demonstrate knowledge of the switching process.
- Understand the possible ways electrical apparatus may become energised and the safe work practices to adopt.
- Demonstrate knowledge of good operating procedures and practices.
- Understand the use of operating aids that an Operator can use to ensure there are no switching errors