

Essential Energy (RTO 91233)

Safe Work Practices Course



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.

Essential Energy's Registered Training Organisation (RTO) offers Safe Work Practices training to organisations across the State because knowing your requirements, correct processes and keeping employees safe is a necessary part of compliance.

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.

Refresher 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 RTO.

Statement of Attainment on Completion

Upon 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.

Unique Student Identifier (USI)

All Students are required to have a USI number for this course. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>.

Course Duration

- > **The Initial Course** has a Duration of two days (8.00am – 4.00pm approx.)
- > **The Refresher Course** has a Duration of one day (8.00am – 4.00pm approx.)
- > Refresher training every two years is recommended.

Fees – Scheduled Course (Monday – Friday. GST does not apply)

- > **Initial Course** \$1500 per person (min numbers apply)
- > **Refresher Course** \$750 per person (min numbers apply)
- > Additional charges for travel and accommodation may apply and are calculated at Australian taxation rates.
- > Attendees are to provide their own morning tea and lunch.
- > A firm quote including course cost and any travel charges will be provided once session numbers and location of delivery are confirmed.

Confirmation

Confirmation of enrolments will be to participants and course organiser prior to the course via email.

Cancellations

Cancellations of enrolments must be received in writing two working days before the commencement of the session or applicable charges will apply.

Payment

Essential Energy will mail the relevant invoice to participants upon completion. Participants will be required to pay for their course within 30 days of receipt of invoice.

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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.

Enquiries & Bookings:

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