

ACCREDITATION AND AUTHORISATION PROCEDURE

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1. SCOPE

This procedure applies to all persons that are required to work on or near to the Evoenergy network. The procedure outlines the training requirements for authorisation types applicable to Evoenergy workers, contractors and third parties.

This procedure does not apply to the procurement and management of contractors or the composition of the Minor or Major Civil Works Panel. Accreditation does not guarantee the applicant of contracts or future work with Evoenergy.

The following internal documents should be read in conjunction with this procedure when engaging contractors to work on or near the network:

- Contractor Management Manual
- Procurement Guidelines
- Major Civil Works Panel Management Procedure
- Minor Civil Works Panel Management Procedure

2. PURPOSE

The purpose of this procedure is to ensure that any person required to work upon or to come within any safe approach distances of the Evoenergy electricity network meet the requirements of the Evoenergy authorisation framework.

3. RESPONSIBILITIES

A Person Conducting a Business or Undertaking (PCBU) at a workplace must meet the requirements of Division 4.7.7 of the Work Health and Safety Regulation 2011 and ensure, so far as is reasonably practicable, that no person, plant or thing at the workplace comes within an unsafe distance of an overhead or underground electric line.

The PCBU must ensure that information, training and instruction provided to a worker is suitable and adequate having regard to—

- a) the nature of the work carried out by the worker; and
- b) the nature of the risks associated with the work at the time the information, training or instruction is provided; and
- c) the control measures implemented.

In all cases, applications for workers to be authorised to work on or near to the Evoenergy network must meet the requirements outlined in this procedure.

4. WORKING ON, NEAR AND IN THE VICINITY

4.1 Authorised to Work On the Network

Workers authorised to work on the network are electrically qualified Electrical Service Industry (ESI) workers who require direct access to construct, test, operate, or maintain the Evoenergy network in accordance with an Access Authority.

4.2 Authorised to Work Near to the Network

Workers authorised to work near are Evoenergy workers and contractors who do not have electrical qualifications and cannot perform electrical work on the Evoenergy network but have the knowledge or relevant experience to perform tasks under the broad, general or direct supervision of a worker authorised to work on.

Working near is when a worker comes within the safe approach distances for an ordinary person, but not within the safe approach distances for a worker authorised to work on or near as documented in the Electrical Safety Rules.

4.3 Working in the Vicinity

Working outside of the minimum approach distances of an Ordinary Person is considered working in the vicinity. A PCBU not contractually obligated to Evoenergy who is performing work in the vicinity of the electricity network and does not require access to Evoenergy's assets is not required to be authorised. A PCBU working in the vicinity of the electricity network must follow the requirements of WorkSafe ACT, SafeWork Australia, and the Utilities Networks (Public Safety) Regulations 2001. The following minimum approach distances are provided from the Utility Networks (Public Safety) Regulation 2001.

Table 1: Ordinary person clearances from aerial lines				
Column 1	Column 2	Column 3	Column 4	Column 5
direction in which minimum distance must be observed	minimum distance from insulated aerial cable or insulated aerial service line for low voltage	minimum distance from aerial conductor or covered aerial cable for low voltage	minimum distance from aerial conductor or aerial cable for 1kV up to and including 33kV	minimum distance from aerial conductor or aerial cable for 33kV up to and including 132kV
any direction	0.1m	1.5m	2.0m	4.0m

Table 2: Ordinary person clearances from aerial lines – Mobile Plant				
Column 1	Column 2	Column 3	Column 4	Column 5
direction in which minimum distance must be observed	minimum distance from insulated aerial cable or insulated aerial service line for low voltage	minimum distance from aerial conductor or covered aerial cable for low voltage	minimum distance from aerial conductor or aerial cable for 1kV up to and including 33kV	minimum distance from aerial conductor or aerial cable for 33kV up to and including 132kV
any direction	1.0m	1.0m	3.0m	3.0m

5. EVOENERGY EMPLOYEES, CONTRACTORS AND SUBCONTRACTORS

5.1 Authorised to Work On the Network

Workers authorised to work on the network are electrically qualified Electrical Service Industry (ESI) workers who require direct access to construct, test, operate, or maintain the Evoenergy network in accordance with an Access Authority.

This authorisation is only assigned to workers engaged by Evoenergy including contractors and subcontractors. An authorisation to work on the network is not required where the work is performed on out of commission assets.

A worker authorised to work on the network has successfully completed the following training to enable authorisation:

- Have successfully completed a nationally recognised UET Certificate III in ESI Power Systems – Distribution Overhead or UET Certificate III in ESI – Power Systems - Distribution Cable Jointing or UEE Certificate III in Electrotechnology Electrician (or equivalent) issued by a Registered Training Organisation.
- Evoenergy Electrical Safety Rules.
- First Aid and CPR.
- Rescue training relevant to the nature of the work and the operational requirements of Evoenergy.

A worker authorised to work on the network can perform the following tasks:

- Sign onto and receive an electrical access permit.
- Sign onto and receive a permit to work.
- Sign onto a Sanction for Testing under the direct supervision of an authorised Tester in Charge.
- Apply energised work techniques within the limits of qualifications and demonstrated competencies.
- Operate mobile plant near to the network in accordance with workplace procedures, SWMS and licencing requirements.
- Perform the role of safety observer when mobile plant is operated near to the overhead network.
- Perform a rescue relevant to the nature of the work and /or the operational requirements of Evoenergy.

Authorisations for Working on the network must be approved by Work Practices.

5.2 Authorised to Work Near to the Network

Working near is when a worker comes within the safe approach distances of energised apparatus for an ordinary person, but not within the relevant safe approach distances for a worker authorised to work on or near.

This authorisation is only assigned to workers engaged by Evoenergy, including contractors, subcontractors, apprentices and trainees.

Workers authorised to work near are not electrically qualified workers and cannot perform electrical work on the Evoenergy network but have the knowledge or relevant experience to perform tasks under the broad, general or direct supervision of a worker authorised to work on.

A worker authorised to work near has successfully completed the following minimum training:

- Evoenergy Electrical Safety Rules training.
- UET Work safely in the vicinity of live electrical apparatus as a non-electrical worker or equivalent.
- First Aid and CPR
- Rescue training relevant to the nature of the work.

A worker authorised to work near to the network can perform the following tasks:

- Sign onto an Access Authority and perform tasks within their technical skill set, qualifications and licencing under the general supervision of a Recipient in Charge.
- Receive and sign onto a Permit to Work under broad supervision to complete tasks within their technical skill set, qualifications and licencing.
- Sign onto a Sanction for Testing under the direct supervision of a Tester in Charge.
- Work near to energised conductors and apparatus under the direct supervision of a worker authorised to work on.
- Perform the role of safety observer for safe excavation work conducted near to the Evoenergy underground network.

- Perform a rescue relevant to the nature of the work and /or the operational requirements of Evoenergy.
- Conduct safe excavation practices in consultation with a safety observer authorised to work on or near.

Authorisations for Working Near to the network must be approved by Work Practices.

5.3 Supervised Worker

Applicable to Crane and Scaffold workers who are required to work in the vicinity of the Evoenergy network or perform tasks under an Electrical Access Authority. A supervised worker is not an authorisation to work on or near the network but is the minimum requirement for crane and scaffold workers engaged by Evoenergy who work in the vicinity of the Evoenergy network and are required to sign onto an access authority in accordance with the Evoenergy Electrical Safety Rules.

A Supervised Worker must have completed as a minimum:

- Evoenergy Electrical Safety Rules
- Provide First Aid
- Provide CPR

5.4 Authorised Tester in Charge

Application of test voltages >2500V must require a Sanction for Testing unless the apparatus is 'out of commission' or the service conductors are less than or equal to 50mm² and not requiring isolation of LV mains.

Workers permitted to receive a Sanction for Testing must be an Authorised Tester in Charge. An Authorised Tester in Charge is a worker who has the practical and theoretical knowledge to carry out all required tests in accordance with the High Voltage Cables and Apparatus Testing Manual where a sanction for testing has been issued. The Tester in Charge is responsible for compliance with the requirements of the Sanction for Testing.

Prior to being authorised as the Tester in Charge, a worker must:

- Maintain an authorisation to work on the network.
- Complete the Issue/Receive Access Authority (Sanction for Test) training course and be deemed competent to be a Tester in Charge and receive sanction for testing permits; and
- Complete refresher training for Issue/Receive Access Authority (Sanction for Test) every 12 months.

Authorisations for Evoenergy employees to become an Authorised Tester in Charge must be approved by Work Practices.

Applications for contractor to become Authorised as a Tester in Charge must be approved by the General Manager Evoenergy. Evidence must be provided with the application to the General Manager to support the approval process.

Certificates, training transcripts and other forms of valid evidence must be electronically stored in Beakon prior to making an application.

5.5 Authorisation for Electrical Operators

Switching and associated duties on electrical apparatus must only be performed by electrical operators whose authorisation, training, duties and instructions cover the particular electrical apparatus. All such switching must be completed using an approved switching plan or under the instruction of System Control.

Prior to being authorised as a LV and/or HV electrical operator on the Evoenergy Network, a worker must:

- Have demonstrated a basic understanding of electrical theory.
- Have demonstrated a sound knowledge of the Evoenergy Electrical Network.

- Have completed an approved training course through an external Registered Training Organisation (RTO) and been deemed competent for an electrical operator's authority.
- Have completed all other pre-requisites as required by Evoenergy, i.e. electrical operator logbook, theory tests.
- Have received local instruction and satisfied an approved assessor as to acquired knowledge and ability within the scope of the authorisation.
- Maintain an authorisation to work on the network (unrestricted).

There are three (3) level of switching authorisation for Electrical Operators:

- Low Voltage Switching VOC
- HV Switching VOC
- Substation Switching VOC

Employee switching authorisations are valid for a maximum of 12 months. To renew switching authorisations, a Verification of Competency (VOC) must be carried out by an Evoenergy endorsed verifier every 12 months. Where multiple switching authorisations are held by an individual operator, as a minimum, one VOC must be conducted for each authorisation per calendar year e.g. Low Voltage year 1, High Voltage year 2, and Substations in year 3.

The VOC framework and VOC record keeping is managed by Electrical Work Practices.

Authorisation must be issued by the System Control, which must designate the types of authorisations applicable and shall be approved by the System Operations Manager.

In the event of a switching incident, the Electrical Operator must immediately notify the Duty Network Controller and their Supervisor. If there are safety or network concerns due to the incident, the Duty Network Controller may, at their discretion, request the Electrical Operator to carry out additional tasks to rectify the situation. Following this, the Electrical Operator will be removed from switching duties until the incident investigation is completed. For further details refer to the WHSEQ Incident Management And Investigation Manual.

5.6 Authorised High Voltage Live Work

The Evoenergy prerequisite for undertaking any stream of HV Live Work training is a Certificate III in ESI - Power Systems - Distribution Overhead or Line worker equivalent.

Persons who work on Energised High Voltage overhead lines must:

- Maintain an authorisation to work on the network (unrestricted).
- Achieved competence in the applicable nationally recognised Live Line "Units of Competency" Training Package delivered by a Registered Training Organisation; or
- Hold previous or alternative Units of Competency for live line work recognised by Evoenergy.

HV Live Work training and assessment guidelines are also referenced in the Australian Standard AS5804.1 "High Voltage Live Working, Part 1: General.

Employee High Voltage Live Work authorisations are valid for a maximum of 12 months. Where continued currency is required, a Registered Training Organisations (RTO) shall annually re-assess competency.

A Safety Observer for HV Live Work must be an authorised HV Live Worker or at a minimum, has completed the formal training component of the relevant HV Live Work training course.

Authorisations for High Voltage Live Work must be approved by Work Practices.

5.7 Authority to Enter Electrical Stations

Entry into an electrical station or enclosure, which contains HV electrical apparatus, is only permitted for workers Authorised to enter electrical stations, as defined in the Evoenergy Electrical Safety Rules.

Prior to being authorised to enter electrical stations a worker must:

- Maintain an authorisation to work on or near the network, and
- Complete the Electrical Station Entry and Awareness training

An authorisation for Electrical Station Entry does not overrule any other authorisation requirements relating to work.

Note: Safe Approach Distances do not apply to equipment that is enclosed and the front enclosure is at earth potential, e.g., RMU switch gear at an indoor substation.

Where contractors have been authorised to enter electrical stations, it is the responsibility of the contractor manager to induct the authorised worker(s) to all relevant electrical station sites to enable them to avoid the dangers which electricity may create.

Authorisations for Electrical Station Entry must be approved by Work Practices.

5.8 External Workers

A worker is anyone who carries out work in any capacity for Evoenergy, including employees, contractors, subcontractors, apprentices and trainees. Contractors engaged by Evoenergy to work on or near the network must be authorised in accordance with the Evoenergy authorisation framework.

It is the responsibility of the Contractor Manager to ensure that contractors engaged by Evoenergy have completed the relevant prerequisite training:

- General Construction Induction
- Asbestos awareness
- Working Safely with Asbestos Containing Materials
- Crystalline Silica Exposure Prevention

6. RESTRICTED AUTHORISATIONS

Restricted authorisations only apply to working on or near the network.

6.1 Authorised to Work On - Restricted

Workers authorised to work on the network who cannot perform an activity within the scope of the authorisation may continue with a restricted authorisation to work on the network dependant on the approval from the General Manager Evoenergy. The details of the restriction must be recorded in the workers Beakon profile.

6.2 Restricted Near

Workers authorised to work near to the network who cannot or are not required to perform a rescue as prescribed in the Evoenergy Core Training Matrix may continue to work as a 'Restricted Near'. The details of the restriction must be recorded in the workers Beakon profile.

It should also be noted that apprentices are not to be used as Safety Observers or spotters in their initial 24 months of training as per Commonwealth, State or Territory legislative requirements.

In years three and four, apprentices may be used as a safety observer if they have sufficient knowledge and experience in the task being performed. Apprentices previously deemed competent with relevant industry experience and current competency maintain the ability to perform the role of spotter/safety observer from year one (1).

7. EVOENERGY WORKERS MINIMUM AUTHORISATION TRAINING REQUIREMENTS

Evoenergy Employees, Contractors and Subcontractors Minimum Authorisation Training Requirements	Refresher Frequency (months)	Authorised to Work On	Authorised to Work Near	Authorised Tester in Charge	Authorised Electrical Operator	Authorised High Voltage Live Worker	Authorised to Enter Electrical Station Entry	Authorised to Enter Confined Spaces
M – Mandatory P – Pre-requisite C – Conditional based on Evoenergy Core Training Matrix								
Authorised to Work On				P	P	P		
Work Safely in the Vicinity of Live Electrical Apparatus as a Non-Electrical Worker	P		M				C	C
Evoenergy Electrical Safety Rules	12	M	M	M	M	M	M	M
Electrical Qualifications – UET Certificate III equivalent or higher	P	M		M	M	M		
Low Voltage Testing of Connections	12	M						
Provide First Aid	36	M	M	M	M	M	M	M
Provide First Aid in an ESI environment	12	M	M	M	M	M		M
Provide Cardiopulmonary Resuscitation	12	M	M	M	M	M	M	M
Perform Rescue from a Live LV Panel	12	M	M	M	M	M		M
Perform Pole Top Rescue	12	C				M		
Perform Tower Rescue	12	C				C		
Perform Rescue from a Switchyard Structure at Heights	12	C						
Perform EWP Rescue	12	C				M		
Perform EWP Controlled Decent Escape	12	C				M		
Electrical Station Entry and Awareness	12	C					M	
Sanction for Test (GM approval for contractor applications)	12			M				
Enter and Work in a Confined Space	36							M

TABLE 1. EVOENERGY WORKERS MINIMUM AUTHORISATION TRAINING REQUIREMENTS

The minimum authorisation training requirements does not over rule any other training or licencing requirements mandated by Work Health & Safety laws relating to functional roles and work types.

8. THIRD PARTY AUTHORISATIONS

Third Parties are businesses or undertakings that are not engaged by or contractually obligated to Evoenergy but are required to work on or near to the Evoenergy network. Third Parties are managed according to the following four categories of authorisation:

1. Civil Works – Non-destructive digging and powered excavation
2. Shared Asset on Poles
3. Network Boundary Authorisation
4. Vegetation Management Worker

Work conducted in the vicinity of the Evoenergy overhead and underground network and outside the scope of the above-mentioned authorisations must be conducted in accordance with the *Safe Work Australia General Guide for Working in the Vicinity of Overhead and Underground Electric Lines*.

8.1 Registration with Evoenergy to Authorise Third Party Workers

A PCBU must register with Evoenergy in order to authorise their workers. To do this the PCBU must provide a statutory declaration providing statements that address the following legislative requirements:

- Safe systems of work have been developed for working on or near the Evoenergy network that complies with the Work Health and Safety Regulation 2011.
- worker(s) have enough technical skill and knowledge to carry out the work.
- audits are conducted for compliance with the PCBU's safe system of work.
- worker(s) recognise network components and understand safe approach distances.
- Worker(s) required to work within a safe approach distance are trained in the Evoenergy Electrical Safety Rules on a yearly basis.
- The PCBU will monitor and maintain the ongoing competency and identification of persons authorised to work near the Evoenergy network.
- Emergency rescue procedures are developed, tested and practiced so all workers know what to do in the event of an incident.

When Evoenergy is satisfied that the PCBU has addressed the legislative criteria in their application, Evoenergy will provide approval through Beakon for the PCBU to upload any additional evidence required for the specific authorisation categories selected.

Once approved, the PCBU can nominate their workers to complete the Evoenergy Electrical Safety Rules training.

8.2 Civil works – Non-Destructive and Powered Excavation

The Civil Works authorisation is for third party workers who are required to excavate closer than or work closer to energised underground cables than what is prescribed for an unauthorised person as documented in Table 3.

Safe Approach Distance (mm) To Energised Underground Cables		Non Destructive Digging		Powered Excavation	
		Unauthorised	Authorised	Unauthorised	Authorised
Minimum Approach Distances	LV up to and including 400 V	300	Insulated contact	500	300 or to marker tape/hardcover
	HV up to and including 22 kV	300	Insulated contact	500	300 or to marker tape/hard cover
	66 kV	2000	300	3000	300 or to marker tape/hard cover
	132 kV	3000	1800	3000	1800

TABLE 3. MINIMUM APPROACH DISTANCE (MM) TO ENERGISED UNDERGROUND CABLES

Workers authorised to excavate closer than the minimum approach distances documented in Table 3 must be trained in the requirements of the **Evoenergy Electrical Safety Rules**.

Applicants must have successfully completed the following training;

- Work safely in the vicinity of live electrical apparatus as a non-electrical worker
- Electrical Safety Rules training.
- Provide cardiopulmonary resuscitation
- Provide first aid

Civil Works authorisations must be managed by the PCBU. Application forms, certificates, training transcripts and other forms of valid evidence must be electronically stored in the Evoenergy authorisation database (Beakon). Authorisations are approved by Work Practices.

8.3 Shared Assets on Poles Authorisation

All applications by third parties who have third party assets located on Evoenergy structures must meet the requirements of the **Evoenergy Electrical Safety Rules**.

The PCBU must be an accredited service provider of the shared asset owner. Authorisation to work near the network does not make the applicant an accredited service provider of Evoenergy. It is the responsibility of the PCBU to ensure that all workers required to work near to the Evoenergy network are authorised.

Shared Asset authorisations are only provided to employees, contractors and subcontractors of a PCBU working under a joint use protocol developed in consultation with Evoenergy. Examples include NBN, TPG and TCCS.

Shared Assets on Poles – Communication

- Applicant to provide evidence of engagement by the joint use partner (on company letterhead) verifying their status as an accredited service provider of the Asset Owner.
- Provide cardiopulmonary resuscitation
- Work safely in the vicinity of live electrical apparatus as a non-electrical worker
- Electrical Safety Rules training.
- Pole top rescue
- Perform rescue from a live low voltage panel

- Provide first aid

Shared Assets on Poles – Streetlighting

- Applicant to provide evidence of engagement by the joint use partner (on company letterhead) verifying their status as an accredited service provider of the Asset Owner.
- Certificate III in ESI - Distribution Overhead (No network boundary established).
- Certificate III Electrician – AS3000 side of network boundary.
- Electrical Safety Rules training.
- Provide cardiopulmonary resuscitation
- Pole top rescue
- Perform rescue from a live low voltage panel
- Provide first aid in an ESI environment

The PCBU is responsible for the maintenance of authorisation requirements including application forms, certificates, training transcripts and other forms of valid evidence that must be electronically stored in the Evoenergy authorisation database (Beakon).

Authorisations last for 12 months after the completion of the prescribed training. Authorisations are approved by Work Practices.

8.4 Network Boundary Authorisation

The Network Boundary authorisation enables a licenced electrician in the ACT to:

- Install and/or remove service fuses at the network boundary for single premises, and/or
- terminate consumer mains cables at the network boundary of single premise installations (not including Point of Attachment style network boundaries), and/or
- applying for an Evoenergy key to access metering or isolation locations in multi tenanted installations.

Note: Only National Electricity Market Accredited Metering Providers can authorise their representatives for Evoenergy metering key access.

A Network Boundary authorisation does not allow a worker to:

- Replace an LV service fuse that has been removed by Evoenergy.
- Alter, remove or relocate Evoenergy’s overhead LV service line or LV pillar connections.
- Climb or work aloft on Evoenergy poles or electricity assets.

Prior to receiving a Network Boundary authorisation, a licenced electrician must have successfully completed the ***Evoenergy Electrical Safety Rules training*** and the ***Evoenergy Service and Installation Rules training***.

Network Boundary authorisations must be managed by the PCBU. Application forms, certificates, training transcripts and other forms of valid evidence must be electronically stored in the Evoenergy authorisation database (Beakon).

Authorisations last for 12 months after the successful completion of the training requirements. Authorisations are approved by Work Practices.

8.5 Vegetation Management Worker Accreditation and Authorisation

Vegetation management work performed near the Evoenergy network in the ACT must be conducted by an accredited service provider and the workers must be authorised as vegetation management workers.

Vegetation management businesses must prepare SWMS for working near to the network and provide a Certificate of Currency for Public Liability Insurance of not less than \$20 million and a Certificate of Currency for Worker's Compensation.

Accreditation is at the discretion of the Evoenergy Vegetation and Inspection Manager. Vegetation management workers must be assessed in accordance with the ***Evoenergy Electrical Safety Rules***.

- Vegetation Management Workers authorised to clear vegetation from aerial lines under Section 41D Utilities (Technical Regulation) Act 2014 require evidence for the attainment for the Certificate III in Arboriculture.
- Vegetation Management Workers authorised to clear vegetation from aerial lines within urban leased land (urban backyards) who are engaged by the lease holder require evidence for the attainment for the Certificate II in ESI - Powerline Vegetation Control as a minimum.
- Vegetation Management Workers who have been authorised by their employer to perform Close Approach Vegetation Control must provide a Certificate of Completion from an RTO and maintain prescribed refresher training.

To maintain accreditation, the PCBU must ensure that new or reviewed documentation including evidence of prescribed refresher training is loaded to the company profile prior to the document's expiry date. Vegetation Management Worker authorisations shall be managed by the PCBU who must maintain accreditation and authorisation requirements in the company and worker profiles in Beakon.

9. THIRD PARTY REFRESHER TRAINING EVIDENCE

Third Party Authorisation refresher training evidence M – Mandatory P – Pre-requisite C – Conditional based on functional roles	Refresher Frequency (months)	Civil Works	Shared Asset on Poles – Communications	Shared Asset on Poles – Streetlighting	Network Boundary
Work Safely in the Vicinity of Live Electrical Apparatus as a Non-Electrical Worker	P	M	M		
Evoenergy Electrical Safety Rules	12	M	M	M	M
Provide First Aid	36	M	M	M	M
Provide Cardiopulmonary Resuscitation	12	M	M	M	M
Perform Rescue from a Live LV Panel	12				M
Perform Pole Top Rescue	12		M	M	
Evoenergy Service and Installation Rules	12				M
Unrestricted ACT Electrical Licence	12				M

The authorisation refresher training requirements does not over rule any other training or licencing requirements mandated by Work Health & Safety laws relating to functional roles and work types.

Vegetation Management Workers

Authorisation refresher training evidence

M – Mandatory

P – Pre-requisite

C – Conditional based on functional roles

	Refresher Frequency (months)	Vegetation Management	Vegetation Management Section 41D
Work Safely in the Vicinity of Live Electrical Apparatus as a Non-Electrical Worker	P	M	M
Certificate II in ESI Powerline Vegetation Control	P	M	C
Certificate III in Arboriculture (Engaged Contractors Section 41D).	P		M
Evoenergy Electrical Safety Rules	12	M	M
Electrical Safety Rules For Vegetation Management Work Near Overhead Powerlines	12	M	M
Provide First Aid	36	M	M
Provide Cardiopulmonary Resuscitation	12	M	M
Perform EWP rescue	12	C	C
Perform EWP controlled descent escape	12	C	C
Close Approach Vegetation Control (Refresher)	12	C	C
Fell trees manually (basic or intermediate or advanced)	36	M	M
Operate and maintain chainsaw (or equivalent)	36	M	M
Use climbing techniques to cut vegetation above ground near live electrical apparatus	12	C	C
Undertake release and rescue from a tree near live electrical apparatus	12	C	C

The authorisation refresher training requirements does not overrule any other training or licencing requirements mandated by Work Health & Safety laws relating to functional roles and work types.

10. SUSPENSION OF THIRD PARTY AUTHORISATIONS

Evoenergy may suspend or revoke an authorisation for failing to comply with this procedure or for any environment, health or safety non-conformance or as permitted by law.

Examples of failures to comply with this procedure and non-conformances include but are not limited to:

Failure to provide updated authorisation information in a timely manner or as otherwise directed by Evoenergy

- Outstanding fees for training undertaken with Evoenergy
- Using unauthorised workers to undertake work applicable to this procedure
- Breach of environment, health or safety laws
- Negligent acts or omissions
- Abuse or intimidation of any person
- Any breach of this procedure
- Deliberate or reckless damage to property
- Criminal acts

The above examples are not exhaustive and do not limit Evoenergy's right to suspend or revoke an authorisation.

11. DEFINITIONS

Accreditation means a Vegetation Management Contractor engaged by Evoenergy to clear vegetation from aerial lines under section 41D who has successfully completed a Certificate III in Arboriculture or higher within the Australian Qualification Framework and has been accredited as a Vegetation Management Worker 41D to undertake work in the vicinity of electricity assets at the appropriate level for the voltage of the aerial lines they are working near. Utilities (Technical Regulation) (Electricity Powerline Vegetation Management Code) Approval 2018.

Beakon is a software system used to store documented authorisation evidence as per this procedure.

Broad Supervision means a worker has been given instruction and or specific training by a Worker Authorised to Work On, is under a permit to work (either energised or de energised) and is able to work without general or direct supervision.

CAVC means a qualified Vegetation Management Worker, who has successfully completed a recognised CAVC training course by an RTO to work to CAVC safe approach distances for HV and LV.

Direct Supervision means a worker must be in direct visual and audible contact with an appropriately authorised worker while in the work area.

Electricity Network means an interconnected system or transmission and/or distribution conductors and electrical apparatus

Electrical Operator means a worker deemed competent against an approved training standard who has written authorisation to carry out electrical operating work on HV and/or LV electrical apparatus.

Electrical Operating Work means work:

- involving the operation of switching devices, links or fuses other than on a service;
- providing access to the Electricity Network;
- proving electrical conductors and/or electrical apparatus is de-energised; and
- where earthing and bonding, locking and/or tagging of electrical apparatus and erection of barriers and/or signs will be required.

Electrical Station means any location, in which HV supply is switched, converted, controlled or transformed, or in which any similar electrical apparatus or plant is installed. Electrical Stations more commonly referred to include:

- **Bulk Supply Station** means the station at which a HV customer purchases their electricity. Electricity can be purchased at any voltage. The electricity is metered and controlled within the station but not necessarily transformed. The electrical network and electrical apparatus beyond the bulk supply station may or may not be owned and/or operated by Evoenergy.
- **Distribution Substation** means a station in which electricity is controlled and transformed. The highest voltage in the station does not exceed 22,000V.
- **Distribution Switching Station** means a station in which electricity is controlled and possibly metered. The highest voltage in the station does not exceed 22,000V. For the purposes of these rules, the requirements of a substation apply to a switching station.
- **Zone Substation** means a station in which electricity is controlled metered and transformed. The highest voltage in the station exceeds 22,000V.
- **Zone Switching Station** means a station in which electricity is controlled and metered. The highest voltage in the station exceeds 22,000V. For the purposes of these rules the requirements of a zone substation apply to a zone switching station.

Energised HV Line Worker means a worker tested against an approved training standard who has written authorisation to carry out HV live line work using Glove and Barrier or Stick techniques on HV electrical apparatus.

Energised Work means all work performed on apparatus energised or capable of becoming energised without implementing the full protective practice of isolating, proving de-energised and earthing at the worksite.

General Supervision means a worker is under regular visual and audible contact with a Worker Authorised to Work On who must inspect and assess the tasks being performed and provide instructions and directions to maintain a safe work area.

Glove and Barrier means a method of performing Energised HV line work.

High Voltage (HV) means a nominal voltage exceeding 1,000 volts alternating current or 1,500 volts direct current.

Low Voltage (LV) means a nominal voltage exceeding 50 volts alternating current or 120 volts ripple-free direct current, but not exceeding 1000 volts alternating current or 1500 volts direct current.

Low Voltage Energised Work means any task on or near exposed energised low voltage conductors and apparatus that requires a worker to use and install specialised insulated low voltage equipment while maintaining correct body positioning to avoid secondary points of contact.

Must or must not is to be interpreted as 'mandatory'.

Near means a situation where there is a reasonable possibility of a person, either directly or through any conducting medium (for example via mobile plant or insufficiently insulated or covered tools or equipment), coming within the relevant safe approach distances.

Network Boundary means the boundary between Evoenergy's Electricity Network and a customer's premises:

- at the point of attachment of an overhead service line to the customer's building or structure;
- at the point of entry of an underground service cable to the customer's building or structure; or
- as otherwise agreed in accordance with the Electricity Network Boundary Code if neither of the above apply

Ordinary Person means a person without sufficient training or experience to enable them to avoid the dangers which electrical apparatus may create. See unauthorised persons.

Out of Commission means electrical apparatus that is unserviceable and not fit for its intended use/purpose/service in its current condition. A commissioning process is required before it can be re-energised.

Overhead Line means any aerial conductor or exposed conductors with associated supports, insulators and other apparatus erected, or in the course of erection, for the purpose of the conveyance of electrical energy, excluding poles or supporting structures or anything in an electrical station.

PCBU means a 'person conducting a business or undertaking' and is a broad term used throughout work health and safety legislation to describe all forms of modern working arrangements, which we commonly refer to as businesses.

Recipient means a suitably trained and appropriately authorised worker to whom an access authority has been issued. The recipient is responsible for compliance with the requirements of the access authority.

Registration is the process undertaken by a PCBU to provide a statutory declaration to Evoenergy addressing compliance to legislative requirements in order to authorise their workers to work near to the Evoenergy network.

Safe Approach Distance means the minimum distance that must be maintained by a person, worker, vehicle or mobile plant (including its load, controlling ropes and any other accessories) when approaching electrical apparatus other than for work in accordance with an access authority.

Safety Observer means a worker with sufficient knowledge and experience of the task being performed and assessed as competent for the task being carried out and has the sole duty of observing and warning against unsafe approach to electrical apparatus or other unsafe conditions.

Supervised Worker means a person with technical knowledge or relevant experience to perform the task concerned under direct supervision of a Worker Authorised to Work On to enable them to avoid the dangers which electricity may create. This role is specifically for Scaffolders and Crane Operator Workers.

System Control means the functional area within Evoenergy that is responsible for the operation and security of the electrical systems, and controls access to the HV and LV electrical networks and apparatus.

Tester in Charge means an authorised worker to whom has the practical and theoretical knowledge to carry out all required tests where a sanction for testing has been issued and is the worker responsible for compliance with the requirements of the sanction for testing.

Third Party means a PCBU that is not contractually obligated to Evoenergy but is required to come within any safe approach distance to the Evoenergy network.

Unauthorised persons are workers who have not received training in overhead line electrical hazards and do not have sufficient training or experience to enable them to avoid the dangers from overhead electric lines and associated electrical equipment. See Ordinary Persons.

Vegetation Management Worker has attained a Certificate II in ESI - Powerline Vegetation Control and can apply to be authorised to clear vegetation from aerial lines within urban leased land (urban backyards).

Vegetation Management Workers Section 41D is a qualified Arborist, working for an engaged contractor of Evoenergy who is authorised to clear vegetation near lines on national land, unleased territory land or rural leased land in accordance with Section 41D of the Utilities (Technical Regulation) Act 2014.

Vicinity means a situation where it is unlikely that a person or worker will, either directly or through any conducting medium (for example via mobile plant), come within the relevant safe approach distances.

Worker means a person who carries out work in any capacity for a person conducting a business or undertaking, including work as:

- an employee;
- a contractor or subcontractor;
- an employee of a contractor or subcontractor; or
- employees of a labour hire company who has been assigned to work in the person's business or undertaking

Working near is when a worker comes within the safe approach distances of an ordinary person, but not within the safe approach distances for a worker authorised to work on or near as documented in the Electrical Safety Rules.

12. REFERENCES

Internal References

- Contractor Management Manual – Work Health, Safety, Environment And Quality
- Evoenergy Electrical Safety Rules
- Evoenergy Electrical Safety Rules for Vegetation Management Work Near Overhead Powerlines
- WHSEQ Incident Management and Investigation Manual

External References

- Criminal Code 2002
- Electricity Network Assets Management Code 2013
- ENA DOC 001-2019 National Electricity Network Safety Code
- Joint Use of Poles HB 87
- National Guidelines For Safe Approach Distances To Electrical And Mechanical Apparatus ENA NENS 04—2006.
- Safe Work Australia: General Guide For Working In The Vicinity Of Overhead And Underground Electric Lines
- Safe Work Australia: Guide For Operating Cranes And Mobile Plant Near Overhead Electric Lines
- Safe Work Australia. Scaffolding work near overhead electric lines
- Utilities Act 2000
- Utility Networks (Public Safety) Regulation 2001
- Utilities (Technical Regulation) Act 2014
- Utilities (Technical Regulation) (Electricity Powerline Vegetation Management Code) Approval 2018.
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

VERSION CONTROL

VERSION	DETAILS	UPDATED BY
1.0	Initial document	Brendon Commons Acting, Manager Electrical Work Practices
1.1	Minor amendment to authorisation title for Vegetation workers engaged by Evoenergy	Brendon Commons Acting, Manager Electrical Work Practices
2.0	Major re-write to reconfigure authorisations for third parties who are not contractually obligated to Evoenergy. Clarification provided for internal authorisations and definitions for working on or near.	Electrical Work Practices Manager.

2.1	Minor addition to the Shared Assets on Poles – Streetlighting authorisation to stipulate Cert III Electrician on AS3000 side of boundary	Electrical Work Practices Manager.
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DOCUMENT CONTROL

DOCUMENT OWNER	DOCUMENT CUSTODIAN	PUBLISH DATE	REVIEW DATE
Group Manager Strategy and Operations	Electrical Work Practices Team Lead	24/10/2024	24/10/2027