

ACCREDITATION AND AUTHORISATIONS

DESCRIBES THE PROCESS OF OBTAINING AND MAINTAINING COMPANY ACCREDITATION AND WORKER AUTHORISATIONS TO WORK ON OR NEAR THE EVOENERGY ELECTRICITY NETWORK.

This procedure applies to any person who intends to work near, or who is engaged to work on, the Evoenergy network.

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1. SCOPE

This procedure has been developed referencing the applicable state and national laws, regulations, rules, codes, guidelines, standards, practices and procedures applicable to all electricity distributors and applies to the general public and those employed, or directly engaged by Evoenergy where there may be an exposure to risk from electrical apparatus.

It provides instruction on how to obtain and maintain company accreditation and worker authorisations and outlines the framework and mechanisms used for assessing the requirements of companies, with employees required to work on or near Evoenergy's electrical network, to ensure that only appropriately qualified and competent workers are authorised to carry out defined tasks.

2. NOTIFIABLE INCIDENTS

Evoenergy requires that any accident, occurring when carrying out work on or near the network, must be reported to Evoenergy within 24 hours. A written report must be forwarded to accreditations@evoenergy.com.au within seven working days following any verbal notification.

The main steps of the incident management process are:

- First Response: prevent further harm and preserve the site.
- Determine whether a 'Notifiable Incident.
- Reporting and Notification: notify stakeholders, commence collecting information
- Investigation: commence gathering information, complete investigation.
- Review: review investigation, develop corrective outcomes and learnings.

3. CONTINUOUS IMPROVEMENT

Evoenergy reserves the right to, at any time, amend this procedure and to enforce the conditions and requirements of any amended procedure during any existing accreditation period where the amendment relates to health, safety or environment matters, network protection or is otherwise required or allowed by legislation, a regulator or regulatory type body or is beyond Evoenergy's control.

Evoenergy will provide notification of such amendments in writing.

We encourage all comments and constructive feedback in relation to this procedure be forwarded to accreditations@evoenergy.com.au

4. BEAKON

To identify appropriately qualified and competent workers who are authorised to carry out defined tasks on or near the network, Evoenergy has implemented the use of Beakon, a web-based compliance management system, to record and manage company accreditations and worker authorisations.

We only use your information for the purpose for which it was provided to us and related purposes that you would reasonably expect and as permitted or required by law.

Evoenergy Privacy Policy is located at https://www.evoenergy.com.au/legal/privacy-policy and explains how we comply with the Australian Privacy Principles and other legal requirements in relation to the way we handle information that we collect via this website.

5. COMPANY ACCREDITATION

Accreditation identifies a company as having the necessary resources and insurances to have authorised workers work on or near Evoenergy's network in a safe and reliable manner.

5.1 Application process

To apply for company accreditation:

- 1. Complete a Company Accreditation Application Form on the Evoenergy website.
 - Once received by the Accreditations team, a company profile is created in Beakon and the nominated contact will receive a 'Welcome to Beakon' email containing a link to the web portal and instructions on how to log in.
- 2. When first logging in, the following must be completed.
 - Load a company logo (if applicable)
 - Add company billing details for training invoices
 - Select appropriate Scope of Work category/s (hold CTRL for multiple selections).
 - Confirm if accreditation is to be advertised publicly on Evoenergy's website. (Refer to 5.3 Evidence of accreditation compliance).
- 3. To prevent the profile from becoming inactive, the following must be loaded <u>within seven business days</u> of profile creation for approval.

DOCUMENT	EXPIRY PERIOD
Certificate of Currency for Public Liability Insurance of not less than \$20 million In some circumstances, a lower public liability insurance policy may be accepted – please email accreditations@evoenergy.com.au for further information.	As policy expires
Certificate of Currency for Worker's Compensation Visit WorkSafe ACT for Workers Compensation information including legislated requirements and cross-border workers. Personal Injury Insurance is accepted for Owner/operators	As policy expires
High Risk SWMS for the tasks being performed on/near the Evoenergy network Visit Safe Work Australia and WorkSafe ACT for guidance on the function, content and application of SWMS required for high risk construction work.	Maximum of 24 months between reviews
Statutory Declaration A Statutory Declaration template can be downloaded from the Attorney-General's Department. The person making the declaration should acknowledge and agree: 1. only appropriately trained and authorised workers will be utilised to undertake work on/near the Evoenergy network. 2. to maintain currency of all required insurance policies for the duration of accreditation. 3. to monitor, review, and adhere to all safety documentation for the duration of accreditation. 4. that Evoenergy may at any time review, suspend or cancel accreditation or authorisations.	Once-off submission

- 4. Once all documents have been loaded, <u>allow up to five business days</u> for the approval process to be completed. Should a document be rejected, the nominated contact will be notified in writing of the non-conformance and allowed the opportunity to correct and resubmit the document.
- 5. Once all documents have been approved, confirmation of compliant accreditation will be emailed to the nominated and they will be directed to commence the authorisation process for their required employees.

5.2 Maintaining accreditation compliance

Accreditation lasts for twelve months from the first document completion date. To maintain accreditation compliance, ensure new or reviewed documentation is loaded to the company profile prior to a document's expiry date.

To assist with compliance, reminders for upcoming expiries are sent from Beakon to the nominated company contact at intervals of 1 month, 1 week and 1 day prior.

Accreditation non-compliance that exceeds a period of 14 days will receive a final reminder to address any expired documentation before the company profile and all associated (worker) profiles are made inactive at one-month non-compliance.

Work on or near the network is subject to inspection and review by Evoenergy at any time for technical compliance. Defective work that does not comply with the standards will require prompt rectification by the accredited company.

5.3 Evidence of accreditation compliance

With the use of Beakon, Evoenergy maintains a list of accredited companies that is available from the Evoenergy website and provided to the public upon request. This list is updated daily based off Beakon records and will only display companies with compliant accreditation.

To be included on this publicly available list, ensure the related fields of the company's Beakon profile are completed.

A targeted list is also included with every notification issued by Evoenergy to leaseholders required to have vegetation cleared from power lines.

Should a company's accreditation become non-compliant, is suspended or cancelled for any reason, authorised workers of that company are no longer permitted to work on or near the Evoenergy network.

6. WORKER AUTHORISATION

Authorisation with Evoenergy is formal approval for an employee of an accredited company, that is appropriately qualified and competent, to work on or near the network.

The authorised worker must have satisfied the skills-based training and qualifications relevant to the level of authorisation being sought. These requirements are applicable to all persons, including Evoenergy's employees (refer to Section 9 of this procedure), who work on or near the network.

Each authorisation outcome is specific to the task/s being performed and requires the worker to have and maintain currency for various training competencies.

Authorised workers are not to interfere with or carry out work on or near Evoenergy's network that is outside the scope of their specific authorisation. Authorised workers are required to adhere to Evoenergy's Electrical Safety Rules, Service and Installation Rules - if applicable, operational procedures, safe work practices and construction standards.

The authorisation training requirements list is a tool to assist with the understanding of the training and competency requirements for various tasks and may assist when identifying the ability of a person to adequately identify, assess and control electrical safety hazards. However, the authorisation training requirements list does not:

· provide assurance of the quality of work outcomes, or

 provide a substitute for the necessary oversight and responsibilities of managers of their workers when working on or near Evoenergy's network.

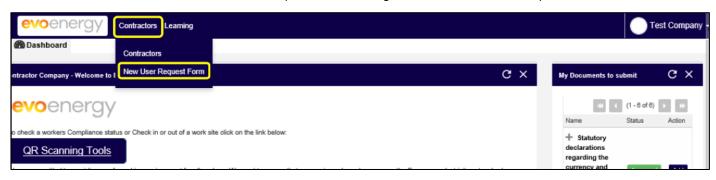
6.1 Application process

To apply for worker authorisation:

1. Using Beakon, from the company profile, submit a request to have a worker profile created using the *New User Request Form*.

Once received by the Accreditations team, the workers profile is created in Beakon and they will receive a *'Welcome to Beakon'* email containing a link to the web portal and instructions on how to log in.

A confirmation email will also be sent to the requester confirming the action has been completed.



2. Enrol the worker for Evoenergy Electrical Safety Rules course using the Learning Session module in Beakon (How to Guide available in Beakon).

If applicable, the worker can also be enrolled for Evoenergy's Service and Installation Rules course once they have completed the Evoenergy Electrical Safety Rules and have an unrestricted ACT Electrical Licence loaded to their profile.

3. Using either the company or the workers profile, upload evidence of having completed and maintained currency in the required training competencies as described in this procedure.

This information can be loaded to Beakon either before or after attending the Evoenergy Electrical Safety Rules course but must be loaded prior to carrying out work near Evoenergy's network regardless if it is for Evoenergy or another party.

The Accreditation team will review all training competencies/qualification documentation prior to approving.

Should a document be rejected, the worker will be notified in writing of the non-conformance and allowed the opportunity to correct and resubmit the document.

6.2 Authorisation descriptions

Ordinary means a person without sufficient training or experience to enable them to avoid the dangers which electrical apparatus may create. (Sign on to an Access Authority but not work). An ordinary person must demonstrate their understanding of Safe Approach Distances (SAD) and limitations of the Access Authority to the Person in Charge (PIC) when signing onto the Access Authority and the Job Risk Analysis (JRA).

Supervised worker is applicable to Crane and Scaffold workers only, or as required by Evoenergy where work is carried out under an Electrical Access Permit.

Authorised to work near means a worker with technical knowledge or relevant experience to perform the task concerned to enable them to avoid the dangers which electricity may create when working near the Evoenergy electrical network.

Authorised to work on means a worker with technical knowledge or relevant trade experience who has been approved, in writing, or has the delegated authority to act on behalf of Evoenergy, to perform the duty concerned.

Authorised Pole work means a worker authorised to work from a pole that forms part of Evoenergy's infrastructure.

Authorised Tower work means a worker authorised to work from a tower that forms part of Evoenergy's infrastructure.

Authorised Substation at Height work means a worker authorised to work from a height while within the boundaries of an electrical station (substation).

Authorised EWP Rescuer means a worker authorised to undertake rescue from an EWP.

Authorised work from EWP means a worker authorised to undertake rescue from and work from an EWP near the Evoenergy network.

Authorised Electrical Station Entry means a worker authorised to enter an Evoenergy electrical station.

Authorised Network Boundary Isolation means a worker who is a licensed electrician who is required 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
- apply for an Evoenergy key to access metering or isolation locations in multi tenanted installations.

Authorised to Enter Confined Spaces means a worker authorised to enter a confined space.

Authorised 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.

ESI¹ Vegetation Under Instruction means a worker completing their work activity record book (logbook) to obtain Certificate II ESI Powerline Vegetation Control.

ESI Vegetation means a qualified ESI vegetation worker, authorised to work to standard vegetation clearing SAD's for HV and LV.

CAVC Under Instruction means a qualified ESI vegetation worker, completing their work activity record book (logbook) to obtain Close Approach Vegetation Control.

CAVC means a qualified ESI vegetation worker, authorised to work to CAVC SAD's for HV and LV.

Authorised National/Unleased/Rural means a qualified Arborist, authorised to clear vegetation near lines on national land, unleased territory land or rural leased land.

Authorised ESI Vegetation to Climb means a qualified ESI vegetation worker, authorised to climb near the Evoenergy network.

Authorised ESI Vegetation worker from EWP means a qualified ESI vegetation worker, authorised to work from an EWP near the Evoenergy network.

¹ Electricity Supply Industry (ESI)

6.3 Authorisation training requirements – External worker

	External Worker Authorisation training requirements	Refresher Frequency (months)	Ordinary	Supervised worker ²	Authorised to work near	Authorised to work on	Authorised Pole work	Authorised Tower work	Authorised Substation at Height	Authorised EWP Rescuer	Authorised work from EWP	Authorised Electrical Station Entry	Authorised Network Boundary Isolation	Authorised to Enter Confined Spaces	Authorised Tester in Charge	ESI Vegetation Under Instruction	ESI Vegetation	CAVC Under Instruction	CAVC	Authorised National/Unleased/Rural	Authorised ESI Vegetation to Climb	Authorised ESI Vegetation from EWP
	See Note 1		Х	.,	.,,	,,	.,	,,	.,	,,	.,	.,	.,,	,,	.,,	,,	.,	.,	.,,			
HLTAID009	Evoenergy Electrical Safety Rules Provide First Aid / or	12 36		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
UETDRRF007	Provide first aid in an ESI environment	12		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
H LTAID009	Provide CPR	12		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
UETDRRF004	Perform rescue from a live LV panel	12			Х	Х	Х	Х		Х	Х		Х	Х	Х							
UETDRRF003	Perform pole top rescue	12					Х															
	Certificate III in UET or UEE (equivalent or higher)					Х									Х							
	Directly engaged by Evoenergy					Х									Х					Х		
UETDRRF006	Perform Tower rescue	12						Х														
UETDRRF005	Perform rescue from switchyard structures at heights	12							Х													
UETDRRF002	Perform EWP rescue	12								Х	Х											Х
UETTDRRF08	Perform EWP controlled descent escape	12									Х											Х
	Electrical Station Entry and Awareness	12							Х			Х										
	Evoenergy Service and Installation Rules	12											Х									
	Unrestricted ACT Electrical Licence												X									
RIIWHS202E	Enter and Work in Confined Spaces	36												Х								
	Sanction for Test	12													Х							
	As approved by GM Evoenergy														Х							
AHCMOM213	Operate and maintain chainsaw (or equivalent)	36														Х	Х	Х	Х	Х	Х	Х
	Fell trees manually (basic or intermediate or advanced)	36														Х	Х	Х	X	х	Х	Х
	Record of Results - Certificate II in ESI Powerline Vegetation Control															Х						
	Work Activity Record Book (applicable logbook cover page)															Х		Х				
	Certificate II in ESI Powerline Vegetation Control																Х	Х	Х	Х		
	Close Approach Vegetation Control (CAVC)	12																	Х	Х		
	Certificate III in Arboriculture																			Х		
UETTDRVC21	Use climbing techniques to cut vegetation above ground near live electrical apparatus	12																			Х	
UETTDRVC34	Undertake release and rescue from a tree near live electrical apparatus	12																			Х	

Notes:

- Ordinary persons must demonstrate their understanding of Safe Approach Distances (SAD) and limitations of the Access Authority to the Person In Charge (PIC) when signing onto the Access Authority and the Job Risk Analysis (JRA).
- 2. Applicable to Crane and Scaffold workers only, or as required by Evoenergy where work is carried out under an Electrical Access Permit.
- Training frequencies are based on requirements and recommendations from the Utilities Technical Regulator, Energy Networks Australia and ESI Transmission, Distribution and Rail Industry Standards
- 4. An extension of one month may be granted by the General Manager for expiring authorisations only if training has been booked for that specific authorisation and training will be completed by the extended expiration deadline.

6.4 Maintaining authorisation compliance

Authorisation lasts for twelve months from the first course completion date. To maintain authorisation compliance, ensure evidence is loaded to the workers profile prior to the current training's expiry date.

To assist with compliance, reminders for upcoming expiries are sent from Beakon, to the nominated company contact and the worker, at intervals of 3 months, 1 month and 3 days prior.

Work on or near the network is subject to inspection and review by Evoenergy for technical compliance. Defective work that does not comply with the standards will require prompt rectification by the accredited company that employees the authorised worker.

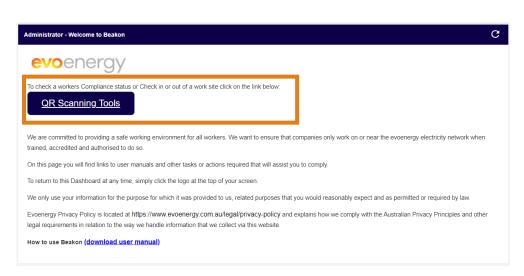
6.5 Updating worker profiles

Personal details can be updated using either the company or the workers profile. To have an applied authorisation changed, forward the change request via email to accreditations@evoenergy.com.au

6.6 Evidence of authorisation compliance

Workers undertaking work on or near the Evoenergy network are required to prove authorisation compliance at any time when approached by an Evoenergy employee, Worksafe Inspector or other regulatory authority representative.

Workers must be able to provide the QR code for their Beakon ID pass or produce suitable identification to allow the requester to search for and identify them in Beakon.





6.7 Resignations or change of employer

An accredited company must notify Evoenergy as soon as practically possible if an authorised worker ceases employment by emailing accreditations@evoenergy.com.au so the workers Beakon profile can be made inactive.

An inactive profile will retain all information regarding training records should the worker commence employment with a new accredited company.

Should a worker's authorisation become non-compliant, is suspended or cancelled for any reason, the worker is no longer permitted to work on or near the Evoenergy network.

7. AUTHORISED ESI² VEGETATION WORKERS

In addition to the requirements set out previously in this document, under the Utilities Networks (Public Safety)
Regulation 2001 (Regulation) Evoenergy may authorise a worker to undertake vegetation management (felling, trimming, clearing or removal of trees, plants or other vegetation) within minimum safe approach distances (SAD's).

Authorisation to undertake such work applies where any part of the vegetation to be managed is within the minimum safe approach distance, the vegetation shall be cleared in accordance with the requirements of this procedure until such time that the vegetation is no longer within the minimum distance.

When carrying out vegetation management within the minimum SAD's from Evoenergy's network, an accredited company must always have no less than two authorised ESI vegetation workers onsite. Failure to comply with this provision will result in an immediate suspension of the company accreditation.

7.1 Trimming of Government trees

As defined in the Utilities (Technical Regulation) (Electricity Powerline Vegetation Management Code) 2018, any tree or part thereof, on unleased Territory land or Commonwealth land, or under the control of the Territory or Commonwealth that is under consideration for vegetation management as a result of the tree encroaching within the minimum safe approach distance must be managed in accordance with the requirements of this procedure.

After vegetation management has been undertaken on the part of the tree that is encroaching within the minimum safe approach distance by an accredited company, additional vegetation management may be undertaken on that particular tree by a company that is not accredited by Evoenergy but only where no part of that tree remains within the minimum distance.

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² Electricity Supply Industry (ESI)

8. EVOENERGY EMPLOYEES

8.1 Application process

New profiles are created overnight based on information reported in Aurion.

8.2 Maintaining authorisation compliance

Authorisation lasts for twelve months from the first course completion date.

To assist with compliance, reminders for upcoming expiries are sent from Beakon, to the employee and direct supervisor, at intervals of 3 months, 1 month and 1 week prior.

To address or query any training gaps, contact Evoenergy Operational Learning Services (EOLS).

8.3 Updating profiles

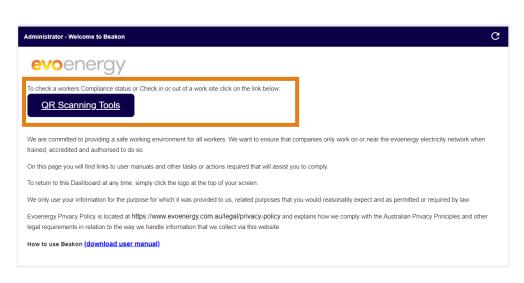
Personal details are updated overnight based on information captured in Aurion.

To have an applied authorisation changed, forward the request via email to accreditations@evoenergy.com.au

8.4 Evidence of authorisation compliance

Employees undertaking work on or near the Evoenergy network are required to prove authorisation compliance at any time when approached by an Evoenergy employee, Worksafe Inspector or other regulatory authority representative.

Employees must be able to provide the QR code for their Beakon ID pass or produce suitable identification to allow the requester to search for and identify them in Beakon.





8.5 Resignation of an employee

Profiles are made inactive overnight based on information reported in Aurion.

8.6 Authorisation training requirements – Employee

	Evoenergy Employee Authorisation training requirements	Refresher Frequency (months)	Ordinary	Authorised to work near	Authorised to work on	Authorised Pole work	Authorised Tower work	Authorised Substation at Height	Authorised EWP Rescuer	Authorised work from EWP	Authorised Electrical Station Entry	Authorised to Enter Confined Spaces	Authorised Tester In Charge
	Evoenergy Electrical Safety Rules Essentials	12	Х										
	Evoenergy Electrical Safety Rules	12		Х	Х	Х	Х	X	Х	Х	X	X	Х
HLTAID009 UETDRRF007	Provide First Aid / or Provide first aid in an ESI environment	36 12		х	X	х	Х	X	х	X	X	X	х
H LTAID009	Provide CPR	12		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
UETDRRF004	Perform rescue from a live LV panel	12		Х	Х	Х	Х		Х	Х		Х	Х
UETDRRF003	Perform pole top rescue	12				Х							
	UET or UEE Certificate III qualified, equivalent or above				Х								Х
UETDRRF006	Perform Tower rescue	12					Х						
UETDRRF005	Perform rescue from switchyard structures at heights	12						X					
UETDRRF002	Perform EWP rescue	12							Х	Х			
UETTDRRF08	Perform EWP controlled descent escape	12								Х			
	Electrical Station Entry and Awareness	12						Х			Х		
	Evoenergy Service and Installation Rules	12											
	Unrestricted ACT Electrical Licence												
RIIWHS202E	Enter and Work in Confined Spaces	36										х	
	Receive Sanction for Test	12											х
	As approved by GM Evoenergy												х

Notes:

- 1. Training frequencies are based on requirements and recommendations from the Utilities Technical Regulator, Energy Networks Australia and ESI Transmission, Distribution and Rail Industry Standards.
- 2. An extension of one month may be granted by the General Manager for expiring authorisations only if training has been booked for that specific authorisation and training will be completed by the extended expiration deadline.

9. SUSPENSION OF ACCREDITATION OR AUTHORISATIONS

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

Evoenergy must suspend or revoke accreditation and/or authorisation if directed to do so by any regulator or regulatory type body that has the power to compel Evoenergy to suspend or revoke an authorisation or accreditation, or if otherwise required by law.

Failure to comply with this procedure, or a non-conformance or corrective and preventive action, will be recorded by Evoenergy in its safety management system and the business or individual will be notified.

If accreditation is revoked or suspended neither that company nor any authorised worker employed by that company will be permitted to work under this procedure on or near the Evoenergy network.

The severity of any failure to comply with this procedure or non-conformance will be taken into consideration in determining whether to suspend or revoke an authorisation or accreditation.

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

- Failure to provide updated authorisation and accreditation information in a timely manner or as otherwise directed by Evoenergy
- Outstanding fees for training undertaken with Evoenergy
- Not maintaining current insurances and HSE plans
- 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 any authorisation or accreditation.

10. REFERENCES

- Evoenergy Electrical Safety Rules
- Evoenergy's Vegetation Management Strategy and Plan
- ENA DOC 001-2019
- ENA DOC 003-2019
- ENA DOC 023-2009
- Evoenergy Service and Installation Rules
- Tree Protection Act 2005
- Utilities (Management of Electricity Network Assets Code) Determination 2013
- Utilities (Technical Regulation) (Electricity Powerline Vegetation Management Code)
- Utilities (Technical Regulation) Act 2014

- Utilities Act 2000
- Utility Networks (Public Safety) Regulation 2001
- Work Health and Safety Regulation 2011

VERSION CONTROL

VERSION	DETAILS	APPROVED
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

DOCUMENT CONTROL

DOCUMENT OWNER	PUBLISH DATE	REVIEW DATE
Group Manager Strategy and Operations	04/02/2022	04/02/2024