

# STANDARD OPERATING PROCEDURE

SAFETY Everyone. Everywhere. Every day

## ELECTRICAL SAFETY

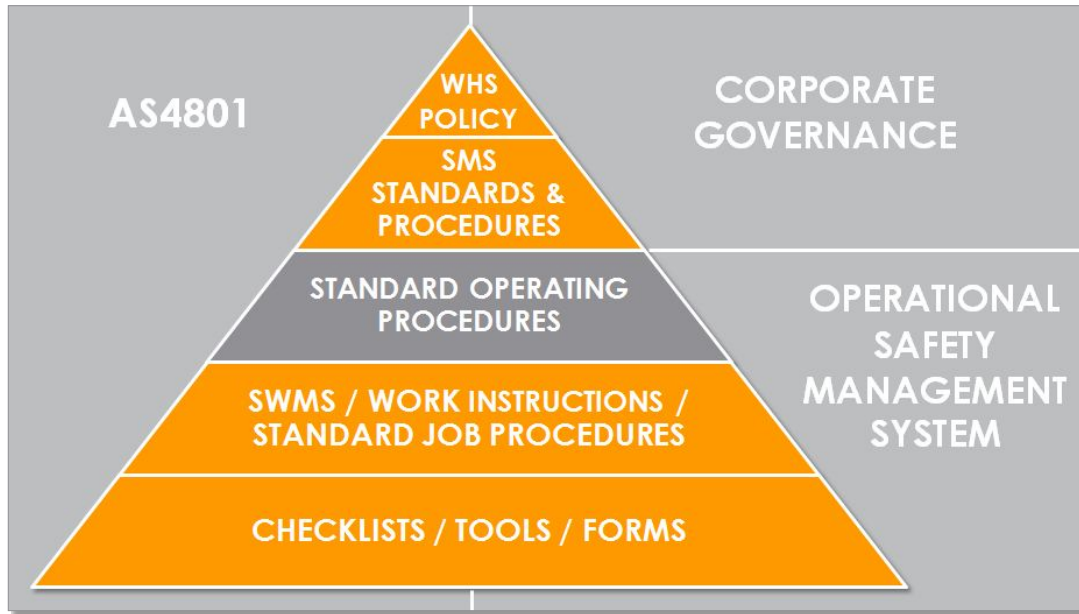
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## 1. SMS DOCUMENT HIERARCHY



## 2. PURPOSE

This Standard Operating Procedure (SOP) documents Queensland Urban Utilities (QUU) approach to electrical safety at QUU controlled workplaces.

The overall purpose of this procedure is to ensure that risks associated with electrical safety are adequately managed in order to minimise the risk of injury or harm to workers.

## 3. SCOPE

This SOP provides practical guidance on how to manage health and safety risks associated with electrical safety. This procedure applies to all QUU staff, including contractors and other persons on QUU-controlled worksites.

## 4. DEFINITIONS AND ACRONYMS

**Electrical Safety Management Plan:** define and document a framework of requirements to ensure the electrical safety of all persons involved with QUU's operations.

**ESAG:** acronym used for QUU's Electrical Safety Advisory Group.

**ESMS:** acronym used for QUU's Electrical Safety Management System.

**HSR:** acronym for Health and Safety Representative.

**KPI:** acronym for Key Performance Indicator.

**Manager:** as per QUU naming conventions, the Manager who has direct responsibility for the activity being performed or the area the activity is occurring in.

**Supervisor:** term used for any QUU employee who acts or is appointed as a Supervisor, Coordinator or Team Leader within QUU.

**SMS:** acronym used for QUU's Safety Management System.

**WHS:** acronym used for Work Health and Safety.

**Worker:** employees, contractors, subcontractors, outworkers, apprentices and trainees, work experience students, volunteers and PCBUs who are individuals if they perform work for the business.

## 5. ROLES AND RESPONSIBILITIES

Outlined below are responsibilities specific to electrical safety requirements at all QUU workplaces and controlled sites.

### 5.1 QUU EXECUTIVE

QUU Executive and Senior Management (CEO, ELT, General Managers – Officer and Non-Officer Appointed) are responsible for overseeing and ensuring the implementation of the requirements of this SOP and related procedures within their respective functional areas. This includes ensuring all sites are suitably risk assessed and have appropriate electrical safety resources to ensure that risks associated with electrical safety are adequately managed to minimise the risk of injury or harm to workers.

### 5.2 MANAGERS

Managers in all operational areas and QUU worksites are responsible for ensuring the review and management of risks associated with electrical safety. This includes:

- Conducting a review of the implementation of safety controls on worksites;
- Ensuring each person who enters sites is given the appropriate induction;
- Ensuring, where reasonably practicable, that each person complies with all measures necessary to maintain safety at the site;
- Ensuring, where reasonably practicable, that each person on-site performs the work safely and follows relevant SWMS and Standards;
- Ensuring First Aid and Safety Equipment is available, serviced and maintained;
- Allocating resources to support the implementation of the control measures listed in this Management Plan;
- Ensuring that regular WHS inspections are conducted;
- Ensuring that consultation with workers is conducted as a critical part of managing WHS risks, if this is reasonably practicable. If the workers are represented by a HSR, the consultation must include that HSR.
- Ensuring risk assessments are completed and recorded for all relevant planned work activities.
- Consulting with workers and the Person In Control of Equipment on the implementation of this Plan; and
- Reviewing the Register of Electrical Workers for staff in their work area.

### 5.3 SUPERVISORS/PICOW

Supervisors and Team Leaders in all operational areas and QUU worksites are responsible for ensuring that risks associated with electrical safety are managed, including:

- Providing instruction on where the ESMP and other standards and SWMS may be viewed on each site;
- Attending meetings and communicating safety-related matters to workers;
- Performing site inspections and audits as required; and
- Participating in safety investigations as required.

### 5.4 ESAG

Member of the ESAG will:

- Maintain a register of Qualified Business Person(s) and Qualified Technical Person(s).
- Facilitate the development and then review of a written document describing the QUU Electrical Safety Management System.
- Establish and then review standards and performance criteria for the QUU Electrical Safety Management System.

- Recommend and then review progress of risk reduction objectives and performance criteria.
- Measure and report on performance against the electrical safety KPIs as prescribed in the ESMP and to review and update those KPIs on an annual basis.
- Endorse audit/review schedules relating to the Electrical Safety Management System.

## 5.5 WORKERS / ELECTRICAL WORKER

All workers shall ensure that they:

- Follow the guidelines of this Electrical Safety SOP and related procedures;
- Maintain and comply with the conditions applicable to their Electrical Work Licenses (as appropriate) and QUU procedures;
- Only perform electrical work they are licensed and competent to perform, to comply with the legislative and other requirements identified within the Management Plan;
- Use electrical safety equipment that is suitable for the type of work being performed;
- Ensure any electrical work done on electrical equipment is tested (to the extent it is effected by the work) and is electrically safe;
- Comply with all relevant safety standards and SWMS for the work being undertaken;
- Ensure all hazards are identified and controlled before commencing electrical work;
- Advise QUU of any changes to the status of their electrical work licenses;
- Attend and participate in scheduled training and meetings;
- Maintain all safety training competencies associated with their role (such as CPR LVR);
- Ensure that the control measures listed in this Safety Management Plan are continuously adhered to while carrying out their work activities;
- Report new hazards to their Supervisor;
- Report any electrical safety related incidents to their Supervisor, and:
  - Follow the injury management procedure; and
  - Complete a QUU WHS Incident Report form in accordance with QUU WHS incident reporting procedures.
- Participate in activities and investigations designed to improve safety.

## 5.6 CONTRACTORS

At all times when performing work on a QUU site or for/on behalf of QUU, contractors should have available the relevant electrical safety documentation or comply with QUU's electrical safety management requirements detailed in this and related procedures and report all incidents to the relevant QUU Manager and to their employing / contracting agency in accordance with QUU WHS incident reporting procedures.

## 6. RELATED DOCUMENTS

- WHS Hazard and Risk Management Procedure (PRO363)
- WHS Incident Reporting, Investigation and Escalation Procedure (PRO364)
- MP71 - Electrical Safety Management Plan
- LOTO SOP (PRO379)
- WRAP (FOR553)

## 7. PROCEDURE

### 7.1 OVERVIEW

The Electrical Safety Management Plan (ESMP) documents a framework of requirements to ensure the electrical safety of all persons involved with QUU's operations. The ESMP applies throughout QUU

workplaces and services. Employees, contractors and volunteers are required to abide by the mandatory requirements of the Management Plan.

QUU will provide the required level of consultation to both staff and contractors to ensure all required electrical safety arrangements and requirements are in place and effective. Consultation with other parties will be undertaken in accordance with the QUU **WHS Consultation and Communication Procedure (PRO361)**.

## 7.2 ELECTRICAL SAFETY ADVISORY GROUP

The Electrical Safety Advisory Group (ESAG) will implement a Charter which will outline key requirements for the Group with the main focus of providing oversight and maintaining the Electrical Safety Framework to facilitate a safe working environment.

## 7.3 ELECTRICAL SAFETY MANAGEMENT PLAN

QUU will implement an ESMP which will outline how QUU will management electrical safety across the business, including contractors. Key components outlined within the ESMP include, but are not limited to:

- Risk Management such as:
  - Electrical Risks
  - Live Work
  - Isolation Procedures
  - Safety Equipment and Tools
  - Test Equipment
  - Test and Tagging
  - Consultation
  - Risk Methodologies
  - Risk Register
  - Risk Matrix
  - Ongoing Safety Assessment
  - Electrical Worker Register;
- Contractor management;
- Skills assessments and training;
- Safety Standards, SWMS and Maintenance Procedures;
- Communication systems;
- Management of change;
- Implementing, monitoring, reviewing and auditing;
- Key Performance Indicators;
- Investigation, recording and reviewing; and
- Records management.

The ESAG will conduct periodic reviews of the ESMP which will occur as outlined in the **WHS Consultation and Communication Procedure (PRO361)**, with a review date prescribed within the ESMP.

## 7.4 RISK ASSESSMENT FRAMEWORK

QUU has defined electrical safety duties under the *Electrical Safety Act 2002* (the Act) to ensure its business is conducted in a way that is electrically safe. The Act describes duties for employers, workers and the public in relation to electrical safety. Workers are required under the Act to comply with the employer's safe system of work.

QUU must also satisfy the stated outcomes of the *Electrical Safety Act 2002* to ensure persons are free from electrical risk. This requires the incorporation of a risk management approach.

QUU recognises that it is an offence under the *Electrical Safety Act* for electrical work to be performed by persons who do not hold the appropriate work licence.

QUU will adopt a consistent risk management framework across both Safety Management System and the ESMP.

### 7.5 AUDITING

The QUU ESAG Committee is responsible for ensuring that yearly audits of the facility are completed by suitably qualified assessors. As a minimum, the audit team is to comprise of QUU Site Safety Manager, QUU ESAG Safety Advisor, an electrician for technical input and where required, an external third party contractor.

### 7.6 CONSULTATION

QUU will consistently apply the established consultation framework as set out in the **WHS Consultation and Communication Procedure (PRO361)** and related documents.

### 7.7 TRAINING AND COMPETENCY

Training must be provided to QUU employees and other persons on QUU-controlled worksites as outlined in the Electrical Safety Management Plan.

### 7.8 DOCUMENTATION AND RECORD KEEPING

Records must be kept on site (and in TRIM) for all electrical matters in a manner easily accessible for audit and review.

## 8. REFERENCES

The following references contain information used in the preparation and development of this Electrical safety SOP:

- *Queensland Work Health and Safety Act 2011*
- *Queensland Work Health and Safety Regulations 2011*
- *Queensland Electrical Safety Act 2002*
- *Queensland Electrical Safety Regulation 2013*

## 9. REVIEW

The Electrical Safety SOP is to be reviewed every 2 years or earlier if:

- There is an identified risk to business
- A significant safety or serious injury event occurs
- Incident investigation or audit results show that application of the standard fails to deliver the required outcomes
- There are changes in associated legislation
- There is evidence that the standard is not having a positive impact on safety-related KPIs.

## 10. FURTHER INFORMATION

For further information, contact your Health and Safety Representative or the QUU Safety Team.