

Mason Electrical Engineering Contractors acknowledges our moral and legal responsibilities to protect our employees and others from the risks that may arise from our work activities.

Mason Electrical Engineering Contractors acknowledges that work on or around high voltage installations presents significant risks of electric shock and arcing and that special skills, competencies and equipment are required to control risks to an acceptable manner.

In accordance with our Duty of Care, our employees, or others performing work for us shall not work on or near high voltage conductors, equipment or installations unless the following conditions are met.

1. High Voltage installation work shall only be undertaken by a suitably licensed or qualified person.
2. Switching of any High Voltage equipment whether by remote means or by direct activation of switching equipment shall only be undertaken by a person specifically trained and qualified to operate the specific equipment in the presence of an observer, trained, competent and with current qualifications in electrical rescue and cardiopulmonary resuscitation (CPR).
3. Any work on High Voltage equipment or an installation shall only occur after it has been de-energised, isolated, tested and earthed. Where possible, employees of Mason Electrical Engineering Contractors shall apply their own locks and tags to the relevant isolation points.
4. A Safe Work Method Statement (SWMS) must be prepared and signed or acknowledged by the senior manager of Mason Electrical Engineering Contractors. The SWMS must be supported by a 'Switching Plan' or similar which will include the isolation and earthing arrangements and the process for re-energisation. When working in co-ordination with other work groups a 'Group Isolation Plan' must be prepared and signed by leaders of each work group.
5. Earths shall remain in place at all times when working on High Voltage installations. If earths are removed for the sake of testing then the installation shall be regarded as being 'Live'.
6. Employees of Mason Electrical Engineering Contractors will be made aware of risks from secondary circuits (CTs, VTs, CVTs) and include control measures on the SWMS to prevent risk of shock from these circuits.
7. All necessary protective equipment on the job site, is in good condition, appropriately tested and is being used correctly. Minimum clothing shall be cotton long sleeved shirts and long trousers, dry footwear in good condition, suitable gloves and safety eyewear. The minimum protective equipment when operating HV switching equipment shall be cotton overalls (done up at the neck and sleeves), safety eyewear, face shield, HV rated switching gloves and/or mats, hard hat and safety footwear.
8. First aid and communication facilities are immediately accessible
9. There may be a need for a safety observer who is suitably trained in rescue and resuscitation to be present whilst HV work is undertaken.
10. All employees of Mason Electrical Engineering Contractors are authorised and expected to safely stop work and immediately notify their supervisor if a task presents an unacceptable level of risk.
11. All electrical incidents must be immediately reported to the supervisor in charge who will where required report the incident to WHS Regulator and the Electrical Regulator.

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Employees working in the vicinity of exposed high voltage mains and apparatus shall not allow any portion of their body, or any object or tool which they are handling (other than equipment authorised for testing, operating or working on live high voltage mains and apparatus) to come within the minimum safe working distances from any part of the exposed live high voltage mains or apparatus.

Refer to the local Electrical Regulations for determining safe approach and clearance distances.

Failure to comply with this policy could lead to disciplinary action up to and including dismissal.



Manager

Mason Electrical Engineering Contractors

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