Authorisation to test at hazardous potentials

Name: 
Student Number: 
Date: 
Project Title: 
Academic Supervisor: 

"Generally, working on energised circuits and apparatus cannot be justified as being as safe as working de-energised."

If you have not done so please read the Low Voltage Electrical Work, Code of Practice 2007.

This form allows academic supervisors to permit students to test at hazardous potentials.

Precautions
Before you begin you should consider the following control measures:

Check Yes
- Are you competent and confident of applying the particular procedures or techniques required for the task at hand?
- Is your work area is clear of obstructions and you can enter and leave it quickly and safely?
- Do you have the appropriate test equipment?
- Are you are wearing the appropriate clothing and associated personal protective equipment for the task?
- Do you know where first-aid facilities at the site are and that they are readily accessible?
- Do you know where fire fighting equipment suitable for electrical fires is located at the site and that it is readily accessible?
- Has the isolation point of the relevant electricity supplies has been established and is it labelled?
- Have live conductors have been insulated where necessary to prevent inadvertent contact or flashovers?
- Is a competent person ready to standby whilst testing is in progress?

By signing this document you are acknowledging that you understand and will follow the correct procedure for working with live hazardous potentials and will complete the register each time work is performed with live hazardous potentials.

Name ___________________________ Signature ___________________________ Date ___________________________ Ph (Ext): ___________________________

1 The Discipline of Electrical and Computer Engineering deems Hazardous Potentials to be any voltage potential greater than Extra Low Voltages (ELV’s) as defined in AS/NZS3000:2007 clause 1.4.98 (a), i.e. exceeding $50V_{ac}$ or $120V_{dc}$ ripple-free.
Procedure

1. Member of the technical staff must verify that you have submitted a Risk Assessment for the testing, successfully completed the Lab Induction and the General Access quiz. If the work is to be carried out in the Electrical Machines lab then the Machines Lab Access Quiz must also be completed.

   Technical Staff Member __________________________   Date ________________
   Signature ________________________________________ Ph (Ext): ____________

   2. Academic supervisor must give you authority to test at hazardous potentials. In doing so the academic supervisor considers testing at hazardous potentials is necessary to satisfy the goals of a project and that the student is competent to perform the work without posing a risk to themselves or others.

   Academic Supervisor __________________________   Date ________________
   Signature ________________________________________ Ph (Ext): ____________

   3. Each time you intend to test at hazardous potentials a competent person\(^2\) who is trained in cardiopulmonary resuscitation (CPR) and Low Voltage Rescue (LVR) must standby and observe the testing.

   The Hazardous Work Register must be completed and signed by the competent person before each testing session commences. This register must be kept with you at all times during your work.

   4. This form must be submitted to the member of technical staff on completion of the testing.

\(^2\) In this situation a competent person is as defined in the Low Voltage Electrical Work, Code of Practice 2007. The competent person must have completed the Lab Induction EE Building, i.e. are familiar with the Discipline’s OH&S policies and procedures.

Hazardous Work Register. Testing

Signed by the Competent Person – suitably trained in CPR & LVR.

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