

Electrical Safety Management Scheme Guidelines

These guidelines provide guidance on the provisions that the Regulator expects to see in an ESMS and without the inclusion of these provisions applicants cannot expect to receive an approval. Ultimately these guidelines may be incorporated as Regulations under the *Electricity Industry Safety and Administration Act 1997*, to provide guidance and accountability to the proposal, creation and management of an electrical safety management scheme.

TABLE OF CONTENTS

1	ELECTRICAL SAFETY MANAGEMENT SCHEME OVERVIEW	4
1.1	Scheme description	5
1.2	Organisation details.....	5
1.3	Person responsible for electrical safety management scheme.....	5
1.4	Scheme Management.....	6
1.4.1	Scheme Operation Obligations	6
1.4.2	Scheme Compliance Obligations.....	6
1.4.3	Obligation to ensure scheme is properly managed.....	6
1.4.4	Qualifications of Scheme Manager	6
1.4.5	Scheme Manager Approval Application	7
1.5	Formal safety assessment	7
1.6	Legislative/statutory exemptions to be specified	8
1.7	Management system.....	8
1.8	Scheme Validation	8
1.9	Implementation of Scheme	9
1.10	Variations to the Scheme.....	9
2	CONTENT OF AN ELECTRICAL SAFETY MANAGEMENT SCHEME	10
2.1	The scope and application of the scheme	10
2.2	Safety policy.....	11
2.3	Safe access system for electrical work	11
2.4	Technical standards	12
2.5	Competence, training and authorisation	12
2.6	Emergency preparedness.....	13
2.7	Electrical Incidents and Serious Electrical Accidents	13
2.7.1	Electrical Incidents.....	13
2.7.2	Serious Electrical Accidents	13
2.7.3	Site preservation of Serious Electrical Accidents	14
2.8	Scheme performance, monitoring and review	14
2.8.1	Key performance indicators.....	14
2.8.2	Scheme monitoring	14
2.8.3	Proof of Scheme Compliance	15
2.9	Scheme non-compliance management	15
2.10	Scheme non-compliance penalties.....	15
3	RECORDS AND REPORTING	16
3.1	Scheme management and administration records.....	16
3.2	Scheme Reporting	17
3.2.1	Periodic Scheme Compliance Reporting.....	17
3.2.2	Electrical Incident & Serious Electrical Accident Reporting	17
4	APPLICATION PROCESS AND FEES	19
4.1	Application process.....	19
4.1.1	Scheme need.....	19

4.1.2	Regulator dialogue.....	19
4.1.3	Documents Developed	19
4.1.4	Scheme External Validation	19
4.1.5	Approval of scheme manager	19
4.1.6	Scheme Approval.....	20
4.1.7	Scheme Implementation.....	20
4.1.8	Scheme Monitoring and Review	20
4.1.9	Scheme Variations	20
4.2	Fees.....	20
4.2.1	Application fee	20
4.2.2	Annual administration fee	20
4.2.3	Regulator Audit fees	21
4.2.4	Application for fee exemption	21
5	INTERPRETATION.....	22
6	SCHEDULE 1 - RELATED SAFETY MANAGEMENT TOPICS	24
7	SCHEDULE 2 - RELATED STANDARDS, CODES OF PRACTICE & GUIDELINES... 	25
8	SCHEDULE 3 – SUGGESTED SCHEME PENALTY TOPICS	26

ELECTRICAL SAFETY MANAGEMENT SCHEMES

Objective

It is intended that these Guidelines are to help identify the main (but not limited to) requirements an applicant needs to consider when developing an Electrical Safety Management Scheme, under Part 8 of the *Electricity Industry Safety and Administration Act 1997*.

Please note

The guidelines do not purport to cover the applicant's legal or statutory obligations outside of the *Electricity Industry Safety and Administration Act 1997* and/or the *Occupational Licensing Act 2005*, nor the obligations contained in the *Workplace Health and Safety Act 1995*.

In some circumstances the Electrical Safety Management Scheme may need to be part of a larger Safety Management Scheme; to satisfy obligations of the scope and application of the scheme relating to the work. This may need to be applied in the areas of Gas, Construction, Major Hazard Facilities or Workplace Health and Safety.

During the approval process of the proposed Electrical Safety Management Scheme, the scheme may be open for public comment.

Within this document the word 'scheme', means an Electrical Safety Management Scheme.

I Electrical Safety Management Scheme overview

A scheme is an alternative means for an organisation to meet its compliance obligations with regards to the specified standards for electrical work set out in the Acts. There will need to be a proper interest and a demonstrated need before this alternate approach is allowed.

An applicant should inform the Regulator of the proposed development of a scheme and its scope, once it has identified the interest and demonstrated need, prior to settlement and independent validation of the scheme.

To be granted approval for a scheme, the applicant must prove it is equivalent to or superior than the specified standards/requirements in the Acts.

The scope and application of a scheme is only applicable to the activities undertaken by the employees of the applicant. It is not applicable to contracted organisations.

1.1 Scheme description

- 1) The scheme must provide sufficient information to identify the organisation, as well as the scope, extent and location/s of the electrical installation or electrical equipment requiring that work or the infrastructure and to assess the risks associated with the safety of the electrical installation, electrical equipment and/or the infrastructure.
 - a. A scheme must contain a description of the electrical work to which the scheme relates and the electrical installation or electrical equipment requiring that work.
 - b. A scheme must contain a description of the design, construction, operation, maintenance and decommissioning of the infrastructure to which the scheme relates.
- 2) The scheme must detail how the scheme is it to be applied in the organisation, specifically relating to employees authorised under the scheme and their associated electrical work functions.

1.2 Organisation details

The organisation proposing a scheme must be identified by its;

- a. Business name
- b. Trading name
- c. Business address
- d. Business ACN
- e. Organisation structure chart/diagram

1.3 Person responsible for electrical safety management scheme

- 1) A scheme must specify the person within the organisation responsible for compliance with the scheme, the scheme manager, by providing the name, position title and the business address of that person.
- 2) The scheme must specify the Scheme Manager's responsibilities and how those responsibilities relate to the scope and application of the scheme.
- 3) The scheme manager's responsibilities include, but are not limited to:
 - a. the preparation and submission of the scheme, and
 - b. the administration, implementation, management and control of all aspects of the scheme, and
 - c. ensuring the electrical work required to be carried out under the scheme on infrastructure, electrical installation or electrical equipment is covered by the scope and application of the scheme, is to the standards specified, and

- d. ensuring the electrical work carried out under the scheme is recorded and notified as specified in the scheme; and
- e. the reporting of all scheme aspects to highlight the level of compliance with the scheme operations.

1.4 Scheme Management

The scheme must be operated within its terms and the applicant is to define how the scheme will be managed to ensure compliance, including the appointment of the approved scheme manager.

1.4.1 Scheme Operation Obligations

The scheme must specify the system for managing the operation of the scheme which includes, but is not limited to, the measures that ensure:

1. the applicant organisation operates the scheme within the terms of the scope and application of the scheme: and
2. authorised employees work within the scope and application of the scheme and must comply with the terms and conditions of the scheme.

1.4.2 Scheme Compliance Obligations

The scheme must specify the systems that ensure compliance with the scheme which includes, but is not limited to, the measures that:

1. are to be taken to implement and promote scheme compliance: and
2. assist with the management and control of any non-compliance that includes, but is not limited to:
 - a. organisational management of the scheme: and
 - b. all authorised employees that work within the scope and application of the scheme.

1.4.3 Obligation to ensure scheme is properly managed

The applicant must specify how the scheme manager or any subsequent replacement:

- a. has the necessary financial, technical and human resources available to administer the scheme; and
- b. must not be obstructed in the performance of his or her duties: and
- c. is to be approved by the Regulator, as the manager of the scheme.

1.4.4 Qualifications of Scheme Manager

The applicant must specify the minimum qualifications and/or experience required of the Scheme Manager, to ensure the scheme can be effectively managed and operated.

1.4.5 Scheme Manager Approval Application

The applicant must include the following for the approval of the scheme manager by the Regulator, which shall include but may not be limited to:

- a. The request for the proposed nominated manager to be considered for approval; and
- b. Name and title of the proposed scheme manager; and
- c. Qualifications and industry experience of the proposed scheme manager; and
- d. A signed statement by the proposed scheme manager, the proposed manager knows, accepts and will discharge:
 - i. the requirements of Part 8 of the *Electricity Industry Safety and Administration Act 1997*: and
 - ii. their responsibilities in administering the scheme's requirements to an equivalent or superior standard of the Acts,
- e. That the application is to be signed and formally lodged by the CEO, Board of Directors or the most senior officer in the organisation where the scope and application of the scheme operates: and
- f. The date when the proposed scheme manager, if approved, is to assume that role.

1.5 Formal safety assessment

The applicant must conduct, document and apply a formal safety assessment.

1. A formal safety assessment must be conducted to ensure the development of the scheme covers the risks associated with the scope and application of the scheme.
2. A scheme must contain a formal safety assessment relating to the electrical work carried out under the scope and application of the scheme.
3. The formal safety assessment must be consistent with the scheme description, scope and application; and must provide, but not limited to:
 - a. a description of the methodology used and investigations undertaken for the formal safety assessment; and
 - b. an identification of hazards having the potential to cause a serious electrical accident; and
 - c. a systematic assessment of the risks associated with the electrical installation, electrical equipment and/or electrical infrastructure, including the likelihood and consequences of a serious electrical accident; and
 - d. a description of technical and other measures undertaken or to be undertaken to reduce those risks as far as practicable: and
 - e. links to the systems, processes and procedures used in the assessment and control of the identified risks.

1.6 Legislative/statutory exemptions to be specified

A scheme must specify the provisions of the Acts from which the scheme is seeking exemptions such as the:

- a. Installation, commissioning and operation of electrical installations or electrical infrastructure, from which the applicant seeks: and/or
- b. Electrical work to be performed by an authorised employee.

1.7 Management system

A scheme must specify, the safety management system to be followed in relation to the safety of the:

- a. electrical work carried out or to be carried out under the scheme;
and
- b. related training, refresher-training, continued professional development and qualifications for employees authorised under the scheme; and
- c. standards of work to be applied under the scheme: and
- d. design, construction, commissioning, operation, maintenance and decommissioning of the electrical installation or electrical infrastructure, if applicable.

Please refer to schedule 1 for list of suggested related safety management topics

1.8 Scheme Validation

Before submitting the scheme to the Regulator for approval, the scheme must be independently validated to ensure the scheme is of a standard that is equivalent, or superior, to the specified requirements in the Acts.

- 1) A scheme must be independently validated, before being submitted for approval by the Regulator.
- 2) The applicant must propose the validation officer for approval by the Regulator.
- 3) To be the validation officer the individual must –
 - a. Be a competent person, with the appropriate knowledge and experience in the areas of the scope and application of the proposed scheme;
 - b. Independent of the applicant organisation;
 - c. Independent of the Regulator;
 - d. Be acceptable to the Regulator;
 - e. Ensure the scheme applies standards and work practices that are equivalent to or superior to the standards specified in, the Acts: and
 - f. Ensure the scheme can be practicably applied to the operational aspects of the organisation.

- 4) The validation officer must demonstrate how:
- a. the scheme addresses and satisfies the minimum requirements and standards of, the Acts;
 - b. the scheme addresses and satisfies the requirements of these guidelines: and
 - c. the applicant can discharge the duties and responsibilities of the scheme.

1.9 Implementation of Scheme

The applicant must nominate the date for implementation of the scheme.

The scheme must be implemented so that all that work within the scope and application, complies with the scheme.

1.10 Variations to the Scheme

The applicant must specify in the scheme, how variations to the scheme are to be managed.

Any variation may require validation, particularly any variations to the scheme involving a change in:

1. Safety procedures or practices: and/or
2. Work procedures or practices.

2 Content of an electrical safety management scheme

The content of the scheme shall include, but not limited to:

1. Scope and application of the scheme;
2. Safety policy;
3. Safe access system for electrical work;
4. Technical standards;
5. Competence, training and authorisation;
6. Emergency preparedness;
7. Electrical incidents and serious electrical accidents;
8. Performance, monitoring and reporting;
9. Non-compliance management; and
10. Non-compliance penalties and

2.1 The scope and application of the scheme

- 1) The scheme scope must specify all the work on or near the electrical installation, electrical equipment or infrastructure, to which the scheme relates.
- 2) The scheme must specify the asset management plan by which a applicant will ensure that the design, construction, commissioning, installation, operation, maintenance and decommissioning of, and any modification of, the electrical installation or infrastructure:
 - a. are adequate to ensure the safety and safe operation of the electrical infrastructure; and
 - b. take into account the results of the formal safety assessment for the electrical infrastructure; and
 - c. meet any technical standards specified in the scheme; and
 - d. provide adequate means of automatically isolating the infrastructure or any part of the electrical installation or infrastructure in the event of an emergency; and
 - e. provide adequate means of preventing unauthorised access by the public to the electrical installation or infrastructure.
- 3) The scheme must specify the means by which it will ensure that electrical work:
 - a. is adequate for the safe operation of the electrical infrastructure, electrical installation or electrical equipment; and
 - b. takes into account the results of the formal safety assessment for the scheme; and
 - c. meets any technical standards specified in the scheme; and
 - d. is carried out by the employees authorised to carry out the work under the scheme; and
 - e. is recorded and notified as required.

- 4) The scheme must specify the skills, experience, training and competence requirements, to be an authorised employee, under the scope and application of the scheme.

2.2 Safety policy

- 1) The scheme must specify how the applicant's safety policy relates to the scope, application and operation of the scheme.
- 2) The scheme must specify:
 - a. the titles of the positions of those responsible for the safety policy, and
 - b. the duties of the positions of those responsible for the implementation of the safety policy: and
 - c. how the safety policy relates to the scheme.

2.3 Safe access system for electrical work

- 1) The scheme must specify the safe access system that is to apply in respect of work under the scheme.
- 2) A safe access system must—
 - a. prohibit any person who does not have a written access permit/authority issued by a authorised employee of the scheme from:
 - i. having access to the electrical installation or equipment or the infrastructure ,or parts of the electrical installation or equipment or infrastructure, to which the scheme relates; and
 - ii. performing work specified in the scheme; and
 - b. specify the positions of the authorised employees who are permitted by the scheme to;
 - i. issue access permit/authorities; and
 - ii. receive access permit/authorities to supervise/control that work; and
 - iii. authorised employees that are to work under the scheme; and
 - c. ensure that employees authorised to issue access permits/authorities and/or carry out any work under an access permit/authority and/or carry out work under the scope and application of the scheme, are:
 - i. appropriately trained for the work under the scheme; and
 - ii. competent and authorised for the work under the scheme: and
 - iii. provided with appropriate procedures, tools, equipment and emergency support.

2.4 Technical standards

The scheme must specify the technical standards to be applied in the operation of the scheme to meet the scheme scope and application with respect to the:

- a. design, construction, commissioning, installation, operation, maintenance and decommissioning of the installation and/or infrastructure: and
- b. electrical work to be carried out by the employees nominated/authorised by an scheme operator.

Please refer to schedule 2 for a non-definitive list of related standards, codes of practice and guidelines

Note: Where an anomaly exists between standards, the most onerous requirements shall be applied.

2.5 Competence, training and authorisation

- 1) The scheme must specify the competence and training requirement used in relation to the electrical installation, electrical equipment and/or electrical infrastructure, to ensure that:
 - a. the minimum level of qualifications, skill and competence that is required to carry out of work in relation to the electrical installation or electrical equipment and/or the electrical infrastructure is established; and
 - b. any procedures, work methods and training necessary for employees assigned to carry out that work is provided: and
 - c. only authorised employees (that are registered in the scheme), with the qualifications, skills and competence appropriate to that work, undertake that work.
- 2) The scheme must specify the process for an individual to become an authorised employee under the scheme.
- 3) Electrical work as specified in the scheme can only be carried out by authorised employees that are:
 - a. registered under the scheme, or
 - b. registered as a employee in training in a recognised training course for the scheme. Employees in training must be supervised, in accordance with the requirements of the Occupational Licensing (Supervision of prescribed Work) Code of Practice.
- 4) The register of authorised employees (including individuals employed under a contract), must specify no less than:
 - a. the employee's name;
 - b. the employee's date of birth;
 - c. the employee's qualifications, training and currency of competence;

- d. the employee's authorisation relating to the scope and application of the scheme regarding electrical work; and
- e. if the electrical worker is not an employee:
 - i. the details required under paragraphs a to d above;
 - ii. whether that worker is a contracted employee; and
 - iii. their actual employer.

2.6 Emergency preparedness

The scheme must specify a response plan designed to address all reasonably foreseeable emergencies which have been identified through the formal safety assessment.

1) The response plan must:

- a. ensure the safety of the public; and
- b. specify a system for reporting between the scheme manager and any other person who may be affected by an emergency; and
- c. specify the means by which the scheme manager will ensure the continued safety of the:
 - i) infrastructure and/or installation and its operation; and
 - ii) electrical work being carried out on electrical installations, electrical equipment and/or electrical infrastructure, and
- d. specify how a co-ordinated response with emergency services will be achieved

2.7 Electrical Incidents and Serious Electrical Accidents

The scheme must specify how all electrical incidents and serious electrical accidents are to be managed, investigated and reported to the Regulator.

2.7.1 Electrical Incidents

The scheme must specify the system for reporting of electrical incidents, after the electrical incident occurs, to Regulator:

- a. which occurs in relation to its electrical installation, electrical equipment and/or electrical infrastructure covered by the scope of the scheme; or
- b. of any work carried out on its electrical installation, electrical equipment and/or electrical infrastructure covered by the scope of the scheme;

2.7.2 Serious Electrical Accidents

The scheme must specify the:

- a. compliance with the process of reporting serious electrical accidents, as that term is defined in the EIS&A: and

- b. means to be used for recording and investigating serious electrical accidents: and
- c. management systems to be used for reviewing and actioning of the information and remedial actions so recorded or arising from serious electrical accident investigations.

2.7.3 Site preservation of Serious Electrical Accidents

The scheme must specify, that the site of a serious electrical accident, must not be interfered with unless the interference is:

- a. necessary to –
 - i. provide medical or other assistance to a person affected by the accident; or
 - ii. protect life or property; or
- b. permitted by an “authorised officer” appointed under either of the Acts.

2.8 Scheme performance, monitoring and review

2.8.1 Key performance indicators

The scheme must specify the key performance indicators to be used to determine the level of compliance with the scheme and the relevant provisions of the Acts.

2.8.2 Scheme monitoring

- 1) The scheme must specify the means by which the scheme manager will:
 - a. define the scope and application of the audits;
 - b. monitor and audit the implementation and continuing compliance of the scheme;
 - c. review the schemes adequacy;
 - d. review and analyse Key Performance Indicators;
 - e. ensure that only authorised employees work within the scope and application of the scheme: and
 - f. define the number of scheme audits to be undertaken, with the minimum being:
 - i. 1 x internal audit per annum
 - ii. 1 x external audit (in addition to the regulator audits below) within 6 to 12 months of the commencement or renewal of the scheme
- 2) The scheme must specify the means to be used to ensure regular and systematic:
 - a. identification of deficiencies in scheme related policies and procedures, as well as their implementation: and

- b. improvement in those policies and procedures, and in their implementation.
- 3) The scheme must include audits of the scheme and its application conducted by or on behalf of Regulator, including;
- a. two Regulatory audits over the five year term of the scheme: and
 - b. the provision of appropriate resources and access to conduct the audits.
- 4) The scheme must specify the annual audit reporting period.

2.8.3 Proof of Scheme Compliance

The onus of scheme compliance (and the proof thereof) rests with the scheme manager.

2.9 Scheme non-compliance management

The scheme must specify the means by which non-compliance issues with the scheme are to be managed and controlled, which shall include; but may not be limited to;-

- 1. reporting of all identified non-compliance/s;
- 2. review and analysis of non-compliance, to ensure rectification of the non-compliance;
- 3. review and analysis of non-compliance, to prevent recurrence of the non-compliance;
- 4. the recording of the remedial or corrective actions for non-complying design, construction, commissioning, installation, operation, maintenance and decommissioning of, and any modification of, the electrical installation or infrastructure; and
- 5. the taking and recording of remedial or corrective actions for non-compliant electrical work by employees: and
- 6. the rectification and signoff of the remedial or corrective actions.

2.10 Scheme non-compliance penalties

The scheme must specify the means by which scheme non-compliance is to be managed in relation to the remedial/corrective action processes and penalties and the scheme must:

- 1. consider the penalties applicable under the Acts: and
- 2. consider and define, internal penalties for non-compliance with the scheme, inline the proposed internal penalty topics, refer to schedule 3.

3 Records and reporting

The scheme manager is responsible for the administration, records and reporting of the scheme.

3.1 Scheme management and administration records

The scheme manager of an approved scheme must, in accordance with this guideline, establish, implement and maintain a system for keeping records relating to its scheme.

1. The minimum records required to be kept are -
 - a. a copy of the scheme and any revisions;
 - b. all audit reports in relation to the scheme;
 - c. all documents and reports relating to incidents and accidents (including their investigation), involving the electrical installation, electrical equipment and/or electrical infrastructure related to the scheme;
 - d. documents and corrective or remedial actions relating to any breach of the scheme; e.g. unauthorised access, unauthorised or defective electrical work;
 - e. a copy of each report provided by the scheme manager to the Regulator;
 - f. a register of the names and qualifications of authorised employees to carry out electrical work under the scheme: and
 - g. A skills and competence matrix of all employees authorised under the scheme, refer 2.5.
2. The records must be kept and there must consideration of a backup system for the records -
 - a. at the address nominated by the scheme manager in the scheme;
 - b. in a manner that makes their retrieval practicable;
 - c. in a secure manner;
 - d. documenting all electrical work completed under the scheme, refer 3.3: and
 - e. for a minimum period of 10 years from the creation of the record, not withstanding the cessation of the scheme.
3. A scheme manager must, if requested in writing by the Regulator –
 - a. allow inspection of the records by Regulator within 2 business days of the request, or such further time as the Regulator may specify: and
 - b. if copies of records are requested, provide copies of the specified records to Regulator within 10 business days of the request, or such further time as the Regulator may specify.

3.2 Scheme Reporting

The scheme must specify the reporting requirements on the following matters.

3.2.1 Periodic Scheme Compliance Reporting

The scheme must detail the scheme compliance reporting methodology and content.

- I. The scheme manager must report within 5 working days:
 - a. any suspect or identified non-compliances of the scheme;
 - b. the nature of the suspected or identified non-compliance: and
 - c. the corrective or remedial actions to be implemented to rectify the non-compliance/s identified.
2. The scheme manager must, lodge with the regulator an annual report, as to the scheme's adequacy in covering:
 - a. within 20 working days after the end of each annual auditing period;
 - b. KPI performances against targets;
 - c. new work practices instigated;
 - d. the number and types of audits and non-compliance investigations of the scheme;
 - e. scope of the audits and non-compliance investigations undertaken;
 - f. findings of audits and non-compliance investigations;
 - g. all corrective and/or remedial actions completed to finalise audits and non-compliance investigations;
 - h. the scope and application of the scheme;
 - i. any hazardous events identified in the formal risk assessment;
 - j. the safety of the public, employees, plant, equipment and the environment, should such an event have occurred: and
 - k. scheme authorised employees continued professional development, competence and authorisation, for the appropriate implementation of the scheme requirements.

3.2.2 Electrical Incident & Serious Electrical Accident Reporting

The scheme must specify the schemes incident/accident reporting requirements.

- I. Unless otherwise specified by the Regulator, the report of an electrical incident or accident, must specify:
 - a. the nature of the incident or accident;
 - b. where and when the incident or accident occurred;
 - c. the cause or suspected causes of the incident or accident;
 - d. particulars of any person involved in the incident or accident;

- e. whether and what emergency service attended the incident or accident;
 - f. what remedial actions (if any) were taken by the scheme manager: and
 - g. what corrective and/or remedial actions are proposed to prevent a repetition of the incident or accident.
2. The scheme manager must separately report quarterly statistical summaries of all electrical incidents or accident in formats that are acceptable to the Regulator, including:
 - a. the nature of the incident or accident;
 - b. the root cause of the incident or accident;
 - c. the remedial actions required to manage or prevent future occurrence;
 - d. when the remedial actions have been or are to be completed: and
 - e. trends of incidents or accidents, occurrence.
 3. These reporting requirements do not negate or exempt the reporting requirements of all other incidents and accidents, which must be reported to the Director of Industry.

4 Application Process and Fees

The process for scheme development and approval is:

- Scheme need identified by applicant;
- Regulator dialogue;
- Documents developed;
- Scheme external validation;
- Approval of scheme manager;
- Scheme approval;
- Scheme implementation;
- Scheme monitoring, review and reporting; and
- Scheme variations.

4.1 Application process

4.1.1 Scheme need

The applicant identifies that there may be a need for a scheme and defines the scope of the scheme and how it is to be implemented and applied within the organisation.

4.1.2 Regulator dialogue

The applicant may initiate and continue dialogue with the Regulator's office, to ensure any major aspects of the proposed scheme are appropriate.

4.1.3 Documents Developed

The applicant is to develop the scheme documents and processes relating to the scheme in a manner consistent with Part 8 of the *Electricity Industry Safety and Administration Act 1998* and this guideline.

4.1.4 Scheme External Validation

Prior to submitting the scheme to the Regulator for approval, the applicant is to obtain an independent validation of the scheme and the appropriateness of its application.

4.1.5 Approval of scheme manager

The applicant must define the obligations for the scheme manager and nominate the proposed scheme manager, detailing that person's experience to the Regulator for approval.

4.1.6 Scheme Approval

Once the application is presented to the Regulator, the Regulator is to review the scheme and either reject or approve the scheme within 20 working days. Notice of the approval, variation or revocation of a scheme must be published in the Gazette.

4.1.7 Scheme Implementation

Once the scheme is approved the applicant must implement the scheme and thereafter comply with the scheme's obligations.

4.1.8 Scheme Monitoring and Review

The scheme manager must monitor, review and report scheme compliance as specified in the scheme. The Regulator will cause the scheme to be monitored and keep under review.

4.1.9 Scheme Variations

Proposed variations to the scheme, that are in the opinion of the Regulator are significant, must be treated as a new scheme and submitted to the Regulator after the variations have been externally validated. The proposed variations can not be made or implemented until approved by the Regulator or his/her authorised agent.

4.2 Fees

4.2.1 Application fee

An application for scheme approval must be accompanied by the specified fee [*yet to be determined*].

4.2.2 Annual administration fee

- 1) The Regulator may set an annual administration fee, under section 84 of the Act, for a scheme operator who has nominated—
 - a. not more than 5 employees to carry out the electrical work under the scheme is [*yet to be determined*];
 - b. between 6 and 50 employees to carry out the electrical work under the scheme is [*yet to be determined*];
 - c. 51 or more employees to carry out the electrical work under the scheme is [*yet to be determined*];
- 2) The annual administration fee must be paid to Regulator within 5 business days after the date on which the scheme is approved and within 5 business days before each anniversary of that date.

4.2.3 Regulator Audit fees

- 1) The Regulator may charge a Regulator's audit fee, under section 84 of the Act, for a scheme manager who has nominated—
 - a. not more than 5 employees to carry out the work under the scheme is [yet to be determined];
 - b. between 6 and 50 employees to carry out the work under the scheme is [yet to be determined];
 - c. 51 or more employees to carry out the work under the scheme is [yet to be determined];
- 2) Notwithstanding clause 4.2.3 1), the Regulator may, without confining the exercise of the Regulator's discretion, take into account the numbers of sites and their location where a Regulator's audit is to be conducted and set the fee accordingly.
- 3) The Regulator's audit fee must be paid to Regulator within 5 business days after the date on which the Regulator's audit report is submitted to the scheme Manager.

4.2.4 Application for fee exemption

- 1) The Regulator may, on the application of the scheme manager, exempt a scheme from any of the fee requirements.
- 2) An exemption under clause 4.2.4 1) may be subject to conditions specified by the Regulator.
- 3) If any applicant wishes to apply for a fee exemption, the application must be in writing and state:
 - a. the name, address and telephone number of the applicant;
 - b. the exemption requested: and
 - c. the reasons for applying for the exemption.

5 Interpretation

Applicant – means the organisation which has an identified need to develop and submit an electrical safety management scheme to the Regulator for approval.

Authorised Employee – means a person with the appropriate training knowledge, skills and competence who has been accredited to work under the approved Electrical Safety Management Scheme and whose name is on the scheme register.

Clearance for service – means the formal process for stating the equipment has been tested, commissioned and is fit to be energised and put into service.

Documents – has the meaning given by the *Acts Interpretation Act 1931*.

EIS&A – means the *Electrical Safety and Administration Act 1997*.

Electrical Incident – means any incident, not being a Serious Electrical Accident, involving electrical energy on an installation or infrastructure; or a failure to comply with the appropriate electrical standards.

Electrical Infrastructure – means equipment, lines and wires for the generation, transmission or distribution of electricity and includes supporting and protective structures relating to such equipment, lines or wires.

Electrical Installation – means a set wires and associated fittings, equipment and accessories that is, or is to be, connected to a system for the transmission or distribution of electricity.

Electrical Work – has the meaning given by Regulation 4 of the *Occupational Licensing (Electrical Work) Regulations 2008*

Employee – a person employed or contracted to work for the applicant under the approved Electrical Safety Management Scheme. This does not include contracted organisations.

Gazette – has the meaning given by the *Acts Interpretation Act 1931*.

Operational Interface – means a formal process for advising personnel and other organisations of the operational status of the electrical equipment, where the isolation points and/or access requirements, are remote to or cross operational boundaries between organisations.

Qualifications – means a qualification issued by a Registered Training Organisation or equivalent.

Regulator – has the meaning given it by section 3 of the EIS&A and includes a person appointed or authorised to perform such duties on behalf of the Regulator.

Scheme – means the approved Electrical Safety Management Scheme

Scheme Manager – means the person responsible for the electrical safety management scheme, its implementation and administration to ensure compliance with its requirements.

Serious Electrical Accident – means an accident involving –

- a. Electrocution; or
- b. Electric shock serious enough to cause temporary or permanent disability or to require medical attention; or
- c. Electricity that produces a burn serious enough to cause temporary or permanent disability to require medical attention.

The Acts – means the *Occupational Licensing Act 2005* and *Electrical Safety and Administration Act 1997*.

Validation officer – means the suitably qualified and experienced person who is independent of the scheme manager and Regulator, and is responsible for validating the ESMS is appropriate and meets the needs of the schemes scope and application.

6 Schedule I - Related safety management topics

The organisation wishing to operate under a scheme, shall consider the application of the scheme with respect to the following (but not limited to) for employees authorised under the scheme:

- Risk and hazard identification and control;
- Job Safety Analysis;
- Minimum first aid qualifications;
- Minimum rescue training/qualification;
- Work procedures and work method statements;
- Incident reporting;
- Safe approach distances to energised apparatus;
- Safety observer/watcher training, authorisation and appointment;
- Safety access:
 - Job planning and coordination;
 - Isolation, lock out and earthing;
 - Equipment identification and labelling;
 - Operational plans or switching sheet systems;
 - Locking/immobilisation and tagging of isolation points;
 - Proving conductors de-energised;
 - Earthing of conductors;
 - Approved and type tested earthing systems;
 - Worksite identification and delineation;
 - Safe access permit/authorities;
 - Operational interface with others that could influence or affect the work activities and site;
- Apparatus testing procedures;
- Apparatus commissioning procedures: and
- Apparatus clearance for service.

7 Schedule 2 - Related standards, codes of practice & guidelines

The organisation wishing to operate under an ESMS, must, as a minimum, apply:

- AS/NZS 3000 – Wiring Rules;
- AS 2067 – High voltage installations: and
- ENA C(b)I – Guidelines for design and maintenance of overhead distribution and transmission lines
- AS 4801 – Occupational health and safety management systems – specification with guidance for use.

to the performance of electrical work and is to consider (but not limited to) the application of:

1. appropriate safe work and other standards including AS/NZS 4836 – Safe working on low-voltage electrical installations;
2. appropriate codes of practice and rules including:
 - Tasmanian Power System Safety Rules (Hydro, Transend and Aurora);
 - Victorian Blue Book – Code of practice of electrical safety for work on or near high voltage electrical apparatus;
 - Tasmanian Electricity Code: and
 - National Electricity Rules.
3. AS/NZS the Energy Networks Australia (ENA) – National Electricity networks Safety (NENS) documentation including:
 - ENA NENS 01 – National Electricity Network Safety Code;
 - ENA NENS 03 – National guidelines for safe access to electrical and mechanical apparatus;
 - ENA NENS 04 – National guidelines for safe approach distances to electrical and mechanical apparatus;
 - ENA NENS 05 – National fall protection guidelines for the electricity industry;
 - ENA NENS 07 – National guidelines for the manual reclosing of high voltage electrical apparatus following a fault operation (manual recluse guidelines);
 - ENA NENS 09 – National guidelines for the selection, use and maintenance of personal protective equipment for electrical hazards;
 - ENA NENS 10 – National guidelines for contractor occupational health and safety management;
 - ENA Doc 008 – National guidelines on electrical safety for emergency service personnel;
 - ENA Doc 013 – Network passport guideline;
 - ENA Doc 015 – National guidelines for the prevention of unauthorised access to electricity infrastructure;
 - ENA Doc 016 – National guidelines for the management of risks when working alone;
 - ENA LLM 01 – Guidelines for live line barehand work;
 - ENA LLM 02 – Guidelines for live line stick work: and
 - ENA LLM 03 – Guidelines for live line glove and barrier work.

8 Schedule 3 – Suggested scheme penalty topics

1. Failure to submit revised scheme
2. Contravention of condition of scheme approval
3. Contravention of approved scheme
 - a. Failure to implement and apply scheme as approved
 - b. Scheme manager fails to discharge responsibilities
 - c. Failure of safety policy in application of scheme
 - d. Failure to implement and apply safe access system
 - e. Failure to implement and apply emergency preparedness
 - f. Failure to implement and apply monitoring, audit and review
 - g. Failure to adopt, implement and analyse key performance indicators
 - h. Failure to meet minimum level of training/qualifications to work under scheme
 - i. Allowing unauthorised employees to work under scheme conditions
 - j. Authorised Employee failure to work within scope and application of the scheme
 - k. Failure to manage a register of all employees authorised under the scheme
 - l. Allowing electrical work to be undertaken outside the scope of the scheme
 - m. Failure to report electrical incident or serious electrical accident appropriately;
 - i. Failure to supply sufficient detail
 - ii. Failure to investigate and review incident
 - iii. Failure to sign off corrective or remedial actions
 - n. Failure to maintain adequate records for the schemes management and review to retain information regarding the management and review of the schemes adequacy.
 - o. Failure to provide access for inspection/audit of records
 - p. Failure to supply copies of records on written request
 - q. Failure to allow Regulatory audit
4. Failure to record and/or notify electrical work



Tasmania

Explore the possibilities

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