|  |  |
| --- | --- |
| **Live Electrical - PTW Number:** |  |

|  |
| --- |
| **Section 1 – General Details** |
| **Work Activity Title:**(As Per Work Activity Risk Assessment) |       |
|  |
| **Section 2 – Live Electrical Maintenance Work Controls** |
| Location:(of live maintenance work required) |       | **Live Electrical Maintenance Work:**Maintaining, repairing, altering, removing or replacing of electrical equipment, performed in circumstances in which some or all of the electrical equipment, (the focus of the electrical work), is energised. This excludes performing a plant isolation or undertaking testing to prove de-energised tasks that are managed via alternative PBPL procedures and Risk Assessment processes. |
|  |
| Acknowledgement of **mandatory** controls required:(planned for / completed) | [ ]  Up to date electrical drawings must be referenced (prior to commencing work) |
|  | Drawing reference numbers: |       |
|  | [ ]  Only licensed and authorised electrical worker to perform the work |
|  | [ ]  Person in charge of plant / equipment must be informed (relevant Manager / Chief Engineer, etc) |
|  | [ ]  All isolation points must be identified by signage (for the purpose of a potential rescue) |
|  | [ ]  A rescue kit must be checked and easily accessible (at the isolation point or immediately adjacent to work area) |
|  | [ ]  Only insulated test tools and test equipment that have been checked are to be used |
|  | [ ]  All people involved must remove metal objects (jewellery, belt buckles, watches, pens, etc) |
|  | [ ]  An authorised Safety Observer:* must be in attendance for all live electrical work
* must be fully briefed on the nature of the work, potential hazards, as well as the isolation points for the work,
* must be available during the entire time in which the live electrical work is to be performed,
* must understand the role as being: to continuously observe what the electrical worker is doing, give warnings when hazards are observed, provide assistance in the case of an emergency (as well as perform rescue and resuscitation), control access to the work area, and to not be distracted.
 |
|  | [ ]  Flame retardant clothing covering the full body, arms and legs must be worn by the worker and safety observer if entering the PPE zone while involved with the work (other protective devices must not contain metal) |
|  | [ ]  Electrically rated gloves checked for damage and currency of test date must be used (gloves are to insulated to the highest potential voltage expected for the live work being undertaken) |
|  | [ ]  Full face shield with UV protection must be used by the worker & safety observer when in PPE zone |
|  | [ ]  Barriers must be erected to restrict unauthorised access to the work area |
|  |
| Additional controls required:(depending on the nature of the work) | **Yes** | **NA** | **Control** |
|  | [ ]  [ ]  | [ ] [ ]  | Work will be done while standing on a conductive surface or adjacent to live exposed parts, therefore:* electrically rated rubber mats, checked for damage and currency of test date are to be placed on the floor surface
* insulated barriers or earthed shields to cover live parts are to be put in place
 |
|  | [ ] [ ]  | [ ] [ ]  | Work involves the need to adopt tight or cramped postures, therefore:* a body position is to be selected such that involuntary actions (sneeze/cough) will not cause contact with exposed parts
* insulated barriers or earthed shields to cover live parts are to be put in place
 |
|  | [ ]   | [ ]  | Alternative electrical supply sources are present, therefore:* they must be isolated, ‘isolate here’ signs are to be placed on alternative supply isolation points and/or insulated barriers are to be placed over live parts
 |
|  | [ ]   | [ ]  | Capacitors require discharging, therefore:* an appropriate discharge device will be used
 |
|  |
| Electrical planning acknowledgement:This acknowledgement signifies that a Electrical Coordinator or other Senior Electrical Person has undertaken an in-depth review of the live electrical maintenance work to ensure that it cannot be done de-energised and that this Control Form and associated risk assessment contain enough detail in relation to the step-by-step task breakdown and specific electrical controls required. |
| **Acknowledgement** | **Name** | **Signature** | **Date** | **Time** |
| **Electrical planning complete:**(Competent Senior Electrical Person/Electrical Coordinator) |  |  |  |  |