

**APPRENTICE**

**SAFETY**

**ASSESSMENT**

**GUIDELINES**



Government of **Western Australia**  
Department of **Commerce**  
**Energy Safety**



## Preface

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This booklet covers, in general terms, basic electrical safety practices.

It has been provided as a guide to employers and apprentices to ensure apprentices have sufficient basic trade safety knowledge prior to being granted an electrician's training licence.

This booklet will also form part of the apprentice's reference material during his/her apprenticeship.

Every apprentice entering the electrical industry must be aware of the dangers involved in working with electricity.

### **ELECTRICITY – THE DANGER IS REAL**

Safe working practices and procedures for the protection of an electrical apprentice are an integral part of the electrical trade and must be the first skills learned.

The importance of electrical safety is recognised by the Electricity (Licensing) Regulations 1991:

Regulation 22(3): "A licence endorsed as an electrician's training licence shall not be issued to a person unless the Board is satisfied that the person has been assessed as satisfactory in relation to safety in the manner approved by the Board".

The Electrical Licensing Board has produced this electrical safety guide to help in the assessment of prospective electrical apprentices.

The assessment is usually conducted in the form of an interview and an assessment test.

**Note:** This booklet uses the term "apprentice" even though he/she may not have entered into a formal apprenticeship.

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*When purchasing the above apparel, look for the*

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## Interview and Test

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### Guidelines

The employer is responsible for:

- providing the apprentice with a copy of this booklet prior to the interview;
- carrying out an interview generally to assess:
  - that the apprentice is fully aware of his/her and other's safety responsibilities as detailed in this booklet, ie.
    - apparel (required to perform the job safely);
    - personal safety equipment (required to perform the job safely); and
    - supervision requirements (work he/she can carry out without supervision and when he/she requires supervision).

The requirements for work safety, safe working practices and general safety need to be provided to the apprentice. However, the apprentice only requires an initial basic knowledge, as experience and additional knowledge will be obtained as the apprentice develops.

- that the apprentice has a sound knowledge of rescue and resuscitation procedures.
- supervising and assessing a test or arranging to have an independent assessor carry out the test (Apprentice Safety Assessment Test) on the apprentice; and
- completing and/or returning the Apprentice Safety Assessment Report Form (may be provided with this booklet).

Within one month of engagement, the apprentice should attend (at least) a basic course in Rescue and Resuscitation (eg. St John Ambulance). Relying on gaining this essential knowledge from this booklet or other brochures is not sufficient.

## Eligibility to Conduct Interview and Test

The person conducting the interview must be an electrician with a valid registration and licensed to carry out the electrical work for which the apprentice is to be indentured.

The assessor will evaluate the responses to the test questions. A score of at least 80% correct answers must be achieved, with satisfactory responses in the general interview, to enable the assessor to advise the Electrical Licensing Board that the apprentice's knowledge of trade safety justifies the issue of an electrician's training licence.

If the assessor is confident that the apprentice meets the requirements, the Assessment Report is to be completed.

On the other hand, if the assessor is not confident about the apprentice's competence, the apprentice should be given more time and instruction and then be reassessed.

## After the Interview/Assessment

### Employer's Continuing Responsibility

– to provide and maintain a safe work environment.

When the interview and assessment have been completed and the employer is satisfied with the safety knowledge of the apprentice, the employer then needs to provide suitable continuing training to ensure that the apprentice maintains necessary safety work standards and competency.

Employers should establish and maintain an individual file/record of the apprentice's progress and performance.

### Apprentice's Responsibility

– to work closely with the employer/supervisor to achieve a high standard of safety and workmanship.

As an electrical apprentice and electrical worker, you must always work safely and refresh your safety knowledge regularly.

**If in doubt, ask your supervisor.**

## Licensing Responsibility

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Both the employer **and** the apprentice have the responsibility to ensure that an electrician's training licence is obtained to enable the apprentice lawfully to carry out electrical work under supervision.

Apprentices, at the completion of their apprenticeship, must obtain an electrician's licence to enable them to carry out electrical work lawfully as a tradesperson.

Applications for both licences must be made to EnergySafety's Licensing Office.

## Occupational Safety and Health Act 1984

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Employers/assessors should inform the apprentice of the employer's and employee's responsibilities under Sections 19 and 20 of the Occupational Safety and Health Act 1984.

These requirements provide for the general safety of employees by specifying that employers maintain a safe working environment. Employers must ensure safe work procedures are available and provide supervision, information, instruction and training.

Employees are required to take reasonable care to ensure their own safety and the safety of others. Employees must cooperate with employers, follow safe work procedures and use protective equipment.

## Reporting Electrical Accidents

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Network operators and EnergySafety have statutory roles to investigate all electrical accidents. In this way, the causes can be determined and procedures set in place to prevent a recurrence.

Regulation 63 of the Electricity (Licensing) Regulations 1991 provides for reporting electrical accidents.

Where an accident has caused, or is likely to cause, danger to a person or property, any person who is aware of the accident or danger must report the fact to the relevant network operator and the Director of Energy Safety.

If the person cannot identify the relevant network operator, the fact must be reported to the Director of Energy Safety (ie *EnergySafety*).

If the person aware of the occurrence is an employee, it is sufficient for the matter to be reported to his or her employer.

An employer receiving a report of an electrical accident must report the matter to the relevant network operator (and the Director of Energy Safety if the network operator cannot be identified).

Reports to the Director of Energy Safety may be made by telephoning:

**Freecall 1800 678 198 (all hours)**

This phone number is for use inside Western Australia only.

## Electric Shock

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Since the human body is a conductor of electricity, a current will flow through its tissues when contact is made simultaneously with two objects which are at different voltage potentials. For example, if two terminals of different voltage potential are grasped, one in each hand, current will flow through the body from hand to hand. A similar effect will be produced if only the active is touched and the person is in contact with earth or conducting material in earth contact.

Under normal circumstances, voltages below 50 volts generally are not harmful to humans. However, they must still be treated with respect, especially in wet areas. Electricity supply systems typically operate at 240 volts AC phase to earth and 415 volts AC phase to phase. **A shock at these voltages can be fatal.** Hence, it is essential that adequate precautions are taken to ensure no person comes into contact with any 'live' electrical equipment or conductors.

Electric shock is the effect produced on the body, particularly the nervous system, by an electrical current. The effect varies depending upon the magnitude, path, duration and frequency of the current.

In the event of arcing fault, persons in the vicinity may also be subjected to flash burns and organ damage.

If the current magnitude is within a certain range and its path traverses the heart region, the normal rhythm of the heart can be interrupted. In this state, known as ventricular fibrillation, the heart contracts in random ways and cannot maintain circulation. Reversion to normal rhythm rarely occurs spontaneously and if the condition persists for more than a few minutes, the result is almost certain to be fatal.

Every apprentice must therefore have a sound working knowledge of rescue and resuscitation procedures AND ensure that this knowledge is refreshed at least annually.

Apprentices should attend a recognised basic course in rescue and resuscitation in addition to knowledge gained from the following.

**Important Note to the Apprentice:** It is equally important that you check that the person working with you ALSO has this knowledge.

**Electrical shock may stun and stop the victim's breathing.**

**Delay in rescue and resuscitation may be fatal.**

In the interest of safety, you and your workmates must know the recognised rescue procedures. This knowledge should be refreshed at least annually.

**Isolate the electricity**

**Low Voltage (240/415):** Immediately switch off the electricity. If this is not practicable, pull or push the casualty clear of the electrical contact using dry non-conducting material (wood, rope, clothing, plastic or rubber). Do not use metal or anything moist.

**High Voltage:** Wait until the electricity is turned off.

**Send for medical assistance and commence basic life support**

## Revival of Children

When resuscitating children, care must be exercised to avoid over inflation. This can damage a child's lungs and will lead to inflation of the stomach.

## Rescue and Resuscitation

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The information provided in this section is based upon the St John Ambulance Australia “DRABCD Action Plan” and is provided with approval of St John Ambulance Australia (Western Australia) Inc.

Following this easy plan should provide critical support to a casualty until life returns or qualified personnel arrive.

The purpose of giving first aid to a casualty is to:

- Preserve life                      Check for danger to yourself, the casualty, bystanders
- Prevent further injury            If possible, leave the casualty where they are and render first aid. Move the casualty only if necessary to save their life or prevent further injury
- Promote recovery                Help the casualty to breathe, stop bleeding, get trained help, make the casualty comfortable
- Protect the unconscious        Clear and open the airway, turn the casualty into the recovery position

## Recovery Position

A casualty should be placed into the recovery position when they are unconscious and breathing and the person administering first aid is waiting for medical assistance to arrive.



# APPRENTICE SAFETY ASSESSMENT GUIDELINES

## Basic Life Support Flow Chart

<b>D</b>	<b>Danger</b>	Check for danger and hazards, ensure the scene is safe	
<b>R</b>	<b>Response</b>	Check for a response. If no response – check airway for foreign material.	
<b>A</b>	<b>Airway</b>	<b>No foreign material</b> Leave on back, open airway	<b>Foreign material</b> Place in recovery position, clear and open airway
<b>B</b>	<b>Breathing</b>	Check breathing – look, listen and feel for up to 10 seconds	
		<b>Breathing</b> Place into recovery position	<b>Not breathing</b> Place in recovery position and <b>telephone “000”</b> for an ambulance  When “000” phoned, <b>commence CPR</b>
<b>C</b>	<b>CPR</b>	Place on back, give 2 initial breaths, check for signs of life	
		<b>Signs of life present</b> Place in recovery position, monitor	<b>No signs of life</b> Start CPR – 30 compressions and 2 breaths
<b>D</b>	<b>Defibrillator</b>	Trained person attach defibrillator and follow the voice prompts	
	<b>Continue CPR</b>	If no defibrillator available: Continue CPR until qualified personnel arrive, signs of life return or physically exhausted	

## DRABCD Action Plan

The DRABCD Action Plan involves the following actions:

### D – Danger

- Check for danger to yourself, the casualty, bystanders
- Remove danger from the casualty or, if necessary, remove the casualty from the danger
- Warn bystanders of any dangers and tell them to keep a safe distance
- If unsafe, wait for expert assistance

### R – Response

- Check for response by asking the casualty their name and gently squeezing the casualty's shoulders
- If casualty responds, send for help, check for and control serious bleeding, check for damaged limbs, reassure the casualty
- If casualty does not respond, proceed with ABC (following) and seek medical assistance as soon as practicable

### A – Airway

- Check for any obstructions. An obstruction of the airway may be caused by:
  - the back of the tongue
  - solid or semi-solid material such as food, vomit, blood, teeth
  - swelling or injury of the airway
- If an obstruction is present – turn casualty into the recovery position, clear mouth, tilt head and support the jaw to open the airway, slightly turn the head downwards to aid in the drainage of foreign material
- If no obstruction is present – leave the casualty on their back and check for breathing

## B – Breathing

- Look, listen and feel for signs of breathing for up to 10 seconds
- **If casualty is breathing** – place them into the recovery position and ensure that “000” has been phoned for an ambulance
- **If casualty not breathing** – if you are alone and no one has phoned for an ambulance, place the casualty into the recovery position and telephone “000”
- If “000” has already been phoned, commence CPR.

## C – CPR

- Ensure that the casualty is on to their back, gently lift their jaw and tilt their head back. Seal casualty’s nose with your thumb and index finger, open your mouth wide and make a tight seal over the casualty’s mouth
- Give 2 initial breaths, blow for 1 second into casualty’s mouth (so that the chest rises visibly). Blow a second breath for 1 second and watch for chest to rise and fall
- Then check for signs of life for up to 10 seconds. Look for breathing, response and movement
- If no signs of life – commence CPR:
  - Place heel of hand on lower half of breastbone, with fingers pointing across chest
  - Position other hand on top of first hand on chest and interlock fingers. Raise fingers off chest
  - Commence compressions – compress about 1/3 of the chest depth
  - Complete 30 compressions in 15-20 seconds (about 2 compressions within 1 second) then give 2 breaths
  - Continue CPR until:
    - Signs of life return
    - A defibrillator is to be used
    - Medical aid arrives and takes over

## D – Defibrillator

- **To be applied by a person trained in the use of a defibrillator**
- Attach defibrillator. Follow voice prompts ie. 1 shock, CPR for 2 minutes, continue as per machine instructions or until handover to medical aid, signs of life return, physically exhausted.

## Rescue Procedure for an Electric Shock Victim

### D – Danger

- Check for danger to yourself, the casualty, bystanders
- Isolate the electricity supply:
  - Up to 240/415 volts:
    - Switch off the electricity supply;
    - Remove electrical cables, wires from the area using an insulated article;
    - Pull or push the casualty clear of the electricity supply using an insulated article;
  - Greater than 415 volts:
    - Call the network operator or authorised switching operator to arrange for the electricity supply to be switched off
    - Warn bystanders of dangers and tell them to keep a safe distance
    - Immediately check for a response (following) and when practicable, send for help

### R – Response

- Check for response by asking the casualty their name and gently squeezing the casualty's shoulders
- If casualty responds, send for help, check for and control serious bleeding, check for damaged limbs, reassure the casualty
- If casualty does not respond, proceed with ABC (following) and seek medical assistance as soon as practicable



## A – Airway

- Check for any obstructions. An obstruction of the airway may be caused by:
  - the back of the tongue
  - solid or semi-solid material such as food, vomit, blood, teeth
  - swelling or injury of the airway
- If an obstruction is present – turn casualty into the recovery position, clear mouth, tilt head and support the jaw to open the airway, slightly turn the head downwards to aid in the drainage of foreign material



## B – Breathing

- Look, listen and feel for signs of breathing for up to 10 seconds
- **If casualty is breathing** – place them into the recovery position and ensure that “000” for an ambulance has been phoned
- **If casualty not breathing** – if you are alone and no one has phoned for an ambulance, place the casualty into the recovery position and telephone “000”
- If “000” has already been phoned, commence CPR.



## C – CPR

- Ensure that the casualty is on to their back, gently lift their jaw and tilt their head back. Seal casualty's nose with your thumb and index finger, open your mouth wide and make a tight seal over the casualty's mouth
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## D – Defibrillator

- **To be applied by a person trained in the use of a defibrillator**
- Attach defibrillator. Follow voice prompts ie. 1 shock, CPR for 2 minutes, continue as per machine instructions or until handover to medical aid, signs of life return, physically exhausted.



If signs of life return, cease resuscitation and place the person into the recovery position



## Training in Rescue and Resuscitation

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This information is provided as a quick reference only and is intended for persons who have received training in rescue and resuscitation procedures including CPR.

All electrical workers, including apprentices and trainees, should receive training in rescue and resuscitation procedures by attending a recognised course.

Persons trained in rescue and resuscitation should refresh their knowledge and skills at least annually.

## Apparel

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Many electrical workers have avoided serious injury or death because of the clothes they were wearing at the time. Appropriate clothing and personal safety equipment provide protection from electric shock as well as flash burns resulting from an arcing fault.

Clothes worn by the apprentice will be:

- the practical everyday work clothes provided and worn by the worker (see 'Work Clothes' on the following page); and
- personal protective clothing/equipment usually provided by the employer.

**Employers** must ensure their employee wear suitable everyday work clothes/footwear and must provide the necessary additional protective equipment to enable employees to carry out jobs safely.

**Employees** must wear suitable clothes/footwear, ensure the additional protective equipment provided is suitable for the job at hand and use it correctly.

## Metallic Jewellery

Conductive jewellery such as wrist watches, rings, chains or piercings must not be worn while carrying out electrical work.

Jewellery, including wedding rings, must never be worn when working near or on 'live' apparatus.

## Work Clothes



Clothing should:

- be of cotton material
- cover the body completely
- have non-conductive, concealed buttons
- have sleeves to wrist length
- have legs which reach to the footwear.

Additional care must be taken to ensure clothing is reasonably close fitting and remains fastened to avoid catching or entanglement. This is particularly important when working in the vicinity of any moving machinery or rotating equipment.



## Safety Footwear

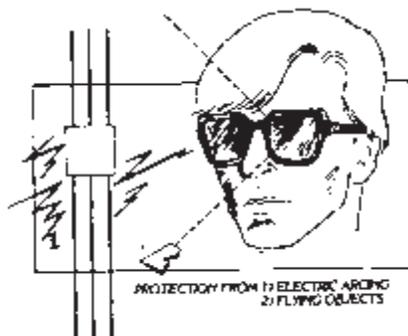
Footwear should be non-conductive and constructed with a covered steel toe cap to Australian New Zealand Standard AS/NZS 2210.

## Personal Safety Equipment

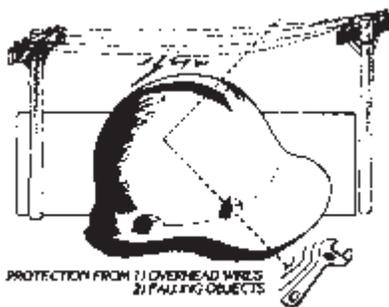
Employers must provide all necessary additional protective equipment meeting Australian Standards, to ensure the job at hand can be carried out safely.

### Safety Glasses

Glasses should conform to Australian New Zealand Standard AS/NZS 1337.



### Safety Helmets

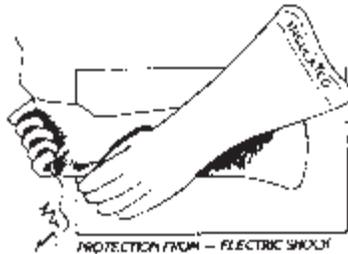


All helmets should be:

- non-conductive
- to Australian New Zealand Standard AS/NZS 1801.

## Insulating Gloves

Special gloves should be worn when accidental contact with live parts or conductors is possible, but they must never be the sole means of insulation.



When using gloves, note the following:

- rated gloves should conform to Australian Standard AS 2225 and be designed for live work;
- rated gloves are to be tested regularly;
- non rated gloves are to provide protection from accidental contact only; and
- all gloves are to be inspected each time before use.

(Refer to AS 2225 for storage, washing, maintenance and retesting instructions.)

**When purchasing the above apparel, look for the relevant Australian New Zealand Standard marking.**

## Insulating Mats

Insulating mats are also an essential item and should be used when working on live conductors or where accidental contact with live parts is possible.

They must never be the sole means of insulation.

Insulated mats for voltages less than 650 volts must comply with AS/NZS 2978.

## Supervision of Electrical Apprentices

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The importance of supervision is recognised by the Electricity (Licensing) Regulations 1991, Regulation 50.

**A booklet ‘Safety Guidelines for Electrical Workers’ details the requirements for supervision. Supervision must be carried out by a person licensed to carry out the electrical work in question without supervision (the ‘supervising electrical worker’).**

It is especially tragic if accidents and fatalities occur when apprentices have not been adequately supervised. These are clearly preventable accidents.

Electrical apprentices require supervision for their safety and training and the safety of others. The amount of supervision, direct (constant) or general, requires continual assessment of an apprentice’s experience, competence and the task undertaken. It can vary from direct to general supervision depending on the type of work.

A gradual relaxation of supervision is logical as an apprentice develops the skills, knowledge and experience leading to a trade qualification.

Before the apprentice with an Electrician’s Training Licence commences any electrical work the Supervising Electrician must:

- Ensure there are no exposed live parts and the apparatus is safe, isolated (de-energised), tested as needed and is tagged.
- If the apprentice carries out all or part of the isolation and certifying, to gain practical experience, the apprentice must have been assessed as competent in this task and the work must be carried out under the Supervising Electrician’s direct and constant supervision.
- Ensure that the apprentice does not carry out any live work.
- Clearly instruct the apprentice under his/her supervision on which tasks he/she is expected to do and which ones he/she should not be doing until he/she is instructed on how to do the tasks.
- Ensure that the apprentice understands the instructions.

- Attend the work place on a regular basis to monitor the progress of the work being undertaken. The frequency on face-to-face contacts between the supervisor and the apprentice may be gradually decreased as and when the supervisor is confident that the apprentice is competent to perform the required tasks safely.

## Work Standards

The supervising electrician is responsible for ensuring that the apprentice learns the necessary work skills and for checking and testing all work carried out to ensure compliance with AS/NZS 3000 Wiring Rules.

## Duty of Care

The primary duty of care rests with the employer through the supervising electrician to determine the level of supervision required to maintain safety at all times. Consideration should be given to the type of work to be undertaken, the knowledge/skill levels of the apprentice and the safety equipment required.

To assist in determining supervision requirements, the employer should maintain a file on the apprentice, recording his/her progress. The records should include dates, successful performance of key working practices and other important details for future reference.

## Type of Work

Variations in work environments and scope, whether connected to electricity supply or not, present many combinations which the supervising electrician must assess when determining safety requirements for the job at hand.

## Knowledge/Skills

The supervising electrician must make a conscious appraisal of the technical knowledge and practical skills of the apprentice. Where relevant, use should be made of the information available from the apprentice training assessment system. The type of work to be carried out must be measured against this appraisal to determine the level of supervision needed for safe working.

## Safety Equipment

The use of protective gear and safety equipment is an essential part of accident prevention which the supervising electrician needs to build into each project. Apprentices should have proper work clothing, insulated work footwear, safety helmet, safety glasses and the like. Insulating gloves, mats and covers should be used where appropriate.

## Licence Requirements

Apprentice electricians must hold an electrician's training licence to perform or carry out any type of electrical work.

Allied trades apprentices may carry out electrical work in the course of training for a restricted licence if the work is carried out under the supervision of a person holding the relevant licence.

## Supervision Near Live Equipment

All testing is to be carried out on de-energized circuits and apparatus. However, where testing and fault finding cannot be carried out de-energized (i.e. voltage measurements) then the work must be carried out under the direct and constant supervision of the Supervising Electrician. i.e. the supervisor physically present. The supervisor and worker are therefore in sight of, and able to communicate directly with, each other. Where these requirements are not met, the apprentice must cease work immediately and leave the vicinity of the live equipment.

The hazard must either be removed or made safe or the trainee removed.

## Personal Related Influences

The supervising electrician must, at all times, endeavour to be aware of any personal problems which may affect the ability of the trainee being supervised to carry out the work correctly and safely.

Also, the apprentice should not continue to carry out electrical work or work involving a potentially hazardous situation if he/she is suffering from fatigue, sickness, medication, drugs or alcohol. **If so, the employer/supervisor should be consulted. The employer/supervisor must then act accordingly, including postponing the intended electrical work.**

## Work Safety

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It is important that every electrical apprentice has a sound knowledge of, and practises, safe work procedures, not only for his/her safety but for the safety of others.

### Isolation, Tagging and Testing

The apprentice must gain a sound understanding of the principles of isolation, tagging and testing.

#### **IMPORTANT:**

**1<sup>ST</sup> AND 2<sup>ND</sup> YEAR APPRENTICES ARE NOT PERMITTED PERSONALLY TO CARRY OUT ISOLATION, TAGGING AND TESTING PROCEDURES.**

For training purposes, it is essential that all apprentices take part in observing and, where permitted, performing the isolation procedure in order to gain a sound working knowledge of this essential safe working practice.

Safe working practices require that before any repairs or alterations are commenced, the electrical circuits or equipment to be worked on must, unless **other adequate** precautions are taken to prevent electric shock, be:

**Isolated:** Deliberate interruption of electricity flow by switching 'OFF' a switch/circuit breaker and/or the withdrawal of fuses or total disconnection from the supply.

**Tagged:** To warn that the circuit must not be energised. This action should be supported by placing individual padlocks on the isolation device.

**Tested:** To ensure the circuit/equipment is isolated and is safe to work on.

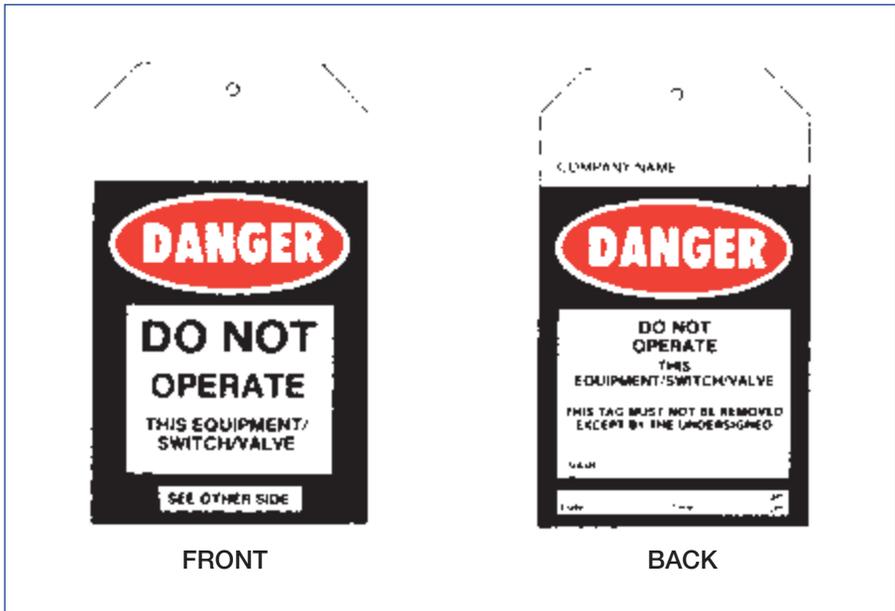
## Danger Tags

Generally, the issue of this tag should be restricted to authorised employees. A danger tag on an item of equipment is a warning to all persons that someone is working on the equipment and it **must not** be energised or operated.

Circuits must **never** be switched 'ON' and/or fuses replaced whilst danger tags are attached.

Danger tags are for the **safety of personnel** and must be:

- fixed and removed by the person signing the tag;
- signed by all persons involved in the work being carried out;
- placed at common isolation points; and
- removed at the end of the shift or upon completion of work.



## Out of Service Tags

This tag is used to identify appliances or equipment out of operation for repairs and alterations or are in the process of being installed. While an out of service tag is fixed, the appliance or equipment shall not be operated.

Out of service tags must be:

- fixed and removed by authorised persons; and
- placed at common isolation points for equipment that is unsafe or not to be operated.



## Safe Work Practices

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Remember, if in doubt about your safety or the safety of others, ask your supervisor.

Isolation and safety procedures are an important part of every electrician's job and, if practised, can prevent lost working time, injury or save a life.

As an apprentice, your supervisor is required to ensure the correct procedures are followed before you start work.

## Before Starting Work

As an apprentice, you need to understand and take part in, the following safe work practices:

- Plan and discuss the job
- Ensure that you receive explicit instructions (written if necessary)
- Check that your work mates know rescue and resuscitation techniques
- Take care and think about what is to be done
- Use the permit system, if applicable, eg. access permits, vicinity permits, switching programs
- Isolate by removing the fuses and/or switching “off” the circuit breaker (locking the electrical equipment). If possible, always do this at the origin of the circuit
- Use ‘DANGER’ or ‘OUT OF SERVICE’ tags
- Erect safety barriers where required
- Use the correct earthing equipment
- Avoid working near exposed live equipment whenever possible
- Cover and insulate adjacent live apparatus
- Always test for no voltage before starting work
- Check test instruments before and after use
- Ensure test instruments are correctly set
- Start work only when authorised to do so
- Never put yourself or others at risk

**Ask your supervisor if in doubt.**

## When Working

- Use the correct tools and safety equipment
- Use safety observers when required
- Never rely on your memory
- Connect the earth first and then the neutral
- Disconnect the earth last
- Check the isolation points and test before resuming work after a break

## On Completion of Work

- Check that tools are not left on or in the job
- Remove personal earthing equipment
- Check that the equipment is safe to be energised
- Notify all personnel that the equipment will be energised
- Remove the 'DANGER' or 'OUT OF SERVICE' tags
- Remove the isolation locks
- Remove and store all safety barriers
- Relinquish any access or vicinity permits

## Safety Practices

- Work safely at all times
- Ensure others practise work safety
- Keep a first aid kit handy
- Check the first aid kit regularly
- Know where the fire extinguishers are located and how to operate them
- Know the correct type of fire extinguisher to use
- Keep your work place clean and tidy
- Know the electric shock rescue and resuscitation procedure
- Report all electrical accidents to your employer

## Tools

- Use the correct tools for the job at hand
- Use approved safety belts and other equipment
- Check and clean the tools
- Check and maintain all power tools
- Use RCDs with electric tools
- Use insulated ladders
- Use non-conducting tape measures

## General Safety

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### Use of Electric Tools

Use RCD (Residual Current Device) protection when operating any electric tool or equipment. RCDs were previously known as earth leakage circuit breakers and are also referred to as safety switches.

### Worksite Safety

Many worksites have their own safety requirements. Be sure to abide by all additional safety requirements applicable to individual sites.

### Job Instructions

Ensure that you understand all instructions given by the supervisor. If in doubt, request further explanation in writing, if necessary.

**ALL THE SAFE WORK PRACTICES AND  
PROCEDURES ARE 'WORTHLESS' IF THEY ARE  
NOT APPLIED WITH 'SKILL AND COMMON SENSE'.  
IF IN DOUBT – ASK.**

## Further Information

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Should you require further information or assistance please contact:

EnergySafety

303 Sevenoaks Street

CANNINGTON WA 6017

Telephone: (08) 6251 2000

Facsimilie: (08) 6251 1902

Email: [energysafety@commerce.wa.gov.au](mailto:energysafety@commerce.wa.gov.au)

Internet: [www.energysafety.wa.gov.au](http://www.energysafety.wa.gov.au)

A supporting booklet “Safety Guidelines for Electrical Workers” is available from EnergySafety.





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