

## SAFETY PROCEDURE AND METHOD TO ASSESS THE RISK AND TO REDUCE THE RISK

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SIX SAFETY METHODS ARE

- ① THINK - BE AWARE
- ② UNDERSTAND YOUR PROCEDURES
- ③ FOLLOW YOUR PROCEDURES
- ④ USE APPROPRIATE SAFETY EQUIPMENT
- ⑤ ASK IF YOU ARE UNSURE. DO NOT ASSUME
- ⑥ DO NOT ANSWER, IF YOU DO NOT KNOW

## DE-ENERGISATION

- ALL ENERGY CONTROL DEVICES FEEDING THE WORK MUST BE OPEN.
- LOCKS AND TAGS SHALL BE PLACED ON THE ENERGY CONTROL DEVICE

- VOLTAGE MEASUREMENT SHALL BE MADE AT THE POINT OF EXPOSURE TO VERIFY THAT THE CIRCUIT IS DE-ENERGISED.
- SAFETY GROUNDS SHALL BE PLACED TO ENSURE THE EXISTENCE OF AND EQUIPOTENTIAL ZONE
- WORK AREA MUST BE CLOSELY INSPECTED BY AN QUALIFIED PERSON TO MAKE CERTAIN THAT NO ENERGISED PART REMAINS.

TAG - TO IDENTIFY EQUIPMENT

LOCKS & TAGS ARE APPLIED TO OPEN CIRCUIT BREAKERS, SWITCHES (OR) CONTACTORS WHENEVER PERSONNEL WILL BE EXPOSED TO LIVE CONDUCTORS.

## THREE STEP MEASUREMENT PROCESS

- ① TEST THE INSTRUMENT BEFORE MEASUREMENT
- ② MEASURE THE CIRCUIT BEING VERIFIED
- ③ RE TEST THE INSTRUMENT AFTER THE CIRCUIT HAS BEEN VERIFIED

MOTOR CONTROL CENTRE RISK ASSESSMENT TABLE (EXAMPLE)

ITEM	RATING	COMMENT
DOOR AND COVER PROPERLY SECURED	2	ALL DOORS LOCKED COULD NOT SEE ANY SEALS
PROPER VENTILATION	2	EXPERIENCED HEAT AT MID DAY VENTILATION NOT ADEQUATE
PROPER WORKING SPACE AND CLEARANCES	2	DISTANCE BETWEEN REAR DOOR AND WALL LESS THAN 1m
PANEL IDENTIFICATION MARKINGS	1	TRAFOLYTE LABELS WITH CLEAR TEXT
CIRCUIT IDENTIFICATION MARKING	1	MARKINGS AS PER AUSTRALIAN STANDARD
VOLTAGE LEVEL MARKINGS	1	MARKING AS PER AUSTRALIAN STANDARDS
INDICATORS	2/3	SOME LAMPS ARE NOT WORKING

ITEM	RATING	COMMENT
TYPE OF MAINTENANCE PROGRAM	1	PROMINENTLY DISPLAYED IN ROOM
CLEAR EGRESS	3	VEGETATION GROWTH IN FRONT OF DOOR. HAZARD
EQUIPMENT GROUNDING	1	SOLID COPPER BAR VISIBLE FROM PANEL TO EARTH PIT
PANEL METER OPERATIVE	1	ALL INDICATORS HAD CLEAR READINGS.

#### RATING

- 1 - GOOD
- 2 - AVERAGE
- 3 - POOR

#### ADDITIONAL OBSERVATIONS & COMMENT

- NEED ADDITIONAL FIRE EXTINGUISHER
- EMERGENCY LIGHTING DENSITY TO BE INCREASED
- NEED GOOD HOUSEKEEPING
- DIRTY CABLE PIT

CABLE LADDERS NEED ADDITIONAL SUPPORT  
RUBBER INSULATION MAT TO BE REPLACED.

