
Operations

Operational Technical Excellence

Power Training Services WA

Operational Work Practice Standards

Worker Authorisations (Network Authority Cards)

© Copyright of Western Power

Any use of this material except in accordance with a written agreement with Western Power is prohibited.

Document Control

Author/Custodianship

Author:	Marcus Parker
Process Owner / Custodian:	Steve McManus, Branch Manager OTX

Stakeholders

In the process of document update, the following people must be consulted:

Name	Position/title
Lewis Potterton	Operational Work Practice Standards OTX
Lucy Mountford	Power Training Services Manager OTX

Distribution list

When this document is updated, the following people must receive a copy of the updated version:

Name / Group	Email
Operations Management	OPS-Branch Managers
Dx Management Team	DD Management Team
OTX Management Team	OPS OTX Section Heads
Alliance Management Team	Future Grid - Management
Richard Duffy	Richard.duffy@jemenacs.com.au
Spencer Jose	sjose@thiess-services.com.au
Wally Huia	Wally.HUIA@westcoastenergy.com.au



Document version history

Version	Date	Amendment

Related/referenced documents

Document title	Document ID (DMS #)
Equal Employment Opportunity Policy	7399608

Review and authorisation

Name	Role	Signed	Implementation Date
Lewis Potterton	Manager Operational Work Practice Standards OTX		01-07-2011
Lucy Mountford	Manager Power Training Services OTX		11/7/11

Uncontrolled document when printed. Refer to DM for current version

Table of contents

1	Purpose	1
2	Scope	1
3	Definitions	1
4	References	3
5	Framework	3
	5.1 Principles	3
	5.2 Worker Authorisation	4
	5.3 Working on or near the Network	4
	5.4 Persons not requiring a Worker Authorisation	5
	5.5 Safety	5
	5.6 Assessment and Audit	5
	5.7 Environmental requirements	6
6	Authorisation process	6
	6.1 Application for Worker Authorisation	6
	6.2 New application or new authorisation	6
	6.3 New application and new authorisation details	7
	6.4 Renewal of Worker Authorisation	7
	6.5 Replacement of Worker Authorisation	8
	6.6 Requirements for Worker Authorisation	8
7	Privacy obligations	8
8	Exemption from Worker Authorisation	9
9	Change of details	9
10	Authorisation recognition	9
11	Authorisation flags	9
	11.1 Inactive	10
	11.2 Restriction	10
	11.3 Under Supervision	10
12	Incidents and Breaches	10

12.1	Incident Investigation	10
12.2	Authorisation Investigation	11
12.3	Breaches	11
13	Suspension and Reinstatement	11
13.1	Minor compliance breach of conditions	12
13.2	Significant compliance breach of conditions	12
13.3	Major compliance breach of conditions	13
13.4	Extreme compliance breach of conditions	13
14	Appeals	14
15	Formal & Structured Training	15
16	The Australian ESI Skills Passport	15
16.1	Overview	15
16.2	Format	15
16.3	Limitations	15
17	Equal Opportunity	16
	APPENDICES	16

1 Purpose

The purpose of this standard is to detail the requirements and operating principles for Western Power Worker Authorisation and the issue of a Network Authority Card to Authorised Persons.

2 Scope

This standard sets out the requirements needed to obtain a Worker Authorisation to carry out work on or near Western Power's Network and the conditions of the Worker Authorisation. This standard does not cover authorisations issued by Western Power's System Management (E.g. Switching Operator Authorisations) or authorisations not currently issued by the Authorising Body - Operational Technical Excellence (OTX).

3 Definitions

Approved Registered Training Organisation - A Registered Training Organisation which has been approved by Western Power for conducting specific categories of training relevant to work on the Western Power Network.

Authorised Person - An approved Worker from Western Power or from a Western Power Alliance Partner, Contractor or Subcontractor who has been granted permission by Western Power to carry out work on or near the Network and issued with a Network Authority Card.

Authorised Work - Work carried out on or near Western Power's Network by an Authorised Person and / or Service Provider.

Authorising Body - Western Power, acting through the Operational Technical Excellence Branch of Western Power or any other Branch as determined by Western Power from time to time.

Authorising Officer - The nominated person engaged by the Authorising Body who administers and processes applications for Worker Authorisation.

Authorising Manager - The person delegated the authority to manage the authorisation policy within the Authorising Body.

Authorisation Database – A database maintained by the Authorising Body, to record the authorisation details of all Authorised Persons.

Careless or Negligent Conduct – An act or omission in the performance of work that amounts to a failure to exercise a reasonable duty of care (as that term is understood under the common law of negligence) or an act or omission in the performance of work that displays indifference or disregard for correct procedures and / or the safety of any person.

Construction Site - a workplace at which Construction Work (see definition below) is done and includes any adjoining area where plant or other materials used or to be used in connection with that work are located or kept and over which the Network Total Workforce has control for the purpose of doing the Construction Work;

Construction Work (as defined in the W.A. Occupational Safety & Health Regulations 1996)

(a) the construction, erection, installation, alteration, repair, maintenance, cleaning, painting, renewal, removal, excavation, dismantling or demolition of, or addition to, any building or structure, or any work in connection with any of those things, that is done at or adjacent to the place where the building or structure is located;

(b) work on which a hoisting appliance or any scaffold or shoring is used or intended to be used;

-
- (c) work in driving or extracting piles, sheet piles or trench sheet;
 - (d) work in laying any pipe or work in lining pipe that is done at or adjacent to the place where the pipe is laid or to be laid;
 - (e) work in sinking or lining or altering, repairing, maintaining, renewing, removing, or dismantling a well or borehole;
 - (f) road works, earthworks or reclamation; or
 - (g) work in laying an underground cable or work related to laying an underground cable that is done at or adjacent to the place where the cable is laid or to be laid.

Contractor Representative – The person nominated in the contract documents as the Contractor Representative for the work being carried out under the contract.

Danger Zone (as defined in the W.A. Occupational Safety & Health Regulations 1996)

- (a) is within 0.5 metres of a live insulated overhead power line or aerial bundled conductor line of a voltage of not more than 1 000 volts;
- (b) is within 1.0 metre of a live uninsulated overhead power line of a voltage of not more than 1 000 volts;
- (c) is within 3.0 metres of a live overhead power line, whether insulated or not, of a voltage exceeding 1 000 volts but not more than 33 000 volts; or
- (d) is within 6.0 metres of a live overhead power line, whether insulated or not, of a voltage exceeding 33 000 volts;

Direct Supervision – means the supervising Worker must remain at the Construction Site and remain close to the trainee, within sight of the trainee and able to communicate to the trainee.

Error – An act or omission in the performance of work that is an unintentional oversight or genuine mistake and is not Careless or Negligent Conduct.

Formal Leader – The person to whom the Worker reports in the course of his/her normal duties.

General Supervision – the supervising Worker must attend the Construction Site to explain the task at hand and ensure the trainee understands the requirements of the task. If off-site the supervising Worker must return to the Construction Site as often as he or she considers necessary to ensure effective supervision is maintained.

Immediate Supervision – requires the supervising Worker to be physically close to the trainee, such that he or she can immediately take physical control of the trainees activities.

Network - Western Power's Transmission and Distribution Networks.

Network Authority Card – A card issued by Western Power to an Authorised Person as evidence of their authority to work on Western Power's Network. The card provides written and photographic identification of the Authorised Person. The Network Authority Card remains the property of Western Power and may be recalled by Western Power in the event of suspension or cancellation of the Worker's authority to carry out work on or near Western Power's Network.

Network Total Workforce – The total workforce comprised of approved Western Power Workers and Workers engaged by Service Providers who have been granted permission by Western Power to carry out work on or near the Network.

Service Provider - is an authorised entity (an approved Western Power Alliance Partner, Contractor or Subcontractor) who is engaged by Western Power to carry out work on or near the Network.

Worker – any person carrying out work for or on behalf of Western Power.

Worker Authorisation – The consent or authorisation granted by Western Power to a Worker to undertake work on or near Western Power’s Network, including all terms and conditions of such consent or authorisation.

4 References

- Energy Operators (Powers) Act 1979
- Electricity Act 1945 (WA)
- Electricity (Licensing) Regulations 1991
- Electricity (Supply Standards and System Safety) Regulations 2001
- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA)
- Western Power Safety Manual
- Western Power Work Practices Manual
- Western Power High Voltage Live Work Manual

5 Framework

5.1 Principles

Workers directly or indirectly working on or near Western Power’s Network must be authorised by Western Power.

The authorisation process, rules and requirements are the same for all Workers (Western Power Workers and Service Provider Workers).

Worker Authorisation is available to suitably qualified Workers of Western Power and its Service Providers. By granting authorisation Western Power makes the Worker and the approved Service Provider accountable to ensure that work carried out by the Worker on the Network operates reliably, efficiently and safely both during and after carrying out the Authorised Work.

Worker Authorisation, along with other suitable checks undertaken by Western Power, aims to ensure that any work performed on or near Western Power’s Network is carried out:

- by suitably qualified / certified, trained and licensed Workers;
- in accordance with the contractual terms and conditions for the work undertaken; and
- in accordance with the appropriate standards and rules applicable at the time.

A requirement of Worker Authorisation is that the Authorised Person is responsible for ensuring that all work is executed in a safe manner.

The Worker must comply with:

- all relevant Acts, Regulations, Standards and Codes of Practice applicable at the time including, without limitation, those listed above ;
- WorkSafe WA (Department of Commerce WA), EnergySafety and other applicable Western Australian state authority requirements and conditions;

-
- the requirements and conditions set out in this standard;
 - Western Power's Safety Policies, Standards and Instructions;
 - Western Power's approved Work Practices and instructions; and
 - Specific requirements set out in any contract between Western Power and a Service Provider.

Work carried out by an Authorised Person is subject to review and assessment undertaken by Western Power.

5.2 Worker Authorisation

A person working directly or indirectly for Western Power or a Service Provider may apply for a Worker Authorisation to carry out work for Western Power. The Worker for whom the Worker Authorisation request is made must have the required qualifications, certification, training and licences to carry out the requested Authorised Works.

All Authorised Works must meet:

- Western Power safety requirements;
- Western Power Network design and construction standards;
- Western Power's current Safety Manual and Work Practice Standards;
- Design specifications, scope of works and any other as described under the terms and conditions of the contract between the parties; and
- Government Acts, Regulations, Standards and Codes of Practice applicable to the work.

Authorised Persons are not permitted to interfere with or carry out work that is outside their specific Worker Authorisation.

5.3 Working on or near the Network

Western Power's safety policy and requirements state that persons who carry out work 'on' or 'near' the Network must be suitably qualified and authorised to carry out the work.

It is a requirement that all persons who work on electrical apparatus must:

- be trained and qualified appropriately for the work;
- be physically capable of doing the work safely; and
- hold a Western Australian Construction Safety Awareness Card.

Western Power also requires that during the previous 12 months, all persons, where it is relevant to the work, must have:

- received appropriate instruction in approved procedures for release and rescue from live electrical apparatus; and
- received the appropriate instruction in approved procedures for resuscitation, including first aid. HLT CPR201A & HLTFA201A.

All Authorised Persons carrying out work should carry their Western Power approved Worker Authorisation (Network Authority Card) on site to be presented on request. If a Worker is unable to produce his / her Network Authority Card upon request, he / she may be required to produce the card for sighting within 48 hours.

If the Network Authority Card is not issued by Western Power at the time of grant of Authorisation then the Worker requesting authorisation will be required to carry his / her Worker Authorisation Form issued by Western Power up to and until receipt of the Network Authority Card.

This Form should be available to be presented on request when working on or near the Network, subject to the same terms as described above for the Network Authority Card.

The Worker Authorisation Form is shown in **Appendix C**.

5.4 Persons not requiring a Worker Authorisation

Persons who do not require a Worker Authorisation are:

- persons accessing the Construction Site in a non operational capacity and staying outside of the Danger Zone to any electrical apparatus;
- persons accessing the Construction Site in an operational capacity with a current exemption approval from the Authorising Body;

While not requiring authorisation the above does not abrogate persons from being appropriately trained, competent and licensed to carry out Authorised Work.

All Workers entering a Western Power Construction Site must hold, as a minimum, a current Basic First Aid certificate and a Western Australian Construction Safety Awareness Card and have successfully completed the Western Power training course 'Induction for Operational Personnel'.

Exemption approval may be sought pursuant to Clause 8 of this standard, as outlined below.

5.5 Safety

Each Worker in the Network Total Workforce is responsible for ensuring the safety of themselves, fellow Workers, their employees and the public whilst carrying out Authorised Work. It is essential that Authorised Work is performed in a safe manner and to no less a standard than is specified in Western Power's:

- Safety Manual;
- Work Practice Manual;
- High Voltage Live Work Manual;
- Construction Manuals; and
- Any other any Government Acts, Regulations, Standards and Codes of Practice applicable to the work at the time by Western Power.
- Any breach or incident relating to a Worker's safety obligations under this standard may result in the Worker's Authorisation and Network Authority Card being suspended.

5.6 Assessment and Audit

Western Power (or a nominated representative) will, from time to time, undertake a full field assessment on all Workers working on or near the Network. The purpose of the field assessment is to ensure that:

- all Workers working on or near the Network are appropriately authorised for the work being carried out;
- all Workers working on or near the Network have the required qualifications/certification, training and licenses applicable to carry out the work, in accordance with Western Power's competency framework. The competency framework is developed and managed by the Authorising Body separately to this standard; and
- the work is being carried out in a safe and competent manner.

Western Power (or a nominated representative) may direct any Worker at any time to cease carrying out work, on the grounds of safety or non-compliance with the conditions of the

Worker Authorisation, pending a review and investigation by the Authorising Body in accordance with this standard.

5.7 Environmental requirements

All Authorised Work must be carried out in accordance with Western Power's environmental requirements in a manner that will prevent pollution and environmental damage. Authorised Persons shall comply with all applicable Acts, Regulations or Contract Provisions regarding environmental protection in the course of performing any Authorised Work.

6 Authorisation process

To obtain a Worker Authorisation and a Network Authority Card, a Worker must make an application in writing to the Authorising Body giving the necessary details of his or her qualifications, certification, training and licences to work on or near the Network. The application form and information for the various categories of authorisation are available on Western Power's internet site or from the Authorising Body.

The Worker Authorisation Application Form is shown in **Appendix A**.

A separate application must be completed for each Worker requesting a Worker Authorisation.

The Worker Authorisation that is granted is not all encompassing and is only for the specific category of work nominated and approved. The application must specify the category of authorisation requested by the Worker.

The Worker must also provide evidence, satisfactory to Western Power, relevant to the category of Worker Authorisation, of the Worker's qualifications, certification, training and licences as applicable. The Authorising Body will carry out an assessment of the qualifications, certification and training of Workers in accordance with the requirements of this standard.

Periodic refresher training and / or competency assessment may be required for the renewal of Worker Authorisations.

6.1 Application for Worker Authorisation

Application for Worker Authorisation falls under three processes:

- new application – a new Worker Authorisation is required;
- new authorisation – the person already holds a Worker Authorisation, but one or more additional authorisations are required; and
- renewal of Worker Authorisation – the person already holds a Worker Authorisation, but requires renewal.
- Where a Worker Authorisation has been suspended in whole or in part under this standard, the Worker may not apply for any new Worker Authorisations, or the renewal of existing Worker Authorisations, other than as permitted in the suspension.

6.2 New application or new authorisation

To gain a Worker Authorisation a person must:

- hold the required qualifications, certifications, training and licences for the category of authorisations they are applying for;
- if required, have undertaken successful completion of the relevant Western Power training;
- complete, sign and submit a current Work Authorisation Application Form (Appendix A);

-
- submit to the Authorising Body satisfactory evidence of all relevant training, qualifications, certification, licences and experience for Worker Authorisation; and
 - successfully complete the Western Power training course 'Induction for Operational Personnel'.

The Authorising Body will:

- notify the applicant and his / her employer (where applicable) in writing of the outcome of the application;
- if Worker Authorisation is granted, issue the Network Authority Card to the Worker; and
- issue 2 copies of the Worker Authorisation Form to the Worker. The Worker must return 1 signed copy of the form to the Authorising Body within 10 working days. **(Appendix C)**

6.3 New application and new authorisation details

A Worker requesting a new or additional Worker Authorisation must correctly complete the Work Authorisation Application Form **(Appendix A)**. Applications will not be processed without the correct form.

The following documentation must be submitted with the application form:

- a certified copy of the person's drivers licence with a photo, or a certified copy of passport photo page, or a certified copy of birth certificate
- two (2) digital (passport style) colour photos in electronic format; and
- evidence to support the categories of authorisation requested using the Western Power Worker Authorisation prerequisites.

Where the application is incorrect or incomplete, not signed by the person requesting authorisation or the evidence required is not present, the application along with all information provided will be returned to the applicant and will not be processed. In this event, the Authorising Body will reply in writing stating the reasons why the application will not be processed **(Appendix B)**.

6.4 Renewal of Worker Authorisation

Authorised Persons may be required to undertake periodic refresher training and / or assessment to renew certain categories of authorisation.

The Western Power Formal Leader or external Service Provider is responsible for making the necessary arrangements to complete any refresher training and / or assessment that may be required.

For certain authorisation categories, Service Providers may engage an Approved Registered Training Organisation to conduct approved refresher training and assessment. This training must be approved by Western Power as being appropriate for the current level of competency determined by Western Power to work on or near the Network.

The Worker must provide satisfactory evidence of having attended the training and satisfactorily completed assessment prior to Western Power issuing a renewal of authorisations.

Applications for refresher training and / or assessment should be made a minimum of 4 weeks in advance. Where Western Power is unable to provide training or assessment prior to the due date, the Worker Authorisation will be extended until the next available date.

Worker Authorisations may be suspended if the Worker's Authorisation is not renewed on or before the due date, unless an extension has been granted in writing by the Authorising Body.

The Authorising Body will notify the internal Formal Leader, external Service Provider and/or Contractor Representative within 10 working days from due date of any suspension.

The Service Provider is required to:

- notify within 10 working days from due date in writing to the Authorising Body the evidence that the suspension has been actioned (i.e. the Worker is no longer permitted by the Service Provider to undertake works on or near the Network); and
- notify the Authorising Body within 10 working days that the Worker has been issued with notification of suspension.

To renew an existing Worker Authorisation a Worker must:

- hold the qualifications, certifications, training and licences required;
- if required have undertaken successful completion of the required Western Power training; and
- complete and sign a current Worker Authorisation Application Form.

6.5 Replacement of Worker Authorisation

The Authorised Person is required to notify Western Power and his / her employer (where applicable) within 5 working days of a misplaced Worker Authorisation Form or Network Authority Card. Formal Leaders or employers must notify the Authorising Body within 10 working days of the misplaced Worker Authorisation Form or Network Authority Card.

The Authorising Body will then issue a replacement Network Authority Card within 10 working days.

The Worker will not be authorised to work on or near the network until the replacement Network Authority Card has been issued. However, the Authorising Body may provide an interim letter to the Worker to maintain authorisation during this period.

6.6 Requirements for Worker Authorisation

Workers and Service Providers (where applicable) must ensure:

- compliance with the obligations set out in this standard;
- compliance with any requirements and/or changes the Authorising Body makes to this standard.

Service Providers should note that Western Power can suspend or cancel the Worker Authorisation, in accordance with the conditions and requirements set out in this standard.

7 Privacy obligations

Western Power may disclose current details of a Worker's authorisation status to another Australian Electricity Utility or to any of Western Power's Service Providers. Such details will be limited to the following:

- The type of work for which the Worker is authorised (e.g. G&B line worker, HV cable jointer etc.)
- Whether the authorisation is limited (e.g. apprentice under supervision)
- Whether the authorisation is currently under suspension, and if so the end date of the suspension.

All personal information submitted by a person applying for a new Worker Authorisation, or for purposes of renewal or applying for additional authorisations, will otherwise be recorded and dealt with in accordance with Western Power's Privacy Policy.

8 Exemption from Worker Authorisation

A Service Provider seeking an exemption from the Worker Authorisation requirements under this standard, must apply in writing to the Authorising Body.

A Service Provider must provide in writing the name, title, authorisation type, reason for seeking an exemption and the period required for exemption to the Authorising Body.

The Authorising Body has the right to refuse any request for exemption.

The Authorising Body has the right to suspend or cancel any exemption at any time without notice.

9 Change of details

An Authorised Person must notify the Authorising Body within 10 working days of any change of address, contact details, employer, licence status, employment status or any other issue which may be relevant to the person's Network Authorisation or affect Western Power's authorisation records.

A Service Provider must notify the Authorising Body within 10 working days if an Authorised Person is no longer employed directly or indirectly by that Service Provider.

A Service Provider who engages either directly or indirectly an Authorised Person must notify the Authorising Body in writing to ensure continuity of the authorisation.

Where a Worker changes employment from one Service Provider to another, but is still working on or near the Network, their Worker Authorisation will continue to apply, subject to the notification provisions above.

10 Authorisation recognition

The Worker Authorisation approval is not valid for work performed on or near any other network operator's network (e.g. Horizon Power, mining company or interstate network operator).

A person with authorisation from another network operator must obtain a Western Power Network Authority Card before carrying out work on or near Western Power's Network.

Western Power may impose conditions or restrictions that differ from other network operators, however, consideration may be given to reciprocal arrangements, if appropriate.

11 Authorisation flags

To facilitate the management of Authorised Persons, Worker Authorisations may be 'flagged' for a number of reasons. These flags will comprise the following:

- Inactive;
- Restricted;
- Under Supervision; and/or
- Suspension.

11.1 Inactive

When a Worker Authorisation is flagged 'Inactive' the Authorised Person has not completed the required periodic refresher training or assessment for that particular Worker Authorisation category.

An 'Inactive' flag can only be removed by the Formal Leader submitting satisfactory written evidence to the Authorising Body that the Worker has regained the required competency skill set(s) for the relevant Worker Authorisation category.

11.2 Restriction

When a Worker Authorisation is flagged 'Restricted' the Authorised Person has not established all the competent skill sets which underpin the Worker Authorisation. The flag is designed to restrict the person from carrying out any work related to the missing skill set.

The Authorising Body will notify the Authorised Person and the Service Provider in writing within 10 working days of the restriction and the details of the restriction.

Restrictions can only be removed by the Formal Leader submitting satisfactory written evidence to the Authorising Body that the Worker has the required competency skill set(s) for the authorisation requested.

11.3 Under Supervision

When a Worker Authorisation is flagged 'Under Supervision' the Authorised Person is at the time of processing under formal training and is developing the required competency skill set(s) to work on or near the Network. The Worker 'Under Supervision' must be supervised at all times by an Authorised Person who has the relevant competency skill set(s). The supervision will fall under one of the following 3 categories.

- 1 Immediate Supervision
2. Direct Supervision
3. General Supervision

Workers in a training program may be flagged 'Under Supervision'.

Where a Worker Authorisation is flagged 'Under Supervision' the flag can only be removed by the Formal Leader submitting satisfactory written evidence to the Authorising Body that the Worker has gained the required competency skill set(s) for the Worker Authorisation requested.

12 Incidents and Breaches

Breaching any of the conditions of a Worker Authorisation may lead to the suspension of the Worker Authorisation (in whole or in part).

12.1 Incident Investigation

Western Power has an existing incident investigation and reporting procedure which will remain unchanged. Incident investigation and reporting is managed by the relevant section of Western Power for which the subject work was carried out.

Incident reports may be taken into consideration by the Authorising Body when conducting an Authorisation Investigation into the nature and severity of any breach of Worker Authorisation conditions associated with the incident, as set out below.

12.2 Authorisation Investigation

All incidents and breaches of this standard involving an Authorised Person will be investigated by the Authorising Body.

All available information regarding the incident or breach will be made available to the Authorised Person. The Authorised Person will also be advised of the right to be represented by his / her union during the investigation.

Following an Authorisation Investigation, the Authorising Body will determine whether to suspend or restrict a Worker's Authorisation, taking into account the context in which the incident or breach occurred.

The Authorising Body may refuse to grant a Worker Authorisation at any time pending an Authorisation Investigation.

Following a significant incident or breach, the Authorising Body may temporarily suspend a Worker Authorisation until the Authorisation Investigation has been completed and the outcomes determined.

The Worker and Formal Leader or Service Provider will be given notice in writing by the Authorising Body of the incident or breach and the need for an Authorisation Investigation.

Nothing in this standard constitutes employment related disciplinary action against a Worker. Any disciplinary consequences arising from an Authorisation Investigation will be for the relevant employer, being either Western Power or the applicable Service Provider, to determine, in accordance with applicable employment policies and procedures and legislation.

An Authorisation Investigation report into an incident or breach under this standard will be provided to the relevant employer.

12.3 Breaches

The Authorising Body is responsible for both initiating an Authorisation Investigation into an incident and/or breach of this standard, and deciding whether the suspension of a Worker Authorisation is appropriate in the circumstances.

The Authorising Body will notify the Formal Leader, Service Provider and/or Contractor Representative if a Worker Authorisation is to be suspended or the Network Authority Card is to be cancelled as a result of an incident or breach.

13 Suspension and Reinstatement

Depending on the nature of the breach, suspension or cancellation of a Worker Authorisation may be the appropriate outcome.

A breach will fall within one of the following categories:

- a) Minor compliance breach of conditions
- b) Significant compliance breach of conditions
- c) Major compliance breach of conditions
- d) Extreme compliance breach of conditions

A Worker Authorisation may be suspended in whole or in part (applying only to a specific category of Worker Authorisation), depending on the nature of the incident or breach as determined through the investigation process.

Any application for reinstatement after suspension or cancellation must be made to the Authorising Body. The Authorising Body reserves the right to refuse an application for reinstatement or to limit the type of Authorised Work which may be undertaken (i.e. low risk tasks only).

Records of suspensions will be deleted 2 years after the end date of the suspension.

Where an incident or breach falls within the category of major or extreme compliance breach of conditions it may result in legal action by Energy Safety, WorkSafe and/or civil action against the Service Provider and/or the Worker personally.

13.1 Minor compliance breach of conditions

A breach of this nature includes comprises an error which may place the Worker only at risk.

In the event of a breach of this nature, the following action may be taken by the Authorising Body:

- 1st offence – formal written caution to the Worker, recorded on Authorisation Database
- 2nd offence – formal written caution to the Worker, recorded on Authorisation Database.
- 3rd offence – suspension of a specific Worker Authorisation for a duration of up to 3 months, depending on severity of breach.

Reinstatement of a suspended Worker Authorisation will occur only after satisfactory completion of the Western Power training course 'Induction for Operational Personnel', assessment and any other training as required by the Authorising Body, subject to the Authorising Body being satisfied that reinstatement is justified.

13.2 Significant compliance breach of conditions

A breach of this nature includes:

- i) Careless or Negligent Conduct by the Worker which may place the Worker only at risk; and/or
- ii) Error which may place the Worker and other Workers at risk.

In the event of a breach of this nature, the following action may be taken by the Authorising Body:

- 1st offence – formal written caution to the Worker, recorded on Authorisation Database.
- 2nd offence - suspension of a Worker Authorisation for a duration of up to 3 months depending on severity of breach.

Reinstatement of a suspended Worker Authorisation will occur only after satisfactory completion of the Western Power training course 'Induction for Operational Personnel', assessment and any other training as required by the Authorising Body, subject to the Authorising Body being satisfied that reinstatement is justified.

- If the Worker is then found to be involved in a 3rd offence, the Worker Authorisation may be suspended for a duration of up to 12 months.

Where a Worker Authorisation has been suspended following a 3rd offence, reinstatement (if any) will occur only after,

- satisfactory completion of the Western Power training course 'Induction for Operational Personnel' and assessment;

-
- training and assessment appropriate to the Worker Authorisation categories for which reinstatement is sought; and
 - the Authorising Body being satisfied that reinstatement is justified.

13.3 Major compliance breach of conditions

A breach of this nature includes:

- i) Careless or Negligent Conduct which may place the Worker and other Workers at risk; and/or
- ii) Error which places, or may place members of the general public at risk.

In the event of a breach of this nature, the following action may be taken by the Authorising Body:

- 1st offence –
- suspension of Worker Authorisation for a duration of 1 to 12 months, depending on severity of breach.

Reinstatement of a suspended Worker Authorisation will occur only after satisfactory completion of the Western Power training course 'Induction for Operational Personnel', assessment and any other training as required by the Authorising Body, subject to the Authorising Body being satisfied that reinstatement is justified.

- If the Worker is then found to be involved in a 2nd offence, the Worker Authorisation may be suspended for a duration of up to 3 years.

Where a Worker Authorisation has been suspended following a 2nd offence, reinstatement (if any) will occur only after:

- satisfactory completion of the Western Power training course 'Induction for Operational Personnel' and assessment;
- training and assessment appropriate to the Worker Authorisation categories for which reinstatement is sought; and
- the Authorising Body being satisfied that reinstatement is justified.
- If the Worker is then found to be involved in a 3rd offence, the Worker Authorisation may be suspended for a duration of up to 5 years.

Where a Worker Authorisation has been suspended following a 3rd offence, reinstatement (if any) will occur only after:

- satisfactory completion of the Western Power training course 'Induction for Operational Personnel' and assessment;
- training and assessment appropriate to the Worker Authorisation categories for which reinstatement is sought; and
- the Authorising Body being satisfied that reinstatement is justified.

13.4 Extreme compliance breach of conditions

A breach of this nature includes Careless or Negligent Conduct by the Worker which places, or may place members of the general public at risk.

In the event of a breach of this nature, the following action may be taken by the Authorising Body:

- 1st offence –
- suspension of Worker Authorisation for a duration of up to 5 years.

Reinstatement (if any) of a suspended Worker Authorisation will occur only after:

- satisfactory completion of the Western Power training course 'Induction for Operational Personnel' and assessment;
- training and assessment appropriate to the Worker Authorisation categories for which reinstatement is sought; and
- the Authorising Body being satisfied, that reinstatement is justified.
- If a Worker is found to be involved in a 2nd offence, the Worker Authorisation may be suspended for a duration of up to 7 years.

Where a Worker Authorisation has been suspended following a 2nd offence, reinstatement (if any) will occur only after:

- satisfactory completion of the Western Power training course 'Induction for Operational Personnel' and assessment;
- training and assessment appropriate to the Worker Authorisation categories for which reinstatement is sought; and
- the Authorising Body being satisfied that reinstatement is justified.

If the Worker is then found to be involved in a 3rd offence, the Worker Authorisation may be suspended for a duration of up to 10 years.

Where a Worker Authorisation has been suspended following a 3rd offence, reinstatement (if any) will occur only after:

- satisfactory completion of the Western Power training course 'Induction for Operational Personnel' and assessment;
- training and assessment appropriate to the Worker Authorisation categories for which reinstatement is sought;
- any additional training and/or assessment deemed appropriate by the Authorising Body; and
- the Authorising Body being satisfied that reinstatement is justified.

14 Appeals

Workers and / or Service Providers may appeal a decision by the Authorising Body to refuse, suspend or cancel a Worker Authorisation. Where an appeal is lodged, the decision will be reviewed and assessed by another internal branch of Western Power, separate to the Authorising Body.

Appeals must be submitted in writing to the Authorising Body within 10 working days of the date of notification of refusal, suspension or cancellation and must state the grounds for appeal.

The timeframes and process for dealing with any appeal will be determined by the branch reviewing the appeal and will be communicated to the Worker or Service Provider making the appeal within 10 working days of receiving the appeal.

The Authorised Person will also be advised of the right to be represented by his / her union during the appeal process.

15 Formal & Structured Training

Workers who undertake formal and structured training in the workplace on or near the Network are still required to possess a Network Authority Card

The trainer will be the 'Person in Charge' of the Construction Site and is responsible for ensuring the work is carried out in accordance with Western Power safety requirements, including, without limitation;

- Western Power Network design and construction standards;
- Western Power's current Safety Manual and Work Practice Standards manual;
- Design specifications, scope of works and any other as described under the terms and conditions of the contract between the parties; and
- Acts, Regulations, Standards and Codes of Practice applicable to the work. All the relevant regulatory and Western Power safety and work practice requirements apply in the conduct of the training.

16 The Australian ESI Skills Passport

16.1 Overview

The Australian Electricity Supply Industry Skills Passport (**Passport**) is being introduced to all electricity utilities across Australia in 2010 / 2011.

The Passport provides a record of refresher training in core competencies which will be recognised by all Australian electricity utilities and will enhance the portability of electricity supply industry workers around the country.

Information relating to the Passport will be stored on a national database, under an agreement administered by Energy Skills Queensland. The following information will be provided for uploading to the national database:

Name, Date of Birth, Gender, Energy Stream (Gas/Electricity), Issuing Network Operator (Western Power), State of Issue (WA), Issue Date, Passport Number, Employer, Primary Functional Role (e.g. Lineworker Distribution), Other Functional Roles (e.g. Asset Inspector)

16.2 Format

The format of the Passport will vary, dependant upon the electricity utility by whom it is issued. Initially Victoria, New South Wales, A.C.T., South Australia and Tasmania will issue paper based Passports whilst Queensland, Northern Territory and Western Australia will issue card based Passports with the information stored on an electronic database.

In Western Australia the holder's Passport number will be printed on the Network Authority Card.

16.3 Limitations

The Passport is purely a record of training and competencies. It does not provide authorisation to access any electricity utility's network, but provides a consistent record of core competencies.

In order for a Worker to conduct Authorised Work on or near the Network the Worker must possess a valid Network Authority Card, regardless of whether they also hold a Passport.

17 Equal Opportunity

In applying this standard, the Authorising Body will take into account Western Power's obligations under its Equal Employment Opportunity Policy as well as State and Federal equal opportunity legislation.

Appendix A Worker Authorisation Application Form

Worker Authorisation Application Form

(All fields must be completed for the application to be processed)

Worker's details			
First name		Middle name(s)	
Family name		Western Power Id Number <i>(For a new or renewal of authorisation or replacement)</i>	
Job title		Contact number	
DOB		Date of application	
Service Provider details (e.g. worker's employer)			
Company Name			
Supplier code			
Address			
Telephone			
Facsimile			
Contact person name			
Contact person telephone			
Contact person email			
Subcontractor details <i>(if the applicant is employed by a subcontractor engaged by the Service Provider)</i>			
Name			
Authorisation details			
New application	<input type="checkbox"/>	New authorisation	<input type="checkbox"/>
	<input type="checkbox"/>	Authorisation renewal	<input type="checkbox"/>
	<input type="checkbox"/>	Replacement Card	<input type="checkbox"/>
Categories of authorisation required			
<p>The following documentation must be submitted with the application form:</p> <ul style="list-style-type: none"> • Copy of drivers licence with photo or copy of passport photo page or a copy/extract of birth certificate • Digital photograph – colour, passport style (head and shoulders) • Evidence to support the categories of authorisation required <p>Acceptance Any attempt to falsify or mislead Western Power will result in the Network authorisation being refused.</p>			
Office use only			
Date received		Processed by	
		Date completed	
Western Power Id Number <i>(For new authorisations)</i>			

The Service Provider, and the Worker named above, each confirms that the information above is true and correct in all material particulars and requests that Western Power grants Worker Authorisation and issues a Network Authority Card in respect of the Worker named above.

It is understood that the Worker Authorisation may be suspended or cancelled as a result of an Authorisation Investigation involving the Worker and that the Network Authority Card remains the property of Western Power and must be returned to Western Power on demand.

By signing this Application Form the Worker agrees to:

1. While performing any Authorised Works on Western Power's assets, abide by and ensure compliance with Western Power's Policies & Procedures including Environmental and Occupational Safety and Health.
2. Notify their Western Power Formal Leader of any change in the Worker's work details and or any accreditations, courses attended and passed.
3. Undertake any training/refresher courses and/or assessments pertinent to the position.
4. Western Power disclosing details of the Worker's Authorisation current status to another Australian Electricity Utility or to any of Western Power's Service Providers. The personal information above (and any other such information provided by the Worker subsequently) will otherwise be dealt with in accordance with Western Power's Privacy Policy.

SERVICE PROVIDER

Signature:.....

Print Name:.....

Position / Title:.....

Service Provider / Company:.....

Date:.....

WORKER

Signature:.....

Print Name:.....

Position / Title:.....

Date:.....

This form, together with all attachments, should be scanned and emailed to the following address:

networkauthoritycard@westernpower.com.au

Appendix B Receipt of Worker Authorisation application



363 Wellington Street Perth WA 6000
GPO Box L921 Perth WA 6842
T: (08) 9326 4911 F: (08) 9326 4595
www.westernpower.com.au
Electricity Networks Corporation ABN 18 540 492 861

Our ref: **File Number**

Contact: **xxxxxx xxxxxx (08) xxxx xxxx**

Date

Name and address

Dear Sir/Madam

NETWORK AUTHORISATIONS – (Recipient Name and Number)

Operational Technical Excellence, being the Authorising Body on behalf of Western Power, received the application for the above person for authorisation to work on or near the Western Power Network.

The application is incorrect or incomplete for the following reasons:

xxxx xxxx

Any further application for the person requesting authorisation will be processed as a new application and is subject to a new evaluation.

If you require any further clarification please contact Western Power Worker Authorisations on (08) **xxxx xxxx** or by email networkauthoritycard@westernpower.com.au

Your sincerely

Lewis Potterton

Operational Technical Excellence

Operations



363 Wellington Street Perth WA 6000
GPO Box L921 Perth WA 6842
T: (08) 9326 4911 F: (08) 9326 4595
www.westernpower.com.au
Electricity Networks Corporation ABN 18 540 492 861

Enquiries Operational Technical Excellence

Contact: networkauthoritycard@westernpower.com.au

Date

Name and address

Dear **xxxx**

Thankyou for completing the Worker Authorisation Application Form.

Your application has been processed and you have been accredited for the following categories:

xxxx

Your Worker Authorisation Number is **xxxx**

By signing the application form you have agreed to:

1. While performing any Authorised Works on Western Power's assets, abide by and ensure compliance with Western Power's Policies & Procedures including Environmental and Occupational Safety and Health.
2. Notify your Western Power Formal Leader of any change in your work details and or any accreditations, courses attended and passed.
3. Undertake any training/refresher courses and/or assessments pertinent to the position.
4. Western Power disclosing details of your current authorisation status to another Australian Electricity Utility or to any of Western Power's Service Providers. The personal information provided (and any other such information provided by you subsequently) will otherwise be dealt with in accordance with Western Power's Privacy Policy.

Please sign, complete and keep one copy of this document as your record of authorisation. It must be retained with you at all times until you have received your Network Authority Card from Western Power. You must sign, complete and return the other copy to Western Power within 7 days.

Authorised Western Power Manager

Name: Lewis Potterton
Signed:

Worker

Name:
Signed:

Date:

Card #:
Date: