

**Woolnorth Renewables
Permit To Work**

**Leadership Training
(PIC, AIO & PM)**

'coordination, cooperation, collaboration'



Leadership Within Woolnorth Renewables

WHAT IS LEADERSHIP?



*A leader is one who inspires and motivates action;
having a can-do personality and strong leadership
skills are key to leading the charge.*



Leadership & the Permit To Work System

The leadership roles that make up the Woolnorth Renewables Permit To Work (PTW) system are fundamental to the safe implementation of the permitting, isolation and operational needs of the business. Each of the roles outlined in the system are very different, but all require a high level of coordination, cooperation and collaboration.

Woolnorth has VERY HIGH expectations of its leaders!

Our leaders are not only required to uphold the technical aspects of the PTW roles, but to also have an approach that is firmly grounded in the Health & Safety Policy of Woolnorth. Putting people's health and safety first by supporting a "collaborative, open and honest" workplace is of the highest priority. Woolnorth is aiming to maximize the success of both its people and its business.

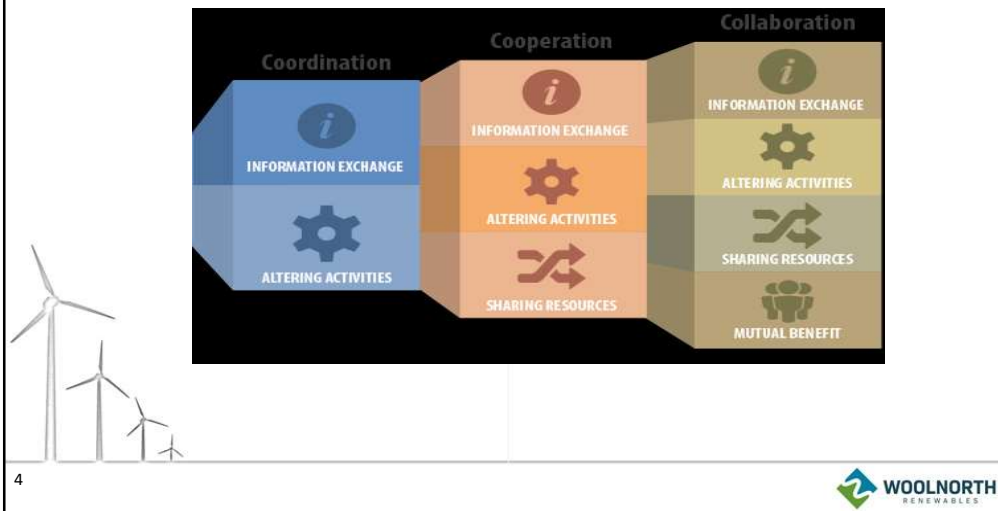


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Leadership & The Permit To Work System

All aspects of the Coordination – Cooperation – Collaboration approach to the PTW system shall be considered by Woolnorth leaders



Question 1 – What aspects should a Woolnorth Leader ensure are part of their approach to work activities?

- a) Information Exchange & Altering Activities
- b) Information Exchange, Altering Activities & Sharing Resources
- c) Information exchange, Altering Activities, Sharing Resources & Mutual Benefit

Woolnorth's Business Values & Safety Commitment

- We put people's health and safety first
- We behave with honesty and integrity
- We work together, respect each other and value our diversity
- We are accountable for our actions
- We are committed to creating a sustainable future



See also [Woolnorth's Health-and-Safety-Policy \(woolnorthrenewables.com.au\)](http://woolnorthrenewables.com.au)

Competency & PTW Leadership Roles

The three leadership roles within Woolnorth's PTW system are the Person In Charge (PIC), Authorised Issuing Officer (AIO) and the Project Manager (PM). These roles will be described in further detail throughout this training.

The successful completion of the current training is required before personnel can be approved for these roles. Following this, competency is required to be assessed. This will be completed by focussing both on the technical aspects of the work they will be leading and their ability to uphold the PTW requirements, looking at the following evidence,

- Qualifications – schooling, courses and tickets in applicable trades and expertise.
- Experience – previous work history relating to the plant, equipment, activity and leadership.
- On-boarding supervision/training - is conducted by senior personnel to ensure those that are new to a site or specific plant, equipment or activity are supported until they are adequately confident and capable to work independently.



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Question 2 – Which three approaches to the assessment of competency shall be included in the assessment of PIC, AIO or PM (choose the most correct)?

- a) Word of mouth reputation, tickets and experience with other companies
- b) Qualifications, experience and on-boarding supervision
- c) Appropriate resume, cornflakes box certificate and on the job experience

Competency & PTW Leadership Roles

Competency of any personnel for the AIO and PIC roles will always be assessed by the relevant Site Supervisor for the work site they will be working at, and recorded in Altora against their profile. This same process will take place for the PM role but assessed by the HSE Manager.

The scope of a persons competency will always be defined. This will describe not only the PTW role that they are authorised to uphold i.e. PIC, AIO or PM. It will also describe the site and assets they are approved to work on (typically wind turbine or balance of plant), or for the PM role, the particular project planning and preparatory tasks.

It is important to remember that the PTW roles are independent and very different. Competency will, therefore, not be automatically authorised for one role, if a person is authorised in another. For example, a person authorised as a PM for the Bluff Point Wind Farm balance of plant cannot be authorised as a PIC or AIO for the same assets, without independently proving competency in these roles.

Competency & authorisation is not transferrable – from site to site, asset to asset or other companies using similar terminology.



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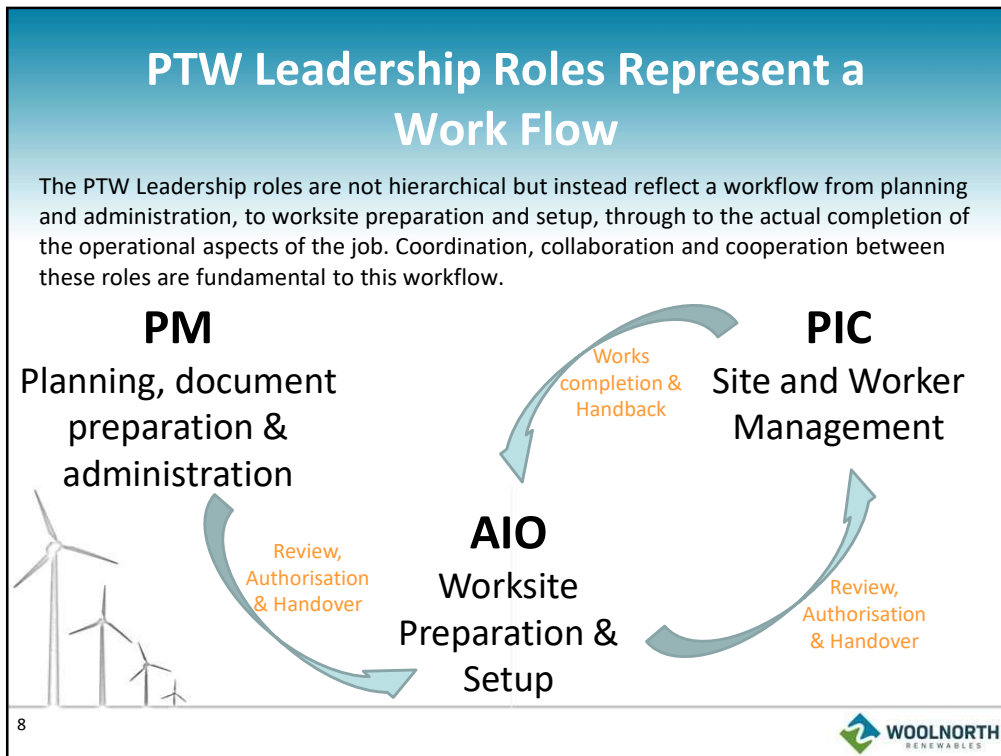


Question 3 – Will the scope (level, location & asset-type) of a person's PTW leadership role be defined during their authorisation of competency?

- a) Yes
- b) No

Question 4 – Is the authorisation of competency for the PTW leadership roles transferable between personnel or sites?

- a) Yes
- b) No



Question 5 – What role represents the site and worker management of the PTW work flow?

- a) PIC
- b) PM
- c) AIO

Question 6 – What role represents the worksite preparation and setup aspect of the PTW work flow?

- a) PIC
- b) PM
- c) AIO

PTW Leadership Roles In Practice

Only personnel that are approved as a PIC, AIO and PM can complete these roles when a PTW is being used to manage works.

Any larger jobs or projects that are not being managed under a PTW should also adopt these roles. For example, an engineer planning activities within a wind farm restricted area that does not trigger the mandatory requirement for a PTW, yet is reasonably complex or time consuming, should be authorised as a PM.

The following slides outline the expectations and details of each of the PTW roles.



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Question 7 – All projects should be planned and administered by a nominated Project Manager when a PTW is not required.

- a) True
- b) False

Question 8 – Can an approved PIC also be given the role of AIO or PM without a competency assessment?

- a) Yes
- b) No

Project Manager

This role represents the planning and administrative aspects of the PTW workflow.

The PM for an activity is required to be competent in Woolnorth's HSE and business policies and is responsible for,

- Facilitating job coordination, co-operation, collaboration.
 - Communication is key and PMs should be liaising and facilitating with work peers to ensure the above coordination, co-operating and collaboration is achieved. Last minute preparation and notification of jobs should be **avoided**.
- Preparing the relevant documentation and facilitating the collaborative review of the scope of works, contractor and staff resourcing, budgeting, scheduling, and integration with other site activities.
 - Preparing the relevant documentation and facilitating the collaborative review of all HSE risk management strategies including PTWs, SOPOs, JHAs, SWMS and any special permits e.g. hot works, confined space, concealed services.
 - Contributing to the discussion on the appointment of the AIO and PIC (based on confidence and competence).



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Question 9 – What role does the PM fulfil in the management and completion of works?

- a) Site and Worker Management
- b) Planning, document preparation & administration
- c) Worksite Preparation & Setup

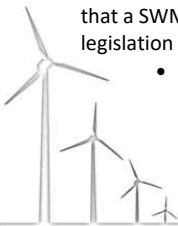
Project Managers are Risk Managers

One of the core roles of the Project Managers is the documentation of risk management. The method and extent of risk management can be very subjective, depending greatly on the site, the job and the work team. For this reason, the PM needs to be confident in identifying the hazards, risk controls, preparing the documentation **AND** facilitating its review by the AIO/PIC and any other technical experts or authorities deemed necessary.

Some helpful principles for PMs –

- When assessing which hazards and controls to document, recognise that a lot of the risk management is already completed through training, work experience, qualifications, inductions, company procedures and work instructions, and that **ONLY SIGNIFICANT** hazards relevant to the **SPECIFIC JOB** need to be documented. In addition, focusing and documenting the worst **CREDIBLE** scenarios (not worst possible) should be an objective. Too much paperwork can become a hazard in itself. Cross-reference to these other sources of risk management rather than re-write them.
- While there is flexibility and subjectivity in how risk management can be documented, remember that a SWMS or an equivalent document is mandatory in Woolnorth's Restricted Areas (because legislation requires it).
- When preparing risk management documentation, consider the amount of scrutiny that it will get if something goes wrong, including by management staff, regulatory officers and in a court of law.

Nevertheless, if you have documented the SIGNIFICANT work hazards and their management (as would also be recognised by your peer workers), you've done everything right



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Question 10 – A large part of the PM's role is the preparation of risk management documentation. Should this focus on...

- a) every possible hazard and its management
- b) just the hazards and controls that are obvious to an auditor
- c) just the specific and significant hazards of the job, cross-referencing to other documents where possible.

Question 11 – Following preliminary preparation of the risk management documentation a PM must ensure...

- a) the documents are finalised quickly and in accordance with company formatting standards
- b) they are emailed to the workers that will sign onto the PTW
- c) that thorough consultation is facilitated between the AIO and PIC on every aspect of the job
- d) That the WHS regulator is consulted.

Project Managers are Risk Managers

Examples of the subjectivity that exists in risk management and the decisions that are required of the PM to facilitate, are as follows –

- Testing and inspections of equipment in a live high voltage switch room or switchyard that required no isolations, could be managed through a detailed JHA that references relevant company procedures, or it could be managed with a SWMS, a PTW and a method for capturing “on-the-day risks”.
- A major component change such as a wind turbine blade bearing that requires just three isolations and 4 personnel to complete the job and is generally regarded as low risk based on the experience of the work crew and the work being done routinely, could be completed with a JHA referencing company procedures and a crane lift study or include a SWMS, a PTW and a crane lift study.
- Specialist work being conducted by a contractor could be conducted in accordance with the Woolnorth HSE system or in compliance with the contractor’s HSE system.



It is not expected that a PM is an expert in designing risk management strategies, but familiar with the approaches and capable of seeking support from a HSE representative, and their AIO and PIC peers.

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Question 12 – According to Figure 1 of Woolnorth’s Risk Management Procedure (WNH Q14) what is the minimum mandatory approach for a job where the highest control risk is moderate or is being managed under a PTW?

- a) SWMS or equivalent
- b) Take 5
- c) JHA
- d) JHA and a SWMS

Question 13 – According to Figure 1 of Woolnorth’s Risk Management Procedure (WNH Q14) what is the recommended risk management approach for a job where with the highest control risk is low?

- a) SWMS or equivalent
- b) Take 5
- c) JHA
- d) JHA and a SWMS

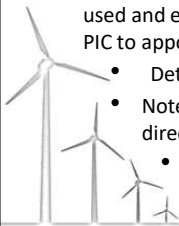
Authorised Issuing Officer

This role represents the work site preparation of the PTW workflow

The AIO should be an expert on the specific plant/equipment that is to be worked on.

They should be capable of supporting all work to be done in a safe & efficient manner, and ensure work sites are safe prior to the issue of a PTW, and be responsible for,

- Preparing and arranging independent checking of the schedule of planned operations (SOPOs);
- Performing plant isolations using "Danger – Do Not Operate" Tags and yellow isolation locks in accordance with prepared and checked SOPOs.
- Confirm the need for, extent of, and establish work site delineation prior to issuing a permit to work.
- Liaise with the PM & PIC to clarify scope of work and any special tooling, vehicles or plant to be used and ensure all significant hazards and control measures are identified. Liaise with the PM & PIC to appoint Safety Observer if required.
- Determining and directing the Suspension, Reactivation or Cancellation of a PTW.
- Note: A suspension, reactivation or cancellation of a permit can happen at any time as directed by the AIO for safety or operational reasons.
- Ensure co-ordination of all activities on their assets are planned for to ensure that any potential conflicts are addressed.



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Authorised Issuing Officer

The AIO is also accountable for:

- Checking the currency of PIC authorisation and that the PIC is competent and confident to lead the work covered by the PTW
- Giving permission to commence work, receive handback of PTW and return the plant to service if safe to do so after handback.
- Identify and approve the conditions under which isolation, operational earths and additional safety measures can be varied for testing.
- Ensuring they are authorised and are competent and confident to fulfil the role of the AIO at the work site and for the work scope with regards to the issuing of permits to work.



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Question 14 – On receiving handover of a PTW from the PM, and in preparation for the work to take place, the AIO will ensure that all plant and equipment in the work site are safe, that all isolations are complete and in accordance with the agreed SOPO, the worksite is delineated, the group isolation board containing the keys to the isolation locks is locked with their green AIO lock (if a group isolation is being used) and the PTW is ready for handover to the PIC.

- a) False
- b) True

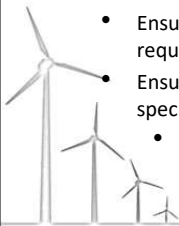
Person In Charge

This role represents the “on the day” operational management of the PTW work flow

The role is fundamental to ensuring the project or specific task is performed safely and the work is effectively supervised.

The PIC is accountable for:

- Being highly competent in the specific task/work being completed and an effective jobsite manager.
- Ensuring all work is undertaken in a safe & responsible manner.
- Ensuring access is available to the Woolnorth HSE system and a current copy of the PTW and Isolation procedures are available at work site (electronic access is fine).
- Determine if AIO is authorised to issue PTW, and that if a Group Isolation is used, that the AIOs green lock is locked on to the group isolation board.
- Ensuring that the equipment/work site covered by the PTW is safe for work – this will require confirmation with the AIO.
- Ensuring all work party members have the appropriate inductions and training for the specific work site and activities.
 - Ensure the work party understand the work and the extent of the work site, hazards and danger points, agreed controls, signed onto PTW, placed personal locks, work safely and conduct regular Take 5 assessments.



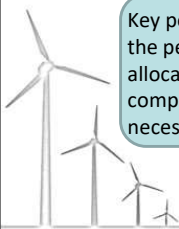
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Person In Charge

The PIC is also accountable for:

- Controlling the work site by being present (to the extent necessary to exercise responsibility) and removing all persons from work site if unable to appoint another PIC immediately.
- Ensuring, where testing is approved, all Workers cease work and remove their personal isolation locks prior to commencing testing where the plant is to be considered “live” and “operational”.
- On completion of work, the PIC shall ensure that all Workers have signed off the PTW, removed their Personal Isolation Locks, informed the PTW is to be handed back, are located in a safe environment and clear of the equipment/work site.
- **The PIC is literally THE “person in charge” of the work** as described in the scope of work on the PTW, including all the risk control measures as agreed and approved on the PTW. **The PIC should take on a high level of responsibility for the job.**



Key point: The PIC must be competent and confident to be in charge of the work covered by the permit scope & methodology. This means the right person will need to be identified and allocated to be the PIC. The person allocated to be the PIC must also consider that they are competent and confident to be in charge of the work and must challenge their selection if necessary.

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Question 15 - On completion of work being managed under a PTW, the PIC shall ensure that all the work party working under the permit:

- a) Have signed off the permit to work
- b) Have removed their personal isolation lock
- c) Are informed the permit to work is to be handed back
- d) Are located in a safe environment and have been instructed to keep clear of the equipment / work site
- e) All of the above.

Safety Observer

When used as a risk control, a Safety Observer is responsible for:

- Ensuring that work is being undertaken safely as their sole focus.
- Understanding the extent of the equipment / work site covered by the PTW.
- Understanding the specific hazards / danger points associated with the equipment / work site.
- After each absence from the worksite the Safety Observer shall reconfirm worksite risks and what process needs to be followed to control the risk.
- Signing on and off the PTW as a Safety Observer.
- Performing the role of a Safety Observer exclusively and not performing any other task.
- Being positioned at a suitable location to effectively observe and be able to immediately communicate with Workers performing the work.
- Warning against unsafe approach to energised or moving equipment.
- Stopping work processes to prevent unsafe situations from arising.



Note: Someone engaged to be a Safety Observer shall only have this role. The PIC of a PTW shall not perform the role of Safety Observer.

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Question 16 - A Person in Charge can also perform the role of Safety Observer if things are not busy and it saves getting another person for a short period?

- a) True
- b) False

Visitor Entry into PTW Work Sites

Visitors shall only be given access to visit work sites controlled by a PTW after they have been given approval by the PIC and received a work site introduction. They are to wear appropriate PPE as directed by the PIC.

Visitors **shall** remain under the direct and continuous supervision of the active PIC.

The PIC **shall** ensure that the visit does not compromise the PTW conditions.



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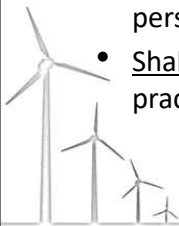


Question 17 - Visitors shall only be given access to visit work sites controlled by a permit to work after they have been given approval by the PIC and received a work site introduction. They shall remain under the direct and continuous supervision of the PIC, or their delegate. The PIC shall ensure that the visit does not compromise the PTW conditions.

- a) True
- b) False

PTW Under Emergency Conditions

- Under emergency situations where life or serious asset damage is at risk:
 - An authorised and competent person may **safely** do what is necessary to address the immediate issue without the need for a PTW. **Life must never be put at risk!**
 - Any such emergency situation shall be reported immediately after the situation is made safe to the Site Supervisor and HSE personnel, and,
 - Shall be reported as an incident into the HSE system as soon as practicable.



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PTW – A Review of the Process

This is a fundamental risk management process achieved by:

- A PM coordinating, co-operating collaborating with others by defining, requesting and approving the scope of works for a job or activity.
- Using risk assessment and management tools to identify hazards, risks and control measures using the “As Far As Reasonably Practical” principle (AFARP) e.g. Confined space permit, group isolation, concealed services survey, etc. Included in this will be the review and approval of a SOPO if required.
- Approval of agreed control measures – PM, AIO & PIC permission to proceed - “hold points”
- Hand over to the Person in Charge (PIC) shall involve a check of the currency of PIC authorisation and confirm that the PIC is competent and confident to lead the work covered by the PTW. Reverse checks of the authorisation and competency should also be completed on the AIO by the PIC.
- Worker(s) sign on to PTW (and lock on if group isolation required).
- Safety Observer signs on – if required
- The work is done in accordance with the scope and agreed control measures with the understanding that should any of the conditions change or any unexpected hazards or risks be identified, that work will be stopped and where required the work team move to a safe location for the new risks to be assessed and any new control measures be put in place before commencing work again, if safe to do so.
 - Sign off by Workers(s) and Safety Observer (and remove locks)
 - Hand back of PTW by PIC to AIO
 - AIO removes isolations according to the SOPO and returns the plant to service.



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PTW Administration & Operation

The following slides provide information on some important aspects of PTW administration and operation:

- PTW numbering
- Master and subsidiary permits
- Tracking sheets for risk controls, multiple PICs and workers
- Change of condition requirements
- Return to service concerns
- Special permits
- Lock and tag removal in certain circumstances



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PTW Numbering

Each PTW is to have a unique identification number, created as follows,
(wind farm or location)/asset/date/time (24 hour format),
expressed as,
SS AAAAA DD MM YY HHMM

Examples are as follows,

Musselroe Wind Farm wind turbine B06 15th May 2018 10:13am, would create,
MRWTGB06 150518 1013

Studland Bay Transline 24th November 2020 3:31pm would create,
SBTL 241120 1531

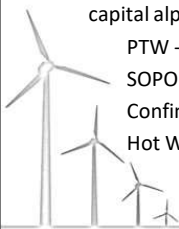
All attached project and HSE risk management documents e.g. JHAs, special permits, SOPO and work instructions, will use the above created PTW number followed by a forward slash and a capital alphabetic character. An example is as follows,

PTW - MRWTGB06 150518 1013

SOPO for isolation - MRWTGB06 150518 1013 / A

Confined Space Permit - MRWTGB06 150518 1013 / B

Hot Work Permit - MRWTGB06 150518 1013 / C



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Question 18 – What page of Woolworth's Permit To Work Procedure is the description of PTW numbering provided?

- a) 3
- b) 45
- c) 89
- d) 14

Master & Subsidiary PTWs

Multiple PTW's can be issued on the same or adjacent assets, plant, equipment or property, providing that the delineated work site for each PTW is established and shall not be entered without approval of the relevant PIC,

In such cases, an over-arching permit (master permit) may be required that focuses solely on the management and risks associated with the coordination and delineation of these worksites,

The numbering of master & subsidiary PTWs are numbered as the overarching (master) PTW number followed by a sequential capital alphabetic character. All attached special permits/checklists will use the above created subsidiary PTW number followed by a forward slash and a sequential capital alphabetic character. The Master Permit may also have higher level risk controls attached at the master permit level – eg. Project Safety Management Plan.

An example is as follows;

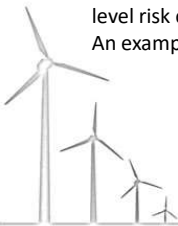
Master PTW - MRWTGB06 150518 1013

1st Subsidiary PTW - MRWTGB06 150518 1013 A

SOPO for isolation - MRWTGB06 150518 1013 A / A

2nd Subsidiary PTW - MRWTGB06 150518 1013 B

SOPO for isolation - MRWTGB06 150518 1013 B / A



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PTW Risk Control Document Tracking

The documents attached to the PTW as risk controls, such as SOPOs, JHAs, SWMSs and special permits, should be tracked using the tracking sheet at the end of the PTW template using the numbering system described above.

Permit To Work



Permit to work – risk control attachment tracking sheet

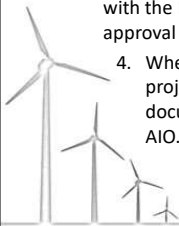
Attach No.	Title/description	Start date	End date
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			



PIC Tracking & Acknowledgement

The person in charge signs onto the PTW and acknowledges the following when signing on:

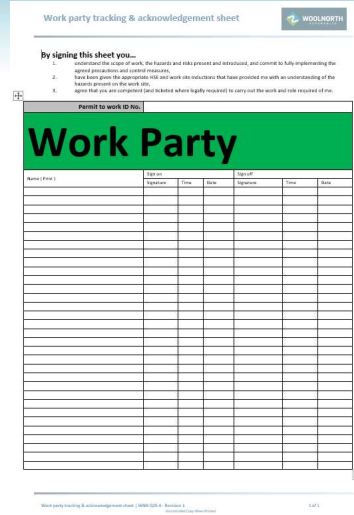
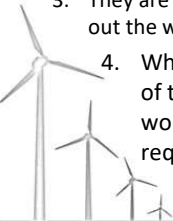
1. They accept the accountabilities of this role and agree to lead in accordance with site standards and apply agreed risk controls as described above and/or as detailed in attachments.
2. They have been inducted to all Woolnorth's requirements for the specific work site and they understand the hazards present on the work site.
3. They are deemed competent and authorised to carry out the work and role required of them in accordance with the Permit To Work Procedure and following approval from the PM and AIO.
4. When there are multiple PICs involved in a project, a PIC tracking sheet is required to document the transfer and the approval by the AIO.

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Work Party Tracking & Acknowledgement

Work Party acknowledges the following when signing on:

1. They understand the scope of work, the hazards and risks that are present, and commit to fully implementing the agreed precautions and control measures.
2. They have been inducted to all Woolnorth's requirements for the specific work site and they understand the hazards present on the work site.
3. They are competent and authorised to carry out the work and role required of them.
4. When the work party tracking section of the PTW is filled up, a separate work party tracking sheet will be required (see RHS).



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1. They understand the scope of work, the hazards and risks that are present, and commit to fully implementing the agreed precautions and control measures.
2. They have been inducted to all Woolnorth's requirements for the specific work site and they understand the hazards present on the work site.
3. They are competent and authorised to carry out the work and role required of them.
4. When the work party tracking section of the PTW is filled up, a separate work party tracking sheet will be required (see RHS).

Work party tracking & acknowledgement sheet

 WOOLNORTH
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Permit to Work

Suspension, Reactivation & Cancellation

PTW Suspension & Reactivation

(where PIC role temporarily transferred PTW back to AIO)

- A PTW may need to be suspended (and later reactivated) for a number of safety or operational reasons as determined by the AIO or the PIC e.g. for the overnight periods during a multi-day job.

PTW Cancellation or Surrender

(where PIC permanently hands PTW back to AIO)

- The AIO may direct the PIC to hand back the PTW at any time – in other words the PTW being Cancelled or Surrendered.



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Question 19 - A PTW may need to be suspended for the following reasons,

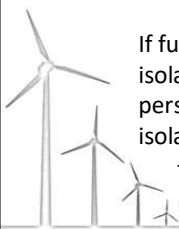
- a) safety & operational
- b) budgeting & forecasts
- c) scheduling & tea brakes

Change of Conditions or Testing of Equipment

If conditions change or equipment requires testing, it shall be the responsibility of the PIC to notify the other employees who have personal isolation locks attached to the equipment isolation points or group isolation board.

If under a group isolation, the change of condition or testing will be managed through the AIO, particularly for the changes to isolations.

Each of the Workers shall remove their personal isolation lock(s) prior to carrying out the testing as the equipment needs to be considered operational while testing.



If further work on the plant is required after the testing, any required isolations shall be fully restored and all workers shall then re-place their personal isolation locks onto the equipment isolation points or group isolation board.

The risks associated with testing will be outlined and managed in the HSE risk management documents that are in force e.g. the JHA or SWMS.

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Question 20 – Risks associated with testing of equipment will be managed through which means (choose the most correct)?

- a) Group decision involving all Workers
- b) Take 5
- c) Documented in the JHA/SWMS following discussions between the PIC and AIO.

Action if Plant is Not Fit to Return to Service

Action if plant is not fit to return to service:

- If work on the plant stops without finishing the work, or otherwise leaves the plant unfit for use, the PIC shall ensure that the plant is kept out of operation.
- The PIC will attach an orange 'Defect/Restriction' lock and 'Hazardous or Unusual Condition' Tag to the personal isolation points or the group isolation board and advise operational staff of the plant status.



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Question 21 – Which tag is used along side the orange lock if the plant or equipment is not fit to return to service?

- a) Danger – Do Not Operate
- b) Personal Contact Details
- c) Hazardous or Unusual Condition

Special Permits

Overview

A number of areas and activities on Woolnorth sites require mandatory use of special permits. These include for hot works or works that have the potential to start fires, for entry into to any areas identified as confined space, and where there are risks of contact with concealed services. These permits are to be appended to the PTW and reviewed as part of the risk management for the project.



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Question 22 – Are there any areas permanently designated as confined spaces on Woolnorth’s wind farms, as outlined in the Working in Hazardous Environments Procedure (WNH Q18)?

- a) Yes - all wind turbine generator hub areas
- b) Yes – the inside of all wind turbine generators (towers and nacelles)
- c) No – however depending on the conditions confined space permits may still be required

Question 23 – Which special permit shall be considered before breaking the surface of any material to perform an excavation or penetration, as described in the Working in Hazardous Environments Procedure (WNH Q18)?

- a) Concealed Services permit
- b) Hot works permit
- c) Confined space permit
- d) Permit To Work

Question 24 – How many risk classes of Hot Work are there in Woolnorth’s Hot Works Procedure (WNH Q23). Each risk class has its own set of mandatory risk controls attached to them?

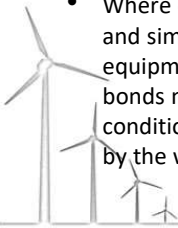
- a) 2
- b) 4
- c) 1
- d) 6

Question 25 - What are Woolnorth's preferred location of any hot works?

- a) Hardstands, carpark and internal spaces
- b) Designated hot works areas
- c) Paddocks and transmission line easements
- d) Off-site

Overview of Earthing

- Earthing is carried out to ensure that an effective discharge of electrical energy to the general mass of earth is maintained for the reasons of personal safety.
- When work is to be carried out on de-energised high voltage power system equipment, the equipment is to be earthed to ensure no harm to the work party through inadvertent energising, induction or capacitive discharge.
- Operational earths shall be used to visually bond all three phases together and to bond the phases to earth through a recognised earth point.
- In addition to operational earthing requirements, work earths shall be utilised during work to minimise the effect of induction through the creation and maintenance of an equipotential work environment.
- Where conductors are to be disconnected within an isolated and earthed section, and simultaneous worker contact is possible between the two ends or between equipment connected to the two ends, additional work earths, short circuits or bonds must be applied, at the work site. This is to ensure equipotential work area conditions are maintained across the two ends, before disconnection is undertaken by the work party.



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Question 26 - Earthing is carried out to ensure that an effective discharge of electrical energy to the general mass of earth is maintained for the reasons of personal safety.

- a) True
- b) False

Destructive Removal of Locks & Tags

Key points:

- Workers shall remove their personal isolation locks before leaving site.
- If a Worker leaves site without removing their personal lock and/or tag they shall return to site to remove this equipment unless highly impractical to do so e.g. if they are still in the same state then they should drive back.
- If the worker cannot be contacted or they have travelled to another state, the AIO is authorised to destructively remove the personal lock and/or tag following,
 - written consent from the Worker if possible, e.g. via email, AND
 - Written consent from the General Manager or delegate.
- The approved destructive removal of a personal lock and/or tag by an AIO shall be treated as an incident within the HSE system and may result in disciplinary action.
- The lock/tag shall only be removed at the end of the job or shift when all other workers have removed their locks.

Any attempt to remove a personal isolation lock in a manner that falls out of this process is regarded as a major breach of Woolnorth's policies and will be dealt with severely.

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Question 27 - Destructive removal of a personal isolation lock and tag can only be completed once the General Manager or their delegate has provided written consent.

- a) True
- b) False

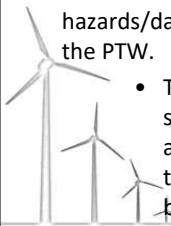
Question 28 - Any attempt to override or tamper with an isolation point that has been secured by a personal isolation lock/tag or an isolation lock will be treated as the highest breach of company process.

- a) False
- b) True

A Quick Review of Your Training

The General Principles of Woolnorth's PTW Leadership Training

- The PM, AIO and PIC roles are very different but the workflow between them relies heavily on coordination, cooperation and collaboration.
- The PM role demands a high level of organisation and planning of the job, well in advance, ensuring all aspects of risk management are prepared and documented.
- The AIO must be an expert in the particular plant and assets, including their operation and isolation.
- The PIC must be highly competent in the particular tasks to be conducted and a capable team manager.
- A PTW can only be issued by an AIO to a PIC and only occur at the location/work site . The PIC shall independently determine that safe conditions exist at the worksite noting all hazards/danger points, control measures and/or conditions for testing, prior to accepting the PTW.
- The PTW (original) shall be readily available for inspection at the location/work site at all times that the work party is on site, and shall include the SOPO and all agreed risk controls, checklists and guidelines. If supporting a group isolation, these documents shall be stored in the PTW sleeve, locked to the group isolation board.



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Congratulations:

you have completed

Woolnorth's PM/AIO/PIC Leadership Training

We're looking forward to working with you

In all aspects of your work help us “promote a safety focussed culture that is collaborative, open and honest”

Remember, to finalise your authorisation as a PM, AIO or PIC you'll need to gain competency approval from the relevant Site Supervisor or HSE Manager (e.g. for PMs)



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