Hydro Tasmania
The power of natural thinking

Level 2 Field Induction
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Welcome

Welcome to this Hydro Tasmania Level 2 Field induction.

This online induction is made up of short presentations. This induction is also assessed with a series of questions that will come at the end of some of the presentations.

You can stop and restart this training at any time. The training will begin from the assessment question that you completed.

What you need

Before beginning please make sure that you have a copy of the Level 2 Field Induction Quick Guide.

The Quick Guide has all the essential information from this induction and additional information from Hydro Tasmania Policies and procedures. You can use the Quick Guide to answer the assessment questions. All the assessment questions have a reference to the appropriate Quick Guide Section.

The Quick Guide can be downloaded and printed using the button on this page

It is also recommended that you have

A Pen and paper
A quiet workspace and
headphones are recommended if they are available

After you have downloaded and printed the Quick Guide use the continue to training button to resume your induction.

If you need help during the training
Use the Online help button at the top of each page in presentation or;
contact the Help Desk on (03) 6442 1549 or
email hydrohelpdesk@wgl.com.au

Objectives of the Induction

This Level 2 Induction has four main objectives.

The first is to outline the unique safety and environmental aspect of Hydro Tasmania worksites. These will be dealt with in detail throughout this induction. In summary Hydro Tasmania is an electrical generating business and has high energy hazards at many worksites. Hydro Tasmania is part of the national Electricity Supply Industry and uses special work practices. These are known as the power system safety rules.

The second objective is to outline the main safety and environment policies, procedures and resources that are in place at Hydro Tasmania.

The third objective is to outline that using the policies, procedures and resources that are available in the workplace enables you to meet your responsibility for your health and safety and the safety of others.

The fourth objective is to outline the use of your personal safety planning tools before, during and after the completion of any task.

Your Quick Guide has a more detailed explanation of these competency objectives.
Welcome

Competency Criteria

Unit of Competency 1
The unique hazards and most common injuries at Hydro Tasmania Worksites

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<tr>
<th>Element of Competency</th>
<th>Performance Criteria</th>
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<td>1.1.1 Identify High Energy Hazards as a unique hazard</td>
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<td>1.1.2 Identify Remote and Isolated worksites as a unique hazard</td>
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<td>1.2 Understanding of the most common types of injuries</td>
<td>1.2.1 Identify Hand Injuries as a common injury</td>
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Unit of Competency 2
Hydro Tasmanian Policies and Procedures for health, safety and the environment

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<td>2.1 Demonstrate an understanding of the Policies and Procedures in place at Hydro Tasmania Worksites</td>
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<td>2.2 Demonstrate an understanding of the Level 3 of induction</td>
<td>2.2.1 Identify the difference between Level 2 and Level 3</td>
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<td>2.3 Demonstrate an understanding of the Power System Safety Rules related to level 2 induction</td>
<td>2.3.1 Identify that Level 2 does not authorise to sign onto an Access Authority</td>
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<td>2.4 Emergency Procedures</td>
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Unit of Competency 3
The best way to protect the safety and the environment

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<td>3.2 Where to access the policies, procedures and resources</td>
<td>3.2.1 Identify where the policies, procedures and references can be located</td>
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<td>3.3 What to do when you are unsure</td>
<td>3.3.1 Demonstrate the importance of asking if you are unsure</td>
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Unit of Competency 4
The importance of using the Personal work checklist

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<tr>
<td>4.2 Identify the personal safety planning tool that you can use at all times at Hydro Tasmania</td>
<td>4.2.1 Describe the elements of Take 5</td>
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### Assessment

You will be assessed on your understanding of and your ability to use the available safety and environmental resources. The questions must be completed at the end of each element of the training and you must achieve 100% accuracy.

Assessment questions are referenced directly to the Quick Guide.

You must have a Quick Guide to complete the assessment.

### Completing the Induction and the Level 2 Certificate

![Flowchart for completing the induction and Level 2 certificate]

- **Keep your Level 2 Certificate with you at all times**
  
  If you are unsure about whether you need to sign an Access Authority - **ASK**

When you successfully complete this induction you will be emailed a certificate.

This certificate will enable you to access Hydro Tasmania worksites by presenting your certificate to a Hydro Tasmania representative. This Induction will not alone allow you to work on the infrastructure associated with the Power System safety Rules or sign on to an Access Authority, for this type of work you will require Power System Safety Rules training.

Before you can start work you must formally complete a Level 3 site induction with the Hydro Tasmania representative for each site you will be working. Keep your level 2 certificate with you at all times when working at Hydro Tasmania.

If you are unsure about whether you need to sign an Access Authority ask your Hydro Tasmania representative.

More information on the steps you need to take are given at the end of this induction.
Hydro Tasmania

Additional Information

Hydro Tasmania

As an electrical energy generator many Hydro Tasmania worksites have high energy hazards. Many of the worksites are in remote locations and subject to extreme climatic changes.

Hydro Tasmania has 3 levels of induction based on the level risk at our worksites.

Level 1 is a corporate induction that focuses on administrative issues.

Level 2 is a field induction that focuses on specific health safety and environment issues. This is mandatory to access Hydro Tasmania worksites.

Level 3 is a site specific induction that focuses on specific hazards, rules and emergency procedures for a specific site.

Hydro Tasmania belongs to the Tasmanian Electricity Supply Industry and many of the work practices align with the common work practices across the electrical supply industry. In particular, any work in high energy areas or with high energy equipment is controlled by the Power System Safety Rules through the use of an Access Authority permit.

This Level 2 induction does not authorise you to sign onto an Access Authority. If you are required to sign on to an Access Authority you are required to complete the instructed person training.

Hydro Tasmania

Management System Reference
Hydro Tasmania Employee: Insite

You Shall

High Energy Hazards
Remote Locations
Tasmanian Electricity Supply Industry

POWER SYSTEM SAFETY RULES (PSSR)

ACCESS AUTHORITY PERMIT
Special training and authorisation is required

Level 2 DOES NOT authorise you to sign onto an ACCESS AUTHORITY
Hydro Tasmania believes that all accidents can be prevented. Hydro Tasmania’s current Safety Improvement Plan is aimed at ensuring we focus on key areas of risk to improve our safety performance. Our current focus areas are:

- Driving
- Stress and Fatigue
- Contractor Management.
- Emergency Response.
- Asset Maintenance.

Overall our injury statistics tells us that the majority of injuries are in the following areas.

- Soft Tissue injuries (sprains and strains)
- Hand Injuries

Please consider these in particular when completing your Safety Planning Tools prior to commencing work.
Safety Planning Tools

Management System Reference
Hydro Tasmania Employee: Insite

You Shall

Safety Planning Tools
Job Hazard Analysis
Safety Management Plans
Toolbox Talks

1. Stop and Look
   Is the risk MODERATE or above or are you unsure?
2. Think Through the Task
3. Identify the Hazards
4. Control and Communicate
5. Do the Job Safely

Take 5
Before and During Work

Unsafe or in doubt?
ASK

Additional Information

Personal Safety Planning Tools

Your safety and the safety of others can be enhanced by using the Safety Planning Tools that are in place at Hydro Tasmania.

Safety Planning Tools help identify work hazards and make sure that risks are controlled in a systematic manner.

At Hydro Tasmania we use Job Hazard Analysis, Safety Management Plans and Toolbox talks and work permits as safety planning tools.

An important safety planning tool that you can use while doing work is Take 5. Before and during work Take 5 to Stop and Look, Think through the task, Identify any hazards and put in place control measures if these hazards result in a risk to the safety of yourself or others. Let others know that you have identified a hazard and the control measures you have put in place and then continue to do the job safely.

Use Take 5 to regularly monitor yourself, the work that you are doing and others that maybe working with you or affected by the work that you are doing. If a Take 5 identifies a risk that is moderate or above or if you are unsure about the risk the formal JHA process shall be used before work can continue. Contact your supervisor or your Hydro Tasmania contact.

You will receive more information on all the safety planning tools throughout this induction.
Occupational Health and Safety Regulations and standards use the terms “shall” and “should” to describe some actions, activities, or conditions. These same terms are used throughout this presentation and in all Hydro Tasmania’s documented procedures.

**Shall** means the activity is mandatory. For example, you shall comply with all PPE signage.

**Should** means that the activity is recommended. For example, when climbing or descending stairs you should use any available handrail.

### Duty of Care

The Tasmanian Workplace Health & Safety Act 1995 sets out the legal responsibilities and Duty of Care that employers and employees have with regard to safety in Tasmanian workplaces.

Section 9 outlines the Employer’s duties and states that an employer must ensure, where practicable, that an employee is, while at work, safe from injury and risks to health, and in particular, must provide and maintain a safe working environment, safe systems of work and ensure plant and substances are in a safe condition.

The Employer must also provide suitable information, instruction, training, and supervision reasonably necessary to ensure the employees safety.

Employee’s duty of care is covered by section 16 of the Act. It states clearly that an employee must take reasonable care for their own health and safety and for the health and safety of others. An employee must also comply with any direction given by an employer or responsible officer with respect to safety matters under the Act.
You Shall

**Responsible Officer**

A Responsible Officer is the person who has overall responsibility for health and safety at a workplace.

It is a condition of entry to this site that you comply with all directions of a responsible officer or his delegate with respect to safety matters under the Act.

**Accountable Person**

An Accountable Person is an individual who assumes responsibility for the health and welfare of any other person in the workplace by providing instruction, direction, assistance, advice or service.

Some examples of an Accountable Person are:

- a Tradesperson instructing an apprentice
- an Area Supervisor instructing a new employee on the operation of process machinery
- a professional person providing advice in the form of calculations or making recommendations
- a designer/supplier/installer of plant
- a person providing training,
- or an authorised employee accompanying a visitor on site.

**Competent Person**

A competent person is a person who has through a combination of training, education, experience and assessment acquired the knowledge and skills to correctly perform a specified task.

---

**Additional Information**

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- a person providing training,
- or an authorised employee accompanying a visitor on site.

**Competent Person**

A competent person is a person who has through a combination of training, education, experience and assessment acquired the knowledge and skills to correctly perform a specified task.
Hydro Tasmania recognizes its responsibility to provide and maintain as far as practicable a safe and healthy work environment for our people, contractors, customers, and visitors. This commitment is reflected in our Occupational Health and Safety Vision - 'no harm to anyone at any time'.

The best protection that everyone at Hydro Tasmania worksites for their safety and the safety of others and meet their responsibilities to the environment is to use the existing policies, procedures and resources that are available at Hydro Tasmania workplaces.

If you are unsure at anytime about your safety, a Hydro Tasmania policy or procedure always ask your Hydro Tasmania representative.

**Policy**

The Hydro Tasmania Safety Policy and other policies and procedures is available using the internet.


Username: ht_ohs
Password: ohs

**Responsibilities**

Hydro Tasmania managers have overall responsibility to provide a safe and healthy workplace. Each manager is held accountable for implementing this policy in his or her area of responsibility.
You Shall

Safety Principles

All injuries can be prevented  
Everyone involvement is essential  
Everyone is responsible for safety  
We are all accountable for preventing injuries  
Working safely is a condition of employment  
We will promote off the job safety for our employees

Cardinal Rules

1. Do Not Operate if a Personal Danger Tag is attached  
2. No SatUAGE  
3. Do Not Bypass Interlocks  
4. No Fighting or Horseplay  
5. Do Not Remove Personal Danger Tags

Cardinal Rules

1. No person shall operate any apparatus to which a Personal Danger Tag is attached, or remove such a tag unless it is done in accordance with the Accident Prevention Tag Procedure.  
2. No person shall willfully sabotage any property or infrastructure belonging to, or under the control of Hydro Tasmania.  
3. No person shall willfully bypass any safety interlock unless authorised to do so.  
4. No person shall carry on any fighting or horseplay which could, or does, give rise to serious injury to persons or extensive damage to property.  
5. A failure to comply with this policy will result in disciplinary action and, where appropriate, dismissal

Disciplinary Action

Breaches in safety processes may result in:

1. Counseling  
2. Written Warning  
3. Final warning  
4. Termination of employment or contract

Significant breaches can result in summary dismissal or termination of employment or contract without notice.

Additional Information

Safety Principles

Hydro Tasmania has a set of guiding safety principles that apply to everyone at a Hydro Tasmania worksite. These are:

1. All injuries can be prevented  
2. Every bodies involvement is essential  
3. Everyone is responsible for safety  
4. We are all accountable for preventing injuries  
5. Working safely is a condition of employment  
6. We will promote off the job safety for our employees

Cardinal Rules

It is the policy of Hydro Tasmania that these cardinal rules are observed by everyone at Hydro Tasmania worksites:

1. No person shall operate any apparatus to which a Personal Danger Tag is attached, or remove such a tag unless it is done in accordance with the Accident Prevention Tag Procedure.  
2. No person shall willfully sabotage any property or infrastructure belonging to, or under the control of Hydro Tasmania.  
3. No person shall willfully bypass any safety interlock unless authorised to do so.  
4. No person shall carry on any fighting or horseplay which could, or does, give rise to serious injury to persons or extensive damage to property.  
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Breaches in safety processes may result in:

1. Counseling  
2. Written Warning  
3. Final warning  
4. Termination of employment or contract

Significant breaches can result in summary dismissal or termination of employment or contract without notice.
Discrimination and Harassment

Hydro Tasmania will not tolerate discrimination, workplace bullying or harassment under any circumstances.

Discrimination

Discrimination is behaviour that favours one particular individual or group over others. It can occur in the workplace when individuals are judged by methods other than those of merit.

Workplace Bullying

The repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice.

This includes (but not limited to) behaviour that unfairly or unreasonably intimidates, offends, degrades or humiliates a worker.

Workplace Harassment

Harassment consists of behaviour that is of an unwelcome, uninvited and unwarranted nature. It may appear in various forms, such as intimidation or behaviour of a sexual or abusive nature. Other examples are:

1. unwelcome remarks, jokes or innuendos;
2. verbal abuse or threats;
3. leering, suggestive comments; and
4. display of offensive or pornographic materials (including PC based or printed material).
Additional Information

Resolving OHS Issues

Hydro Tasmania has a hierarchical approach to resolving OHS issues. You shall first contact your supervisor. If you need to seek further advice or the issue is unresolved contact the following people in this order,

Local Safety Representative,

Line Manager and lastly the Area Manager.

Fit for Work

It is your responsibility to ensure you are fit for work.

You are required to tell your Supervisor or Hydro Tasmania representative if you are unfit for work.

This could include being ill, injured, using medication that may impair your ability to work safely, under the influence of drugs or alcohol, being tired or fatigued or have personal issues.

Drugs and Alcohol

Hydro Tasmania has detailed policies and procedures relating to drugs and alcohol in the workplace. You shall have zero blood level for alcohol and drugs while working at Hydro Tasmania worksites.

Prescription Medication

Some prescription medication may affect your ability to work safely. You shall notify your supervisor if you are using prescription medication.

Smoking

Hydro Tasmania is a smoke free work environment.

Smoking is not permitted in any buildings, vehicles, facilities or designated work sites, within 3 metres of an entry to buildings or 10 metres from an air intake.
Hydro Tasmania control access to all facilities and there are a number of levels of access in place depending on the hazards and the security requirement of the work area.

**Restricted Access**

Restricted areas include power stations, offices, switchyards and intakes. These areas have identified security and high risk hazards.

You can only access a restricted area if you have been formally authorised.

Access to these areas is controlled using locks and keys or electronic swipe card systems.

All Entry to these areas will be controlled by a formal “Conditions of Entry” permit and these conditions shall be strictly followed.

Keys and cards issue is controlled by the authorised Hydro Tasmania Representative.

All keys and cards remain the property of Hydro Tasmania and shall be returned on request.

Lost keys or access cards must be immediately reported to the Hydro Tasmania representative.

**Authorised, Unauthorised Personnel and Visitors**

All authorised Hydro Tasmania employees and contractors shall have photo identification.

All unauthorised persons or visitors must report directly to the main office or to a Hydro Tasmania representative and register their attendance.

Unauthorised persons or visitors must wear a visitor tag and be accompanied by a Hydro Tasmania representative at all times.

**Evacuation Boards and Site Registers**

To help with security and evacuation control it is important to know who is on any particular site.

It is a condition of entry to any Hydro Tasmania work site that you shall register your attendance by placing a photo ID Tag on the evacuation board or by signing the site register.

You shall remove your tag or sign out when leaving a site.
How Risks are Managed

Management System Reference
Hydro Tasmania Employee: Insite

You Shall

1. Identify all existing and potential hazards
2. Assess the risk associated
3. Adopt prioritised control measures

Job Hazard Analysis
Safety Management Plans
HAZOPS
Permit to Work Systems
Tool Box Meeting
Take 5

Hierachy of Risk Control

Additional Information

How Risk are Managed

To provide a safe workplace and comply with OHS Legislation we have systems in place to:
1. identify all existing and potential hazards at our worksite
2. assess the risk associated with these hazards,
3. adopt prioritised control measures in line with the Hierarchy of Control.

Hydro Tasmania uses:
- Job Hazard Analysis
- Safety Management Plans (SMP)
- Hazard and Operability Studies (HAZOP)
- Permit To Work Systems
- Toolbox Meetings
- Take 5

Safety Management Plans

It is a requirement of Hydro Tasmania to use safety management plans for all major shut-downs, projects and specific jobs.

The Hierarchy of Risk Control

Hydro Tasmania uses the six step “Hierarchy of Control” process to control hazards. These are the levels of control:

1. Elimination of the risk: for example, automating a manual task.
2. Substitute an alternative: for example, replacing a toxic chemical with a less hazardous chemical
3. Isolation:
4. Engineering controls: for example, installing guarding or suitable isolation
5. Administrative controls: for example, Work Permits, Standard Operating Procedures, and tag systems
6. P.P.E. or Personal Protective Equipment: for example, safety glasses and ear muffs
Hydro Tasmania works towards implementing controls at the higher level of the hierarchy, by preferably eliminating the risk.

**Job Hazard Analysis**

A Job Hazard Analysis (JHA) is a documented, task specific risk assessment. The purpose of a JHA is to systematically analyse the steps of a job to ensure reasonable and practicable measures are taken to control workplace hazards.

Each Job Ticket shall be accompanied by a JHA.

**Take 5**

Take 5 is utilised to review all tasks. When moderate or above risks are identified, the more formal JHA process shall be followed. The Take 5 process prompts the following steps.

1. Stop and Look
2. Think through the task
3. Identify the hazard
4. Control and communicate
5. Keep doing the job safely

**Tool Box Meetings**

Toolbox meeting are mandatory pre-start meetings held:

- before work commences for each day or shift,
- at the beginning of a major job task or
- if there is a change to plant, process or materials.

Contractors are required to attend Hydro Tasmania safety Toolbox meetings.
The Permits System

Management System Reference
Hydro Tasmania Employee: Insite

You Shall

A permit system is an administrative control that requires the people involved in a nominated work activity to be authorised for the work process

Authority to Work

Specialised Permits

Hot Work Permit
Confined Space Permit
Access Authority
Authority to Work
\[\text{Other Permits}\]

Access and Lock out

Authority to Work

Hydro Employees: ALL work
except if authorised and
using an existing SOP

Contractors: ALL work

Additional Information

Permit System

A permit system is an administrative control that requires the people involved in a nominated work activity to be authorised for the work process. The permit system is required to control the risks of working in areas where high electrical energy is present and to manage Hydro Tasmania environmental responsibilities.

There are a number of specialized permits to work that are used at Hydro Tasmania. These include Hot Work, Confined Space and the Access Authority.

However there is one controlling permit used for all work at Hydro Tasmania worksites, the Authority to Work. The Authority to Work will identify where specialized permits are required.

The only situation where an Authority to Work is not required is for work being carried out by authorised Hydro Tasmania employees using an existing standard operating procedure.

All other work by Hydro Tasmania Employees and all work carried out by Contractors shall be covered by an Authority to Work.

The Quick Guide Appendix1 has a flow chart that outlines how work is carried out at Hydro Tasmania
Accident Prevention Tags

Management System Reference
Hydro Tasmania Employee: Insite

Additional Information

Accident Prevention Tags

Hydro Tasmania have a tag system to identify isolation and workplace condition changes. Tags are part of the administrative controls to make work safe. There are three different types of Accident Prevention Tags.

Danger Do Not Operate Tags

Do Not Operate Tags identify Isolation points that form part of an access authority. These tags can only be placed and removed by an Issuing Officer as defined in the Power system Safety Rules.

Personal Danger Tags

Personal Danger Tags are placed by individuals for their personal protection on isolation points that are not part of an access authority or permit. A Personal Danger Tag can only be removed by the person who placed it. Under exceptional circumstances it can be removed by following a procedure implemented by the direction of a Hydro Tasmania Line Manager.

Caution Hazardous or Unusual Condition

Caution Hazardous or Unusual Condition Tags are used to warn of unserviceable equipment, changed conditions or other hazardous situations. Anyone who identifies any unsafe condition can place this type of tag. Hazardous or Unusual Condition Tags can only be removed by an authorised competent person who has fixed and checked the fault or condition.
Using Tags and Locks

**Management System Reference**
Hydro Tasmania Employee: Insite

**You Shall**

- **Using tags**
  - Before any plant is inspected, repaired, maintained, replaced or cleaned and where personnel may be exposed to hazardous energy sources/hazards, all plant shall be shut down, de-energised, locked out and tagged.
  - Tags shall be clearly filled out with all required information. Tags shall be firmly attached.
  - You shall not interfere with any tag that is part of the permit system.
  - If you incorrectly use or interfere with any tag or part of the isolation system you will be subject to disciplinary action.

- **Locks**
  - Locks are to be utilized to isolate hazardous energy sources, personal locks may be issued to assist in this requirement.

- **Sign off and Tag removal**
  - You must sign-off relevant permits and remove any locks and tags you have placed at the completion of your work. No plant or equipment can be put back into service until everyone has signed off and removed their locks and tags.
  - If you have not completed your work and must leave the worksite you shall remove your personal danger tags and personal locks and replace each tag with a Hazardous or Unusual Condition Tag stating the condition of the plant.
  - Failure to do so will require you to return to site immediately and remove any tags or locks you have placed.
  - If you are unsure about the use of tags and locks - Ask."

**Additional Information**

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Additional Information

Personal Protective Equipment

Personal Protective Equipment is mandatory at Hydro Tasmania workplaces. These include Power Stations and associated headworks, switchyards, pumping stations, where signposted, when advised or directed to do so by anyone supervising the work, and when identified on a Job Hazard Analysis (JHA).

Minimum PPE requirements are:

1. Safety helmet
2. Safety boots (sturdy enclosed footwear is acceptable for visitors not engaged in work activities)
3. Hearing protection where signposted or assessed as 85dB(A) or above; and
4. Eye protection shall be worn for all field work
5. Hi-visibility outer garment
6. Gloves to be carried and readily available.

Persons involved in work activities at Hydro Tasmania must use additional PPE as appropriate to the task.

PPE Condition

All Personal Protective Equipment shall be in good order, comply with Australian Standards, be within the expiry dates for the type of equipment and used in accordance with the manufacturer’s specification.

PPE In Other Work Situations

Additional protection shall be worn whenever directed by a Hydro Tasmania Site representative or is identified in a Risk Assessment.

Contractors shall supply and maintain all PPE for all their employees and ensure compliance with Hydro Tasmania’s procedures.
Personal Protective Equipment

Management System Reference
Hydro Tasmania Employee: Insite

You Shall

1. **Mandatory Usage**
   - When sign-posted
   - When identified on a JHA

2. **Observe the minimum site PPE requirement**
   This is PPE you shall have access to and use when signed

3. **Usage**
   - Must be in good order
   - Comply with Australian Standards
   - According to manufacturer

4. **Contractors**
   Shall supply and maintain all PPE
   Ensure compliance

Additional Information

**Helmets**
Helmets shall have no graffiti and be clearly labelled with your full name and the name of your employer.
In areas of high winds or when working at height a chin strap shall be worn.

**Hearing Protection**
All hearing protection shall comply with the Australian Standard 1270 to a minimum standard of Class 5.
Ear muffs shall be maintained in good order and cleaned regularly.
Ear Plugs may be used in addition minimum Ear Muff requirements and not as stand alone protection.

**Eye Protection**
In addition to the minimum eye protection that everyone is required to have access to additional protection in the form of face shields, goggles or over glasses may be required depending on the work task being undertaken.
Metal framed glasses are not permitted when working on or near exposed energised conductors.
Dark tint glasses are not to be worn indoors.

**Gloves**
Appropriate welders gloves shall be used for welding, grinding and oxy cutting.
Chemical resistant gloves shall be worn when handling chemicals.
General purpose leather or canvas gloves should to be used for general tasks that maybe hazardous to your hands.

**Clothing**
Loose jewellry is an entanglement hazard and shall be contained or removed. Long hair including beards must be safely contained
Short sleeved shirts and/or shorts shall not be worn on work sites.
Vests and clothing shall be properly fitted and fastened at all times to prevent entanglement.
Long trousers and long sleeve shirts buttoned at the wrist shall be worn at all times.
Clothing shall be well maintained, suitably sized and fit for the purpose.
First Aid

Management System Reference
Hydro Tasmania Employee: Insite

You Shall

Field-based personnel
Level 2 First Aid Certificate
Contractors
Level 1 First Aid
Office-based personnel as required

Report
all major items used

Additional Information

First Aid

First aid kits are kept and maintained at all major Hydro Tasmania sites and in all Hydro Tasmania vehicles and you must report and record any major items used from the kit.

Your Level 3 site specific induction will show you the locations of first aid kits.

First Aid Training

A Current First Aid certificate is mandatory to work in the following areas:
Field-based personnel - Level 2 First Aid Certificate
Contractors - Level 1 First Aid
Office-based personnel as required
You Shall

Safety Signs:
- identify recognised hazards and
- give important information that you shall follow for your safety and the safety of others.

Because of the unique working environment of Hydro Tasmania you will see other Australian Standard signs relating to water safety, roads safety, traffic control, mines, tunnels and tracks.
Emergency Procedures

Management System Reference
Hydro Tasmania Employee: Insite

You Shall

Additional Information

The Emergency Information Manual

The “Emergency Information Manual” documents all the procedures that you will need in an emergency.

Before commencing work everyone shall familiarise themselves with the location of the “Emergency Information Manual” as part of your Level 3 site induction.

Emergency & Rescue Equipment

Fire, Floods and Oil Spill response plans are in the “Emergency Information Manual” Emergency and rescue equipment is located at each site but shall only be used by people who are authorised and competent.

Evacuation Procedures

Each site has its own evacuation procedure detailed in the site Emergency Information Manual. Your Level 3 site induction will cover the unique evacuation procedures for that site.

Fire Extinguisher

If competent and it is safe to do so, attempt to extinguish fire.

The location and application of fire extinguishers will be part of your Level 3 site induction.

All fire extinguishers shall be ready for use at all times.

Used or defective equipment shall be removed from service and the Hydro Tasmania Site Representative notified.

Self Rescue Units

Based on risk and the location working within the Power Stations or other field sites, personnel may be required to carry one of these units or have it placed at their worksite for ease of access in the event of an emergency.

All personnel will be made aware of the location and operation of Self Rescue Units when conducting their Level 3 Site Specific Induction at designated Field sites throughout Hydro Tasmania.
Specific Hazards

Management System Reference
Hydro Tasmania Employee: Insite

You Shall

CLEAN AS YOU GO

MANUAL HANDLING
Stop, Think and Plan

JHA
High Risk?
TAKE 5
If you are in doubt
Ask for help

Additional Information

Housekeeping

Poor house keeping is a safety risk. Clean as you go will mean that all work areas can be kept safe. Off-cuts and waste materials shall be disposed of in an approved manner and no waste should be allowed to become airborne or unsafe.

Manual Handling

Manual handling tasks have their own hazards. Use a Take 5 for every manual handling task. The Take 5 will identify the level of risk. If the risk moderate or above a JHA shall be used.

For moderate risks or above use a Job Hazard Analysis (JHA).

If you are in doubt ask for help
Remote Working and Climate

Additional Information

**Working Alone or in Isolated / Remote Areas**

There are significant hazards when working in remote or isolated areas. Hydro Tasmania controls the hazards posed by these risks by using an administrative procedure to document the work process.

You shall

1. Have a reporting schedule to a Hydro Representative before work begins.
2. Identify the communication method.
3. Have a reporting schedule during work and
4. Have a procedure to be accounted for at the end of the day.

**Climatic Conditions**

Weather conditions at Hydro Tasmania work sites can vary rapidly and extreme condition can result in death.

Climatic conditions shall be included in the JHA risks assessment for the work task.

Always check the weather forecast and be appropriately equipped for all conditions before leaving.
You Shall

Working on or Near Electrical Equipment
All work electrical work shall be in accordance with Australian Standard AS/NZS 4836 “Safe Working on low-voltage electrical installations” and the Power System Safety Rules.

Electrical Tools & Equipment
When using any electrical tools or appliances always use a Residual Current Detection device (RCD).
All electrical equipment must be tagged according to the Australian Standard 3760.
Avoid the use of electrical power tools or equipment on wet floors or where water is present.
Always tag and remove defective or unsafe equipment.
Working at Heights

Management System Reference
Hydro Tasmania Employee: Insite

You Shall

1. Eliminating the risk of falling
2. Providing alternative means of access
3. Barricade and sign a live edge
4. Use of fall-restraint or fall-arrest equipment
5. Providing access from a portable or fixed ladder

Additional Information

Working at Height

Where you are exposed to a risk of falling greater than two (2) metres you shall protect yourself from fall through the identification of the hazards and appropriate control measures. This can be achieved with the use of Take 5 and JHA procedures

1. Eliminating the risk of falling, for example working from ground level
2. Providing alternative means of access for example use a Scaffold, Elevated Work Platform or walkways
3. Install barricade and signs within two (2) metres of a live edge to prevent people getting to the live edge
4. Use of fall-restraint or fall-arrest equipment with approved attachment points
5. Use an approved portable or fixed ladder
You Shall

**Fall Arrest and Restraint Equipment**

All work requiring Fall Arrest and Restraint equipment shall:

- be controlled by a JHA

Where you are required to use fall-restraint or fall-arrest equipment you shall:

- be authorised and
- have national certificate of competency to use the equipment.

The fall equipment register shall be available for inspection at any time.

**Scaffolding**

All scaffolding work shall be risk assessed by the use of a JHA

Anyone erecting or dismantling scaffolding shall hold a current High Risk License with scaffold endorsement

Scaftag will apply to all scaffolding. You shall not use any scaffolding that does not have an approved Scaftag attached

**Elevated Work Platforms (EWP)**

All Elevated Work Platform tasks shall be risk assessed by the use of a JHA

Anyone operating an EWP shall hold a current High Risk License

Management System Reference
Hydro Tasmania Employee: Insite

Ladders

You Shall

- Pitching the ladder at a 1 in 4 slope, with a stable footing and the top secured to the structure
- Ensuring three points of contact are maintained
- Ensuring the top of the ladder extends beyond the access platform by at least one (1) metre and is tied off. Do Not stand on the top two steps of a step ladder

Unserviceable ladders shall be tagged and removed from the worksite.

Metal, wire reinforced or otherwise conductive ladders shall not be used on or near electrical equipment if an electrical hazard might result from their use.

You must ensure the ladder is used in a safe manner by and not limited to:

1. Pitching the ladder at a 1 in 4 slope, with a stable footing and the top secured to the structure
2. Ensuring three points of contact are maintained
3. Ensuring the top of the ladder extend beyond the access platform by at least one (1) metre and tied off.
4. Not standing on the top two steps of a step ladder

Unserviceable ladders shall be tagged and removed from the worksite.

Ladders can be used for access and for short term work. The JHA for the work task shall identify the hazards and control strategies for ladder use.

Only industrial ladders with a rating of 120kgs and in a serviceable condition shall be used at Hydro Tasmania worksites.

Metal, wire reinforced or otherwise conductive ladders shall not be used on or near electrical equipment

You shall ensure the ladder is used in a safe manner by pitching the ladder at a 1 in 4 slope, with a stable footing and the top secured to a structure. When using a ladder maintain three points of contact. Make sure the top of the ladder extends beyond the access platform by at least one (1) metre and is tied off. Do Not stand on the top two steps of a step ladder

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3. Ensuring the top of the ladder extend beyond the access platform by at least one (1) metre and tied off.
4. Not standing on the top two steps of a step ladder

Unserviceable ladders shall be tagged and removed from the worksite.
You Shall

**High Pressure Gasses and Liquids**

- Never direct at any part of the body
- Use only approved fitting
- Worn people in the area
- Depressurise

**Explosives**

Hydro Tasmania Approval

**Excavation**

Concealed Services Procedure

**ElectroMagnetic**

Site Induction
JHA
Personal Management Plan

**Water**

M.A.S.T.
Site Induction
JHA

**Chemicals**

Only approved and registered
Must have a MSDS

Additional Information

**High Pressure and compressed gasses and fluids**

Compressed air can kill if it enters your body.
Never direct compressed air at anyone or body part.
Use only approved fittings and clips in accordance with manufacturers specification. Use the appropriate PPE. Alert others everyone in the work area.
When you have finished depressurise all fittings and hoses.
High pressure gases and fluids can be found in some work areas. All work on pressurized systems shall be controlled by a JHA. Your Level 3 Site induction shall identify these hazards.

**Excavation, Drilling, Civil Works**

Hydro Tasmania worksites have cabling and piping installations that are not immediately apparent or visible such as fibre optic cables and unmarked services. All work of this type shall be controlled by a JHA in conjunction with Concealed Services Procedure.

**Explosives**

No explosives can be brought into a Hydro Tasmania worksite or used, without the approval of a Hydro Tasmania representative.

**Water Safety**

Hydro Tasmania worksites can involve working on or around water and there are mandatory requirements that shall be followed:

- A JHA shall be completed and all water safety signs shall be obeyed.
- For any worksite where water is a significant risk your level 3 site induction will cover the hazards and control measures in more detail.
- Boating activities shall comply with Marine and Safety Tasmanian (MAST) requirements including coxswains accreditation for the boat operator.

If unsure, check with the Hydro Tasmania site representative.
Electro Magnetic Fields (EMF)

There are a number of Electro Magnetic Field sources at some Hydro Tasmania worksites and these areas are signed. A JHA shall cover all the work in these areas.

Your Level 3 site induction is required to enter a Telecommunications Services controlled area. You shall comply with any signage and not interfere with telecommunications or radio equipment.

These fields may effect the operation of cardiac pacemakers.

You shall have an individual management plan to make sure that you are not at any risk in high magnetic field area.

Chemicals & Hazardous Materials

Only approved and registered chemicals and dangerous goods can be used at Hydro Tasmania worksites.

A list of approved chemicals can be obtained from a Hydro Tasmania representative. All chemicals must have a current “Material Safety Data Sheet” and be correctly stored.

Contractors using hazardous materials shall have approval and have a control and management system in place as part of their safety management plan. Hazardous chemicals stored on sites are identified using the Hazchem national signage system.
Incident Reporting

Management System Reference
Hydro Tasmania Employee: Insite

You Shall

All incidents, no matter how minor, shall be immediately reported to a Hydro Tasmania representative and an incident report completed.
This can includes any
- injury,
- near miss,
- structural damage,
- environmental damage,
- hazards,
- break ins,
- theft,
- vandalism and
- trespass

Where there is a significant incident identified, Alcohol and Drug testing shall be conducted.
Hydro Tasmania - Environmental and Sustainability Management

The Environment and Sustainability Management System is externally accredited to ISO 14001. Hydro Tasmania has a formal system which governs how environmental and sustainability issues are managed throughout the Organisation. This is called the Environmental and Sustainability Management System or ESMS. The ESMS commits to continual improvement of environmental performance.

Policy

Hydro Tasmania has an Environmental Policy, which sets commitments to protecting the environment.

Hydro Tasmania is committed to:

1. Responsible environmental management
2. Compliance with regulatory requirements
3. Open and effective community engagement
4. Environmental expertise
5. Reviews of its environmental performance

Everyone at a Hydro Tasmania worksite shall undertake activities in accordance with the Environmental Policy.

Sustainability

Hydro Tasmania has a corporate Sustainability Policy, which sets commitments to incorporating sustainability into all operations. Hydro Tasmania’s vision is underpinned by a commitment to create a sustainable future. Hydro Tasmania is committed to embedding sustainability into business practices through the application of Sustainability Principles to our business activities and decision making processes. Hydro Tasmania is publicly reporting on its sustainability performance.

Sustainability principles apply right throughout the organisation and rely on the active involvement of all employees. For example: Hydro Tasmania is committed to ensuring responsible and efficient use of resources.

This means that when managing waste every employee should consider:

- Avoid - Where the production of waste can be avoided.
- Reduce - Consider efficient use of resources to minimise waste and usage.
- Reuse - Reuse waste wherever possible
- Recycling - Always consider whether the waste can be recycled
**The Environment and You**

Employees and contractors have a legal responsibility to the environment.

You can be held personally responsible for deliberate breaches of the environmental policy, procedures and legislation.

Employees and contractors shall report environmental incidents and accidents to the site supervisor who will report in accordance with the ESMS procedure.

**ESMS Information Policies & Procedures**

Hydro Tasmania activities may impact on the environment and employees and contractors should be aware of this possibility.

By conducting activities in accordance with these policies and procedures, these impacts can be controlled or minimised.

Contractors may be required to produce an Environmental Management Plan (EMP) describing how environmental impacts will be managed.

**Environmental Programs**

A number of environmental programs are being implemented to manage and monitor key risk and asset:

1. Aquatic Environment Program
2. Land Environment Program
3. Hydro Tasmania Environmental Plan
4. Cultural Heritage Environmental Program

Details on these programs can be found on Hydro Tasmania's intranet site “Insite”

**General Site Rules for the Environment**

There are certain precautions that all Hydro Tasmania employees and contractors need to take to protect the environment. The precautions relate to the control of the following environmental issues:

For Air quality there is the minimising of smoke and dust.

Land protection is managing the threat to flora and fauna, world heritage areas and soil management.

Water management is preventing contamination.

Waste management is reducing solid and liquid waste.

Spills prevention is preventing spills and the emergency management of spills.

These are outlined in the ESMS.
Summary

Management System Reference
Hydro Tasmania Employee: Insite

You Shall

All Injuries Can Be PREVENTED

1. Stop and Look,
2. Think through the task,
3. Identify any hazards and put in place control measures if these hazards result in a risk to the safety of yourself or others,
4. Let others know that you have identified a hazard and the control measures you have put in place and then
5. Continue to do the job safely.

Additional Information

This completes the Level 2 Field induction presentation.

Unique Hazards

In summary Hydro Tasmania worksites are unique. As an electricity generating business many worksites have areas and equipment that have high electrical energy hazards. These hazards and areas are directly controlled by the Power System Safety Rules.

All Injuries can be prevented.

You are responsible for your safety and the safety of others. Use the available policies, procedures and resources.

If you are unsure ask for help.

And at all times, before and during work use Take 5 your personal safety planning tool.

1. Stop and Look,
2. Think through the task,
3. Identify any hazards and put in place control measures if these hazards result in a risk to the safety of yourself or others,
4. Let others know that you have identified a hazard and the control measures you have put in place and then
5. Continue to do the job safely.
Completing this Induction

Your training will be reviewed and on successful completion a ‘Certificate of Completion’ will be sent to your nominated email.

If you have not successfully completed the assessment, you will be contacted within 1 working day to assist you in completing the induction.

Accessing a Hydro Tasmania Site after completing your Level 2 induction.

You shall keep your Level 2 certificate with you at all times when working at a Hydro Tasmania site.

You shall present your Level 2 certificate and photo identification to your Hydro Tasmania representative when accessing a work site.

You cannot begin work until a Level 2 site induction has been completed, you have been authorised to begin work and you have completed a Level 3 Site Induction.

If your work requires you to sign onto an Access Authority you shall complete the Instructed Person training. Ask your Hydro representative if you are unsure.

Please use the authorisation flowchart in your quick guide to see all the steps required to access a Hydro Tasmania Worksite.
As a specialised energy producer Hydro Tasmania has particular ways of describing the equipment and process that are used at its worksites. Here are some of the more common terms that you may come across.

A
B
C
Canals
Competent person
D
Dewatering pits and oil traps are pits used to contain leakage water and spills inside a hydro station.

E
F
G
H
Hill Top Valve is a control valve at the inlet of a penstock

HydroSafe: Hydro Tasmania’s intranet site for safety related information

Hydro Dams

I
Intakes: Water inlet structure of a hydro station.

J
K
L
M
Microwave transmitter Repeater site provide system protection, data transfer and communications.

Mini Hydro- Hydro generation unit placed on existing water flows to generate additional energy.

N
O
P
Penstocks are a high pressure water pipe used to convey water into hydro stations.

Q
R
Recreational Lakes
Responsible person
Riparian Water is water flow released from a dam to maintain a river flow rate.

S
Spillways are a pathway to control excess water from dams and canals.

Stop logs are bulk head gates installed to isolate water.

Switch Yard

T
Tailraces Water outflow side of a hydro station.

Trash racks are screens on intakes to stop debris entering pipe lines and turbines.

U
V
V Notch weirs used to measure dam leakage water.

W

Wind Turbines

X
Y
Z