WorkplaceFoundations ©
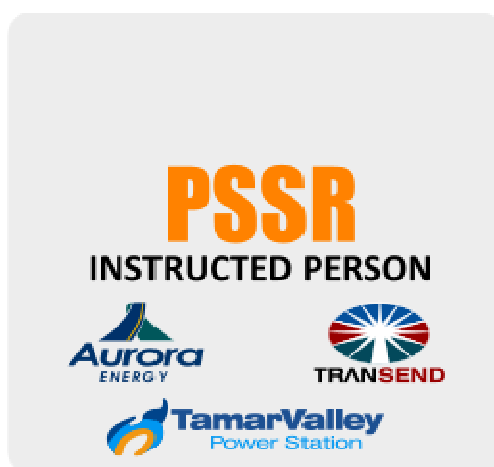
WGL ENTERPRISES PTY LTD

CORPORATE ICT ONLINE TRAINING SERVICES

Instructions for New Users of WGL Workplace Foundations Online Training For:

PSSR
INSTRUCTED PERSON

Aurora ENERGY

TRANSEND

TamarValley Power Station

PLEASE NOTE:
THE ESI APPLICATION FORMS ARE ATTACHED AT THE END OF THIS DOCUMENT

| Google Chrome | Firefox | Internet Explorer | Safari | Opera |

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ATTACHMENTS

AESI Passport application Forms

Accessing WGL WorkPlace Foundations Online Training

W GL Enterprises Pty Ltd has developed WorkPlace Foundations online multimedia training course:

- Tasmanian Electrical Supply Industry (TESI)PSSR Instructed Person

These training courses are delivered online via the internet. You can access these courses with an approved login via the web from any computer that has Internet connection and web browser with up to date Plug-in.

PLEASE READ THIS INSTRUCTION BEFORE YOU START. IT WILL SAVE YOU TIME AND ENSURE THE HIGHEST ONLINE TRAINING EXPERIENCE.

Preparing Your Computer or Windows Tablet

Windows™ PC's & Tablets, or Apple™ computer must be multimedia compatible with a sound card and have either speakers or headphones.

Apple IPad Note: The Apple™company has not supplied support on its IPad tablet operating system to run the Adobe Flash application plug in. This training will not currently run on an Apple™IPad.

ANDROID Devices ᑕ∩ᗡ尺 OId

The training is supported on Android devices and tablets with the Adobe Flash application plug-in installed. Check your device manufactures instructions.
WGL recommend and use Samsung Galaxy Note 10.1 Android tablets for business.
http://www.samsung.com/global/microsite/galaxynote/note_10.1/index.html?type=find

Login InformationV18.docx

Internet Delivery Speed

Delivery speed may be impacted by the Internet connection speed you have with your service provider and the age of the computers operating system software and hardware. WGL training is delivered at high speed from our web servers but we have no control over your speeds provided by your service provider. *Broadband connection is recommended. Want to TEST your connection speed? Go to:* http://www.speedtest.net/

Your Computer Needs

A web browser. Either:

Google Chrome	Firefox	Internet Explorer	Safari	Opera

The web browser needs the latest Adobe Flash Plug-in installed.

Adobe Flash Player Plug-in for Windows PC

The multimedia training course is viewed via your web browser via the internet. The multimedia training packages are created in "Adobe Flash" an industry standard web based authoring tool. To view the training movies you will need to have an up to date version of the Flash plug-in installed.

(A plug-in is a free small piece of software that enables your computer to play and view the media.)

How Do I Check my version of Flash?

1. Open your web browser.
2. You can check if Adobe Flash is installed or check your version at: http://helpx.adobe.com/flash-player/kb/find-version-flash-player.html
   You can also update or install the flash plug in from this page.

To install the Flash plug-in:

1. Open your web browser (and type www.adobe.com into the browser URL address bar.
2. Select "Get Flash player" button and follow the on screen prompts.

Windows Internet Explorer 9 & Adobe Flash Player Plug-in

If you're having problems viewing Flash content on the Web using Internet Explorer 9, even though you're sure Flash Player is installed, it may be because the Flash Player Add-on has been disabled (turned off) in your browser settings. Go to: http://forums.adobe.com/thread/885448 for instructions.

Login InformationV18.docx
www.wgl.com.au

Adobe Reader

Adobe Reader Plug-in for Windows PC

The multimedia training is supported with a student training guide booklet. This is a .pdf file format document viewed and printed using Adobe Acrobat Reader or Adobe Acrobat Pro software.

To install the free Adobe Acrobat Reader plug-in:

1. Open your web browser (and type www.adobe.com into the browser address bar.
2. Select "Get Adobe Reader" button and follow the on screen prompts.

NOTE: For some business networked computers you may need the IT administrator to perform these tasks.

I use an Apple ™

As an Apple™ user you would be familiar with its incompatibility with some universal available and commonly used business based Windows ™ products and software. There is an Adobe Flash Player for Apple™ MAC OS operating system but we cannot guarantee its functionality due to Apple ™ decision not to make this plug-in available for some of its later operating systems.
Download from:
http://www.apple.com/downloads/macosx/internet_utilities/adobeflashplayer.html

Apple IPad Note: The Apple ™ company has not supplied support on its IPad tablet operating system to run the Adobe Flash application plu- in. This training will not currently run on an Apple ™ IPad. Note: There is some third party APPS available for iPad to play Adobe Flash based sites and movies via the APPS Store.

Adobe Reader for Apple™ MAC OS
Download from:
www.adobe.com/support/downloads/product.jsp?platform=macintosh&product=10
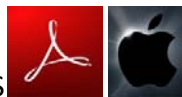
PC System Audio

The multimedia training courses have spoken audio. It is important that your computer sound card is working and you have speakers turned on or headphones available. Some external speakers require 240 volt power to operate. Test the audio by playing some music or go to:

http://www.microsoft.com/windows/windowsmedia/demos/voice/wma_voice.htm

!

Adjusting Your System Volume

Systems with sound cards have a volume control panel to increase or decrease volume or a manual adjustment on external speakers. Each software operating system has a slight variation to adjust system volume. Below are the links to instructions for adjusting volume. Select the link to your operating system from the list below.

Adjust volume in Windows XP
To adjust volume in Microsoft Windows XP instructions can be found at:
http://www.microsoft.com/windowsxp/using/accessibility/soundvolume.mspx
Adjust volume in Microsoft Windows VISTA
To adjust volume in Microsoft VISTA instructions can be found at:
http://www.microsoft.com/enable/training/windowsvista/volume.aspx
Adjust volume in Microsoft Windows 7
To adjust volume in Microsoft Windows 7 instructions can be found at:
http://windows.microsoft.com/en-US/windows7/Adjust-the-sound-level-on-your-computer
Now that your computer is setup you can now go to the training.
Sound Problems in Windows 8
http://windows.microsoft.com/en-US/windows/no-sound-help#no-sound=windows-8&v1h=win8tab2&v2h=win7tab1&v3h=winvistatab1&v4h=winxptab1

Adjust volume on an Apple MAC
http://docs.info.apple.com/article.html?path=Mac/10.6/en/8353.html

!

Improve your Web Browser Speed-Clear Your Web Browser Cache

Web browser cache operates as a storage area for storing of web documents reducing bandwidth usage, server usage and perceived display lag. After prolonged periods of browsing the internet, the cache storage can become large or have out of date web page information. It is recommended to clear your cache regularly if you are a frequent internet user or the PC has been used to access the online training previously. Step by step instructions for clearing the different brands of web browser cache can be found at: http://www.wikihow.com/Clear-Your-Browser%27s-Cache

Login InformationV18.docx www.wgl.com.au

Logging In

!

To login to the training, open your web browser.

| Google Chrome | Firefox | Internet Explorer | Safari | Opera |

Type in or copy and paste the following URL into your browser address bar.
www.wgl.com.au/taccess

The following screen will appear.

PSSR Instructed Person Course
Select this button

Select GO PSSR Instructed Person Course

Select this button to go to the training and get an ESI Passport

Select this button if you ALL READY HAVE an ESI RED Passport to go to the training

Enter your username and password supplied to you by email into the LOGIN screen above.

Login Details

The WGL support desk will issue you with your user name and password after you complete the user application form. This will be emailed to the email address supplied in your application form. The email will come from WGL Ticket support System, OS Ticket.

Your details include:

User name: firstname.lastname *(All lower case)* *There is a full stop between the names*
Password: Txxxxxx *(Note, the "T" is a capital letter)*

Please keep these login details secure.

Can I STOP The Training?

Yes. To stop, log out of the training by closing your web browser. When you log back in, the course will resume at the point in the training where you answered the last assessment question.

TESI PSSR Instructed Person Course

The TESI PSSR Tasmanian Instructed person course is required to be completed by all persons required to sign on to an Access Authority or by some contractors engaged for the National Broadband role out project. Please select the PSSR Instructed Person Button to access this course.

The training course has a fee of:

Fee	$165.00
National ESI Skills Passport	$ 27.50
Postage	$ 3.00

Total $195.55 GST Inclusive	

Tasmanian Electricity Supply Industry

This is payable online via PayPal credit card access.

I already have an ESI Red Skills Passport! Training Fee is $165.00

I Need more information on the **Australian *Electricity Supply Industry Skills Passport*.
GO To Section 4**

Training Guide 📖

The online courses are supported with a student training guide booklet.

! ***It is important to download or have the pdf document open in another window*** when prompted during the training. The open book assessment questions are referenced back to the training guide.

 The documents can also be accessed separately via direct web link from the training access page: www.wgl.com.au/taccess

HELP

Section

3

I Need Assistance

!

Support for the training is available via the web site at www.wgl.com.au/taccess and WGL support desk and live text support via a button in the training. Some common questions are covered here.

Support

If you need further assistance you can contact our support desk by:

1. FAQ Answers- Answers to most common questions can be found at
   http://www.wgl.com.au/taccess/urgent_access.htm
2. Request help via Web Ticket available at: http://www.wgl.com.au/support/

3. Urgent After Hours Support : http://www.wgl.com.au/taccess/urgent_access.htm

Payment Support Help Telephone Number   **PayPal**

The PSSR Instructed person course has a fee. If you have any problems with PayPal online payment systems please contact their direct helpdesk number (02) 8223 9500.

If you need further assistance relating to payment during business hours please call the WGL Help Desk on:
 (03) 9005 6551 International +61 9005 6551 or use the online help button in the training.

What Credit Cards are accepted?

I Do Not Have a Credit Card

In special circumstances the PSSR Instructed Person Course can be paid for by Electronic Funds Transfer (EFT). To pay by EFT please complete the application form available at: www.wgl.com.au/eft and contact WGL Support desk.

Can I STOP The Training?

Yes. To stop, log out of the training by closing your web browser. When you log back in, the course will resume at the point in the training where you answered the last assessment question.

What happens when I resume?

When you log in after previously exiting the training, after entering your username & password, The Learning management system will display a question box asking you if you wish to continue from where you last left? Select **YES** to continue of **no** if you wish to start from the beginning.

Mandatory Assessment?

The training is open book competency based and has a number of assessment questions throughout the presentation. Use your training guide to assist you answer the questions.
When complete, your training is reviewed by our assessor.
If follow up is required you will receive an email notification with instructions on how to complete the assessment.
Upon successful completion a certificate of attainment will be forwarded to the email provided in your user application form.

Anti-Fraud and Proof of Identity

The training courses and assessment shall be completed by the individual person who has been provided the username and password.
The training, and is subject to the National and State Anti-Fraud requirements for online training.

To comply with these requirements you are required to complete an electronic statutory declaration at the end of the course. This will confirm you are the person named in the login who has completed the training in full and I have not used any other third party assistance.

During the course you may be subject to a series of Anti-Fraud PROOF OF IDENTITY questions or receive a telephone call to check your identity.

Failure to successfully identify yourself as the authorised student will result in training termination.

What do I do when I finish the training?
At the end of the course is a "Training Feedback Form.

Complete the form and select submit button. This triggers a notification to our support desk that you have finished the training.

Our authorised officer then checks your mandatory assessment. If you have errors you will be contacted by email. Upon successful completion your Instructed Person Certificate is emailed to you.

See Section 4 for details on the issue of the ESI passport.

The Australian Electricity Supply Industry Skills Passport

T he Australian Electricity Supply Industry Skills Passport is a red booklet used to record your skills, authorisations, inductions and refresher training by the Australian Electricity Supply Industry Network Operators.

In Tasmania the "red" passport came in to affect in September 2010 and replaces the TESI yellow passport**.

All training and authorisations including online training is recorded and validated in this passport. It is **Mandatory** to carry and present the Passport when requested, and carry it with you at all times when on a TESI signatory site.

Note: an Australian ESI Skills Passport can be in paper, card or electronic format
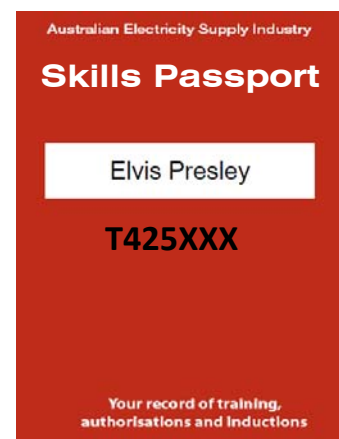
Who needs the Passport?

Working For TESI Signatory Company:	EMPLOYEES	CONTRACTORS
Aurora ENERGY	Yes	Yes
TRANSEND	Yes	Yes
TamarValley Power Station	Yes	Yes
Hydro Tasmania The power of natural thinking	No** **Hydro employees use TESI Yellow Passport Sleeve with a training printout inserted**	Yes **NOTE** Effective 2012 Hydro Tasmania have a diffrent Instructed person course

How do I get an AESI Skills Passport?

The passport is available from the WGL Corporate ICT Training Services Support Desk.

Login InformationV18.docx   www.wgl.com.au

The ESI Passport is supplied if you select "Instructed Person Course and get a passport" at login.
A Passport can be purchased separately **ONLINE or via email request** either:

- Inclusive with Instructed Person Online Training ($165.00) + Passport ($27.50) + Postage ($3.00) (GST Inclusive)

or

- Passport Only ($27.50) + Postage ($3.00) (GST Inclusive)

I need Passport Delivered Urgently!

 Add $10.00

Replace lost Passport $40.00 + postage

How long does it take to get an AESI Skills Passport?
WGL has Passports in stock but it takes approximately 5-7 business days from receipt of the AESI application form to issue the Passport. _**PLEASE NOTE**_: A National Passport number is issued by a third party, the National Data Base administrator and the time taken to register details and issue the number can vary depending on the number of applications to be processed.

How do I get an AESI Skills Passport Validated?
Skills, authorisations, inductions and refresher training are validated in the Passport by a TESI signatory company Validation Officer.

A list of validation Officers and their contacts can be found at:
http://www.wgl.com.au/taccess/ip_cont_info.htm

WGL Enterprises Pty Ltd is an approved Validation Officer and can validate the AESI passport for:

- PSSR Instructed Person
- First Aid.

WGL will validate new Passports issued by our support desk where the student has completed the online training and WGL is providing the passport..

What <u>do I</u> Need to Supply to have the Passport Issued & Validated by WGL after I finish the training?

The forms are available at the end of this document.

STEP 1 ☐
- **Fill in the Power System Safety Rules- Managers Endorsement Form.** *Fill in mandatory form fields & have an Authorised Manager signs declaration of approval.*

STEP 2 ☐
- **Fill in Australian Electricity Supply Industry Skills Passport ESI EMPLOYER Details Form.**
- *Fill in mandatory form fields (Not required if previously registered.)*

STEP 3 ☐
- **Fill in Australian Electricity Supply Industry Skills Passport ESI WORKER Application Form.**
- *Fill in mandatory form fields*

STEP 4 ☐
- **Complete the WGL document transmission checklist cover page**
- *Fill in mandatory form fields*

STEP 5 ☐
- **Decide the method of transmitting the documentation to WGL Support Desk**
- ☐ Email   ☐ Fax   ☐ Australia Post

EMAIL	**FAX**	**AUSTRALIA POST**
☐ Fill in WGL Document checklist cover page.	☐ Fill in WGL Document checklist cover page.	☐ Fill in WGL Document checklist cover page.
☐ Scan **all REQUIRED DOCUMENTS** into **one (1)** electronic (.pdf or .jpeg) file.	☐ Copy & print **all REQUIRED DOCUMENTS** into individual pages.	☐ Copy & print **all REQUIRED DOCUMENTS** into individual pages.
☐ Reply to the support desk ticket email or Open new email to: **support@wgl.com.au**	☐ Collect all pages into one group.	☐ Collect all pages into one group.
☐ Email subject Line- Please include: student [full name] & [T Number] in email subject line.	☐ Fax all pages in one transmission to WGL electronic fax system	☐ Post all documents to: Att. WGL Support Desk PO Box 260 Wynyard Tasmania 7325
☐ Attach the scanned .pdf or jpeg file	**(03) 8611 7944**	
☐ Send email	Your fax is automatically converted to a .pdf file by our system for our support desk	

☐**=Mandatory**
☐= Mandatory if business is not Registered by TESI

REQUIRED DOCUMENTS
☐ **WGL Checklist cover page.**
☐ **Signed Power System Safety Rules- Managers Endorsement Form**
☐ **Australian Electricity Supply Industry Skills Passport ESI Employers Details Form.**
☐ **Australian Electricity Supply Industry Skills Passport ESI Worker Application Form.**
☐ **Photo ID**
☐ **WGL PSSR Instructed Person Certificate**

What Identification do I need to Supply?

Proof of identity is required to issue the ESI National Passport. We need proof of identity by photo identification or authorised documents (3 off)

Proof of Identity (Photo ID)

Please provide **_one_** of the following:

- ☐ Australian State or Territory Photo Drivers Licence
- ☐ Australian Passport
- ☐ Overseas Passport
- ☐ Australian State or Territory Photo Firearms Licence

Scan or Fax Picture Quality

We can only accept scanned of faxed documents that are clear and legible.

or

Proof of Identity (I do not have Photo ID)

Please provide copies of **three** of the following documents:

- ☐ Birth Certificate
- ☐ Marriage Certificate
- ☐ Citizenship Certificate I
- ☐ Immigration Documents (Visa)
- ☐ Tertiary Student ID Card
- ☐ Firearms Licence Service
- ☐ Tasmania Proof of Age Card
- ☐ Private Health Fund Card / Medicare Card
- ☐ Pensioner Health or Concession Card Security Guard / Crowd Controller Licence
- ☐ Utility Account-Electricity, Gas or Telephone Membership Card for Union or Professional Body
- ☐ Rates Notice

I already have an AESI Skills Red Passport and Need Validation!

A list of validation officers are available at http://www.transend.com.au/pss/tesipassport/ or Call WGL support desk for details on sending us your AESI Skills Passport for validation. A Fee of $40.00 may apply to validate past training or training not conducted online.

I need to replace my TESI Yellow Passport with the new AESI Skills Passport

The Tasmanian Electricity Supply Industry (TESI) PSSR Committee signatory companies superseded the yellow passport effective September 2010.

Existing TESI Yellow Passport Holders Wanting a New AESI Skills Passport

New ESI Skills passports can be purchased from WGL Enterprises Pty Ltd. Go to www.wgl.com.au/taccess and follow the Instructed Person links.

What is the AESI Skills Passport Number?

The AESI Skills Passport is issued with a number from the AESI National data base. This number is issued by a National Registrar and is National registration number for the individual holder of the Passport.

An example of a AESI Skills Passport number issued to Tasmania would be:

ETAS-25-008135-I1

What is TESI "T" Number?

The Tasmanian Electricity Supply Industry (TESI) has a data base register of numbers supplied to individuals to register and identify them when implementing procedures and access authority permits under the Power System Safety Rules. The "T" number is to be used on all PSSR documentation.

An example of a T number is: **T434339.**

New users of the online training provided by WGL will be issued with a "T" number if they do not have one or users with an existing "T" number shall quote it in all correspondence and requests.

I am an Aurora, Transend, Tamar Power Employee, What if I do the Instructed Person Course Online?

WGL will issue you with a certificate of attainment at the end of the training. Usually your employer company would issue you with the Passport. Your company can issue you with an Australian ESI Skills Passport, however, if you wish WGL to issue you a AESI Passport a fee for issuing the AESI Skills Passports and arranging for a National data base number will apply. The fee for Passport issued by WGL is:

Passport Only ($27.50) + Postage ($3.00) (GST Inclusive)

I need Passport Delivered Urgently!

Add $10.00

I am a Hydro Tasmania Employee, What if I do the Instructed Person Course Online?
WGL will issue you with a certificate of attainment at the end of the training. Hydro Tasmania is not using the new National AESI Skills Passport for Hydro Tasmania employees. Hydro Tasmania will continue to use the yellow passport sleeve and the Hydro Tasmania HR/Training Department will issue a print out of your training record in paper format to insert into the yellow passport sleeve. Please note Hydro Tasmania have left the Tasmanian Electrical Supply Industry (TESI) group and formulated their own safe Systems of Work Permit System.

Where can I get more information on the Power System Safety Rules?
http://www.transend.com.au/pss/rules/

How do I contact WGL

If you need further assistance you can contact our support desk by:

1. FAQ Answers- Answers to most common questions can be found at
   http://www.wgl.com.au/taccess/urgent_access.htm
2. Request help via email Web Ticket system available at: http://www.wgl.com.au/support/

3. Telephone Support Business Hours <u>technical support</u> and **Urgent Matters**- Call (03) 9005 6551. *If you are re-directed to our answering service please leave your name, telephone number and message and our first available support desk technician will call you.If you do not leave a message we do not know you need help.*
4. Urgent After Hours Support : http://www.wgl.com.au/taccess/urgent_access.htm

Who can I contact from The TESI Signatory Companies to get more Information or Clarification on Company specific site access requirements relating to the Power System Safety Rules?

Transend- Environment and Safety Department on (03) 6274 3805

Aurora- Mornington Training Centre on (03) 6244 8320

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Section

5

HEALTH- PC SETUP AND BREAKS

We recommend that you take a break during the training, stand stretch, walk around and get a drink. Health practitioners **recommend a two minute break** every **50 minutes** for short term computer use sessions or more frequently for prolonged use.

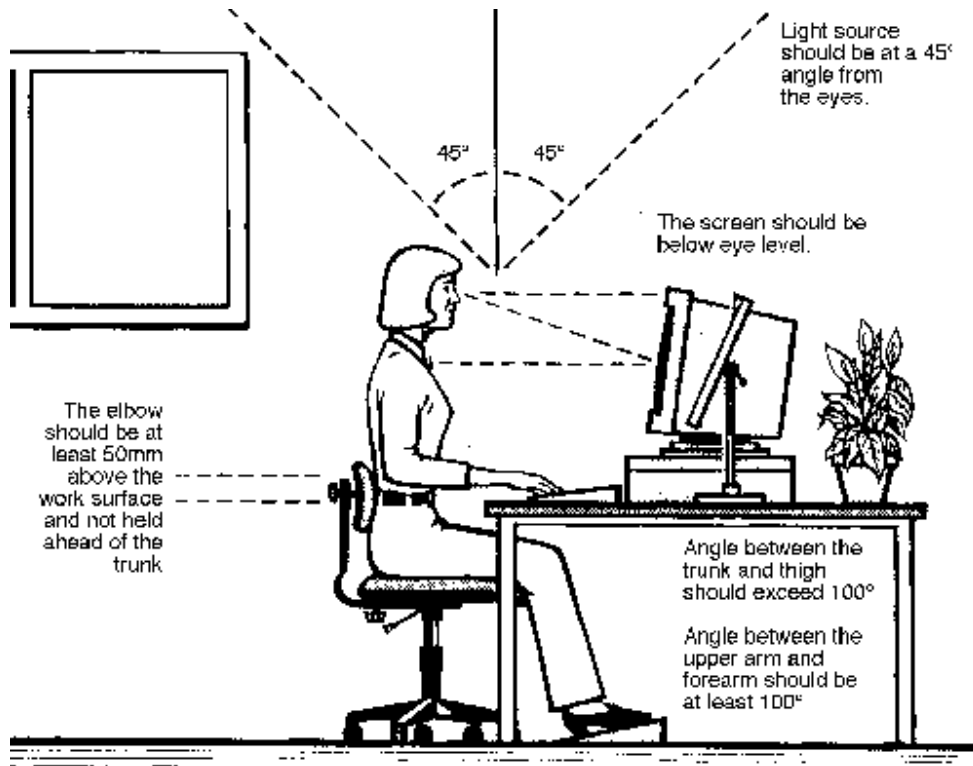### Relax and exercise your eyes
Use the "20-20-20" rule: Every 20 minutes, look 20 feet (6 metres) away for 20 seconds.

Desk Stretches
We recommended some light stretching exercises during your break or when seated for prolonged periods. Some suggested exercises can be found at:
http://www.shelterpub.com/_fitness/_desk_stretches/desk_stretches.pdf

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www.wgl.com.au

Consideration for Computer Workstation setup

Laptop

Light source should be at a 45° angle from the eyes.

45°   45°

The screen should be below eye level.

The elbow should be at least 50mm above the work surface and not held ahead of the trunk

Angle between the trunk and thigh should exceed 100°

Angle between the upper arm and forearm should be at least 100°

Before you start the training we recommend that your computer workstation or laptop is setup to provide you with the recommended ergonomic positioning and you are comfortable.

Work surface height
Adjust the height of the work surface and/or the height of the chair so that the work surface allows your elbows to be bent at 90 degrees, forearms parallel with the floor, wrist straight, shoulders relaxed.

Chair
Adjust the seat tilt so that you are comfortable when you are working on the keyboard. Usually, this will be close to horizontal but some people prefer the seat tilted slightly forwards. Your knees should be bent at a comfortable angle and greater than 90 degrees flexion. If this places an uncomfortable strain on the leg muscles or if the feet do not reach the floor then a footrest should be used. The footrest height must allow your knees to be bent at 90 degrees. Therefore the height of the footrest may need to be adjustable. Adjust the backrest so that it supports the lower back when you are sitting upright.

Keyboard placement
Place the keyboard in a position that allows the forearms to be close to the horizontal and the wrists to be straight. That is, with the hand in line with the forearm. If this causes the elbows to be held far out from the side of the body then re-check the work surface height. Some people prefer to have their wrists supported on a wrist desk or the desk. Be careful not to have the wrist extended or bent in an up position.

Screen placement
Set the eye to screen distance at the distance that permits you to most easily focus on the screen. Usually this will be within an arm's length. Set the height of the monitor so that the top of the screen is below eye level and the bottom of the screen can be read without a marked inclination of the head. Usually this means that the centre of the screen will need to be near shoulder height. Eyes level with the tool bar.

People who wear bifocal or multi focal lenses will need to get a balance between where they see out of their lenses and avoid too much neck flexion.

Posture and environment

Change posture at frequent intervals to minimise fatigue. Avoid awkward postures at the extremes of the joint range, especially the wrists. Take frequent short rest breaks rather than infrequent longer ones. Avoid sharp increases in work rate. Changes should be gradual enough to ensure that the workload does not result in excessive fatigue. After prolonged absences from work the overall duration of periods of keyboard work should be increased gradually if conditions permit.

Lighting

Place the monitor to the side of the light source/s, not directly underneath. Try to site desks between rows of lights. If the lighting is fluorescent strip lighting, the sides of the desks should be parallel with the lights. Try not to put the screen near a window. If it is unavoidable ensure that neither the screen nor the operator faces the window.

If the monitor is well away from windows, there are no other sources of bright light and prolonged desk-work is the norm, use a low level of service light of 300 lux. If there are strongly contrasting light levels, then a moderate level of lighting of 400 - 500 lux may be desirable.

Glare and reflection

It is important to detect the presence of glare and reflection. To determine whether there is glare from overhead lights whilst seated worker should hold an object such as a book above the eyes at eyebrow level and establish whether the screen image becomes clearer in the absence of overhead glare. To detect whether there are reflections from the desk surface, the worker should hold the book above the surface and assess the change in reflected glare from the screen.

A number of ways are available to eliminate or reduce the influence of these reflections:

- Tilt the screen (top part forwards) so that the reflections are directed below eye level.
- Cover the screen with a light diffusing surface or anti-glare screen.
- Negative contrast screen (dark characters on light background) will reduce the influence of these reflections.

If you experience eye discomfort when using a bright screen you should make the following adjustments:

- Turn the screen brightness down to a comfortable level.
- Look away into the distance in order to rest the eyes for a short while every ten minutes or so.
- Change the text and background colours. Recommended are black characters on white or yellow background, or yellow on black, white on black, white on blue and green on white. Avoid red and green and yellow on white.

Using a mouse

A well designed mouse should not cause undue pressure on the wrist and forearm muscles. A large bulky mouse may keep the wrist continuously bent at an uncomfortable angle. Pressure can be reduced by releasing the mouse at frequent intervals, by selecting a slim-line, low-profile mouse. Keep the mouse as close as possible to the keyboard, elbow bent and close to the body.

Posture During Keying

Good posture is essential for all users of computers. It comprises of a natural and relaxed position, providing opportunity for movement, and from which the operator can assume a number of alternative positions. It is not a single, rigidly defined position.

ATTACHMENTS- ESI APPLICATION FORMS

Login InformationV18.docx

www.wgl.com.au

TESI ELECTRICAL SUPPLY INDUSTRY PASSPORT APPLICATION PAPERWORK REQUIREMENTS CHECKLIST.

STEP 1
☐

- Fill in Power System Safety Rules- Managers Endorsement Form. *Fill in mandatory form fields & have an Authorised Manager signsdeclaration of approval.*

STEP 2
☐

- Fill in Australian Electricity Supply Industry Skills Passport ESI EMPLOYER Details Form.
- *Fill in mandatory form fields (Not required if previously registered.)*

STEP 3
☐

- Fill in Australian Electricity Supply Industry Skills Passport ESI Worker Application Form.
- *Fill in mandatory form fields*

STEP 4
☐

- Complete the WGL DOCUMENT TRANSMISSION CHECKLIST COVER PAGE
- *Fill in mandatory form fields*

STEP 5
☐

- Decide the method of transmitting the documentation to WGL Support Desk
- ☐ Email   ☐ Fax   ☐ Australia Post

EMAIL

- ☐ Fill in WGL Document checklist cover page.
- ☐ Scan **all REQUIRED DOCUMENTS** into <mark>one (1)</mark> electronic (.pdf   ) file.
- ☐ Reply to the support desk ticket sent to you or Open new email to: **support@wgl.com.au**
- ☐ Email subject Line- Please include: student [full name] & [T Number] in email subject line.
- ☐ Attach the scanned .pdf or jpeg file
- ☐ Send email

☐**=Mandatory**
☐= Mandatory if business is not Registered by TESI

FAX

- ☐ Fill in WGL Document checklist cover page.
- ☐ Copy & print **all REQUIRED DOCUMENTS** into individual pages.
- ☐ Collect all pages into one group.
- ☐ Fax all pages in one transmission to WGL electronic fax system

(03) 8611 7944

Your fax is automatically converted to a .pdf file by our system

AUSTRALIA POST

- ☐ Fill in WGL Document checklist cover page.
- ☐ Copy & print **all REQUIRED DOCUMENTS** into individual pages.
- ☐ Collect all pages into one group.

- ☐ Post all documents to:

Att. WGL Support Desk
PO Box 260
Wynyard Tasmania 7325

REQUIRED DOCUMENTS

- ☐ WGL Checklist cover page.
- ☐ Signed Power System Safety Rules- Managers Endorsement Form
- ☐ Australian Electricity Supply Industry Skills Passport ESI Employers Details Form.
- ☐ Australian Electricity Supply Industry Skills Passport ESI **WORKER** Application Form.
- ☐ Photo ID
- ☐ WGL PSSR Instructed Person Certificate

DOCUMENT TRANSMISSION CHECKLIST COVER PAGE

Please include this page as the first page in all scanned, faxed or Australia post delivery.

Attention: WGL Support Desk, please find attached all completed documents to make application for the National ESI Skills Passport

ESI Passport is for:_____ T Number:_____

The following completed documents are attached:

✓

☐ **Signed Power System Safety Rules- Managers Endorsement Form**

☐ **Australian Electricity Supply Industry Skills Passport ESI Employers Details Form.**

☐ **Australian Electricity Supply Industry Skills Passport ESI Worker Application Form.**

☐ **Photo ID**

☐ **WGL PSSR Instructed Person Certificate**

Note: Missing forms or incomplete details will delay issue of the Passport!

Sent by:_____ Date:_____

Contact No:_____   Signature:_____

Document Send Method: Either

✓

☐ **Email to support@wgl.com.au with attachment. (Please supply one scanned document file only! Please Do Not supply multiple scanned files.)**

Important: ☐ You must included the students name and T number in the email subject line.

☐ **Faxed to (03) 8611 7944**

☐ **Australia Post to: WGL (Att. Support Desk) PO Box 260 Wynyard Tasmania 7325**

* All fields are Mandatory. Incomplete forms cannot be processed

Power System Safety Rules – Manager's Endorsement Form

I ***** _____ acknowledge that I shall ensure this employee, for whom I am
Manager
responsible, only performs work for which he / she is competent, approved / authorised and which can be
performed safely. *(Ref: Power System Safety Rules Section 4 – General Safety Provisions)*

I recommend ***** _____ Employee Number:_____for Power System
Applicant's Name   _Aurora and Transend only_
Safety training.

---

* **Recommendation for PSSR Training**
Please tick the appropriate boxes and cross through the others. Include PSSR T number if previously allocated.
Note: Instructed Person training lasts for life, PIC, IO and Operator valid for two years.

☐ **Instructed Person**   ☐ **Person in Charge**   ☐ **Issuing Officer**   ☐ **Operator**

T _____ *(this is the PSSR training number / old TESI passport number issued at initial Instructed Person training)*

Manager's Name: _____ **Signature:** _____

Company Name: _____

Address: _____

Email Address: _____

Phone No: _____**Preferred method of contact: email** ☐   **telephone** ☐

Applicants Acknowledgment

I am prepared to fulfil the responsibilities of the role as detailed in the Power System Safety Rules.

I understand that any violation of the Power System Safety Rules will be subject to the Power System Safety
Non-Compliance procedure and relevant Code of Discipline and that, following a non-compliance with these
rules, my authorisation and accreditation may be withdrawn by direction of an officer authorised by a
signatory company and my passport flagged.

Successful completion of this training entitles me to PSSR accreditation as an Instructed Person, a Person in
Charge, an Issuing Officer or an Operator, but does not authorise me to perform work. The authorisation to
perform work is a responsibility of the signatory company.

I shall take reasonable care of my own health and safety, and the health and safety of other persons who may
be affected by my acts or omissions at the workplace.

I shall comply with any direction given to me.

I may refuse to work if I believe there is a risk of serious or imminent injury, and it is not within my ability to
rectify the cause of risk, so long as I immediately notify the person in charge of work.

*I acknowledge that if accredited as a Person in Charge, Issuing Officer or Operator it is my
responsibility to maintain current accreditation for work under the Power System Safety Rules by
completing the appropriate refresher training and assessment as required every two (2) years to retain
accreditation.*

---

*

Applicant's Name: _____ **Phone No.** _____

Address: _____

Email Address: _____ **Date of birth:** _____

AESI Skills Passport number (if already issued with one) _____

Preferred method of contact: email ☐   **telephone** ☐

Applicants Signature: _____ **Date:** …. / …. / ……….

AUSTRALIAN ELECTRICITY SUPPLY INDUSTRY SKILLS PASSPORT
APPLICATION FORM

Australian ESI Network Skills Passports will be issued to any person:

- who holds a written authority issued by a Network Operator to access a Network; or
- who is required by a Network Operator to undertake tasks requiring training specified in the Australian ESI Network Skills Passport.

If you meet the above criteria and require an Australian ESI Network Skills Passport please complete this form. Details will be entered into the national database, a national identifier number will be assigned and your passport will be issued to you.

*these are mandatory fields which must be entered into the database before a number will be issued

ELECTRICAL SUPPLY INDUSTRY (ESI) WORKER: *(please print details)*

First Name*: _____   Middle Initial: _____

Surname*: _____

Gender*:   Male _____   Female _____   Date of Birth*: _____

Apprentice / Trainee _____   HV Live Worker _____

*Employer: _____

If new Employer – not already in Australian ESI Skills Passport Database, PTO and fill out details please

Primary Functional Role* and Other Functional Role/s:

[Please tick your primary functional role – if you have more than one functional role, number from 1 to 4 with 1 as primary role]

	Functional Role		Functional Role		Functional Role
Asset Inspector		Lineworker Distribution		Switching Operator	
Cable Jointer		Lineworker Transmission		Team Leader / Supervisor	
Electrical Inspector		Meter Technician		Technical Worker	
Electrician		Non Electrical Worker		Tester, Protection, Control and Cables	
Electricity Supply Worker Non Trade		Power Station Operator		Trade Worker	
Engineer		Support Worker		Vegetation Worker	

Energy Stream: Electricity (E)   Passport State of Issue: Tasmania

Issuing ESI Network Operator: Aurora Energy / Transend Networks Pty Ltd

Passport Status*:   Initial issue: _____   Subsequent Issue: _____

If different to Issuing ESI Network Operator, please indicate ESI Network Operator/s that you currently perform work for: Aurora Energy / Transend Networks Pty Ltd

Contact telephone number: _____

Privacy Statement

Your personal information provided by you will only be used in the management of the Australian ESI Network Skills Passport, and will not be used for any other purpose or distributed to any other persons and or organisations without your written permission.

AUSTRALIAN ESI SKILLS PASSPORT – FUNCTIONAL ROLES – MAY 2012		
Category of Worker	**Comparable roles**	**Comments**
Asset Inspector	Pole inspector	Engaged in asset inspection, pole testing and data capture.
Cable Jointer	Nil	Jointing & laying HV &/or LV cables.
Electrical Inspectors		Engaged in compliance inspections of customers HV and / or LV installations.
Electrician	Electrical fitter/mechanic Substation/PowerStation Electrician	Electricians working on ESI network infrastructure, including work in distribution, transmission, zone substation or terminal stations, and a generation environment
Electricity supply worker - non trade		A person with no electrical qualification working on ESI infrastructure eg. cable layer, plant operator, meter reader, rigger, civil workers
Engineer		All streams ie civil, electrical or mechanical working in the ESI
Lineworker Distribution		Lineworker engaged in working on distribution and sub transmission assets up to 66kV
Lineworker Transmission		Lineworker engaged in working on transmission assets above 66kV
Meter Technician		Engaged in the installation of direct, C/T and/or HV metering installations
Non Electrical Worker		A person with no electrical qualifications who works in an ESI environment eg cleaner, maintenance workers, fire services technician, labourer, gardener, stores person, driver, chain saw operator, traffic controller,
Power Station Operator		Mechanical or electrical fitter, undertaking electrical or mechanical duties within a PowerStation environment. Includes Islanded and interconnected generation systems.
Support Worker		OHS / environmental coordinator, trainer, managers, auditor, power system controller,
Switching Operator		Describes a person whose duties are primarily operating networks even though they may be qualified in other areas. Includes all operating to be defined by the authority in the passport including Transmission, Distribution, Stations
Team Leader / Supervisor		Team Leader / Supervisor not actively engaged in field work.
Technical Worker		Includes all types of design, SCADA, Telecommunications, Technician,
Tester, Protection , Control & Cables		Includes testing protection and control circuits associated with Transmission & Distribution and stations. Includes field protection devices & cables.
Trade worker		Tradespersons working in a non electrical area, eg. painter, plumber, concreters, carpenter, mechanic, mechanical fitter, etc
Vegetation Worker		Engaged in vegetation control work for ESI network infrastructure – elevated or on ground

AUSTRALIAN ELECTRICITY SUPPLY INDUSTRY SKILLS PASSPORT

ESI Employer Details for initial registration in the AESI Skills Passport

*these are mandatory fields which must be entered into the database before a number will be issued

*Current Business Name	
*Enquiries Email Address:	
*Current **Head Office** Address:	
Current Office Postcode	
Business Phone:	
Business Fax:	
Current Trading Name:	
Current ABN/CAN:	
Current Postal Address:	
Current Postal Postcode	
Previous Business Name:	
Previous Trading Name:	
Previous ABN/CAN	

*Preferred contact method: Business Phone / Email address   *(please cross out method **not** preferred)*

ESI Employer Contact Person Details:

Title: [   ]   *First Name: [   ]   *Surname: [   ]

Position: [   ]

Business Phone: [   ]   Mobile: [   ]   Fax: [   ]

*Email Address [   ]

*Preferred Contact Method: Business Phone / Mobile Phone / Email Address

Login: [   ]   Password: [   ]

*Access Role: ESI Network Operator Administrator / ESI Network Operator Training Coordinator
(please cross out access role not required)

This form was completed by : *(please print details)*

Name: [   ]   Phone: [   ]

Office Use only: **Received:**   /   /   **Processed:**   /   /

Database operator: _____
Name

Network Operator: _____

What Identification do I need to Supply?

Proof of identity is required to issue the ESI National Passport. We need proof of identity by photo identification **or** authorised documents (3 off)
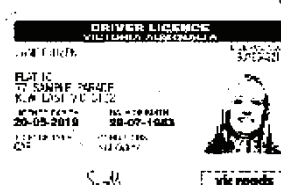
Proof of Identity (Photo ID)

Please provide **one** of the following:

- ☐ Australian State or Territory Photo Drivers Licence
- ☐ Australian Passport
- ☐ Overseas Passport
- ☐ Australian State or Territory Photo Firearms Licence

Scan or Fax Picture Quality

We can only accept scanned of faxed documents that are clear and legible.

or

Proof of Identity (I do not have Photo ID)

Please provide copies of **three** of the following documents:

- ☐ Birth Certificate
- ☐ Marriage Certificate
- ☐ Citizenship Certificate I
- ☐ Immigration Documents (Visa)
- ☐ Tertiary Student ID Card
- ☐ Firearms Licence Service
- ☐ Tasmania Proof of Age Card
- ☐ Private Health Fund Card / Medicare Card
- ☐ Pensioner Health or Concession Card Security Guard / Crowd Controller Licence
- ☐ Utility Account-Electricity, Gas or Telephone Membership Card for Union or Professional Body
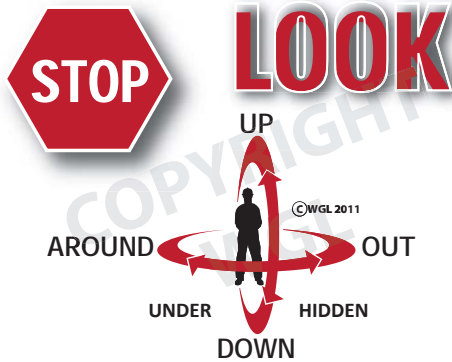- ☐ Rates Notice

PERSONAL SAFETY PLANNING

STOP

LOOK

UP

AROUND — OUT

UNDER   HIDDEN

DOWN

©WGL 2011

Personal planning is the process of creating an action based on observation, awareness and reflection. Personal planning is the link that holds formal safety processes togther and your best defence against injury or accident.

Personal Safety Planning is about taking individual responsibility to make sure that all formal risk control processes are in place and being alert to any changes to the task or work environment that may introduce new hazards.

BDA Take Care is a *simple, unobtrusive* but *comprehensive* Personal Safety Planning toolkit that can be applied throughout the workcycle.

BEFORE: BDA Take Care assists you to familiarise yourself with the task and work environment, ensure all hazards have been identified and control measures are in place and prompts you to communicate with your work mates, so everyone is aware of the hazards and controls in place.

DURING: Encourages you to regularly **STOP** and observe the work environment and the task. **Look Up, Look Out and Look About** to identify new hazards due to work environment or task requirement changes.

AFTER: Prompts a review of the task and management systems used to look for improvements for next time.

BEFORE WORK BEGINS

Are the following in place?
Do I understand them?

Management Systems
Formal Risk Assessment
Procedures
JSA / JHA

DURING WORK

What about:
The unexpected?
The unforseen?
Wrong assumptions?
Things that have changed?
Things that could change?

AFTER WORK

Review:
Can we improve?
Can we do things better next time?

THE BDA Take Care TOOLKIT

BDA Take Care Training

BDA Take Care is supported by an online multimedia course that steps you through the BDA Take Care process. This includes:

- What are hazards and risks
- How BDA Take Care works
- How to use the Pocket Safety Planning Book
- BDA Take Care scenarios
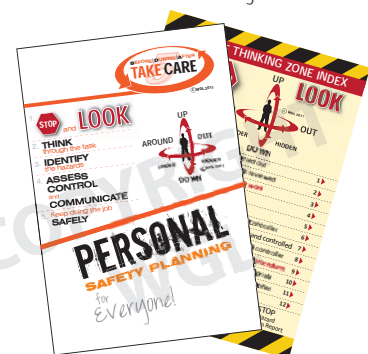- Refresher Training: Automatic reminders for annual refresher training

Pocket Safety Planning Book

BDA Take Care Pocket Safety Planning Book is your front line tool in assisting you identify hazards and assess risk in a work environment. The pocket book contains:

- "Safety Thinking Zone" checklists
- Work environment Hazard Identification checklists
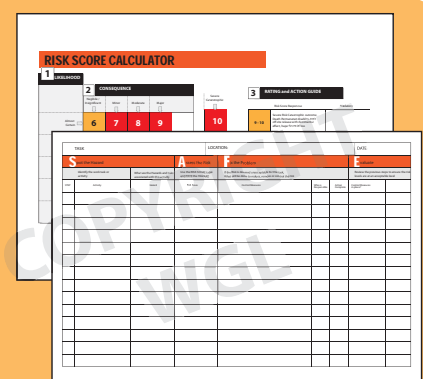- Risk score calculator

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your online elearning solution

short online safety elearning courses

OPTIONAL:
Risk Identification and Control Workpad

The risk identification work pad can be used to formally risk assess the task before work starts, or if a BDA Take Care risk score identifies STOP.

The work pad contains:

- **Enhanced Critical Area Checklists:** These are detailed checklists and forms that enable you to identify hazards.
- **Enhanced Risk Score Calculator:** The enhanced calculator provides finer tolerance calculation to identify risk scores to aid in decision making.
- **S.A.F.E. Worksheets:** Used to document the risk control strategy to control hazards.

RISK SCORE CALCULATOR

More Information: www.bdatakecare.com

FITTING IT ALL TOGETHER: THE SAFETY THINKING ZONE

The Safe Thinking Zone

Core to BDA Take Care is the establishment of your personal safety thinking zone. The area around you where you will be working or carrying out an activity needs to be made safe.

BDA Take Care assists you with this process by providing 12 areas of thinking prompts to identify potential hazards.

The risk ranking resolves any identified hazard into 3 actions:

✔ **MONITOR**
Continue safely using BDA Take Care

? **UNSURE**
Use the Safe Thinking Zone Matrix

✗ **STOP**
Use a **Hazard Needs Action** Report

The Safe Thinking Zone Matrix expands the Index with a visual work place checklist.

If further help is needed the booklet has seperate detailed checklists for each section of the Matrix.

Training and Support

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or more details @ www.bdatake5.com

BDA Take Care Resources

Order BDA Take Care resources online:

- Pocket Guides Packs of 10
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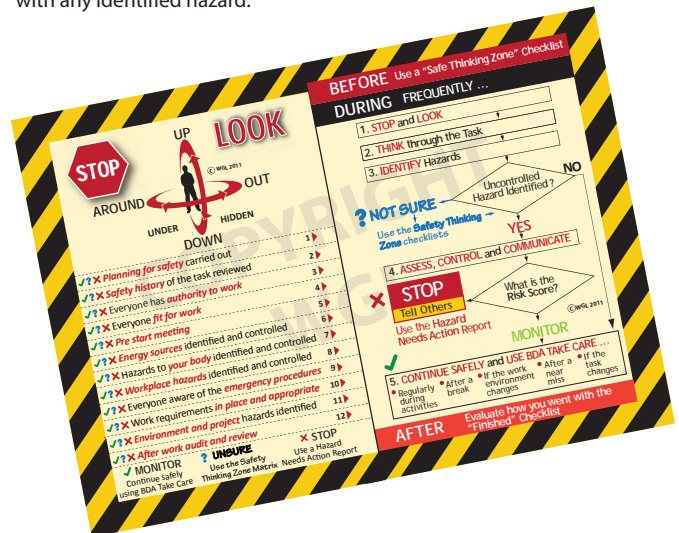
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Available from **www.bdatakecarecom**

BDA Take Care Flowchart

The Safety Thinking Zone process is guided by the BDA Take Care Flowchart.

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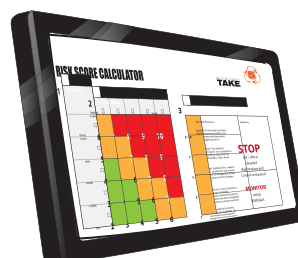

Everything You Need

Designed to work seamlessly with existing safety management systems, BDA Take Care has everything you need to work safely at work - and to be safe at play.

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BEFORE | DURING | AFTER
TAKE CARE

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www.wgl.com.au

WGL Enterprises Pty Ltd

Phone:
 03 6442 1549

Postal
 PO 260
 Wynyard
 Tasmania

Web
 www.wgl.com.au

Email
 info@wgl.com.au

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VICTORY
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- [ ] Pensioner Health or Concession Card Security Guard / Crowd Controller Licence
- [ ] Utility Account-Electricity, Gas or Telephone Membership Card for Union or Professional Body
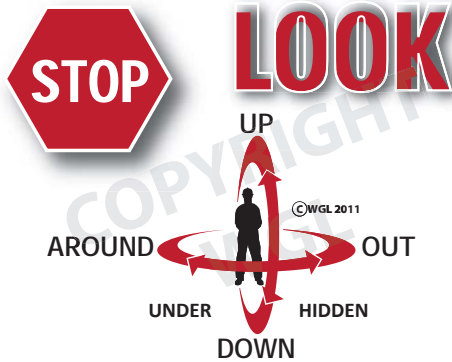- [ ] Rates Notice

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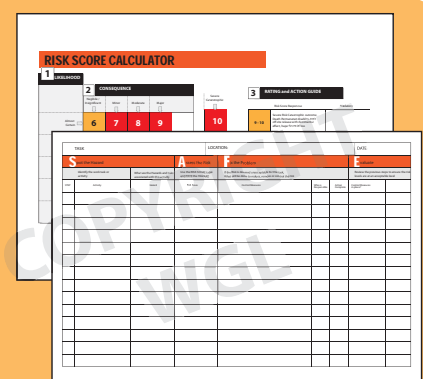- Risk score calculator

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RISK SCORE CALCULATOR

FITTING IT ALL TOGETHER: THE SAFETY THINKING ZONE

The circular diagram with 12 segments:
1. Planning for Safety
2. Safety History
3. Authority to Work
4. Fit for Work
5. Pre Start Meetings
6. Energy Sources
7. Your Body
8. Workplace Hazards
9. Emergency Procedures
10. Working Safely
11. Environment and Project
12. Audits and Reviews

Center: UP / OUT / UNDER / HIDDEN / DOWN ©WGL 2011

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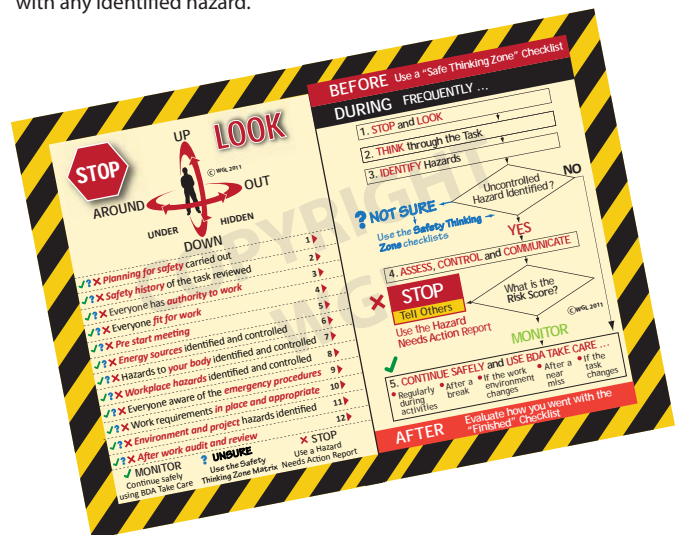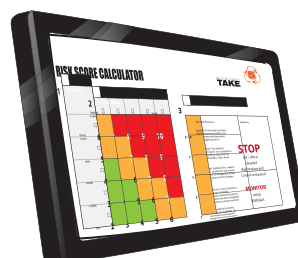- BDA Take Care caps and mugs

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