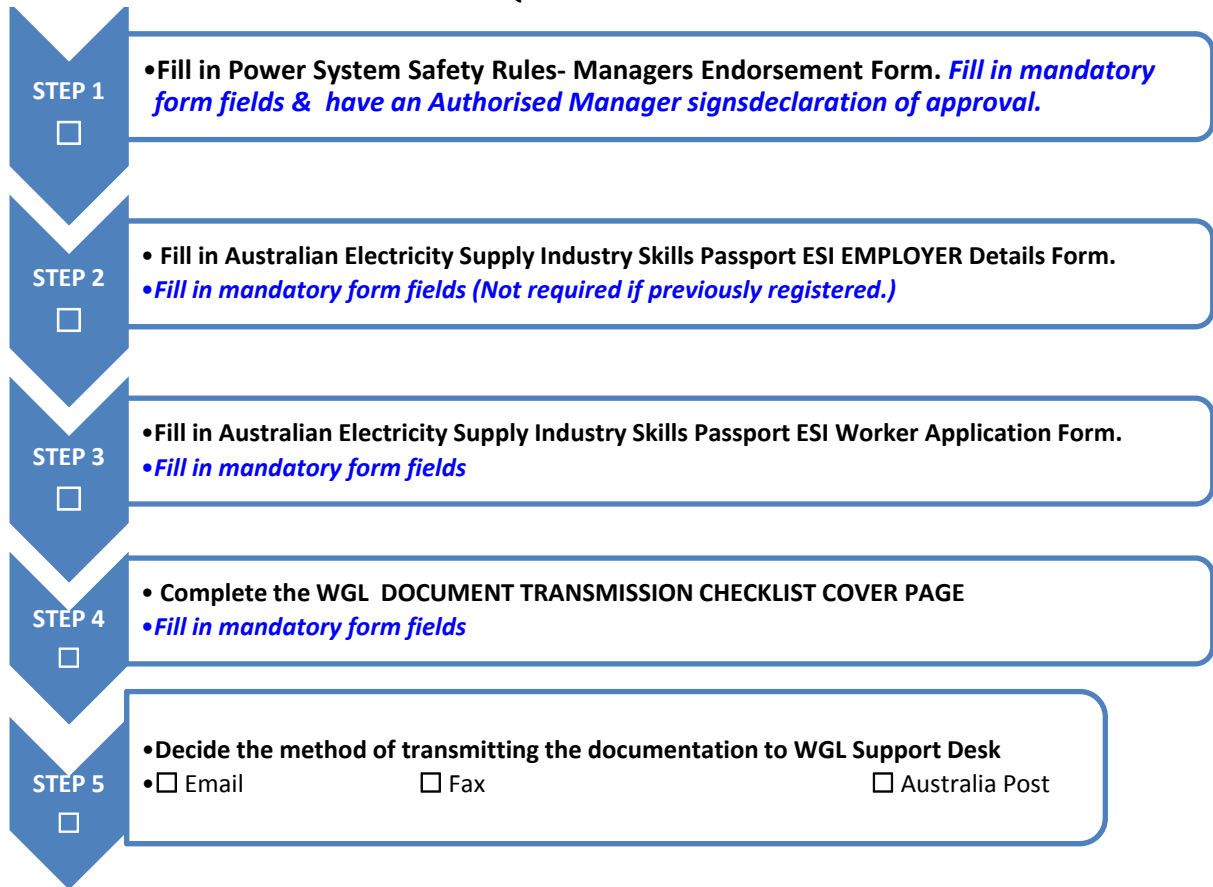


TESI ELECTRICAL SUPPLY INDUSTRY PASSPORT APPLICATION
PAPERWORK REQUIREMENTS CHECKLIST.



EMAIL

- Fill in WGL Document checklist cover page.
- Scan **all REQUIRED DOCUMENTS** into **one (1)** 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

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

=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



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





Power System Safety Rules – Manager’s Endorsement Form

* I _____
Manager acknowledge that I shall ensure this employee, for whom I am 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 Safety training.
Applicant's Name *Aurora and Transend only*

* **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: / /

Complete one
(1) form per
employee.
May 2012

**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 Isolated 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



*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: _____ <i>Name</i>
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 or 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

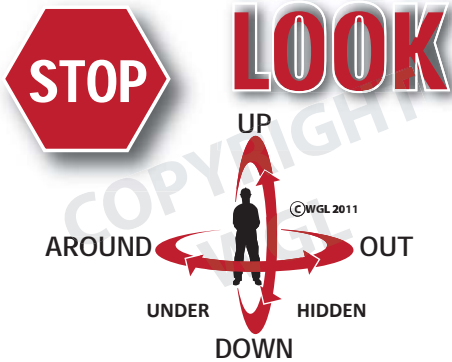


MANAGE YOUR PERSONAL SAFETY **AS** YOU WORK and Play



**Personal Safety Planning
Training and Toolkit** for Everyone!

PERSONAL SAFETY PLANNING



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 together 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 unforeseen?
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



short online safety learning courses

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



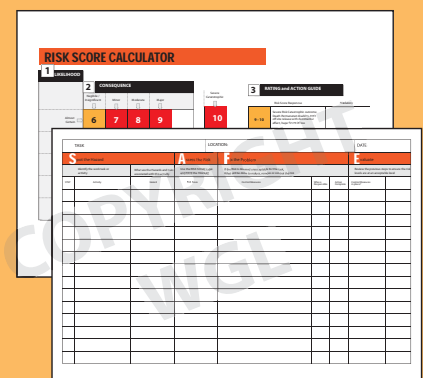
OPTIONAL:

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.



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 separate detailed checklists for each section of the Matrix.

Training and Support

Need training and support?

Call our skilled consultants on +61 3 6442 1549 or more details @ www.bdatake5.com

BDA Take Care Resources

Order BDA Take Care resources online:

- Pocket Guides Packs of 10
- Risk Identification and Control Booklets
- BDA Take Care stickers: For mirrors or helmets
- BDA Take Care caps and mugs

Bulk purchase discounts apply.

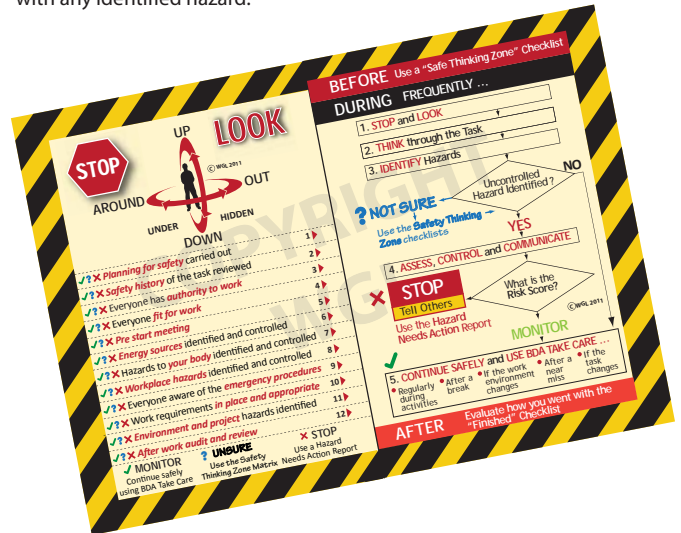
Available from www.bdatakecare.com

BDA Take Care Flowchart

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

The flowchart's five steps enable anyone to evaluate hazards in any of the 12 hazard identification areas.

The flowchart also clearly identifies that actions that need to be taken and any BDA Take Care resources that can be used to systematically deal with any identified hazard.



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.

While BDA Take Care is comprehensive, the simplified risk assessments allow for rapid hazard identification and if formal safety management resources aren't available the Pocket Safety Planning booklet has detailed checklists and report forms that allow control measures to promptly put in place.

Need Help to Implement BDA Take Care in Your Business

Our skilled consultants can work with your management team to implement BDA Take Care across your business.

Give us a call.



COMING SOON
BDA Take Care for Mobile Devices and Tablets



Twitter: #bdatakecare



Blog: www.bdatakecare.com

More Information: www.bdatakecare.com



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