



ELECTRICAL SAFETY



Business Name & Address: _____ **Property Name/PIC:** _____

Audit Team: _____ **Audit Date:** ____/____/____

RISK CALCULATOR	LIKELIHOOD – The likelihood of the exposure causing injury to a person given the frequency of exposure				
	ALMOST CERTAIN <small>Is expected to occur in most circumstances</small>	LIKELY <small>Will probably occur in most circumstances</small>	POSSIBLE <small>Might occur at sometime</small>	UNLIKELY <small>Could occur at sometime</small>	RARE <small>May occur in exceptional circumstances</small>
CATASTROPHIC <small>Death or permanent disability</small>	EXTREME	EXTREME	EXTREME	EXTREME	HIGH
MAJOR <small>Serious bodily injury</small>	EXTREME	EXTREME	EXTREME	HIGH	HIGH
MODERATE <small>Casualty Treatment</small>	EXTREME	HIGH	HIGH	MODERATE	MODERATE
MINOR <small>First aid only, no lost time</small>	HIGH	HIGH	MODERATE	LOW	LOW
INSIGNIFICANT <small>No injuries</small>	HIGH	MODERATE	LOW	LOW	LOW

RISK CLASS	ACTION REQUIRED
OK or Not Applicable	No Foreseeable Risk - OK for now; Review if any equipment/people/materials/work methods or procedures change. Or this particular inspection item is Not Applicable to this workplace
EXTREME	Extreme Risk - Act Now Do something about these risks immediately. Stop the task until the hazard is controlled and the risk managed.
HIGH	High Risk - Act As Soon As Possible. Do something to manage these risks as soon as possible. Consultant with Management
MODERATE	Moderate Risk - Develop a PLAN to manage these risks / note any suggestions on how the risk might be managed.
LOW	OK for now Review if any equipment/people/materials/work methods or procedures change.



IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
Working in Proximity to Overhead Electrical Lines (Paddock Operations)					
1. Has a Risk Assessment been conducted to determine safe operating procedures and policies when undertaking work within the proximity to Overhead Electric Power Lines?					
2. Has contact been made with the power supply entity i.e. Ergon Energy to formulate a safety plan and determine the height of powerlines and voltages etc?					
3. Has the height of the exposed live lines been determined?					
4. Has it been determined whether or not the lines are insulated or bare?					
5. Has the voltage of the exposed live lines been determined?					
6. Where a risk assessment has determined a likelihood of machinery entering the exclusion zone around a power line. Has the power supply entity been requested to turn off the power supply?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
7. If the Risk Assessment determines that the only viable control measure is to relocate the powerlines; have consultations with the power supply entity been undertaken?					
8. Has the risk assessment determined the maximum, elevated height of any machinery likely to be operated in the workplace either by you or a contractor? i.e. harvesting and haul-out machinery					
9. Has the risk assessment determined the operating characteristics, size and manoeuvrability of any machinery or plant that may be used around powerlines?					
10. Has the elevated working height of any equipment, tools or machinery used in proximity to a powerline been determined? i.e. irrigation pipes, mobile plant such as irrigators, chemical spray applicators etc.					
11. Have irrigation pipe stacks, pipe trailers and other plant with a potential to enter the exclusion zone around a power line been relocated?					
12. Has the risk assessment determined the proximity of fixed or stationery plant and structures such as grain silos and elevators, stock crate gantries etc to overhead power lines?					
13. Has the risk assessment determined the location of supporting structures such as poles, and towers in relation to the work to be performed?					
14. Are power-poles marked with reflective strips or other signage, particularly when the crop has been planted in close proximity to the pole?					
15. Are pole stay-wires, located in crop areas, marked with reflective signage or other warning devices?					
16. Has a risk assessment of the terrain relating to the slope, ground surface and other factors such as wet or grumbling ground, been undertaken to assess the likelihood of the operating plant or vehicle moving into the 'exclusion zone' of the powerline?					
17. Has the visibility of all structures such as poles, powerlines and stays been assessed, particularly in relation to the visibility from working plant or vehicles in all weather conditions, including night operations?					
18. Where the visibility of structures has been assessed as poor, have control measures such as reflective signage or electronic warning devices been applied?					
19. Where a risk assessment has deemed it necessary; has an 'authorised person' been appropriately trained and appointed?					
20. Where a risk assessment has deemed it necessary have 'instructed persons' been appointed by the 'authorised person' to operate plant or vehicles in proximity to a powerline?					
21. Has a property map/plan including the location of powerlines, their height, voltage and associated structures such as poles and stays prepared?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
22. Is there a policy and procedure for briefing contractors and other persons who may be required to perform work in the workplace?					
23. Are contractors entering the workplace required to have their own workplace health and safety policy and procedure system in place?					
Electrical Tools and Power Supply (Workshop or other use of electrical equipment)					
24. Are overhead powerlines clearly marked and located clear of equipment / machinery pathways (particularly forklifts and cranes operating around sheds and other structures)?					
25. Are the entry points of underground electrical cables entering sheds or other structures clearly marked?					
26. Are the General Power Outlets protected by the installation of residual current devices (RCD's) to prevent electrical shock? Or Question 27.					
27. Have all electrical appliances and power tools used in the workshop been inspected, tested and tagged by a 'competent person' in accordance with the <i>Queensland Electrical Safety Regulations</i> ?					
28. Are Residual Current Devices fitted and tested according to the <i>Queensland Electrical Safety Regulations</i> ?					
29. Are electrical switches, General Power Outlets and switch-boxes maintained in proper worker order and kept clean from a build up of rubbish and spider-webs etc?					
30. Are electrical circuit boards and other electrical switch equipment situated in positions where they can't be struck by vehicular or pedestrian traffic?					
31. Are all extension leads suspended clear of work situations where they cross any passageway/access-way or where fluids may affect them?					
32. Is it a known policy that power leads are to be uncoiled when in use to prevent heat build-up and the possibility of a fire?					
33. Are there any wet or damp areas that may pose an electrical hazard in or around the work area?					
34. Do all mains power switches controlling electrical circuits incorporate a lockout device to prevent inadvertent energising of any circuit whilst servicing or maintenance of equipment is being done?					
35. Are all power tools and extension leads double insulated?					
36. Where recommended by the manufacturer are guards installed on all power tools?					
37. Have double-adapters or piggy-back plugs been withdrawn from use where it is illegal to use those devices?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
ADDITIONAL HAZARDS					
38.					
39.					
40.					
41.					
42.					
43.					
44.					
45.					
46.					
47.					

RISK ASSESSMENT AND MANAGEMENT RECORD

HIERARCHY OF CONTROLS PLANNED OR IMPLEMENTED

Item #	Date	Identified Hazard	Assessed Risk Level	Control 1 Eliminate	Control 2 Substitute	Control 3 Isolate or Guard	Control 4 Redesign or Engineering	Control 5 Administration	Control 6 PPE

IMPLEMENTATION AND CONTROL SHEET

Item #	RISK MANAGEMENT ACTION REQUIRED	Responsible Person	Cost \$	Target Date	Date Actioned	Revised Risk Level after Action