

## LIVE WORK POLICY

PAN PROCESS management is committed to providing a safe working environment through our safe work practices, consequently PAN PROCESS has a strict '**No Live Work Policy**'.

The following Policy has been designed to address circumstances where, in accordance with the Electrical Safety Act 2002, there is a need to perform 'Live Work'.

The Electrical Safety Act 2002 (Queensland) and the Electrical Safety Regulations 2002 (Queensland) recognise that there are a limited number of circumstances in which there may be a need to perform 'live work' {Qld Electrical Safety Regulation 2002 - Part 2 D2 s12 (1) (a) (i, ii & iii)}. This policy has been designed to cover any such situations which may arise.

*Live work means electrical work performed in circumstances in which some or all of the electrical equipment (the subject of the electrical work) is energised. Live work does not include high voltage (>1000 volts AC or >1500 volts ripple free DC), or situations where the worker is not exposed to any live conductors or parts.*

It is important to note time limitations, operational convenience, commercial concerns, additional costs are **not** justifiable reasons for instigating live work. Live work should only be considered when there is no other alternative, and only undertaken when all control measures are in place.

The following are mandatory control measures for Live Work that must be fully and consistently applied:-

- A Live Work Permit is required.
- A Written Risk Assessment and complete Job Safety Analysis will be completed.
- Written authorisation from the person in control of the electrical equipment will be obtained.
- Electrical workers undertaking the work must be competent, appropriately qualified, certified and trained.
- Use only appropriate testing equipment that has been properly maintained and tested.
- Appropriate clothing, personal protective equipment and rescue equipment shall be available and used.
- A Safety Observer, competent to help with the electrical work and currently competent to rescue the person's performing the live work, is required to supervise & monitor the work being performed at all times. The Safety Observer may stop the work at any time should the safety observer deem it to be unsafe or dangerous to continue.
- A signed authority from the PAN PROCESS HSEC Manager & the Business Unit Manager must be obtained prior to the commencement of work.

Live work must always be performed by a minimum of two workers - an electrical worker and a safety observer. However the requirement for a safety observer whilst testing shall be determined on an individual risk assessment basis.

Irrespective of all statements made herein, any and all Live Work is to be performed in accordance with the Queensland Electrical Safety Regulation 2002, Part 2 Div 2 s12 – Requirements for Performance of Live Work.

This signed statement of Policy will be displayed at all work locations and in all electrical safety manuals, it confirms our personal commitment to making every licensed electrical worker safe when working with electricity.

Failure to adhere to this policy **will** result in disciplinary action.

A handwritten signature in blue ink, appearing to read "David Edwards", written over a horizontal line.

**David Edwards**  
**General Manager**

22 February 2012

A handwritten signature in black ink, appearing to read "Dave Lunn", written over a horizontal line.

**Dave Lunn**  
**Director**

22 February 2012