

No Working Live Policy

Purpose

Inadvertent contact of conductive components with live conductors can cause electrical shock and arcing and could result in serious injury or death.

Scope

ADCO Group (ADCO), Kolbang and associated entities has a NO WORKING LIVE POLICY. It is a requirement that all electrical work is carried out using a safe system of work. The safe system of work must include:

- **FOLLOW ISOLATION PROCEDURES**

The circuits and equipment of the installation being worked on must not be energised and must be isolated as per ADCO and Kolbang's 'Isolation, Safety Tag & Lockout Procedure'.

- **TEST EVERY TIME BEFORE YOU TOUCH**

Ensure that the circuits and equipment of the installation that is being worked on are not energised before work commences and remain that way until the work is completed.

- **ISOLATE WHERE PRACTICAL AND SHIELD EXPOSED CONDUCTOR**

Measures are required to eliminate or control the risk of the person carrying out the work inadvertently coming into contact with any part of the installation that remains energised. Any exposed conductor in the work area should be confirmed by the worker as isolated and/or securely shielded from possible contact.

- **ISOLATED CIRCUITS**

Circuits are locked off in an approved manner and individual danger tags fitted to ensure circuits cannot be re energised. If lock off devices cannot be fitted the load tails of the isolated circuits must be removed.

There are three exceptions:

- Electrical testing and fault finding as detailed in the:
 - **Code of Practice for Persons working on or near energised electrical installations**
 - **AS/NZS 4836:2023 - Safe working on or near low-voltage electrical installations and equipment**
- If it is necessary to undertake Electrical work on an electrical equipment or installation in the interests of safety (if the risk of harm is greater if the circuits and apparatus were de-energised before work commenced) the electrical worker must ensure that they have the written authorisation of the senior manager and the person in control of the premises and must fulfil the stringent requirements detailed in the **Code of Practice for Persons working on or near energised electrical installations**.
- Electrical work carried out under a plan required to be lodged under the Electricity Supply Network and Safety legislation.

All workers are authorised and expected to stop work and notify their supervisor if a task carries an unacceptable level of risk.

NEVER ASSUME AN EXPOSED CONDUCTOR IS DEAD - TEST EVERY TIME BEFORE YOU TOUCH.

UNDER NO CIRCUMSTANCES are apprentices permitted to work on live equipment or circuits.

REFERENCE DOCUMENTS

Located on the online ADCO and Kolbang Employee Portal: <http://www.adcogroup.com.au/staff/login>

- Department of Commerce - Code of Practice for Persons working on or near energised electrical installations
- AS/NZS 4836:2023 - Safe working on or near low-voltage electrical installations and equipment
- Isolation, Safety Tag & Lockout Procedure' (ADCOHSEQPROCED-03)

Approved by Adam Di Placido, Managing Director



September 2024

This policy is available to all interested parties via the Company website.

WORKER DECLARATION:

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____ DATE: _____