


HS823	
HV Substation Entry Permit	

(Reference document: Permit to Work Procedure HS820)

Valid from: / / Time: am/pm	Valid to: / / Time: am/pm
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Job number:	Building:	Substation number(s):
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Brief description of work	
Name of UNSW Project Officer requesting work.	

		Circle Y-N	Circle Y-N	Tick when complete	Tick when complete
	Name (print)	UNSW Staff	Contractor	HV qualificatio ns sighted?	UNSW Site Induction Completed ?
Team leader/ responsible person		Y-N	Y-N	<input type="checkbox"/>	<input type="checkbox"/>
Safety Observer (If applicable)		Y-N	Y-N	<input type="checkbox"/>	<input type="checkbox"/>
Persons carrying out work		Y-N	Y-N	<input type="checkbox"/>	<input type="checkbox"/>
		Y-N	Y-N	<input type="checkbox"/>	<input type="checkbox"/>
		Y-N	Y-N	<input type="checkbox"/>	<input type="checkbox"/>
		Y-N	Y-N	<input type="checkbox"/>	<input type="checkbox"/>
		Y-N	Y-N	<input type="checkbox"/>	<input type="checkbox"/>
		Y-N	Y-N	<input type="checkbox"/>	<input type="checkbox"/>
		Y-N	Y-N	<input type="checkbox"/>	<input type="checkbox"/>

Contact details of contractor entry personnel in case of emergency			
Name		Mobile No	
Company		Mobile No	Office No

Name		Mobile No	
Company		Mobile No	Office No

	Tick when complete
Hazards associated with working in the HV substation have been explained as per Procedure	<input type="checkbox"/>
Areas and/or equipment in which the work is to be carried out have been identified	<input type="checkbox"/>
Trip mechanisms on the switchboards and what may cause an inadvertent trip, explained generally	<input type="checkbox"/>
The work area has been cleared of unwanted equipment, leaving the work area safe for personnel to carry out their work	<input type="checkbox"/>
Other equipment in the HV substation, especially transformers and HV switchboards, LV switchboards and distribution boards have been identified	<input type="checkbox"/>
Any exposed conductors such as HV and LV terminals on transformers have been identified	<input type="checkbox"/>
Specific Safe Work Method statement has been accepted	<input type="checkbox"/>
Dangerous areas roped off and danger signs placed	<input type="checkbox"/>
Other relevant information (please specify)	<input type="checkbox"/>

The HV substation described above is safe for the work to be done in accordance with the approved SWMS	
UNSW FM Electrical Engineer: Name: _____	
Date: / /	Signature: _____

I have been inducted and understand the procedures required for entry and work within the HV substation and the protective measures and equipment to be used and confirm that I have been fully trained for the task that I am about to carry out.						
Name (print)	Sign on (initial)	Time	Date	Sign off (initial)	Time	Date
		am/pm			am/pm	
		am/pm			am/pm	
		am/pm			am/pm	
		am/pm			am/pm	
		am/pm			am/pm	
		am/pm			am/pm	
		am/pm			am/pm	
Team Leader/responsible person must ensure that all person(s) sign out at the completion or suspension of the task.						

I certify that all work is complete/suspended, equipment removed and all person(s) have vacated the HV substation (Team Leader/responsible person).		
_____	_____	_____ / /
(Print)	(Signature)	(Date)