

Safe Work Practice / Restricted Licence

Risk Assessment Form – HWS

Objective: At the end of this risk assessment, you must be able to answer YES to these questions:

1. Does the work site appear safe?
2. Is it likely to remain safe?

Job site: Authorised ESV Assessment Venue

Work description: Disconnect and Reconnect Hot Water Service

STEP-BY-STEP WORK ACTIVITY	POTENTIAL RISKS	CONTROL MEASURES
Disconnection Process		
Arrival at work area and identifying equipment to be worked on	Slips, trips, falls and lighting	Ensure work area is clean and free of potential tripping hazards and is adequately lit
Ensuring hot water service is safe to touch	Electrical shock	Follow correct testing procedure from AS/NZS 4836. Use insulating gloves during testing
Verifying correct circuit has been isolated at the switchboard	Electric shock	Follow correct testing procedure from AS/NZS 4836. Use insulating gloves during testing
Leaving the work area	Slips, trips, falls and lighting	Ensure work area is clean and free of potential tripping hazards and is adequately lit
Reconnection Process		
Arrival at work area and identifying equipment to be reconnected	Slips, trips, falls and lighting	Ensure work area is clean and free of potential tripping hazards and is adequately lit
Testing the hot water service is safe to connect to supply	Electric shock from Insulation Resistance tester	Handle IR tester with care and do not touch probes.
Confirming wiring is still isolated and safe to touch	Electric shock	Follow correct testing procedure from AS/NZS 4836. Use insulating gloves during testing
Commissioning hot water service	Slips, trips, falls and lighting Electric shock	Ensure work area is clean and free of potential tripping hazards and is adequately lit Check all covers and guards are secured in their position. Use insulating gloves during testing
Leaving the area	Slips, trips, and falls	Ensure work area is clean and free of potential tripping hazards.
Any additional Hazards		

Does the work site appear safe?	Is it likely to remain safe?	If you can't answer yes to both questions more controls are required.
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Are safety glasses required for this assessment task? YES / NO

Sign on: I have participated in this pre work risk assessment and agree to implement the required precautions to control the identified risks.

Candidate name: _____

Candidate Signature: _____

Date: /...../.....

Assessment Information for Candidate

You have 50 minutes (SWP) or 1 hour 10 minutes (Restricted Licence) to complete the assessment. Any preparation, including checking your meter and completion of the JSA, must be completed within this time frame. Administration items, such as the assessor checking your photo ID, is not including in the time limit.

The assessor will supervise you and complete an assessment form. Your assessor will be required to write on the assessment form during your assessment. Do not be concerned if the assessor is writing; it does not necessarily mean you have done something wrong. The assessor may need to ask you questions during your assessment.

Assume you will be absent from the worksite for a considerable period between disconnection and reconnection of the piece of equipment.

The switchboard is deemed to be located in an area remote from the equipment you are working on. All other accessories are located in the area adjacent to the equipment. All tools and equipment that are supplied are deemed to be at the workstation. ESV require that for this assessment, the equipment must be isolated at the switchboard, and not at any local isolator.

The assessor will show you the socket outlet to use as your known live source and earth point.

Personal notepads and paper are not permitted. You are permitted to bring AS/NZS 4836 Safe working on or near low voltage electrical installations and equipment.

You are required to provide an analogue Insulation Resistance and Continuity Tester. You are also required to provide insulating gloves rated to 650V and flame resistant outers for mechanical protection. Inners are preferred for hygiene, but are optional.