



HEALTH AND SAFETY

Promoting a safer place to work and study

HEALTH AND SAFETY BULLETIN

Electrical Plant Area Access

Who needs to read this?

All Curtin University Electrical Access Authorising Staff, Electrical Contractors and Electrical Consultants who require access to electrical plant areas.

Background

Electrical Contractor's Licences have been stored in Rapid Global and Curtin will begin to start storing Electrical Workers Licences and supporting documentation for all Electrical Contractor inductees where access to plant areas will be required.

Information

All electrical contractor inductees will receive a notification from Rapid Global to log in and complete an online form.

Where you require access or keys to plant areas you will be requested to upload your Electrical Licence, and/ or Employee Letter/Capability Statement, and/ or where applicable a HV Switching Certificate.

On the following page you will find an example of what is required for the employer letter.

Once the online form is completed and verified by Curtin Electrical Team you will be required to collect a sticker (or stickers if also seeking HV access) for your contractor card. The sticker can be collected from Building 109, 115 or 502B.

Please note that not all Electrical Contractors require access to these areas and therefore are required to select 'no' in the online form.

Where access is required you will still need to complete the Site Access Authority form.

Who do you call with questions?

If you have any queries, please contact Health and Safety on 9266 4900 or email healthandsafety@curtin.edu.au or Gary Littlewood gary.littlewood@curtin.edu.au.

Date of Issue

11/08/2020



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Employee Letter / Capability Statement Example

To Curtin Health and Safety,

Subject: [name of employee] competence to receive keys to access areas containing [delete HV as appropriate] HV and LV electrical hazards.

[name of employee] is an employee of [company name].

Contractor version - *[name of employee] is a qualified electrician licence number [insert license number] and routinely works in plant areas containing operational electrical equipment.*

Consultant version - *[name of employee] is an electrical engineer with [x] years' experience and routinely enters plant areas containing operational electrical equipment for the purposes of conducting visual inspections and will engage an authorised electrical contractor for any works requiring removal of covers or operating any devices.*

[name of employee] is considered by [name of company] to have the necessary safety awareness associated with working in [delete HV as appropriate] HV and LV restricted areas and as such we request authorisation to receive keys upon request to undertake works at Curtin University.

Kind Regards,

[name and position of employer safety representative]