Safety Alert

Incident

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HS-SAL-26-013

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Security Class: PowerNet Employees & External (with NDA's)

Distribution Transformers Door Locking – Secure Locking Requirement

Incident details

During a recent inspection of a transformer, it was identified that the lock on the LV side door was in position but had not been locked. This highlights the importance of ensuring transformer doors are securely locked following inspection, maintenance or other access.





Key Hazards

1. Unauthorised access to live electrical equipment, potentially resulting in electric shock or electrocution.
2. Accidental contact with exposed LV components, particularly during unauthorised or inadvertent access.
3. Arc flash or electrical fault risk if a person encounters, or introduces an object into, live equipment.

Engineering Assessment

Engineering has evaluated the existing transformer door locking arrangements. This Safety Alert is being issued to communicate the findings of the Engineering assessment, reinforce the applicable locking requirements, and highlight the following requirements to be reinforced.

What we all need to do

1. Ensure transformer HV & LV side doors are securely locked after completing inspection, maintenance or any other work requiring access.
2. Both padlock and threaded bolt locking provisions must be engaged and secured before leaving the transformer unattended.
3. Where only a padlock provision is available, report the condition for engineering assessment. Engineering will assess, on a model-by-model basis, whether an additional locking point can be safely and practically retrofitted.
4. Do not undertake any modification to transformer doors without prior engineering assessment and approval.
5. Verify that the locking mechanism(s) are properly engaged and secured before leaving the transformer.
6. Report any defective, damaged, missing or inadequate locking arrangements to Asset Engineering through the appropriate process (detailed below).

Reporting Process

Identification of the issue

1. Any unsecured assets identified in the field should be treated as an immediate safety concern.

Raise an Incident via Nintex

2. The Field Operator should report the issue through the Report an Incident form as soon as it is identified.
3. The report should include sufficient details of the issue and, where available, photographs of the unsecured asset.

Notify System Control

4. System Control should be notified and involved as appropriate, particularly where the issue may present an immediate operational or safety risk.

Assign to Asset Engineering

5. HSE will assign the incident to Asset Engineering for actioning.

Asset Engineering Review and Corrective Action

6. Asset Engineering will review the reported issue and determine the appropriate technical and corrective action, including any broader assessment required to prevent recurrence.

Closure and Follow-up

7. The corrective action should be documented in Maximo and closed once the required action has been completed and verified.