UNITED ENERGY SAFETYGRAM

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DATE: 28/05/03	**NUMBER OF PAGES:** 1
DATE OF INCIDENT: Various	**UE NUMBER: 2003-003**

ESAA No. 32/2003

Brief description of accident/incident (include voltage):
A review of operating events on United Energy's High Voltage (HV) and Low Voltage (LV) networks have highlighted the following areas:

- **Communications**
- **Work Practices**
- **Switching Instructions**
- **Circuit Details**

Extent of injury/damage:
None of the events have resulted in any serious injuries or damage to plant and equipment, although there have been some major losses of supply to customers.

Local action taken:
- All operating events have been investigated
- Al trend analysis has been undertaken and the findings presented to the business.

Additional comments:

United Energy reminds all personnel of the following when switching on the Network:
Authorisations
- Persons shall have current authorities issued by United Energy to switch or work on the United Energy HV network.

Communications
- Communications to be clear and concise, if doubt exists (written or verbal) question and challenge appropriate personnel.

Work Practices
- All procedures and processes to be complied with.
- Maintain high levels of concentration at all times while switching HV & LV apparatus.
- Identify the correct piece of apparatus/switch to be operated.
- Prior to operating, reconfirm intended actions (Verbal or written).
- Verify switching before and after completing each step.
- Where practical use padlocks on isolation points to assist in providing a physical barrier.
- When delegating responsibilities for switching, confirm person understands or is accepting of work being delegated.
- Correct use of tags and padlocks.

Switching Instructions
- Ensure written instructions and applications are clear.
- Read all paper work with operating instructions to confirm correctness of instructions.
- Keep track of switching steps.

Circuit Details
- Identify circuits prior to and after switching by referring to switch labels, substation names and circuit labels.
- Identify circuits electrically as well as geographically to correctly confirm locations on the Network.

FURTHER INFORMATION - CONTACT: Linda Wilson, Manager Health & Safety, (03) 9265 7778