

## Energised Electrical Work Application and Advice

Energised electrical work is defined as electrical work carried out in circumstances where the part of electrical equipment being worked on is connected to electricity or 'energised'. All such work on University premises shall be undertaken with due regard to the Worksafe Tasmania CP117 Managing Electrical Risks in the Workplace Code of Practice.

A work request ([www.utas.edu.au/campus-services/wr](http://www.utas.edu.au/campus-services/wr)) must be raised prior to completing this form and engaging a contractor.

Work Description (to be completed by school or section requesting works)			
Project Description		Work Request No.	
Work Site Location		Grid Reference	
Planned <b>start</b> date/time		Planned <b>end</b> date/time	
Description of the work to be performed: (Provide separate page if required)			
Subject Equipment:			
<b>Justification for Work</b>	<input type="checkbox"/> Shut down creates an increased/additional hazard (specify):		
	<input type="checkbox"/> Shut down is infeasible due to design or operational requirements and/or limitations (specify):		
Requested by:	Name:	Signature:	Date:

Hazard Analysis (To be completed by the electrically qualified contractor doing the work.)				
A documented safe work method statement (SWMS) been prepared? (Mandatory; must be attached)	Reference Number:			
	Date Prepared:			
Control measures employed to restrict the access of unqualified persons from the work area	<input type="checkbox"/> Signs/tags <input type="checkbox"/> Barricades <input type="checkbox"/> Attendants Other:			
Electrical qualified contractor.	Name:	Electrical License #	Signature:	Date:

Work Approval (to be completed by section manager)		
Note: If completed by schools or sections other than Commercial Services & Development, the school or section manager must ensure both CSD and ITS have been notified of proposed energised works and have given their approval to proceed.		
<b>Proposed energised electrical work has been reviewed by Workgroup health &amp; safety rep (HSR) and approval to proceed given by section manager and works supervisor. Once this form has been received by Campus Services, this request will be considered and approval to proceed or otherwise then given.</b>	Workgroup health & safety rep:(For information & review)	Date:
	School/section manager:	Date:
	University works supervisor/project manager:	Date:

Completed form to be forwarded to Campus Services, Private Bag 35, Hobart 7007;  
[Campus.Services@utas.edu.au](mailto:Campus.Services@utas.edu.au)