



Site Specific Induction: Inductor guidance notes

This site specific induction forms part of the Substation Entry 1 (SE1) course. To carry out an induction, you will need to be an SE2 competency holder or higher. If you are new to inductions use this guide to help ensure all key points are covered during the induction.

You will need to provide the signed, completed SSI part B: checklist and Worksite safety plan to the person in your organization responsible for training records. These need to be kept by your company for a period of TWO (2) years.

If you have any questions related to this activity, please contact Grid Skills.

General notes for the competency holder inducting the learner:

- ✓ Safety is paramount.
- ✓ Follow all Transpower procedures and rules.
- ✓ Ensure participation and open discussion on all key points.
- ✓ Invite questions.
- ✓ Key points are noted below, make sure to explain these as you go. (note: these are minimum, you can include more where needed).
- ✓ You can conduct this site induction for up to FOUR (4) learners at once, so long as you can provide appropriate supervision of all learners throughout the visit.

Key points: *(tick circles)*

Arrival

- 1.1. Advise learners where to meet in public area
 - Reverse parking
- 1.2. Verify correct PPE meets minimum requirements and is worn properly.
- 1.3. Observe substation prior to entry for safety, what to look out for
 - Explain to learners to use senses to determine what normal looks, sounds and smells like
- 1.4. Explain purpose of site specific induction
 - SSI is required for entry until SE2 competency is achieved
 - Part A needs to be run through if the learner hasn't done it before

Entry

- 2.1. Enter controlled area
 - Note entry requirements (key, fob, PIN)
 - Note security

Induction

- 3.1. Enter restricted area
- 3.2. Read SSI Part A or confirm as read
 - Keys to life
 - Discuss all relevant sections and answer any questions
- 3.3. Complete SSI Part B including:
 - Complete and discuss Tailgate
 - Hazards boards
 - Site layout
 - Emergency evacuation procedures
 - Entry log and Station log
 - Others on site

4. Control Rooms and Relay Rooms

- 4.1. Mimic boards
- 4.2. Other relevant contents in the room (most are in SSI)
 - Emergency flip chart
 - Phones
 - Folders, i.e. site registers
 - Single line diagrams
- 4.3. Access and entry log (ODS keys) - discuss the process

5. Outdoor Switchyard/Indoor Switchrooms

- 5.1. Pause and discuss hazards immediately on entry to ODS/IDS
 - Evacuation points
 - MAD
 - Live points
 - Cable ducts and pathways
 - Others working
 - Fire suppression systems. Particularly systems that are highly sensitive and may be triggered by dust created by certain types of work
- 5.2. Follow the path of electricity into and out of the yard/room, noting equipment and functions
 - Circuits, conductors, insulators
 - Structures
 - Disconnectors
 - Voltage transformers, current transformers, power transformers, bushings
 - Circuit breakers
 - Surge arrestors
- 5.3. Point out where the earth grid connects to the equipment, fence etc.

6. Work

- 6.1. Discuss limitations of work as relevant to the inductee's job
 - What work control applies to their work (general work, work authority, permit, notifiable work)
 - What the MAD is for the area in which they are working

7. Supervision

- 7.1. Discuss supervision requirements
 - Where they can and cannot go unsupervised
 - Level of supervision for each inductee relevant to their job and or experience

8. Exit substation

- 8.1. Exit with inductee showing them the safe exit route(s)