



Site Specific Induction (SSI)

Part B: Safety Briefing Checklist

Inductor: _____ **Inductee:** _____

Service Provider: _____ **Substation:** _____

Before entering a Transpower substation for the first time, you must complete this checklist. This helps keep you and others safe by making sure you understand the site's risks, rules, and emergency procedures. If you do not hold a minimum of SE2 Competency, then you will need to be inducted onsite by someone who does hold this.

For the Inductor

You are responsible for providing a site-specific induction and completing the checklist with the inductee. You need to:

1. Meet the inductee/s in the public area of the substation.
2. Go through this SSI checklist (part B) together.
3. Include the inductee in a tailgate/worksites safety planning (WSP) meeting.
4. Confirm understanding using the prompts.
5. Sign the Entry Log and complete the declarations (on this form).

Know the site

Site entry

- Sign in to the Entry Log
- Explain the difference between controlled and restricted areas
- Discuss entry requirements to access these areas, such as access card, pin and/or keys.

Ask:

☐ Can you describe to me where the restricted and controlled areas are?

Site layout and facilities

- Walk the inductee through the site.
- Point out key facilities and work areas.

Make sure they know the location of:

- ☐ Their work area ☐ Designated smoking area
☐ Toilets, kitchen, tea-room ☐ Other work parties on site

Ask

- ☐ Can you describe where you will be working?
☐ Can you describe where other people may be working?

Emergency response plan

- Locate the site's flipchart
 - Show the inductee where to find:
- ☐ GPS coordinates and physical address (location)
☐ Single Line Drawings (site layout)
☐ Key emergency contacts details
☐ Site emergency plan

Show the location of:

- ☐ Emergency exits ☐ First aid kits / AED
☐ Emergency showers ☐ Fire extinguishers
☐ Emergency phone ☐ Evacuation Assembly Point

WARNING!

Only use a fire extinguisher to help someone escape a fire, or to put out a small fire, **if it is safe to do so**. Follow the instructions on the extinguisher label.

Know your responsibilities

- Explain that the inductee must keep their work area tidy and free from debris, rubbish, and manage hazards.
- They must also always follow safe work practices.

Tools, plant and equipment

- Confirm the inductee is competent to use the tools and equipment required for their task.

Check they understand:

- ☐ Only use equipment they are trained and competent to operate.
☐ Tag and report any faulty equipment
☐ Use defect labels where required.

Ask

☐ Can you describe that you have the correct competency for using the tools and equipment needed for your work?

Contamination risks

Some tasks may produce heat, dust, slurry, or other contaminants.

Ask

- ☐ Will your work produce heat, dust or slurry?
☐ If **yes**, can you explain how they will be managed?

Stop work policy

Explain that anyone can stop work if they believe something is unsafe.

Make sure they understand:

- ☐ They can stop work if they feel unsafe and check in with their supervisor
☐ They can stop work if the task or environment is unsafe
☐ Hazards must be reassessed and made safe before resuming work.

Fitness for work

Explain that random and post-incident testing may occur. Confirm the inductee understands they must be fit for work and free from the influence of drugs or alcohol, and not fatigued.

Ask

☐ Do you understand that you must comply with Transpower's drug and alcohol policy?



Know the risks

All Transpower staff and contractors are responsible for working safely and encouraging safe behaviour in others.

PPE

PPE is required at all times on site.

- Explain that it must be worn correctly to be effective.

Check the inductee is wearing:

- ☐ Hard hat
- ☐ Eye protection
- ☐ Full-body Fire Resistant clothing
- ☐ Natural fibre underclothing
- ☐ Safety boots
- ☐ Gloves (appropriate to their task).

- Confirm the inductee is not wearing jewellery or other conductive items.
- Confirm that the inductee has long hair tied back (where relevant)

Ask

- ☐ Have you removed all your jewellery?

Supervision

- Discuss supervision requirements, including where they can and cannot go unsupervised.
- Level of supervision for the inductee relevant to their tasks and experience.

Ask

- ☐ Can you explain how close you need to be to your supervisor?

Minimum Approach Distances (MADs)

MADs create a safety zone between people and live conductors or uninsulated equipment. MAD must always apply.

- Explain the MADs that apply to the work the inductee will be doing.

Ask

For your work area can you:

- ☐ identify the voltage levels of the equipment you'll be working near?
- ☐ point out the live point?
- ☐ explain the Minimum Approach Distance (MAD) you need to maintain around the equipment for that voltage?

Inductor declaration

- ☐ I confirm that I have delivered **SSI: Part A** to the inductee and answered any questions they had.

Inductee declaration

- ☐ I confirm that I have read and understood **SSI: Part A – General Information**
- ☐ I confirm that I have participated in the **Worksite Safety Planning** meeting.

The signed and completed **SSI Part B: Safety Briefing checklist** must be retained and provided to the person responsible for training records within your organisation kept by the company for a period of **TWO (2) years**.

Signatures

	Name	Signature	Date
Inductee	_____	_____	_____
Inductor	_____	_____	_____

Hazard boards and incident reporting

Show the inductee the Permanent and Temporary Hazard Boards. Discuss any current on-site hazards and signage.

- Point out hazard signs on fences and gates.
- Explain how to report hazards or incidents.
- Discuss signs of equipment in distress.

Ask

- ☐ Have you checked the Hazard Boards?
- ☐ Have you been updated with the current on-site hazards and work in progress?
- ☐ Where are the hazardous substances and SDS located on site?

Worksite safety plan and job familiarisation

Check to see if the tailgate/WSSP meeting has taken place.

- Explain that the WSSP meeting is a key part of planning safe work and identifying task and site-specific hazards.
- Make sure they've signed the WSSP and understand the job they're about to do.

Ask

- ☐ Have you had your tailgate/WSSP meeting yet?
- ☐ What work will be carried out, and what are the risks?
- ☐ What methods are being used to control those risks?

Identify the live points

Identify the live points on the diagram below.

