



# **Pre-Employment Assessment Hand Skills Manual**


**REMEMBER**  
**Quality & Pride**  
**=**  
**Good Workmanship**

**Applicant Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

# Risk Assessment Checklist (RAC)

Have you done your RAC?



## RISK MATRIX

		LIKELIHOOD				
		RARE	UNLIKELY	POSSIBLE	LIKELY	CERTAIN
CONSEQUENCE	INSIGNIFICANT	1	2	4	7	11
	MINOR	3	5	8	12	16
	MODERATE	6	9	13	17	20
	MAJOR	10	14	18	21	23
	CATASTROPHIC	15	19	22	24	25

**LIKELIHOOD**

**Rare**, Not expected to occur.

**Unlikely**, May occur only in exceptional circumstances.

**Possible**, Could occur at some time.

**Likely**, Expected to occur at some time.

**Certain**, Occurs in most circumstances.

**CONSEQUENCE**

**Insignificant**, No injury, no cost, no lost time.

**Minor**, First aid treatment required.


**Moderate**, Medically treated injury - heavy damage

**Major**, Lost time injury - severe damage.

**Catastrophic**, Death or extensive lost time.

**LEVEL OF RISK**

<b>LOW</b>	Manage individual risks using appropriate controls and proceed working with caution. (Negligible Risk)
<b>MEDIUM</b>	Risks are assessed and controlled using the hierarchy of controls. Supervisor to approve appropriate use of controls. (Tolerable Risk)
<b>HIGH</b>	Do not commence activity. Implement controls to reduce the risk to Medium or lower. Full JSA / SWMS required by Supervisor. (Intolerable Risk)



## RISK ASSESSMENT CHECKLIST

000001

Date: \_\_\_\_\_ Host: \_\_\_\_\_

Task: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Supervision Level  
☐ Direct ☐ General ☐ Broad

Hazard / Risk	I	Controls	R
Electricity / Isolation			
Traffic management			
Working at heights			
Slips, trips, falls			
Pinch Points			
Public or pedestrians			
Protruding - flying objects			
Tools or other equipment			
Substances / Chemicals			
Manual handling			
Environmental			
Noise			
Fumes / dust			
Access / egress			
Flammables / fire			
Pressure / burst / explo			
Lighting / visibility			
Confined space			
Other			
<b>I= Inherent Risk</b> Before control measures		<b>R= Residual Risk</b> After control measures	

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### TEST BEFORE YOU TOUCH ISOLATION CHECKLIST (IITT)

Task	Checked
Notify all concerned parties of pending isolation	
Test Tester on known live source	
<b>IDENTIFY</b> circuit or circuits to be isolated	
<b>ISOLATE</b> circuit or circuits (Main switch where possible)	
Lock out and attach individual danger TAG	
<b>TEST</b> circuit to validate isolation	
Re-test separated conductors for possible back feed	
<b>SIGNED</b>	

### Important:

All persons are required to carry out a Risk Assessment Checklist (RAC) and wear the appropriate Personal Protective Equipment (PPE) prior to entering the EGT Workshop.

All practical projects will be demonstrated on the white board prior to commencement.

**If in doubt, ask!**

## Basic Isolation Procedures

**Step 1:**

---

**Step 2:**

---

**Step 3:**

---

**Step 4:**

---

**Step 5:**

---

**Step 6:**

---

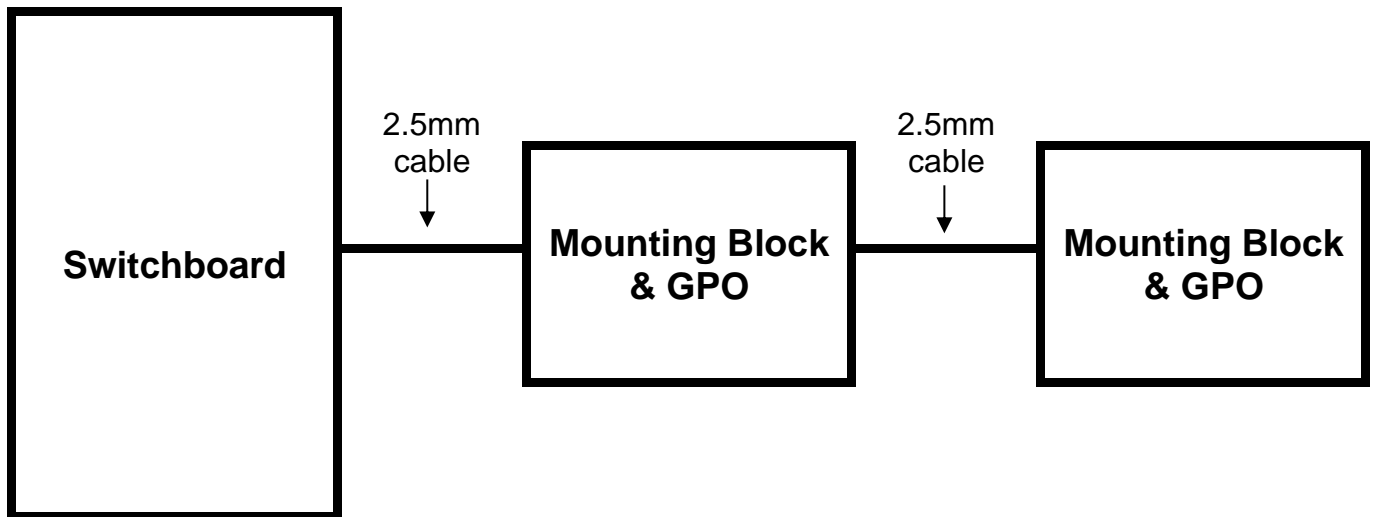
**Step 7:**

---

**Step 8:**

---

1. Mount mounting blocks
2. Run and clip cables
3. Terminate GPO's and switchboard



## **Power Project:**      **Socket Circuit Installation**

Wire up Two Power Points (Refer to Power Plan Layout).

### **Circuit Drawing:**

### **Electrical Notes:**

---

---

---

---

---

---

---