



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				
CONSEQUENCE		RARE	UNLIKELY	POSSIBLE	LIKELY	CERTAIN
	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

LOW	Manage individual risks using appropriate controls and proceed working with caution. (Negligible Risk)
MEDIUM	Risks are assessed and controlled using the hierarchy of controls. Supervisor to approve appropriate use of controls. (Tolerable Risk)
HIGH	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

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Date:	Host:																																																																																								
Task:	Supervisor's Name:																																																																																								
Address:																																																																																									
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Name: _____ Signature: _____

TEST BEFORE YOU TOUCH
ISOLATION CHECKLIST (IITT)

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

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: _____

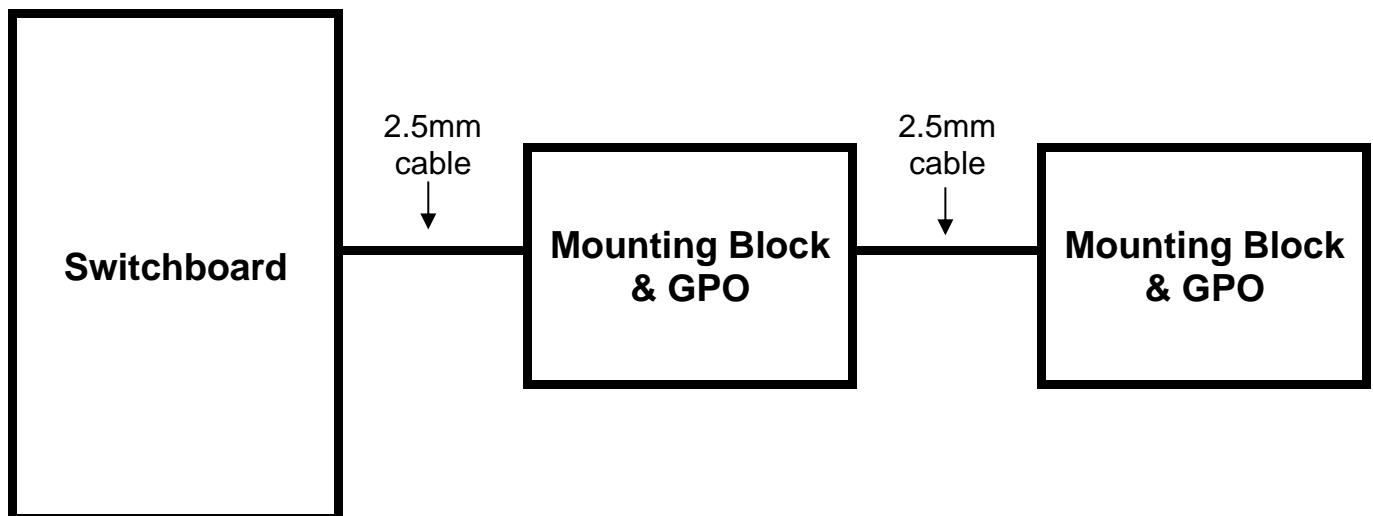
Step 6: _____

Step 7: _____

Step 8: _____

Power Project: Socket Layout Plan

- 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:
