Training Identification Matrix and Installer Qualifications Declaration Template: Non-Building Based Lighting Upgrade (Activity 35)

Version 1.1 – 10 April 2024

**Instructions for accredited persons (APs) and upgrade managers on using this template**

You must complete this template for all non-building based lighting upgrade activities (activity 35). The purpose of the declaration is for the upgrade manager to conduct a risk assessment of the installation environment prior to commencing works to determine the necessary mandatory safety training (MST) requirements for installers.

In using this declaration template, you will need to:

* replace the Essential Services Commission and Victorian Energy Upgrades banner with your company’s logo and reformat the document as per your preference.
* ensure the upgrade manager completes **Part B: Training identification matrix** indicating the MST required for installers for this particular installation environment
* ensure the upgrade manager completes **Part C: Installer qualifications** to verify installers working on this installation have the required training (as per the training identification matrix).
* ensure the upgrade manager and accredited person representative signs the declarations (**Parts D and E**).

It is the responsibility of the upgrade manager and accredited person (AP) to determine the risks for each installation and ensure all MST requirements and legislation relevant to the installation are met and that the installer qualifications are maintained and provided to the commission upon request.

**START OF TEMPLATE**

### Part A: Upgrade details

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| Lighting upgrade details |
| Energy consumer (client) business name: |
| Installation address: |
| Own job reference: |

### Part B: Training identification matrix

| Installation environment requirements | Hazard/risk description (possible initiating events) | Legislative guide (including acts, regulations, standards, COPs) | Mandatory safety training (MST) requirements | Required?(Y/N) |
| --- | --- | --- | --- | --- |
| Traffic management | * Interaction with local traffic (motorists)
* Inadequate traffic management
 | * Occupational Health & Safety Regulations 2004 Health and Safety Act 2004 (Part 3 – General Duties Relating to Health & Safety)
* Occupational Health and Safety Regulations 2017 (Part 2.1 – General Duties)
* Road Management Act 2004
* Road Safety (Traffic Management) Regulations 2009
* Road Management Act 2004 – Worksite safety – traffic management code of practice
* AS 1742.1 Manual of uniform traffic control devices – General introduction and index of signs
* AS1742.3Manual of uniform traffic control devices, Part 3: traffic control for works on roads
* AS 1742.10Manual of uniform traffic control devices – Pedestrian control and protection
* AS 1742.13 Manual of uniform traffic control devices – Local area traffic management
 | RIIWHS302D – Implement traffic management plan |  |
| Working at heights | * Working on ladders at heights greater than two metres
* Working on work platforms at heights greater than two metres
 | * Occupational Health and Safety Act 2004 (Part 3 – General Duties Relating to Health & Safety)
* Occupational Health and Safety Regulations 2017 (Part 3.3 – Prevention of Falls)
* AS/NZS 1892.5 Portable ladders – Selection, safe use and care
* Prevention of falls in housing construction compliance code (Edition No. 1– Sept 2008)
 | CPCCOHS2001A – Apply OHS requirements, policies & procedures in the construction industryorCPCPCM2043A – Carry out WHS requirements industryandCPCCCM2010 – Work safely on scaffolding higher than two metresorRIIWHS204D – Work safely at heights |  |
| Operation of EWP (scissor-type) | * Incompetent operator
* Mechanical failure
* Overloading
* Soft/uneven ground conditions
 | * Occupational Health and Safety Act 2004 (Part 3 - General Duties Relating to Health & Safety)
* Occupational Health and Safety Regulations 2017 (Part 3.3 – Prevention of Falls)
* Occupational Health and Safety Regulations 2017 (Part 3.5 – Plant)
* AS 2550.10Cranes, hoists and winches – Safe use – Mobile elevating work platforms
* Prevention of falls in housing construction compliance code (Edition No. 1 – Sept 2008)
 | CPCCOHS2001A – Apply OHS requirements, policies & procedures in the construction industryandCPCCCM2010 – Work safely on scaffolding higher than two metresorRIIWHS204D – Work safely at heightsorEWPA yellow cardorRIIHAN301D – Operate elevating work platform |  |
| Operation of EWP (boom-type) – under 11 metres | * Incompetent operator
* Mechanical failure
* Overloading
* Soft/uneven ground conditions
 | * Occupational Health and Safety Act 2004 (Part 3 - General Duties Relating to Health & Safety)
* Occupational Health and Safety Regulations 2017 (Part 3.3 - Prevention of Falls)
* Occupational Health and Safety Regulations 2017 (Part 3.5 - Plant)
* AS 2550.10Cranes, hoists and winches – Safe Use – Mobile elevating work platforms
* Prevention of Falls in Housing Construction Compliance Code (Edition No. 1 - Sept 2008)
 | CPCCOHS2001A – Apply OHS requirements, policies & procedures in the construction industryorCPCPCM2043A – Carry out WHS requirements industryandCPCCCM2010 – Work safely on scaffolding higher than two metresorRIIWHS204D – Work safely at heightsorEWPA yellow cardorRIIHAN301D – Operate elevating work platform |  |
| Operation of EWP (boom-type/truck mounted) - over 11 metres | * Unlicensed and/or incompetent operator
* Mechanical failure
* Overloading
* Soft/uneven ground conditions
 | * Occupational Health and Safety Act 2004 (Part 3 – General Duties Relating to Health & Safety)
* Occupational Health and Safety Regulations 2017 (Part 3.3 – Prevention of Falls)
* Occupational Health and Safety Regulations 2017 (Part 3.5 – Plant)
* Occupational Health and Safety Regulations 2017 (Part 3.6 – High Risk Work)
* AS 2550.10Cranes, hoists and winches – Safe use – Mobile elevating work platforms
* Prevention of falls in housing construction compliance code (Edition No. 1 – Sept 2008)
 | HRWL (WP) – TLILIC2005 – Licence to operate a boom-type elevating work platform (boom length 11 metres or more) |  |
| Overhead utilities (powerlines) | * Inadvertent contact with hazardous overhead services (powerlines) if using EWP for installations
 | * Occupational Health and Safety Act 2004 (Part 3 - General Duties Relating to Health & Safety)
* Occupational Health and Safety Regulations 2017 (Part 2.1 - General Duties)
* Guide to undertaking work near underground services– WorkSafe Victoria guidance material (December 2022)Using powered mobile plant near overhead electrical assets (Version 3 2015) – Energy Safe Victoria/WorkSafe Victoria guidance material
 | 22195VIC – Course in workplace spotting for service assets |  |

### Part C: Installer qualifications

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| Installation environment requirements – mandatory safety training (MST) requirements |
| Installer | Traffic management | Working at heightsOperation of EWP (scissor-type)Operation of EWP (boom-type) - under 11 metres | Operation of EWP (boom-type/truck mounted) - over 11 metres | Overhead utilities (powerlines) |
| First name | Last name | RIIWHS302D | CPCPCM2043A | CPCCOHS2001A | CPCCCM2010 | RIIWHS204D | RIIHAN301D | EWPA Yellow card | HRWL (WP) – TLILIC2005 | 22195VIC |
| *insert name* | *insert name* | *insert date of qualification* | *insert date of qualification* | *insert date of qualification* | *insert date of qualification* | *insert date of qualification* | *insert date of qualification* | *insert date of qualification* | *insert date of qualification* | *insert date of qualification* |
|  |  |  |  |  |  |  |  |  |  |  |

### ****Part D: Upgrade manager details and declaration****

I hereby declare that:

* I have assessed and identified all risks associated with the installation environment, including but not limited to the risks listed above, prior to installation on the date of signature and ensured all relevant mandatory safety training requirements and obligations under relevant legislation to the installation environment have been met.

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| --- |
| Upgrade manager  |
| Name: |
| Company name: |
| Signature: |
| Date: |

### ****Part E: Accredited person (e.g. compliance manager) details and declaration****

I hereby declare that:

* I have verified the risks associated with the installation environment, including but not limited to the risks listed above, prior to installation on the date of signature and ensured all relevant mandatory safety training requirements and obligations under relevant legislation to the installation environment have been met and recorded.

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| Accredited person representative |
| Name: |
| Position: |
| Company name:  |
| Signature: |
| Date: |

**END OF TEMPLATE**