

Escorting person(s) conducting non-prescribed or non-specified activities

Guiding Principles

This document describes the requirements for an escorted person undertaking non-prescribed or non-specified activities in a Horizon Power owned area. The escorting of contractors is not the preferred approach with contractor registration being the preferred method. The principles within this instruction are to be understood and followed.

Non-prescribed and non-specified activities are task that are not directly related to the production and/or distribution of electricity. Examples of these activities include:

- the servicing of a photocopier machine,
- locksmith work,
- building maintenance, or
- workshop fire protection alarm panel inspection.

The responsible person escorting the contractor must explain the associated hazards and implemented controls with the proposed access area and have them sign on to the appropriate hazard and risk management tool.

The escorted contractor will control the technicalities and the risks directly associated with the activity being undertaken.

The escorted person must:

- Be competent for the work they intend undertaking and hold any relevant qualifications and licence for that work.
- Be accompanied by the escort who is either a Horizon Power employee or contractor responsible for that area.
- Comply with Horizon Power's Personal Protective Equipment (PPE) Standard as required.



- Sign in/out and complete any site inductions and familiarisations as necessary.
- Comply with any safety directive given by the escort.
- Remain in the designated work area whilst under escort.
- Understand and acknowledge the emergency response protocol applicable to the work area.
- Take note and adhere to mandatory signage.

Common Hazard Identification Summaries

- Escorting persons completing non-prescribed or non-specified activities

Support Material

- Horizon Power Electrical Safety Standard
- OSH-3.6-1-26 PPE Protective Equipment Standard
- Hazard and Risk Management Procedure
- Escorted Persons Entry Induction Form

This support material can be accessed via your responsible person.