

## HV0 02- Responsible person

### SHORT DESCRIPTION OF COURSE AND EXPECTED COMPETENCIES

This module will supply you, learner with :

#### Study Unit 1: background

- A basic background to the Occupational, Health and Safety (OHS) Act and Eskom Regulations.
- An understanding of the functions of the various officials and employees on the Eskom electrical network; and
- An understanding of abnormal conditions which could arise and actions to be taken

#### Study unit 2: Access

- An understanding of the control exercised over access to restricted and prohibited areas and live chambers

#### Study unit 3: Issue of keys

- An understanding of the issue, safekeeping and use of keys
- An understanding of the responsibility of persons who are authorised to possess keys

#### Study unit 4: Supervision

- An understanding of the requirements for supervision in these areas  
A person completing this training module should have the required knowledge to be authorised for access to restricted and prohibited areas only ( excluding live chambers) and to supervise tasks performed at ground level only, that does not require a work permit ( not authorised at a responsible person level)

#### Study unit 5: Reasons for isolating and earthing

- An understanding of why apparatus shall be isolated and earthed before you may work on it
- An understanding of the minimum requirements for earthing different types of apparatus
- An understanding of when additional earths shall be applied
- The ability to tell the difference between the various earths and when they are used

#### Study unit 6: Work permit system

- The purpose of the work permit system
- When a work permit is required
- The issue and the use of the work permit system including where customers are involved
- Clearance of work permits prior to returning apparatus to service

#### Study unit 7: Testing

- The roles and responsibilities of responsible and authorised persons when removing and replacing earths for testing of apparatus
- Basic sequence for removal and replacing of earths and test leads.  
A person completing this training module should have the required knowledge to be authorised as a responsible person to accept a work permit for work on isolated and earthed apparatus, supervise persons and for access to restricted and prohibited areas only.

### COURSE CONTENT:

1. Study Unit 1- Background
2. Study Unit 2- Access
3. Study Unit 3- Issue of Keys
4. Study Unit 4- Supervision
5. Study Unit 5- Reasons for isolating and earthing

6. Study Unit 6- Work permit system  
 7. Study Unit 7- Testing  
 Annex A: An example of workers registers and risk assessment form  
 Annex B: An example of a work permit form

<b>DURATION OF COURSE</b>	3 DAYS	<b>MINIMUM STUDENTS</b>	5
<b>EXPECTED PASS MARK</b>	80%	<b>MAXIMUM STUDENTS</b>	15
<b>TARGET POPULATION</b>	People that wants to take out a permit to work on high voltage apparatus		

**TO ATTEND THE ABOVE COURSE/S THE STUDENT MUST MEET THESE MINIMUM REQUIREMENTS:**

1. CATO 006
2. ELW 0001
3. A MINIMUM OF 3 TO 6 MONTHS ON JOB EXPOSURE TO PLANT AND APPARATUS.
4. STUDENTS MUST BE IN POSSESSION OF, AND UP TO DATE, REGULATION BOOK.
5. STUDENTS WILL BRING PEN, PENCIL, RULER AND WRITING PAD TO THE COURSE.
6. STUDENTS MUST BE ON TIME TO START THE COURSE.
7. MUST BE LITERATE IN THE ENGLISH LANGUAGE (MINIMUM LEVEL 3 ABD).

**EXAMS/TESTS WILL BE DONE ON:** THE MORNING OF THE LAST DAY – COVERING THE WHOLE COURSE