

# ASP General Information

## Electrical Safety & Compliance

Notice Number: GI18\_20

22 May 2020

### Subject: Removal of Low Voltage (LV) Shorts on Completion of Work

Dear ASP/1s,

Ausgrid's Electrical Safety Rules (ESR) does not currently detail the requirements for the removal of Low Voltage (LV) shorts from LV mains or apparatus. However, for High Voltage (HV) Access Permits (AP), the ESR does outline a process for the removal of HV AP earths and allows them to be removed by the Recipient, without an Operator onsite upon the completion of work subject to approval from the System/Area Operator.

Since the introduction of LV short circuiting equipment for a Clearance to Work (CTW), the practice has been adopted that shorts can only be removed under the direction of an Operator onsite upon the completion of work.

Following a review by Ausgrid, an ESR clarification has been issued which permits the Recipient to remove LV shorts applied under a CTW without an operator on site, subject to approval from the System/Area Operator. This process will apply to all authorised Recipients, including employees, external partners and Accredited Service Providers.

The ESR Clarification confirms that LV shorts may be removed when the work is complete, by utilising one of the following methods:

1. LV shorts may be removed by trained and competent staff under the direction of an Operator. The Operator must then sign the LV shorts off the CTW folder once they are removed; or
2. LV shorts may be removed by the CTW Recipient if approval is given by the System/Area Operator. In this case, the Recipient must only remove LV shorts that were applied for the issue of their CTW by completing the following process:
  - a) The recipient must contact the System/Area Operator to gain approval to remove the LV shorts and confirm they are not required for another CTW which is on issue on the mains and apparatus.
  - b) All members of the workgroup must then sign off the CTW. (The recipient must not commence removing the LV shorts until all members of the workgroup have signed off the CTW.)
  - c) After all members have signed off, but prior to cancelling the CTW, the recipient removes the LV shorts.
  - d) The recipient must then note on the CTW that the LV shorts have been removed. This must be notated on the back of the CTW directly below the 'Final Cancellation by Operator (sgd).....' by writing 'Comments – The LV short number and the LV short location'.

**Note:** The LV short number and location is on the back of the CTW folder. Each short removed must be notated as they are removed. (See Figure 1 for example).

  - e) After the completion of the above steps, the recipient must then cancel the CTW and advise the System/Area Operator.

**WORKING LV SHORTS STATEMENT**

A working LV Short was erected at ..... (Write "NIL" if no working LV Shorts erected or "Refer Below" if multiple LV Shorts erected)

A separate LV Shorts form* has been used to record multiple working LV Shorts –	LV Shorts Form No.	#
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\* LV Shorts form to be returned with this Clearance to Work

**CANCELLATION OF CLEARANCE TO WORK**

- I state that I, and all persons under my control, have completed work on the equipment nominated on this Clearance to Work.
- I hereby state that where there were working LV Shorts erected, all working LV Shorts have been removed.
- I and all persons under my control will regard the electrical equipment nominated on this Clearance to Work as being alive.

Recipient (sgd) ..... Print name ..... Time ..... Date .....

Final Cancellation by Operator (sgd) ..... Print name ..... Time ..... Date .....

**Comments –**    LV Short No. 1 at pole "x" removed  
                           LV Short No. 2 at pole "y" removed

**Figure 1 - Example of comments on LV Shorts form**

If you have questions regarding this clarification, please email [electricalsafetyrules@ausgrid.com.au](mailto:electricalsafetyrules@ausgrid.com.au).

**Ausgrid**  
**Electrical Safety & Compliance**