

## EEA Workshop

Jarrold Bowler (Chair)



Our goal is to drive material and sustainable improvement in health and safety for employees, contractors and members of the public across the electricity industry

- The StayLive initiative has seen competitor companies come together to pool their resources for the improved health and safety of the industry.
- The group meets formally every six weeks and the working group leaders give updates on the current initiatives.
- Where working groups are able to come to agreement on common approaches, guidelines are prepared for the industry.



## Working Groups/Guidelines

Update



### Working Groups

Critical Risk  
Emergency Response  
Fitness for Work  
Process Safety  
**StayLive Competency Card**

### Guidelines

Confined Space Management  
Prequalification for Contractors  
**Training and Competency**  
Work Control Procedures  
Working Alone

## Training and Competency

### introduction



The quality and consistency of training and competency assessment across the industry has been found to be highly variable. Training records are being used as a surrogate for competency and as such at times we are having workers turn up on sites with limited experience and/or skills.

To address these concerns StayLive has developed a new competency based framework, called **Work Ready/Work Capable**. Key components of the framework include:

- Roles and accountabilities
- Work Ready/Work Capable process
- Competency matrix
- Competency assessment criteria

A key part of delivering Work Ready/Work Capable is the development of a tool to enable the effective capture of training and competency records. To achieve this StayLive has partnered with IndustrySmart to develop the **StayLive Competency Card**.

## Training and Competency

### roles and accountabilities



#### StayLive

- Process control
- Competency verification process moderation

#### Employer

- Authorisation of work capable
- Cost of training

#### Asset Owner

- Endorsement of work capable
- Process moderation

#### Individual

- Keeping competencies valid and records up to date to provide a true and accurate reflection of the individuals competency.

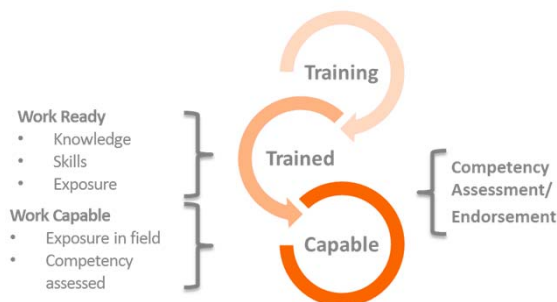
## Training and Competency

### work ready/work capable



**Work Ready** = Has been on a training course and has some knowledge/skills

**Work Capable** = Work Ready, + field experience and competency assessed

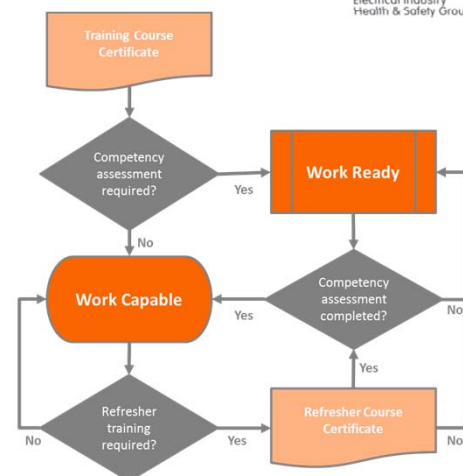


## Training and Competency

### work ready/work capable



- Competency criteria are based on "on-the-job" experience statements
- Competency assessments may be simulated and may contain task or role exposure
- Individual (SME) assessing competence must be at a **Work Capable** level
- Before anyone works unsupervised on an electricity generation site they must first be assessed as being **Work Capable**
- Assessment of competency is an employer responsibility (see Competency Assessment Criteria for details)
- Some training (e.g. First Aid/CPR) doesn't require "on-the-job" competency assessment, rather the individual will be deemed competent after completing the necessary course (see Competency Matrix for details).



## Training and Competency

### competency matrix



The StayLive competency matrix covers only competencies that are common to members. There are additional trade-specific and technical competencies essential for different types of work on generation sites. The matrix is divided into four categories:

#### General Site Access

- This is controlled by the Asset Owner and will generally be in accordance with GPG401 (hyperlink TBC)

#### Switchyard Access

- In accordance with Transpower Restricted Area Access

#### Work Controls

- Based on the StayLive Work Controls Guideline (see [StayLive.nz](http://StayLive.nz) for details)

#### Task or Equipment Specific

- Common to industry participants (not an exhaustive list)

Competence	Work Ready	Work Capable	Role Requirement
Basic life support/First Aid		☑	
Generic Induction		☑	
Specific Induction		☑	
Transpower RAE	☑	☑	Role specific
AP/TP/WAC	☑	☑	Role specific for "working under", "recipient", "issuer", and "supervisor"
Task/Equipment Specific	☑	☑ Some	

Find the latest matrix at:

[www.staylive.nz](http://www.staylive.nz)

## Training and Competency

### evidence of competency



StayLive recommends that individuals capture evidence of learning while they work. This evidence can then be used to support competency assessments. Possible opportunities are described below:

#### PLAN

Anticipate learning and experience outcomes while you are planning your work and build them into your work plan

#### DO

While carrying out the work get a "Work Capable" person to assess your competency

#### CAPTURE

Either during or immediately following completion of the job, capture your learnings

#### REVIEW

Reflect on what you have learnt or are still yet to learn and if necessary consider how you can capture information about your competence at the next possible opportunity and build it into the work plan

Find competency criteria at:

[www.staylive.nz](http://www.staylive.nz)

## StayLive Competency Card

### introduction



A key part of delivering the **Work Ready/Work Capable** framework for training and competency is the development of a tool to enable the effective digital capture of training and competency records. To achieve this StayLive has partnered with IndustrySmart to develop the **StayLive Competency Card**. It is anticipated that this solution will replace the Green Competency Passbook with a more complete, interactive, and accurate tool for tracking an individual's training records and competencies.



## StayLive Competency Card

### benefits



The StayLive Competency Card, is built on a portable, secure and efficient digital platform that will:

- provide a robust tool for holding information, that can be also accessed on-line;
- enable training records be captured at the time of training;
- optimise the capture and processing of training and competency records;
- enable competency endorsements to be uploaded by the individuals employer and enable endorsement of competency by asset owners;
- improve security controls;
- automated expiry notifications;
- enable the digital transfer of training and competency information into other IT systems, such as learning management systems, site security systems and work controls systems.



## StayLive Competency Card

### working group



Jarrold Bowler (Lead)	Mercury
Colin Stevens	Contact
Gary Thomas	Mercury
Gareth Finlay	Genesis Energy
Tammy Mackay	Meridian
Peter Coyle	EEA
Anthony Ainsworth	Transpower
Steve Hutchinson	Trustpower
Jono Laity	IndustrySmart



## StayLive Competency Card

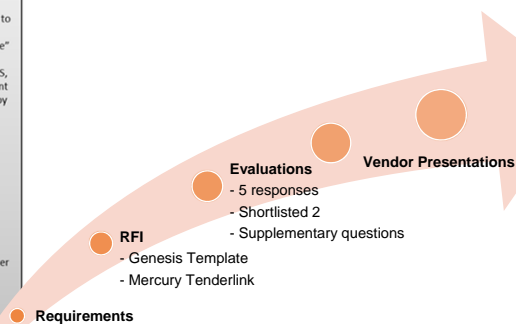
### vendor selection



The working group developed solution requirements before going out to market with a Request for Information (RFI). The process is depicted below with IndustrySmart becoming the successful vendor.

**Solution Requirements:**

- Replace Green Book with a smart solution
- Centralised database with ability to upload/output data to multiple pre-defined parties – ability to link into LMS's
- Differentiate between "Work Ready" and "Work Capable" – noting that industry wide endorsement principles/criteria will be developed in parallel to a SGBS, then possibly integrated as part of a Stage II development
- Endorsement to be captured at 2 levels (administered by industry):
  - Employer (staff and contractors)
  - Industry
- Competency expiry notification
- Unit standards that the individual has been trained to, including: course title, training provider, date of issue, date of expiry
- Defined administration control
- Privacy, security and data ownership controls
- Solution needs to be scalable
- Cost effective
- Business continuity (i.e. manage risk of provider no longer being able to supply service)
- Solution has to be able to be used in remote locations with an "off-line" mode
- Personal ID, with photo
- StayLive Branded
- APP and/or Smart Card based
- Run on an Android or Apple platform



## StayLive Competency Card

### work programme



StayLive are presently working with IndustrySmart on a programme of work to develop the card to a point when it can be rolled-out to users across the industry. This is a 5 step programme:

1. **Proof of Concept (Complete)**
2. **Proof of Process (In progress)**
  - **Pilot the Solution**
  - **Information Systems Integration**
3. **Integration of StayLive Work Ready/Work Capable Process (TBC)**
4. **User Acceptance Testing**
5. **Roll-out – Incl. comms**

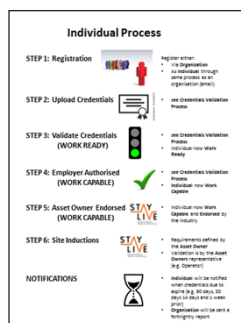


## StayLive Competency Card

### proof of process



Following the successful **Proof of Concept** the next step was to assess how individuals and organisations would work with the card by testing the supporting processes, called the **Proof of Process**. First, each of the processes were mapped (e.g. Individual Process below). Each process was then tested in the field, with responses collated using both survey monkey and via one on one discussions.



Contact's Wairakei Power Station was chosen as the site for undertaking the **Proof of Process**. Between 80 and 100 participants took part in this step, made up of a selection of both contractors and staff, with a mix of field, technical and office based skills.

The participants worked through each process, providing valuable feedback on the functionality of the card and the supporting processes. Initial feedback has been received, with the **Proof of Process** was completed in August 2017.



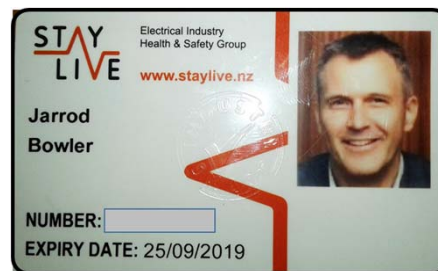
## StayLive Competency Card

### next steps



Following the successful completion of the **Proof of Process** an industry-wide Information Technology forum will be held identify integration opportunities and potential challenges.

We have been very careful not to get ahead of ourselves and over promise a solution until it has been rigorously tested in an operational environment. So far things are looking promising and we will keep you up to date on progress via StayLive.nz.



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Our goal is to drive material and sustainable improvement in health and safety for employees, contractors and members of the public across the electricity industry

ABOUT US

<p><b>Latest Safety Alerts</b></p> <p><b>Scaffolding erected within the MAD</b> Work was stopped when scaffolding erected to access the HV bushings of T4 was found to be 2.7 metres away from the live T3 220kV bushing. <a href="#">Read more...</a></p> <p><b>Crane Rigging Failure</b> Whilst lifting a structural steel frame one of two soft slings fixed to the head of the</p>	<p><b>Latest News from Working Groups</b></p> <p><b>StayLive Competency Card</b> The first steps have been made for the development of the StayLive Competency Card to replace the old Green Competence Passbook. <a href="#">Read more...</a></p> <p><b>Process Safety</b></p>	<p><b>Latest Updates of Guidelines</b></p> <p><b>Work Control Procedures</b> The second edition of the StayLive Generation Plant Work Control Procedures was issued in June 2017 and is now available via the link below. The working group will re-convene in November to plan the 2018 edition review process. <a href="#">Read more...</a></p>
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