

# Training Protocols for External Learners/Trainers/Visitors



To be able to complete your training you **must** adhere to the below protocols;

1. You must provide a signed COVID 19 health declaration form to Ausgrid, either to reception at our Silverwater Learning Centre, or with one of our trainers at our other learning centres.
2. You must download the Service NSW app prior to attending training.
3. Supply your own face mask. It is highly recommended you wear one while on our premises.
4. During breaks please maintain social distancing (1.5 metres)
5. You are not permitted to enter any other training room other than the one your training is scheduled in.

**Upon arrival at the Learning Centre:**

1. You must;
  - a. **Use hand sanitiser** provided prior to signing in.
  - b. Check in as 'COVID-19 safe' through the Service NSW app. The relevant QR codes are available onsite.
  - c. After signing in, and getting your pass, use the hand sanitizer provided.
2. It is highly recommended you wear a face mask while at the facility

**At the beginning of the session:**

1. Before training commences, you must;
  - a. **Not enter the training room.** Wait outside the room for the trainer (keeping the 1.5 metre social distance protocols in place).
  - b. **Wash your hands** for at least 20 seconds with soap and water as directed by the trainer and return to the room where you shall use hand sanitiser upon entering.
  - c. If you leave the room, wash your hands before re-entering and use hand sanitiser upon entering the room.
  - d. **Sit in the spaces allocated by the trainer**– remaining 1.5 metres away from each other.

**Requirements during the training:**

1. While in training, you must;
  - a. **Not share resources** under any circumstances, (technology, paperwork, stationary etc).
  - b. **Provide your own stationary** (pens, highlighters etc).

**Non-Ausgrid  
Visitors**



**Please check in before  
entering our premises**

We're helping keep our community safe  
with contactless check-in



It's easy to check in

- 1 Download the Service NSW app
- 2 In the app, select 'COVID Safe Check-in'
- 3 Follow the prompts
- 4 Show a staff member that you've signed in.

We respect your privacy

When you scan the QR code, the only personal information sent to Service NSW is your Customer ID, the location of the business you are visiting, time and the date of your visit. The business will not see or collect this information and it will only be used for contact tracing. We only keep this information for 28 days unless required for contact tracing related to a COVID-19 hotspot. Please refer to the collection notice in the app for more information.



- c. **Supply your own PPE** – please refer to the table below. Where PPE is not required you must wear appropriate clothing and close toed shoes.

Course	PPE Requirements
Substation Entry	ARC Rated clothing, Nitrile gloves, Safety glasses, Hard hat, Safety boots
Disconnect/Reconnect	ARC Rated clothing, Nitrile gloves, Safety glasses, Hard hat, Face shield, LV Working gloves, Safety boots

**Requirements for the end of training;**

1. At the end of training, you must;
  - a. Ensure that all your paperwork and assessments are left on the desk for the trainer to collect.
  - b. Take all belongings with you.
  - c. Hand sanitise before and after signing out and returning your pass.
  - d. If you have chosen to wear a face mask you can remove it only once you have exited the facility.