



## Network Access Worker Declaration Form

Please complete required fields, sign and email to [oriontraining@oriongroup.co.nz](mailto:oriontraining@oriongroup.co.nz)

Employee's Full Name \_\_\_\_\_ Orion competency number (if known) \_\_\_\_\_

Employer \_\_\_\_\_ EWRB number (if applicable) \_\_\_\_\_

### Applicant Disclosure Statement

	Yes	No
Have you ever had an employment drug and alcohol test that resulted in a positive test result?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been dismissed from your employment because of serious misconduct?	<input type="checkbox"/>	<input type="checkbox"/>

If yes to either question above please provide details.

Note: Previous drug and alcohol or serious misconduct issues may result in Orion refusing permission to access the network, or may require your employer to take steps to ensure that you remain drug free and in a fit state to safely carry out work at all times. This will include a requirement to demonstrate rehabilitation has been successful, to undergo random testing, and any other measures agreed to by Orion and your employer. If previous serious misconduct or drug and alcohol abuse is not disclosed and subsequently discovered you will be permanently denied access to the Orion network.

I \_\_\_\_\_ understand and will abide by the terms and conditions below.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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### Competency Certificate Terms and Conditions

1. The worker must, at all times, have the required current Orion competencies and/or electrical registrations required to hold the certificate, to be able to identify themselves using their certificate number and photo ID if requested by Orion, and must be in a fit state to carry out any work required on the Orion network.
2. Orion may require a full face photograph of certificate holders for identification purposes. Such photographs will be held on file within Orion and will only be used for this purpose.
3. An Orion Certificate of Competence ("Certificate") identifies the Orion competencies and access permissions for workers working on or near its Network. It is a key part of the overall competence/qualifications required by Orion for workers carrying out work safely. The Certificate is issued subject to Orion competency course criteria being met, and all work meeting the relevant requirements of the current versions of the following documents:
  - (a) SM-EI Parts 1, 2 and 3
  - (b) The Health and Safety at Work Act 2015
  - (c) The Health and Safety at Work Regulations
  - (d) Relevant Work Safe Approved Codes of Practices;

- (e) The Electricity Act 1992;
  - (f) The Electricity (Safety) Regulations 2010; and
  - (g) NW21.07.05 Network Access and Operating Competencies Standard
  - (h) NW21.07.03 Personal Protective Equipment
  - (i) Any other relevant Orion, electricity industry or employer's health and safety documentation and work requirements.
4. For all work on or near low voltage or high voltage equipment workers must have the necessary skills, training and experience to do the work safely, and to be able to identify and control hazards found at these sites, or be under direct and continuous supervision. For electrical work training will also include:
    - (a) Electrical registration with a current practising licence, or working under an employer's licence;
    - (b) Having current refresher training in CPR and first aid; and
    - (c) Having current documented training and assessment of specific work skills (i.e. climbing poles, pole inspection, etc.).
  5. The worker is required to ensure that all competencies required for work on the Orion network remain current. In some instances, additional Orion network operations safety training may be required to assist the worker with certain aspects of work competency. Orion reserves its right to require a worker to undertake further training to work on its Network, if it is deemed necessary.
  6. The worker is permitted to access without supervision only those areas of the Orion network that are included on the worker's competency certificate. During such access the worker must ensure that site security is maintained at all times, that the public are protected from any hazards that the work may create, and all sites are left secure when leaving.
  7. This form must be fully and accurately completed by the person signing. Any incomplete or incorrect information provided in this form may result in the Certificate being suspended or revoked, subject to clause 8 below.
  8. Orion has the right to either suspend or revoke the Certificate at any time, depending on the seriousness of the worker's actions, in the following circumstances:
    - (a) Where there is a serious or repeated breach of health and safety requirements;
    - (b) Where there is an issue of deliberate damage to any property;
    - (c) Where the worker is not employed by or contracting to a principle working on the Orion Network;
    - (d) Where the worker is undertaking work not permitted by the Certificate (e.g. Operating high voltage work);
    - (e) Where the worker is accessing an area not permitted by the Certificate (i.e., a kiosk, substation, or switchyards);
    - (f) Where there is any conflict of interest with Orion;
    - (g) Any unauthorised, negligent, wilful or unprofessional use of the Certificate by the worker; and
    - (h) Any other reasonable circumstances in which Orion deems it is appropriate to either suspend or revoke the Certificate.
  9. When Orion suspends or revokes the Certificate, the worker must immediately return any Orion ID card and/or keys, tools and/or Orion equipment (e.g. earths) to Orion.
  10. The suspension of the Certificate in any of the above circumstances will be automatic, and will be subsequently confirmed by Orion to the employer in writing.
  11. A Certificate revoked for any of the above circumstances will only take place after the employer has been fully advised in writing by Orion as to its concerns (within 7 days), the employer has had the right to respond to these concerns in writing (within 7 days), and a decision is made in writing by Orion (within 7 days).
  12. To reactivate a suspended Certificate, the worker's employer or principal must apply to Orion in writing, specifying what measures have been taken to correct the cause of the suspension as well as the areas in which the worker requires the Certificate, any distance requirements and work authority needed. Orion reserves its right absolutely to lift the suspension and/or require further training, evidence or conditions upon its reinstatement.
  13. A worker who has had his/her Certificate revoked by Orion for any of the above reasons, will have the right to reapply for a Certificate only after completing further training and assessment. Orion may, at its absolute discretion, determine whether to allow the worker the right to attend further training and/or have a new Certificate granted to them in such circumstances.
  14. Orion's Certificate is provided to the worker on the above terms and conditions. The completion of the section below by the worker applying for a Certificate will be deemed as understanding and acceptance of the above terms and conditions by the worker.