

Guide

eNotice electrical logbook for mine sites

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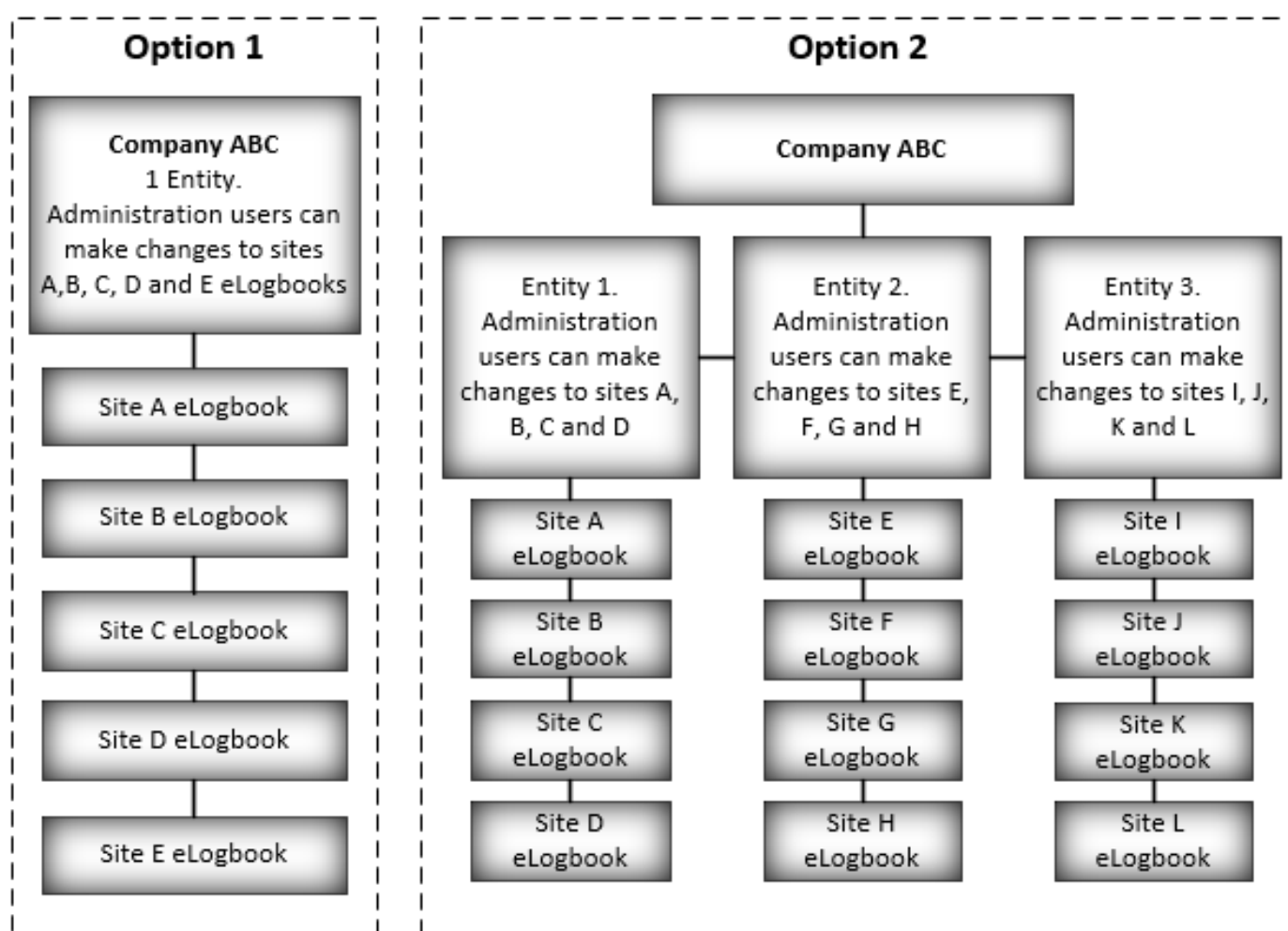
eNotice electrical logbook

eNotice electrical logbook supports compliance with the Electricity (Licensing) Regulations 1991 (E(L)R 1991), and the Work Health and Safety (Mines) Regulations 2022 (WHS(M)R 2022), by allowing owner controlled online recording of incidents, electrical installing work and inspection/test records at mine sites into the electrical logbook.

Logbook Entity setup options

Before applying for an eNotice electrical logbook, consider how to structure your eLogbook. The diagrams below illustrate your options.

- **Option 1.** One eNotice electrical logbook Entity application
- **Option 2.** Unrestricted eNotice electrical logbook Entity applications



Request logbook access

An application can be made by visiting the [Using electrical eNotice](#) webpage. Under the heading Electrical Logbook for mine sites, select Request logbook access. You will be then asked to provide online details.

The screenshot shows a web form titled "Request access to eLogbook". The form contains several input fields with asterisks indicating they are required. Annotations with arrows point to specific fields to provide context:

- Entity Name ***: Annotated with "The Entity name is the Mine Operator."
- ABN/ACN ***: Annotated with "This is the ABN/ACN of the Mine Operator."
- Site Name**: Annotated with "The site name is specific to your location."
- First Name ***: Annotated with "The applicant can be the Mine Operator, electrical area supervisor or other person authorised to apply for an eNotice Electrical Logbook on behalf of the Mine Operator."
- Email Address ***: Annotated with "The applicant can be the Mine Operator, electrical area supervisor or other person authorised to apply for an eNotice Electrical Logbook on behalf of the Mine Operator."

Other form elements include:

- Additional Text**: A large text area for extra information.
- Submit**: A blue button at the bottom right.

Annotations on the left side of the form:

- "Restricting an entities admin user access can be achieved by multiple applications for access." points to the form title.
- "Add any additional text and click submit." points to the Additional Text field.

Administrator login

Using the login ID and password received in your registration email, access the eNotice Login [webpage](#) and login.

Welcome to eNotice
Building and Energy Division

User ID *
Licence number followed by initials
eg. GF123AB, PL123AB, EW123AB, EC123AB

Password * Show Password

Please note that you need to register / login under each of your licences.

Login

OR

Register for eNotice

The Administrator user id and password are the details that have been registered with DEMIRS.

All mandatory fields are identified by the shaded area and the red asterisk *

Once logged in, you will be directed to a main menu. Located in the menu is an option to “Change Password”. It is strongly recommended that you change your password to a more secure and personalised one to ensure your account is protected from unauthorised access.

Administration user management

There are 3 levels of administration user access:

- User Management – Allows administrative changes to be made.
- View Logbooks – Allows view only access.
- Review Logbooks – Allows viewing and the ability to acknowledge/comment on entries.

Restricting logbook administration access can be achieved by one logbook application.

Restricting many administration users access to your logbooks can be achieved by multiple ‘Request access to eLogbook’ applications.

Search Criteria

Name or Logon or Licence Number

User Role

All

Search

Electrical Workers with authority

No records found.

Add New Authority

Administration Users

Pilot Tester (ENMTWBKG) +
Example 1. Log book 2. User Management

Add New User

Back to Main Menu

From the Main Menu, select User Management

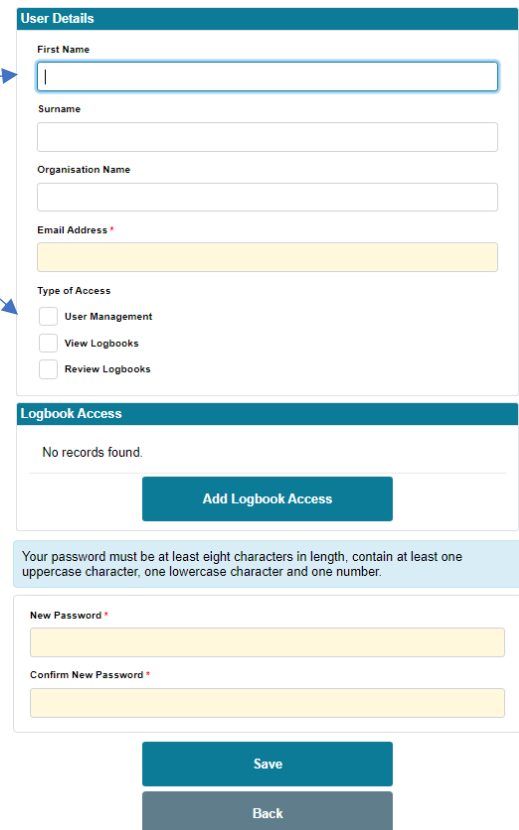
Select Add New User under the Administration User heading

Contact the Building and Energy help line for assistance in complex entity applications.

Enter the User Details and Type of access.

Generate a password for the new administrator user. Once saved, their Login ID will be available from the list of administrators on the User Management page. Securely provide the Login ID and password to the new administration user.

It is strongly recommended that the new user changes their password to a more secure and personalised password as soon as possible to ensure their account is protected from any unauthorised access.



The form is titled 'User Details' and contains several input fields: 'First Name', 'Surname', 'Organisation Name', and 'Email Address *'. Below these is a 'Type of Access' section with three checkboxes: 'User Management', 'View Logbooks', and 'Review Logbooks'. A 'Logbook Access' section follows, stating 'No records found.' and featuring an 'Add Logbook Access' button. A password requirement message states: 'Your password must be at least eight characters in length, contain at least one uppercase character, one lowercase character and one number.' Below this are 'New Password *' and 'Confirm New Password *' fields. At the bottom are 'Save' and 'Back' buttons. Two blue arrows point from the text 'Enter the User Details and Type of access.' to the 'First Name' and 'Type of Access' sections respectively.

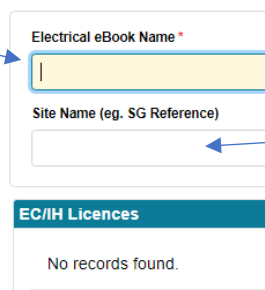
Create a logbook

Once logged in as an administrator, create a logbook by selecting Main Menu - My Electrical Logbooks, and using the Add button at the bottom of the page.

Name your electrical logbook to suit the area, location, or purpose.

One book may be enough, or multiple books can be created. Once named, click save.

You have now created a logbook.



The form has two main sections. The top section is for naming the logbook, with fields for 'Electrical eBook Name *' and 'Site Name (eg. SG Reference)'. The bottom section is titled 'EC/IH Licences' and shows 'No records found.' A blue arrow points from the text 'Name your electrical logbook...' to the 'Electrical eBook Name *' field.

The SG reference is your WorkSafe site name.

Add and edit IH/EC licence's

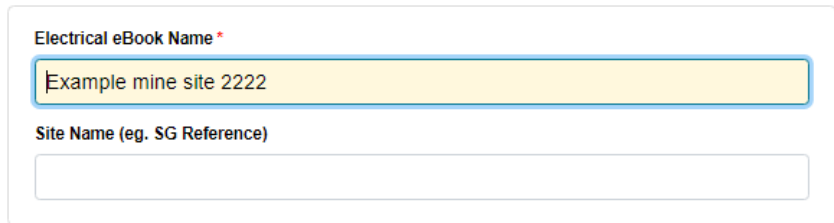
From the Main Menu, select My Electrical logbooks and use the edit button under the relevant electrical logbook to be edited.

By selecting the edit icon, changes to the logbook can be made including the addition of an EC/IH.

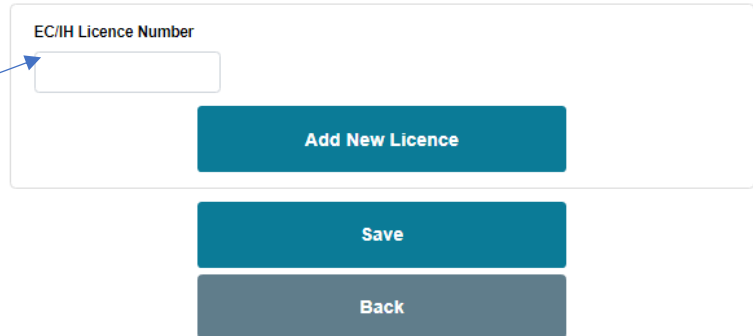


The card is titled 'Logbook 1' and shows 'Site 1' with the creation details 'Created by ENMTWB1 on 12/01/2024 12:47 PM'. Below this is a row of four icons: a pencil (edit), a download arrow, a person (users), and a red circle with an 'X' (delete). A blue arrow points from the text 'By selecting the edit icon...' to the pencil icon.

The Logbook name can be changed, and a Site Name (SG Reference) can be entered or edited.



Enter the details of the IH or EC number and click Add New Licence.



An IH or EC can be deleted by selecting the adjacent red cross. You will be prompted to confirm you want to delete the licence.

Add an electrical worker with authority

All Electrical Workers with authority use their own eNotice login id to make entries into the logbook. See [Registration and setting up your account | Department of Energy, Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](https://www.commerce.wa.gov.au/Registration-and-setting-up-your-account)

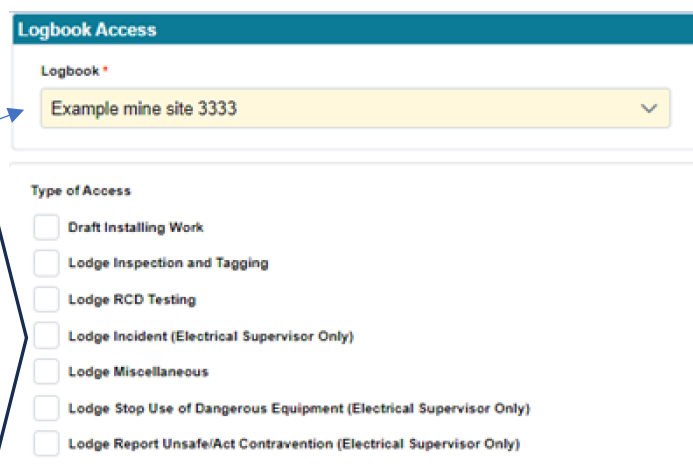
An administrator login is required to add an electrical worker with authority. An electrical worker with authority can only access and enter information in logbooks dependent on the access granted.

To add a new electrical worker with authority, from the Main Menu select User Management. Under the heading Electrical Workers with authority, select Add New Authority.

Enter the Electrical Workers eNotice login ID and select Add Logbook Access.

Select the relevant logbook from the dropdown menu that you are providing access.

Select the type of access being granted.



The Electrical Worker with Authority will now be able to see an option in their eNotice login main menu, “New Electrical Logbook Entry”, and be make entries as authorised.

New logbook entries

Login with your eNotice id. From the Main Menu select New Electrical logbook Entry.

Select the Electrical logbook name and the Book Entry Type. The options available will be dependent on the access provided by the Administration User during the setting up of the Electrical Worker with Authorities access.

Select the type of entry that you want to record.

Entity *

Electrical eBook Name *

Book Entry Type *

RCD Testing WHS(M)R r 165

Inspection and Tagging of Equipment WHS(M)R r 150

Installing Work ELR r 3(1), r 52

Miscellaneous work

RCD Testing WHS(M)R r 165

Date work completed *

5/11/2024

Where work was performed

Main Workshop

Description of work carried out *

Testing of all RCD's on SW Board 03-SWB-02. |

Inspection test results *

All test results are saved in J:\Users\Elec\TestResults\RCD

Provide the required information to record the details of the work carried out.

Provide a description of the work carried out.

In all entries, test results or a reference to the location of the records can be entered.

Who carried out the work *

None.

EW Licence Number

First Name

Surname

Occupation

Add Person

Attachments (optional)



Upload

Drop Files Here

Note: Multiple files can be uploaded.

☐ Certification by electrical contractor or in-house nominee that the electrical installing work has been checked and tested and the work meets the requirements of the Electricity (Licensing) Regulations 1991.

Lodge

Enter the EW number or the details of the person authorised to carry out the work.

EW details or the details of the person/s who carried out the work can be entered without registering for eNotice.

Relevant testing documentation, copies of notes etc. can be uploaded here. File types of JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX are all compatible.

Electrical installing work entry

From the main menu select new logbook entry.

Select the details relevant to the entity the work was carried out for.

Select the relevant Logbook for the electrical installing work.

From the Book Entry Type drop-down, select Electrical Installing Work.

Select the relevant EC or IH Licence the work was carried out under.

A personal book reference (i.e. a Work Order) may be referred to. This function is useful when downloading and searching entries.

This screenshot shows the top portion of a web form. It contains five dropdown menus, each with a red asterisk indicating it is a required field. The fields are labeled 'Entity', 'Electrical eBook Name', 'Book Entry Type', and 'EC/IH Licence'. Each dropdown menu currently displays 'Select...'. Below these is a text input field labeled 'Book Reference', which is highlighted by a blue arrow pointing from the text on the left.

Record the details of the electrical installing work.

The of date the electrical.

Provide a description. This may include a reference to a file location for larger installations.

Relevant testing documentation, copies of notes etc. can be uploaded here. File types of JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX are all compatible.

By entering the NOC and ESC numbers, search, review, and acknowledgement entries are made easier.

This screenshot shows the bottom portion of the web form. It includes a date picker for 'Date work completed', a text field for 'Where work was performed', a large text area for 'Description of work carried out', and another large text area for 'Inspection test results'. At the bottom are two text input fields for 'NOC number' and 'ESC number'. Blue arrows point from the text on the left to the date picker, the description text area, the inspection test results text area, and the NOC/ESC number fields.

Individual and additional electrical workers can be added. They do not need to be registered in eNotice.

Relevant testing documentation, copies of notes etc. can be uploaded here. File types of JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX are all compatible.

After the electrical installing work details have been added, select the relevant Nominee to notify of the installing work entry. Select Notify Nominee and an email will be sent.

The screenshot shows a web form with the following sections:

- Who carried out the work ***: A text input field with "None." entered.
- EW Licence Number**: An empty text input field.
- Add Person**: A blue button.
- Attachments (optional)**: A section with an "Upload" button and a "Drop Files Here" area. A note below says "Note: Multiple files can be uploaded."
- Notify Nominee**: A section with a "Nominee" dropdown menu showing "Select..." and a blue "Notify Nominee" button.
- Save Draft**: A grey button.
- Back**: A grey button.

A blue arrow points from the text "Select the relevant Nominee to notify of the installing work entry." to the "Notify Nominee" button.

Electrical supervisor entries

Work Health and Safety (Mines) Regulation 2022, schedule 26 cl 5(3) requires the recording of instances that have been reported to the mine operator including:

- Investigating and reporting to the site senior executive or exploration manager details of electric shock, fire or dangerous occurrence involving electricity. WHS(M)R 2022 sch 26, cl 5(3)(g)(i), (ii) and (iii).
- Reporting to the site senior executive or exploration manager any situation which may affect the safe use of electricity or contravene the Act. WHS(M)R 2022 sch 26, cl 5(3)(f)
- Stopping use of equipment considered to be dangerous. WHS(M)R 2022, sch 26, cl 5(3)(e)

Only electrical supervisor entries satisfy the requirements of Work Health and Safety (Mines) Regulation 2022, r. 641C (a) and (b) (iv) and (v).

Only electrical supervisors should have access to document such entries.

Viewing entries and editing logbooks

From the main menu, select My Electrical Logbooks and use the edit icon.

The icons available under each logbook allow editing, downloading of eBook entries, Downloading of eBook users and the deletion of a logbook.

The screenshot shows a logbook entry for "Crushing Plant". It includes the text "Created by Albert Tester on 13/11/2024 08:21 AM" and four icons: a document icon, a download arrow icon, a person icon, and a red X icon.

Logbooks can be edited to change their name, enter a site name and to add or delete EW/EC and IH licences.

Review and acknowledge Logbook entries

With authorisation provided to review and acknowledge entries, each entry can be individually viewed and commented on, or alternatively multiple entries can be acknowledged at the same time.

Multiple entries can be selected using the selection box.

Once the entry has been reviewed, the selection box will not be available.

Individual entries can be viewed using the Review icon. Review comments can be added from here.

The screenshot displays a web interface for managing logbook entries. At the top is a 'Search Criteria' bar with a plus icon. Below it are three entry cards:

- Electrical eBook Entry EB84 (Submitted)**
Inspection and Tagging of Equipment WHS(MJR r 150
Example mine site 2222
Work Completed 11/11/2024
aaa
Lodged by Peter RIO Cox Tester on 11/11/2024 12:06 PM
- Electrical eBook Entry EB83 (Processed) -**
Installing Work ELR r 3(1), r 52
Example mine site 2222
TEST-241106085828
Work Completed 6/11/2024
TEST WORK LOCATION
TEST WORK DESCRIPTION
Lodged by James Moles on 6/11/2024 08:59 AM
- Electrical eBook Entry EB82 (Processed) -**
Installing Work ELR r 3(1), r 52
Example mine site 2222
TEST-241106085651
Work Completed 6/11/2024
TEST WORK LOCATION
TEST WORK DESCRIPTION
Lodged by James Moles on 6/11/2024 08:57 AM

Arrows from the text on the left indicate the following interactions:

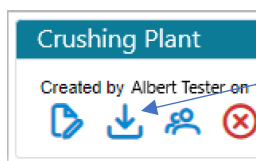
- Selection box in the first entry (EB84).
- Review icon (document with magnifying glass) in the second entry (EB83).
- Review icon and the text area below it in the third entry (EB82).

Comments and the acknowledgement will also be available to view in the spreadsheet once entered and saved.

Download logbook history

Authorised users can download a spreadsheet of logbook entries.

From the main menu, select my electrical logbooks and use the export icon to download logbook entries.



Export icon.

The selected logbook will be available for download.

Search criteria can be minimised further by entering details in the selectable fields.

Search Criteria

Electrical eBook
Select...

EC/IH Licence
Select...

eBook Entry Type
Select...

Incident/Work Completed From
[Text Input] [Calendar Icon]

Incident/Work Completed To
[Text Input] [Calendar Icon]

eBook Reference
[Text Input]

Search

Available logbook user access	Types of eNotice Electrical Logbook users.						
Available entry type.	Competent worker	Electrical Supervisor	Electrical Worker	In-house/ EC	Mine Operator	Network-Operator Electrical-Inspector	Resource Safety Inspector
Details of the most recent RCD tests carried out under regulation 165 of in use residual current devices WHS(M)R 2022 r. 641C. (b)(ii).	X	X	X	X			
Draft electrical installing work entry.		X	X	X			
Inspection and testing of electrical equipment WHS(M)R 2022 r. 641C. (b)(i).	X	X	X	X			
Investigating and reporting to the site senior executive or exploration manager details of electric shock, fire or dangerous occurrence involving electricity. WHS(M)R 2022 sch 26, cl 5(3)(g)(i), (ii) and (iii).		X					
Lodge Electrical installing work (as defined in <i>the</i> Electricity (Licensing) Regulations 1991 regulation 3(1)) carried out at the mine WHS(M)R 2022 r. 641C(b)(iii).				X			
Reporting to the site senior executive or exploration manager any situation which may affect the safe use of electricity or contravene the Act. WHS(M)R 2022 sch 26, cl 5(3)(f).		X					
Stopping use of equipment considered to be dangerous. WHS(M)R 2022, sch 26, cl 5(3)(e).		X					
View eNotice Electrical Logbook entries.	X	X	X	X	X	X	X
Review, acknowledge and comment on eNotice Electrical Logbook entries.		X		X	X		