Wednesday 6 December 2023

OIA IRO-517
Name: [redacted]
Email: [redacted]@triplexconsulting.co.nz

Kia ora [redacted]

Official information request regarding Maungaraki Road Pumpstation.

Thank you for your official information request dated Monday 30 October 2023.

We have considered your request in accordance with the Local Government Official Information and Meetings Act 1987 (the Act) and determined that we are able to grant your request in part.

Please see our responses to your questions in the Appendix of this letter.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Ngā mihi,

[redacted]
Head of Customer Experience

Appendix

Question One: All internal correspondence, meeting notes, notebook entries and other records relating to internal health and safety discussions relating to the pumping station opposite 245 Maungaraki Road.

Answer…

This information is not held. Declined in Accordance with Section 17(g) of the Act.

Question Two: All risk assessments, including internal correspondence, meeting records, notebook entries and any other records relating to risks associated with staff health and safety relating to the pumping station opposite 245 Maungaraki Road.

Answer…

Please see the Risk Assessment and Risk Control Plan attached in our email to you.

Question Three: Copies of all risk assessment relating to potential spillage of contaminants from the pumping station opposite 245 Maungaraki Road.

Answer…

We have not had a spillage. Declined in Accordance with Section 17(g) of the Act.

Question Four: All applicable standards and guidance notes relating to spill containment.

Answer…

Please see a copy of the 'Sanitary Form' and' Overflow Form' in our email to you. Some information has been redacted in accordance with Section 7(2)(a) of the Act as it is private information.

Question Five: Copies of all safe work method statements, or other procedures, applicable to maintenance, repair or replacement of equipment in full or in part applicable to the pumping station opposite 245 Maungaraki Road.

Answer…

Please see the following documents attached in our email to you:

1. OIA IRO-517 – BD WWA-PM.002.06 - Waste and Storm Pump Annual Inspection
2. OIA IRO-517 – bd WWA-PM.002.07 - Wetwells Inspect Maint
3. OIA IRO-517 – General Inspection_Pump station Maintenance
4. OIA IRO-517 – Pump Faults Lift and Clear Blocked Pump

Question Six: Copies of all health and safety policies and procedures relating to slips, trips and falls, working with contaminants, and manual handling.

Answer…

Please see the following documents attached in our email to you:

1. OIA IRO-517 - Water Ways Manual Handling
2. OIA IRO-517 - ConstructSafe Training Guide
3. OIA IRO-517 - Disinfection DW Network Repair

Question Seven: Copies of any budget estimates, cost worksheets, internal correspondence and any other records relating to potential upgrade, beautification, or risk mitigation work relating to the pumping station opposite 245 Maungaraki Road.

Answer…

Budgets are spread across all pumpstations but not for beautification and/or for specific pumpstations. Declined in accordance with Section 17(g) of the Act.

Question Eight: Copies of all emails, phone records, or any other internal correspondence relating to contract expenditure, or attempting to identify contractor expenditure, relating to the pumping station opposite 245 Maungaraki Road.

Answer…

No information held. Declined in accordance with Section 17(g) of the Act.

Question Nine: Copies of any engineering standards relating to bearing weight of structures adjacent to pumping stations.

Answer…

There are no specific engineering standards in relation to the bearing weight of structure adjacent to pump stations**.** Declined in accordance with Section 17(g) of the Act.

Question Ten: Axle weights and point loading data on all Wellington Water, or contactor owned vehicles, used for the maintenance or modification of pumping stations. Specifications should include laden and unloaded weights, and identify specific data when the use of a jig, Hiab, A-frame or other lifting device is used.

Answer…

Please see "OIA IRO-517 - Axle weights" document in our email to you. Some information has been redacted in accordance with Section 7(2)(a) of the Act as it is private information.

Question Eleven: Copies of all emails, phone records, or any other correspondence between Wellington Water and Hutt City Council relating to the pumping station opposite 245 Maungaraki Road.

Answer…

No information held. Declined in accordance with Section 17(g) of the Act.

Question Twelve: Copies of all policy, procedures, guidance notes or any other material relating to beautification of Wellington Water facilities.

Answer…

There are no policies. Declined in accordance with Section 17(g) of the Act.

Question Thirteen: Copies of any policies or procedure relating to the generation of project plans and business cases, including any cost or complexity threshold information.

Answer…

Please see "OIA IRO-517 – Business Case Template" in our email to you. Note that this document is usually completed within Excel, and a version was PDF'd for the purposes of this request.

Question Fourteen: A chronological listing of any beautification works associated with any Wellington Water-controlled facilities within the Hutt City Council area.

Answer…

No information held. Declined in accordance with Section 17(e) of the Act.

Question Fifteen: Copies of all internal correspondence, guidance notes, policy documents and procedure documents relating to expenditure control.

Answer…

Wellington Water delivers wastewater pump station planned maintenance activities in accordance with the Preventative Planned Maintenance (PPM) scheduling tool. The tool schedules the required activities at each site and programs these according to funding allocated by client Councils.

A copy to the PPM Schedule for Hutt City Councils Wastewater Pumpstations is attached.

Document Owner: Manager Customer Planning

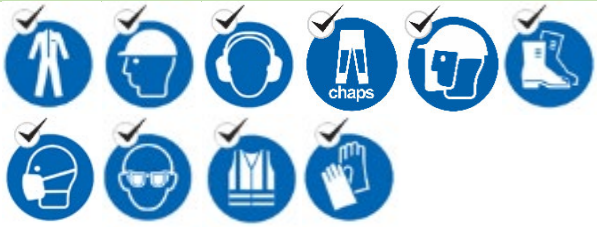
Pump(s) Inspection & Maintenance - Planned Maintenance

Planned maintenance procedures for pump inspection and maintenance at pump stations.

Health & Safety and Operational Information

Hazard Indictors

Personal Protection



Health and Safety Information

- Health and Safety documentation.
- Generic Traffic Management Plans or site-specific Traffic Management plan.
- Hazardous Waste
- Confined Space Entry

Operation's & Maintenance Documentation

- Corridor Access Requests (CAR) and WIP Permits (site specific or generic/global)
- Service plans (B4uDig)
- Design drawings & P&ID's
- Site plans

Customer Information (Confidential)

Priority Customer Categories

Emergency Procedure / Escalation

Emergency

- Make "Site Safe" and isolate risks to people or property with resources at hand

Escalate if extra resources required or problems occur!

- Escalate to Team Leader and inform of the issues faced and/or expected resources required if necessary.

Additional Documentation

Required Skills, Competencies (Qualifications and/or Certifications)

Registered Electrician.
Mechanical Fitter or Welder
Suitably qualified Engineer for assessments or certifications.

Wellington Water

Fulton Hogan

Document Owner: Manager Customer Planning

Pump(s) Inspection & Maintenance - Planned Maintenance

Standard Operating Procedure

Required Equipment

Equipment and Information	Details
Fully Equipped Vehicle	Ensure vehicle, plant, equipment and materials appropriate to the day's work schedule is available.
Specialist Equipment	Ensure specialist equipment required is available for utilisation.
Specialist Materials & Parts	Ensure you have loaded up all the required parts and materials required to undertake the maintenance work to be completed.
Vulnerable & Priority List	<As required – remove row if not required>
Specialist Contractor	> Certified Electrician for any electrical work. Suitably qualified engineer for any engineering assessments or certifications.

Prepare to do the work @52 Weeks

Action	Action Details
Pre Start Process	Complete the Daily Pre Start - Planning Reactive Maintenance - Include Hazard ID - Include Pre-Start Tailgate Meeting Undertake all tasks required in the Generic Planned Maintenance SOP.
Compliance	**Traffic Management Plan -** Where required, TMP to be in place prior to work starting. TMP to be accessible on site.

Perform the work

Action	Trade	Action Details
Inspect	**Mechanical Fitter or Welder**	Check pumps in manual operation. Switch pumps back to "Auto" Check pump and motor for excessive noise and vibration. Report any defects. Check Reflux Valve Operation Check Control System Operation Check Alarm System Operation Check for abnormal pump bearing temperatures. Grease bearings as required.
Record	**Mechanical Fitter or Welder**	Number of pump starts where counter is fitted. Pump run hours Motor Running Current (Amps) Unusual aspects of the station's operation noted during the visit (such as excessive pump starts, high motor current or abnormal run- hours). Engineer notified where the cause cannot be readily identified and resolved Record the following: • Pump flow testing • Drawdown in wetwell • Current draw of pump when possible
Maintenance	**Mechanical Fitter or Welder**	Maintenance. Change Duty Standby Sequence when applicable If submersible pump isolate pump and raise pump for inspection. Ensure lifting chains work freely. Check gland packing or mechanical seal for leakage. Repack packing as required. Report mechanical seal leakage Conduct vibration analysis at marked positions on agreed plant and report results along with trend warnings

Action	Trade	Action Details
Maintenance	**Mechanical Fitter or Welder**	Maintenance. Drain oil on submersible and replace with Manufacturers recommended lubricant.

Wellington Water

Fulton Hogan

Document Owner: Manager Customer Planning

Pump(s) Inspection & Maintenance - Planned Maintenance

Action	Trade	Action Details
Maintenance	**Mechanical Fitter or Welder**	Maintenance. Remove end casing and check impellor and casing for wear. Measure clearances and record. Report any damage or excessive clearance.
Maintenance	**Mechanical Fitter or Welder**	Maintenance. Reassemble pump and motor and test run. Switch pump back into "Auto" on completion.
Maintenance	**Mechanical Fitter or Welder**	Maintenance. Change O rings and nuts as required
Maintenance	**Mechanical Fitter or Welder**	Maintenance. Make sure all screws, bolts and nuts are tight.
Inspect	**Mechanical Fitter or Welder**	Inspect. Check the condition of the carrying handle/eyes, chains, wire ropes and lifting equipment.
Inspect	**Mechanical Fitter or Welder**	Inspect. Check that the gland screw for cable entry is tight and there is no damage to the outer jacket of the cable.
Maintenance	**Registered Electrician**	Maintenance: Electrical tests - Turn duty selection switch and main (and local) isolator to "Off" prior to undertaking any electrical tests.
Maintenance	**Registered Electrician**	Maintenance: Electrical tests - Disconnect plug(s) from socket(s) and clean out any built-up on pins and sockets.
Maintenance	**Registered Electrician**	Maintenance: Electrical tests - Check all cables, glands, joints and junction boxes for damage or leakage. Repair/reseal if necessary.
Record	**Registered Electrician**	Record: Electrical tests - Megger test "power" circuit of both motor and supply side with 500V meggar and record results for each pump motor individually Pump ID - Motor ID: R-E (_____)M, Y-E (_____)M, B-E (_____)M.
Maintenance	**Registered Electrician**	Maintenance: Electrical tests - Re-connect pumps after test and run on "manual" to confirm operational. Return all duty selection switch to "Auto".

Approved to Issue for Testing: Planner Name	Tested by: Serviceperson Name	SOP Finalised Team Leader Name [redacted] .....
Signed	Signed	Signed [redacted] .....
Date	Date	Date .....

QR CODE

From: [redacted]
To: Official Information
Subject: RE: Pumpstation opposite 245 Maungaraki Road
Date: Wednesday, November 8, 2023 1:25:44 PM
Attachments: image002.png

Hi [redacted]

Weight for the Mitsubishi Fuso Canter 918 we use for lifting pumps at the site below. The truck has a PC3800 hi ab on the back of it which adds 250Kgs to the rear axle weight. The only other vehicles from the alliance that access the site are Mazda BT50 and Toyota Hilux utes.

LED Map Lamp & Fluorescent Cabin Lamp
Cup Holders (2)

Notes This is theoretical performance only. Actual performance may vary under different conditions

KERB WEIGHTS AND MAX AXLE LOADS (kg)

		Vehicle Ratings**		Max Axle Loadings**		Kerb Weights*		
Model		GVM	GCM	Front	Rear	Front	Rear	Total
4x2 918 Wide Cab 6 Sp. AMT	FECX1KR3SFAD	8,550	12,050	3,100	6,000	1,635	890	2,525
4x2 918 Wide Cab 5 Sp. MAN	FECX1KR4SFAD	8,550	12,050	3,100	6,000	1,620	890	2,510

* Weights (est.) includes 10L fuel and spare wheel and are subject to 2.5% variation (+/-)

** Vehicle ratings and max axle loadings may be limited by local regulations.

Cheers

[redacted]

Document Owner: Manager Customer Planning

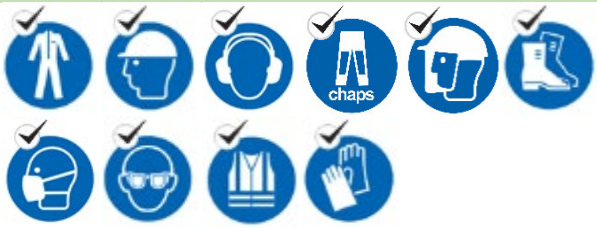
Station Wetwells Inspection & Maintenance - Planned Maintenance

Planned maintenance procedures for inspections and maintenance of pump station wetwells.

Health & Safety and Operational Information

Hazard Indictors

Personal Protection



Health and Safety Information

- Health and Safety documentation.
- Generic Traffic Management Plans or site-specific Traffic Management plan.
- Hazardous Waste
- Confined Space Entry

Operation's & Maintenance Documentation

- Corridor Access Requests (CAR) and WIP Permits (site specific or generic/global)
- Design drawings
- Site plans
- Notification Calling Cards

Customer Information (Confidential)

-

Priority Customer Categories

-

Emergency Procedure / Escalation

Emergency

- Make "Site Safe" and isolate risks to people or property with resources at hand

Escalate if extra resources required or problems occur!

- Escalate to Team Leader and inform of the issues faced and/or expected resources required if necessary.

Additional Documentation

Gas detection
Safety harness
Tripod

Required Skills, Competencies (Qualifications and/or Certifications)

Licensed Operator.
Asset Engineer.

Document Owner: Manager Customer Planning

Station Wetwells Inspection & Maintenance - Planned Maintenance

Standard Operating Procedure

Required Equipment

Equipment and Information	Details
Fully Equipped Vehicle	Ensure vehicle, plant, equipment and materials appropriate to the day's work schedule is available.
Specialist Equipment	Ensure specialist equipment required is available for utilisation. Sucker truck and associated equipment. High pressure water blaster / jet and associated kit Portable fan for ventilation of wetwell
Specialist Materials & Parts	Ensure you have loaded up all the required parts and materials required to undertake the maintenance work to be completed.

Prepare to do the work

Action	Action Details
Pre Start Process	Complete the Daily Pre Start – Planned Maintenance - Include Hazard ID - Include Pre-Start Tailgate Meeting Undertake all tasks required in the Generic Planned Maintenance SOP.
Compliance	**Traffic Management Plan -** Where required, TMP to be in place prior to work starting. TMP to be accessible on site.

Perform the work

Type	Action	Trade	Action Details
Environmental Assessment	**Verify it is safe to work**	**Licenced Operator**	Conduct Confined Space gas meter readings in/above wetwell prior to access. Ventilate if required prior to access chamber
Environmental Assessment	**Verify it is safe to work**	**Licenced Operator**	Confined Space gas meter readings in/above wetwell Gas detector at ceiling/sewage level inside wet well At ceiling level inside wetwell CO (_____)ppm H2S (____)ppm At Sewage level inside wetwell CO (_____)ppm H2S (____)ppm
Maintenance	**Inspect and remove pollutants / effluent**	**Licenced Operator**	Hose down wet wells. Clean all floats, grates and stairwells
Maintenance	**Inspect and remove pollutants / effluent**	**Licenced Operator**	Check & clean probes and sensors
Maintenance	**Inspect and remove pollutants / effluent**	**Licenced Operator**	Check comminutor and inlet screens
Maintenance	**Cleaning the wetwell**	**Licenced Operator**	Completely pump down the wet well to its lowest point whilst hosing the wet well and access ways down. Make a visual inspection of the wet well and note any defects.
Maintenance	**Cleaning the wetwell**	**Licenced Operator**	Switch the pump to "Manual" and pump the wetwell below the low cut off position to clear the residue in the bottom of the wetwell. Switch pumps back to "Auto" control on completion.
Maintenance	**Restoring site back to normal operation**	**Licenced Operator**	**Confirm the pumps are back in Auto and able to run. Close and secure access hatch**
Documentation	**Report**	**Licenced Operator**	Complete the wastewater wet well cleaning report form. Ensure all details are completed and that the form is saved and contains appropriate / relevant work order and asset information Documentation

Document Owner: Manager Customer Planning

Station Wetwells Inspection & Maintenance - Planned Maintenance

Approved to Issue for Testing: Planner Name [redacted]	Tested by: Serviceperson Name	SOP Finalised Team Leader Name [redacted]	QR CODE
Signed [redacted]	Signed	Signed [redacted]	
Date **28/03/2022**	Date	Date [redacted]	

Project Proposal Initiation WorkSheet

This worksheet is to be used for all new project proposals. Refer below for project definitions and an description outlining the purpose of the project brief/business case.

Project Definition

A project is typically a temporary endeavor designed to produce a unique product, service or result with a defined beginning and end (usually time-constrained, and often constrained by funding or deliverables), undertaken to meet unique goals and objectives, typically to bring about beneficial change or added value. The temporary nature of projects stands in contrast with business as usual (or operations), which are repetitive, permanent, or semi-permanent functional activities to produce products or services.

As a guide, anything that fits within the above definition and involves work effort greater than 40 hours or $5,000 total costs including procurement items will be classified as a project. If unsure, speak to the Team Leader Engineering and Projects or Team Leader Assets and Compliance.

Purpose of Project Brief/Business Case

The project brief/Business Case is a short document designed to seek support for the proposed project.

Typically the project brief/business case will be developed by the initiator who will be the end user group, so the project output will be delivering a direct benefit for the initiating group. As end users, the initiator should use the project brief to clearly outline what you want to achieve from the project and key dates that you want these project objectives/goals to be achieved by. This information will help the project manager and project team to deliver a project that meets your needs and objectives.

The business case for the project must also be explained in enough detail to allow the Water Supply Management Team to make an informed decision regarding the alignment of the project to the Water Supply Groups strategic objectives, the projects benefits and the risk of not completing the project.

Project Initiation Instructions

1. Project idea is floated by an individual or team within the Water Supply Group (follow through workflow sheet steps as explained below.

2. Individual or team who float the idea check the project server database to ensure the idea has not previously been floated and rejected.

3. Individual or team who float idea should check with their Team Leader to ensure they support the idea (if idea is floated by a team leader they should check with their group manager)

4. If team leader/group manager agrees with the idea, the initiator/s are to complete the project brief/business case.

5. Team leader or group manager are to review the project brief/business case to ensure sufficient detail has been provided and the business case is clearly explained.

6. Initiator to make changes to project brief/business case following review and give to their team leader/group manager.

7. Initiating team leader/group manager are to submit project brief/business case to General Managers Executive Assistant at least two days prior to a WSMT meeting, for inclusion in the WSMT meeting agenda.

8. Project approvals will be called during the WSMT meeting as per the agenda. The initiators team leader will present the project brief/business case, explain the rationale for the project and seek approval for the project from the WSMT.

9. The WSMT will choose one of the following actions:
*Approve the project and record in meeting minutes.
*Reject the idea pending further information and clarification of the project brief/business case, and record in the WSMT meeting minutes
*Reject the idea outright and record in the WSMT meeting minutes

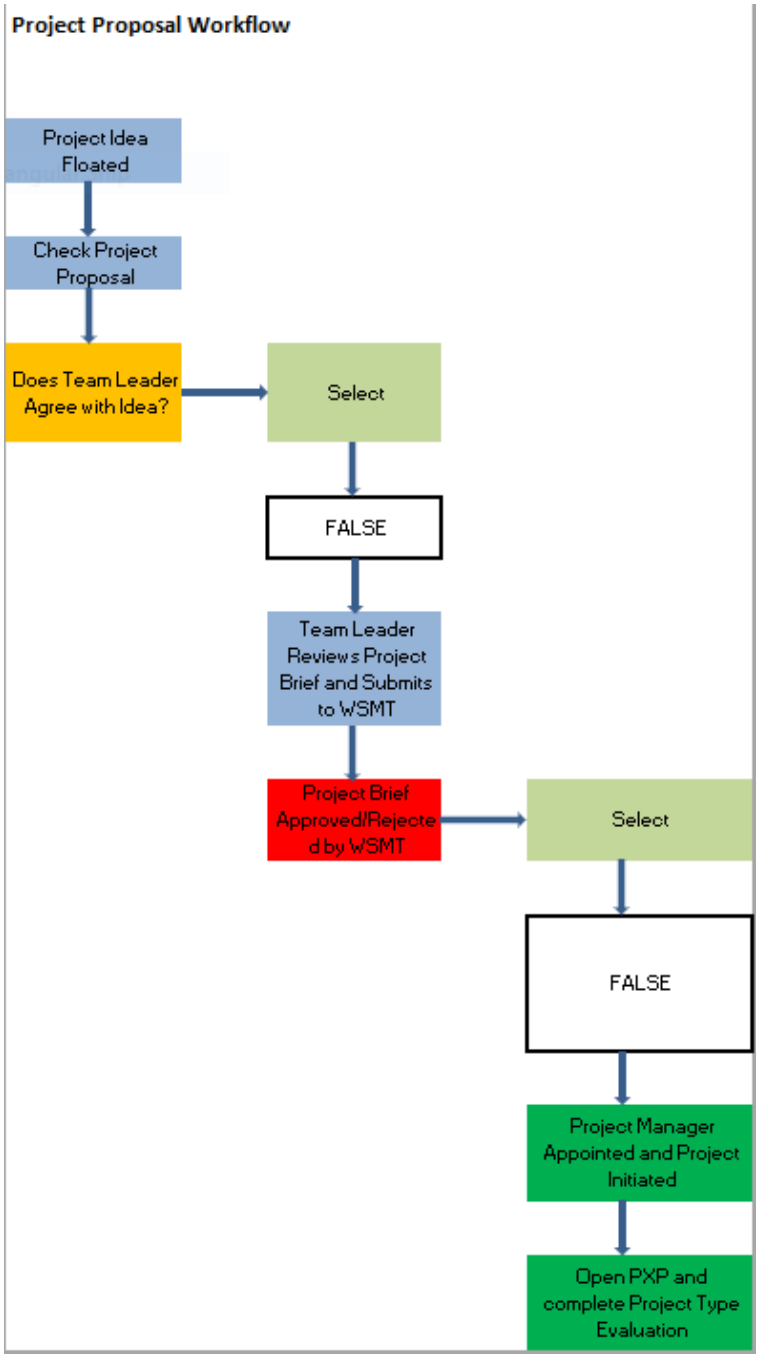
10. If the project brief/business case is approved by the WSMT, the General Managers EA will save the project brief into Edocs under the

project brief storage folder (file location to be confirmed) and send a copy of the brief to the Team Leader Engineering and Projects who will then appoint a Project Manager to initiate the project and prepare a preliminary project plan.

11. If the idea is rejected by the WSMT pending further information, the initiator shall go back to step 4 and rework the brief for inclusion in the next WSMT meeting.

12. If the idea is rejected outright by the WSMT, this will be recorded in the WSMT meeting minutes and the project brief details will be recorded into project server by the Support staff so that rejected project ideas can be tracked.

Note: If you are unsure about the work flow steps or the level of detail reqiuired, the project management team are available to help you through the process.


Project Proposal Workflow
Project Idea Floated
Check Project Proposal
Does Team Leader Agree with Idea?
Select
FALSE
Team Leader Reviews Project Brief and Submits to WSMT
Project Brief Approved/Rejected by WSMT
Select
FALSE
Project Manager Appointed and Project Initiated
Open PXP and complete Project Type Evaluation

Project Brief/Busines Case

Proposed Project Name:		**Project Proposal Initiated By:**	
		Business Unit:	Select
		Date:	

Revision Schedule

Rev No	Date	Description	Prepared By	Reviewed By

Background Introduce the business problem/opportunity; briefly describe what has happened in the past to address the problem, and what the current status is at the time of writing the Business Case.	
Objectives/Benefits Projects should align to and produce results in line with Water Supply's strategic goals. This alignment should be described here. Water Supplies Strategic Objectives:	

Demand Security of Supply Water Quality Sustainability - Environment Sustainability - Costs Sustainability -people saftey and productivity Stakeholder Improvements	
Project Description/Vision What is the goal of the project, what is the project expected to deliver? What is the risk of not proceeding?	

Estimated costs		**Confidence Level**	Select
Proposed Project Year/s			

Comments on costs and confidence levels Provide commentary on cost estimate (how was it derived), and confidence level. Note, it is expected that costs at this stage	

will generally be -50/+100% unless it is a straightforward project. If proposing projects within a financial year or after October for the next Annual Plan year the costs estimate must be within +/-25% (preliminary design level and supporting information should be attached).		
Assumptions and Constraints What assumptions have been made that may impact on costs, programme, quality. What are the project risks? Is a feasibility study required to determine feasibility of project and cost benefits?		
Anticipated Resource Requirements Briefly explain the resource requirements for the project to proceed (what WS units are required, is specialist input required etc), if this information is known at the time.		
Capex/Opex Project Is the Project a Capex or Opex Project?	Are any new assets being created? Will any new assets be created as a result of completing the entire scope of this project?	Select
	Are Any assets being replaced? Will any existing assets be replaced as a result of completing the entire scope of this project?	Select
	Service potential of asset increased? Will the service potential of any asset be increased as a result of completing the entire scope of this project?	Select

	Useful life of asset increased? Will the useful life of any asset be increased as a result of completing the entire scope of this project?	Select

Project Funding Source:		**Project Sponsor:**	
Project Brief Reviewed By: (Team Leader or Group Manager)		**Date:**	
Signature:		**Team Leader Recommendation**	
WSMT Reccomendation:			
Link to WSMT Meeting Minutes:			

Wellington Water

ConstructSafe Training Guide

Our water, our future.

Overview

In this document you will find information to help you with the ConstructSafe Foundation Assessment

Topics included in this are:

- Access and site security
- Confined Space
- Drugs and alcohol
- Emergencies
- Working in the sun
- Hazardous Substances
- Manual Handling
- Plant Operations
- Services
- Signs
- Traffic On Site
- Hand arm vibration risks
- Working at Height

Access and site security

When you are on-site there will be safety measures that you need to be aware of and follow. Some are listed below:

1. Written safety procedures
These will list the site procedures to follow.

2. Fences or barriers
These restrict un-authorised access.

3. Warning signs/notices
Signs / notices may warn of hazards, as well as the PPE that needs to be worn.

4. Restricted areas
May only be entered by authorised persons.

5. Safety tape
Is used to warn others of a risky area.

6. Cones
Used to indicate a work area or a hazard.

7. Hazard boards
Lists the hazards on site, what you need to do to avoid them and who is responsible for them.

Confined spaces

Working in confined or restricted spaces is potentially one of the most dangerous of all workplace activities.

A confined space is any enclosed space that has a risk of fire and/or explosion, or that a person entering may be poisoned, suffocated or drowned.

It also is:

- Large enough for a worker to enter and has limited entries and exits;
- May contain a hazardous atmosphere or material that could engulf workers; and
- Not designed for continuous human occupancy.

All confined spaces should be identified and clearly marked on your job.

Restricted spaces are not necessarily a Confined Space (only if there is a potential for a hazardous atmosphere, or for the space to get flooded with water or a free-flowing solid, etc.)

A restricted space is an area that;

- that has a very narrow, small or awkward entry/exit point;
- where the space is not large enough to comfortably house a human occupant;
- where there is the potential for asbestos dust, liquefaction, mould, fungus or sewerage to be present.

When does a space (such as a trench) become a confined space?

1. Fumes (e.g. from traffic) or heavy gases from neighbouring activities or chemical stores can enter a trench and either reach toxic or flammable levels, or reduce the oxygen level;
2. Decomposition of organic matter can lead to low oxygen, or production of flammable and/or toxic gases;
3. In geothermal areas, toxic gases may be present in the ground;
4. Ground water levels can rise, or the space may be flooded from services (water or drainage) running into the trench; or
5. Tasks undertaken in the space may create toxic fumes and/or affect oxygen levels (e.g. welding).

Examples of confined spaces

Example of restricted spaces

What are the risks of confined spaces?

- Flammable atmosphere developing;
- Toxic gas build up;
- Lack of oxygen; or
- Being drowned or buried in loose material.

Permit to Work and Competency

All work to be carried out in confined spaces requires that you have the appropriate training and the appropriate permit to work under.

Only people with specific training can safely enter a Confined Space, or be the standby person.

Whenever working with the permit to work system, the permit must be followed carefully.

Drugs and alcohol

Never consume or be under the influence of alcohol or non-approved drugs in the workplace. Always be in control of yourself and expect the same of others.

You must not:

- Come to work in an unfit state as a result of consuming alcohol or taking and drug
- Possess or supply any alcohol or illegal drug or other drug of abuse in the workplace or while at work
- Consume alcohol or take any illegal drug or other drugs of abuse in the workplace or while at work
- Discontinue an agreed course of treatment for drugs or alcohol related problem without good reason

You must:

- Agree to take a random drug and alcohol test if you are asked or required to do so
- Tell your supervisor, manager or Health and Safety team about any prescription or over the counter medication you are taking which could affect your ability to work safely
- Tell your supervisor, manager or Health and Safety team about any drug or alcohol-related problem you have, they may be able to offer assistance (eg EAP or similar)

What does "under the influence of drugs" mean at work?
It means having either taken, or administered, a dosage of any drug that could affect a person's ability to work safely.

The only exception is when the level of the drug detected is consistent with a medical dose.

Illegal and legal drugs are both covered.
Wellington Waters policy prohibits the use, possession, consumption, storage and sale of drugs of abuse on any of Wellington Water's controlled sites. Drugs of abuse include all illegal drugs and substances such as cannabis, cocaine, ecstasy, heroin etc and all substances that may be legal but are subject to abuse, such as glues and solvents (except where they are required to work).

If you are in any doubt, ask your doctor or pharmacist, supervisor or manager.
You should tell your doctor, dentist or pharmacist about your work and Wellington Waters drug and alcohol policy when being prescribed or buying medication.

You must advise your supervisor or manager of any medication that you have been given or are taking which could affect your ability to work safely.

Modern drug tests can tell the difference between passive and active smoking of cannabis.

How do I get help?
If you think you may have a problem with drugs or alcohol, ask for help. Wellington Water may be able to help you by providing you with confidential assistance and support to you and your family through EAP

For help and support contact your manager or the Health and Safety team.

Emergencies

Plans must always be made so that if an emergency happens everyone can be found, and helped if they need it.

In an emergency, the priority is to:
1. Prevent further ham to people; and
2. Minimise damage to property.

You should expect any site that you are working on to have accident and emergency plans based for the following:


Flood


Earthquakes


Chemical spill


Serious accident


Live electricity


Gas leaks

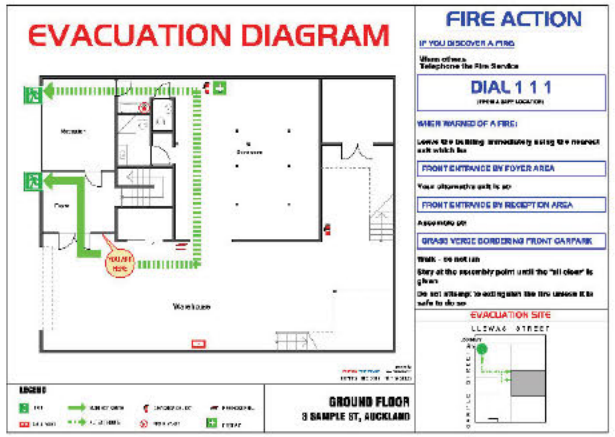

Landslide


Fire

Emergency plans

At every worksite, make sure you have a plan which considers likely emergencies which might happen, such as the following:

- Instruction to raise the alarm;
- Who is responsible for what;
- Where to go if something happens;
- A list of everyone on site; and
- Who the emergency is to be reported to.

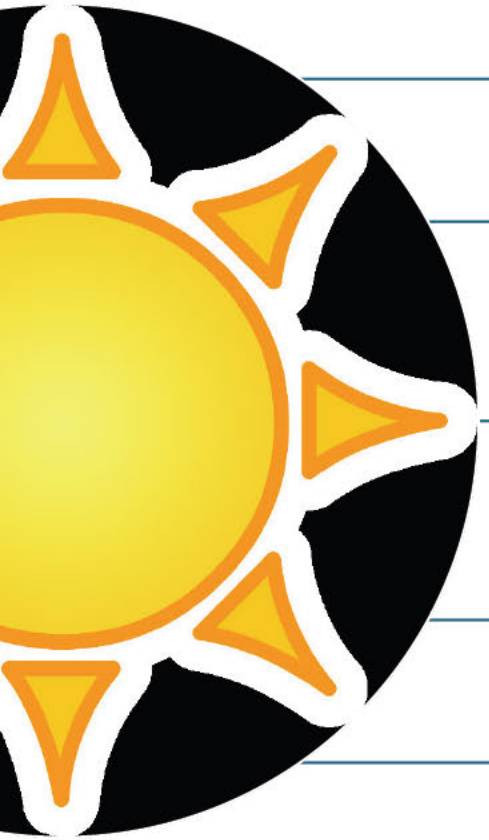


Emergency Training

Specific training is often required before you help in an emergency. **Remember, if you have not been trained on emergency procedures, first aid, or emergency equipment, do not try to do it.**

Working in the Sun

Choose sun protection strategies that work.



Wear a hardhat with brim or legionnaires flap at the back.

Use sunscreen often.

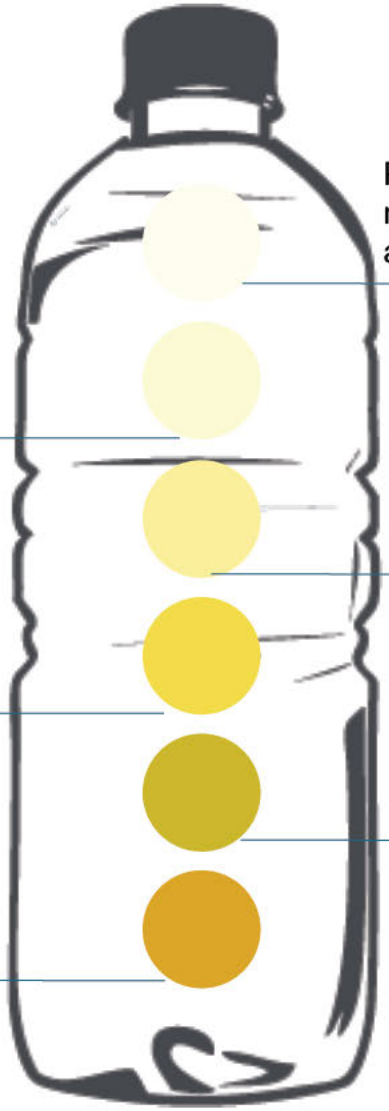
Protect your eyes.

Seek shade when you can.

Wear your long longs.

Take it further

Are you drinking enough water? The colour of you pee can tell you if you are.



Pale yellow to clear is normal and indicates you are drinking **a lot** of water

Light yellow is also normal, it looks like you are drinking a good amount of water.

A pale honey colour is normal, but means you might need to drink some more soon.

Cloudy yellow means your body needs more water.

A darker yellow is not healthy. Your body needs water.

Dark yellow means you should contact your doctor as soon as possible.

Chemicals and hazardous substances

All chemicals used at work, even common chemicals, should be considered potentially hazardous.

What do you need to know?

Long-term effects from hazardous substances could include:

- Sleep disorders;
- Memory loss;
- Cancer; or
- Death

More immediate effects from hazardous substances could include:

- Fire or explosion;
- Headaches;
- Nausea; or
- Rashes.

The effects will always depend on the type of substance used – always check the label and/or MSDS (Material Safety Data Sheet).

Controlling spills

If chemicals or hazardous substances are spilled:

- Stop work immediately;
- If the material is flammable, remove all sources of ignition;
- Contain the spill;
- Contact your line manager;
- Make sure you use the correct PPE;
- Dispose all contaminated materials correctly – check the MSDS sheets (Material Safety Data Sheet) and labels for the best way to handle the spill and how to dispose of the materials.

Where do we get information about chemical and hazardous substances?

- Signage around site;
- MSD sheets (Material Safety Data Sheet); and
- Labels.

If you don't know what it is, or how to handle it safely – leave it alone and contact your supervisor.

Take it further

Here is a set of signs and symbols that you may see on labels. Match the common safety signs and symbols relating to chemicals and hazardous substances to their meaning.

Oxidisers: Could be gas, solid or liquid and can cause or intensify fire and explosion. Keep products well away from flammable products.

Acute toxicity: Very dangerous products that could cause death if they come into contact with skin or you inhale or ingest them.

Flammable substance: May cause fire, or chemical explosion

Chronic (long-term) health hazards: These products can cause cancer, affect fertility, or even cause damage to an unborn child.

Corrosives: Products with these symbols are corrosive and can cause severe skin burns and eye damage.

Gases under pressure: Where gas is kept under pressure. These products may explode when heated.

Chemicals and hazardous substances

Storing hazardous substances safely is really important.

Some substances can't be stored in containers made out of certain materials. Some substances shouldn't be stored near other substances because they could cause a fire or explosion if they mix.

Keep lids on your hazardous substances to keep the fumes in the container and out of the air you and your work mates breathe.

Never put a hazardous substance in a food or drink container. Too often people are hurt after accidently drinking hazardous substances that have been stored in a drink bottle. You know what's in the bottle - but no one else will.

MATERIAL DATA SAFETY SHEETS

Take it further

Circle all the images below where chemicals have not been stored safely:

What Personal Protection Equipment (PPE) is required?

We should always consider the types of substances handled and whether exposure will be through skin contact, inhalation, ingestion.

Gloves

Gloves should be resistant to chemicals handled - always check the MSDS (Material Safety Data Sheet), or PPE supplier for what kind of gloves to wear.

Eye Protection

- To protect against vapour hazards only; wear goggles.
- To protect against splashing hazards only; wear face shields.
- To protect against both splashing and vapours; use face shields with goggles.

Clothing

- Use body protection to prevent contact to skin or clothes.
- Protect clothes to prevent "carrying home" chemicals from the job.
- Remove or change before leaving the work area.

Respirator

- Each type of respirator only protects against a specific hazard: solvents, dusts etc.
- Only required where airborne chemical concentrations exceed limits.

Conversation

Eliminate

- Are there hazardous substances that we no longer need to use?
- Am I storing more hazardous substances than I need?
- Are there hazardous substances that I cannot identify?

Minimise

Substitution

- Is there something else I can use that is safer for me? (for example, cut-back bitumen for emulsion, and solvent-based products for water-based ones)

Isolate

- If we still need to use the hazardous substance, is there away that we can use it away from people?

Engineering controls

- Could we use an engineering control like ventilation to reduce the exposure?

Administration controls

- Can we rotate jobs to reduce the length of time someone is exposed to the hazardous substance?
- Can we restrict access?
- Should we add a rule for not smoking or eating in areas where hazardous substances are used?

Personal protective equipment (PPE)

- Does everyone know when and what PPE is required around certain types of hazardous substances?
- PPE is the last line of defence: should only be used when other means of protection are not available.

House-keeping and Manual handling

Housekeeping is important, especially if you want a safe workplace.

Poor housekeeping can result in:

- Injuries when people trip, fall, strike, or are struck by out-of-place objects.
- Injuries from using improper tools because the correct tool cannot be found.
- Lowered production because of the time spent working around someone else's mess, and time spent looking for proper tools and materials.

General housekeeping rules to remember:

- Housekeeping is everyone's responsibility!
- Clean up after yourself. Pick up rubbish and dispose of it properly.
- Stack materials and supplies in an orderly manner and secure them so they will not topple.
- Report all slips, trips, and falls, with or without injury, so the hazard can be corrected.

Manual Handling is about lifting and moving loads safely, which includes the need to avoid slip and trip hazards.

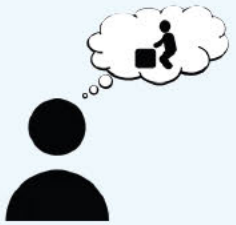
SLIP
Too little friction or traction between feet and walking/working surface

TRIP
When a foot or lower leg hits an object and the upper body continues to move

FALL
Losing balance, resulting in a descent to the floor or against an object

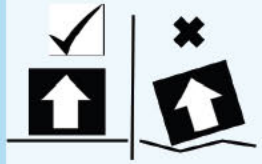
Use mechanical aids whenever possible

It's much safer to use a trolley, sack lift, lift or wheelbarrow than your body.



Plan the lift before you start

Where is it going? Do you need help? Make sure the path is clear and there are no obstacles.



Work from a stable base

Position your feet slightly apart to give you a solid base to complete the lift.

Wear suitable clothing

Tight clothing or unsuitable footwear is going to give you problems.

Hug the load

The closer the load is to your body, the less strain on your back.

Bend your knees

Use your thigh muscles to bend at the knees to pick up the load. Don't bend your back.

Avoid twisting or leaning

This places pressure on the spine. Turn by moving the feet instead.

Keep your head up

Look ahead when moving, not down at the load. This will keep your spine in the right position, and you will be able to see where you are going.

Know your limits

Don't be a hero, if the load is too heavy for you, get help!

It is much safer to push a load, rather than pull it

Just make sure you can see over it and your route is clear.

Plant operations

Moving vehicles and equipment can be fatal if not used correctly and safely.

Known as mobile plant, they have the potential to cause serious injury or kill someone by striking them or colliding with other vehicles or equipment. Common hazards include:

- people and plant sharing the same site or route
- where there is uncontrolled entry to and from the site
- people using and arranging mobile plant inappropriately

Do not

- Use phones or radios when driving
- Leave the ignition key in an unattended vehicle
- Break traffic rules or speed limits

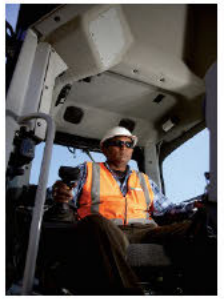
Before operating any mobile plant you must be

- Trained and competent
- Authorised – in writing by your manager

As part of your training you should know

- How to inspect your mobile plant
- What safety equipment must be fitted and operational
- Where you can operate your mobile plant, and where you can't
- Method for brake testing the plant, and its frequency

Critical risks with plant and equipment include uncontrolled movements, fire and breakdown or failure.



1

Select

Make sure you are using the right plant for the task and the environment.

Check for things such as weight capacity, indoor versus outdoor use and reach length.

2

Inspect

Check the plant daily or before use to make sure it is in good working order.

In the pre-start inspection verify the:

- maintenance records so you know its been serviced regularly
- the pre-start inspection checklist
- the operator manual and
- the plant risk assessment.

3

Defect

If any defects are identified – tag the equipment out and notify your supervisor, and don't use the plant until the defect is remedied

Plant Operations

NEVER WALK DIRECTLY BEHIND OR IN THE PATH OF A REVERSING VEHICLE

Approach plant operators with care

- Never operate, enter or stand in the blind spots or swing areas of operating plant or vehicles;
- Stand well back if you need to approach operating plant and keep still;
- Only approach if operations have ceased, the operator has shut down, given authorisation and it is safe to do so.

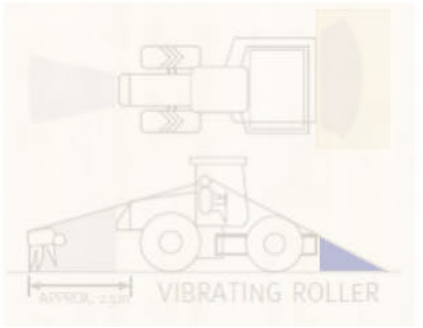
Never approach without making eye contact!

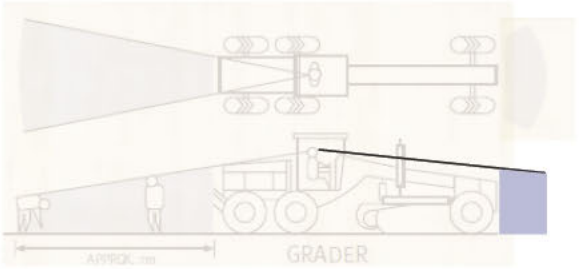
Operators must;

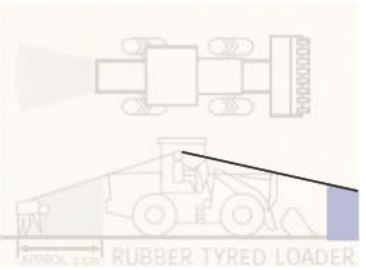
- Shut down and give authorisation to approach.
- STOP immediately if someone enters the blind spot, they can't see pedestrians or don't know where they are.
- Explain their blind spots to other workers.

NEVER ENTER A DESIGNATED EXCLUSION ZONE WITHOUT AUTHORISATION

Plant blind spots







Utilities and services

Whether you are breaking the ground (e.g. digging, drilling or piling) or working near overhead cables, you need to take steps to ensure you protect yourself and others.

A risk assessment must always be carried out, and a safe work method developed, before any work is carried out around utilities and services. These will always be communicated during induction.

Permit to Work and Competency

All work to be carried out around utilities and services requires that you have the appropriate training and/or the appropriate permit to work under.

Whenever working with the permit to work system, the permit must be followed carefully.

Important notes

- Be wary of the possible exposure to LIVE services when digging, even though nothing is shown on plans. This includes even the simplest of routine or repetitive jobs.
- Never assume that services have been installed at the recommended depth. They are often shallower.
- Never assume correct utility has been installed in recommended coloured ducting. Some historic incidents have shown wrong or additional services in wrong or same ducting!
- Don't rely on finding marker tape or protective covers, and if found do not assume the service will be located directly below.
- Keep a clear lookout for signs of cables and gas pipe lines or laterals.
- If an unknown service is discovered this must be treated as live and work may need to be suspended in that area whilst enquires are made to ascertain the service type.

Above ground visual clues for below ground services


Traffic light loop


Telecom Service


Street loop


Reinstated asphalt


Overhead electric


Orion cabinet


Man hole lid


Water meter cover


Enable marker


Multiple residential services

Conversation

Eliminate

- Do we need to work near any buried services?
- Do we need to work within the Minimum Approach Distance (MAD) of overhead services?

Minimise

Substitution

- Can we use a hydro-vacuum instead of mechanical excavation?
- Can we use directional drilling instead of open-cut methods?

Isolate

- Can we use barriers to keep people and plant at a safe distance from utilities and services?
- Could we arrange for services to be temporarily turned off during the work?

Engineering controls

- Could we use an engineering control like benching, or shoring to reduce the danger of collapse?

Administration controls

- Have we got a planned Safe Work Method Statement (SWMS)?
- Are we following the permit to work system?
- Do we have all of our service plans?

Tools and Equipment

- Can we use Cable Avoidance Tools (CATs) to assist us with locating buried services?
- Are we using insulated tools when hand-digging near buried electrical cables?

Warning! Read the signs!

Signs are the simplest way to direct, instruct, and warn people.

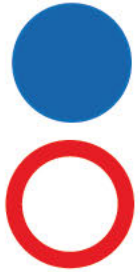
Safety signs at the workplace direct, instruct and warn employees. It is dangerous to ignore workplace safety signs. These messages are in place to prevent accidents and injury. They alert us to the potential hazards in the workplace.

REVIEW

Have a look at the poster on The Signs around us.

There are seven main types of signs that you need to be aware of;

1. Prohibition signs. These mean you MUST NOT do something.



2. Mandatory signs. These mean you MUST do something.

3. Restriction signs. These mean an activity is restricted or limited.

4. Warning signs. These warn of a workplace hazard that isn't likely to be life threatening.

5. Danger signs. These warn about a particular workplace hazard that's likely to be life threatening.

6. General information signs. These indicate the location of, or direction to, emergency related facilities such as exits or first aid equipment.

7. Fire signs. These are pictures which must be red with a white background.

Conversation

What signs have you seen around site in the past couple of weeks? What do they mean?

Traffic on site

The chance of being injured by moving vehicles and mobile plants at sites is the biggest risk our people and business faces.

Temporary Traffic Plans

A temporary traffic plan is a site-specific plan that covers the design, implementation, maintenance and removal of temporary traffic management measures while work or activity is carried out in the road corridor (road, footpath or berm).

Temporary traffic plans and vehicle movement plans should be communicated to you prior to starting work. If you feel unsafe, or see anything that does not look safe, it is important to report it to your supervisor.

Controls for keeping people on foot and plant apart

- Provide separate traffic routes for people on foot and vehicles,
- Use pedestrian barriers or traffic control barricades,
- Provide separate clearly marked pedestrian walkways,
- Provide clearly signed and lit crossing point where drivers and pedestrians can see each other clearly,
- Make sure drivers driving out onto public roads can see both ways along the footway when exiting the site,
- Do not block walkways so that pedestrians have to step onto the vehicle route,
- Use specific parking areas for workers' and visitors' vehicles outside the construction zone'.

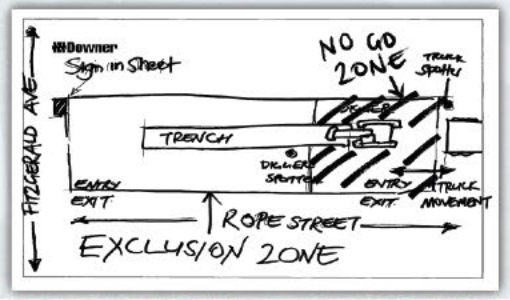
No Go Zones and Exclusion Zones

A No Go Zone (NGZ) is a control that can be used to Eliminate or Minimise the Hazard. No Go Zones are areas where no one is permitted to enter on foot.

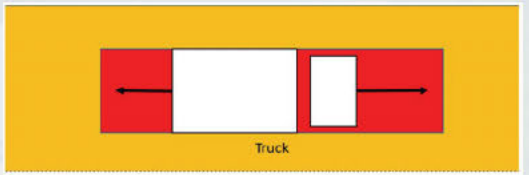
All mobile plant/equipment and vehicles must **STOP** immediately if a person on foot enters a NGZ.

Vehicle Movement Plans (VMP)

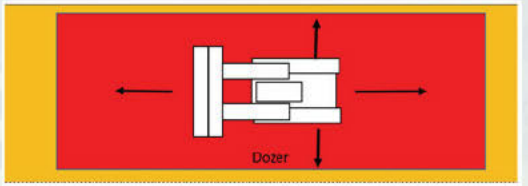
A Vehicle Movement Plan is a diagram showing the preferred travel paths for vehicles associated with a work site entering, leaving and crossing the work site, including any No Go and Exclusion Zones.



Examples of No Go Zones and Exclusion Zones around plant



No Go Zone 5m in behind and in Direction of Travel



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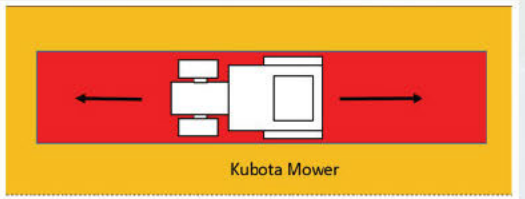

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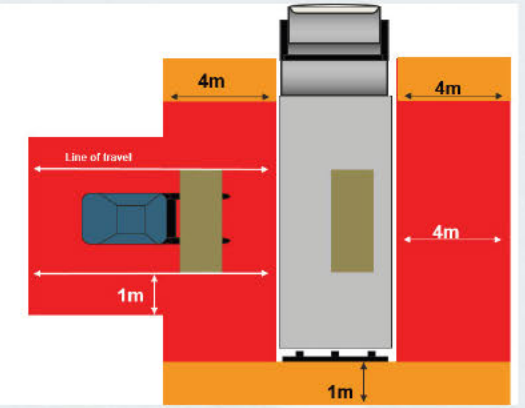


Hand arm Vibration (HAV) risks

Regular exposure to vibration can cause a range of permanent injuries to your hands and arms.

Symptoms can include:

- Pins and needles;
- Loss of sense of touch;
- Difficulty in everyday tasks such as fastening buttons or shoelaces; or
- Tips of your fingers going white, particularly in cold and wet conditions, and becoming red and painful on recovery

If exposure continues there may be:

- Loss of manual dexterity making it difficult to pick up small items;
- Severe pain and numbness; and/or
- Symptoms which appear more frequently and spread to more of the fingers.

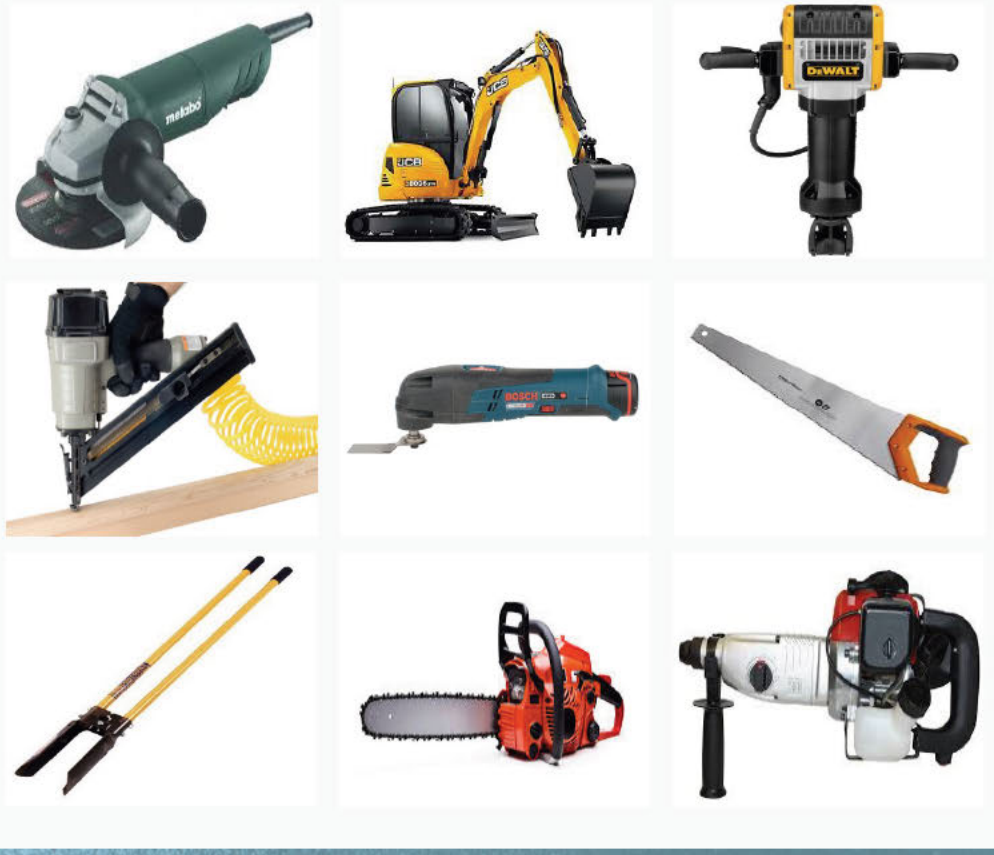
Prevention tips:

Stay aware and follow good practice. Don't exceed the maximum safe working times for machines you are using.

- Do not exceed time limits.
- Use low-vibration tools.
- Ensure tools are properly maintained, report any defects or faults immediately.
- Do not grip or force a tool more than is necessary.
- Swap between tasks that involve vibration and those that don't.
- Massage your hands and fingers.
- Keep your hands warm in cold weather.
- Wear gloves at all times! Make sure that your protective gloves fit properly.

Activity

Take a look at the following pictures and circle the common HAV causing machinery: pneumatic tools, impact tools, vibrating tools.



Working at height

Working at height is dangerous and if not managed properly can lead to serious injury or death.

Working at height includes working on/or around:

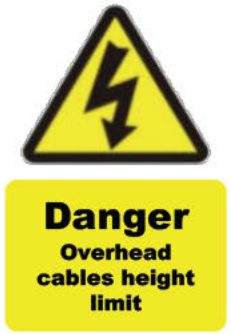
- Roofs;
- Ladders;
- Scaffolding (including mobile scaffolding);
- Working platforms (and elevated work platforms); and
- Excavations.

There are **two** risks that need to be managed;

- Falling from height; and
- Objects falling onto people below.

Specific training is often required for safe work at height. This will depend on the task and location. **Remember, if you have not been trained on a task, do not try to do it.**

Specific authorisation is required to work in a place where you could fall 2 metres or more.



Three step process to controlling the risk of working at height:

1. **Minimise working at height**

Before working at height see if you can complete any of the work at ground level, e.g. use long-handled tools.

2. **Assess the risk of falling**

Before you start work at height, check that the structure or work platform (e.g. pole, roof or scaffold) and means of access (e.g. ladder) are safe and sound.

3. **Options to make sure you're safe and stable**

There are several options to make sure your are safe and stable while working at height, including:

1. Use edge protection to prevent falls of people or objects;
2. Use barriers to keep people out of drop zones;
3. Use mechanical access equipment (e.g. cherry picker);
4. Use total restraint (harness and fixed lanyard) to prevent a fall;
5. Use fall arrest systems to "catch" you if you fall;
6. Secure your ladder and maintain three points of contact; and
7. Check all safety and access equipment before use (free from damage and defects).

NOTE: Specific training is required for the use of mechanical access equipment, total restraint systems and fall arrest systems.

Working at height

Remember these safety steps when using a ladder:

Correct
User maintaining three points of contact

Incorrect
Overreaching and not maintaining three points of contact

- **Don't overload**. The person and anything they are taking up should not exceed the highest safe working load stated on the ladder.
- **Don't overreach**. Keep line of the belt buckle (navel) inside the stiles and both feet on the same rung while working.
- **Don't rest tools** or other items on the steps or hanging from the rungs.
- **Stop** at the third step from the top of a straight ladder.
- **Keep three points of contact** on the ladder at all times.
- **Ladders must be trade or industrial standard** with a rating of either 120kg or 150kg and comply with the AS/NZS 1892 standard.
- Ladders should be clearly labelled, structurally sound and not covered in chemicals or other materials.

Check (✔) if a ladder is the best and safest way for you to work

- ☐ Is it light work?
- ☐ Is the ladder in good condition – feet, stiles?
- ☐ Is the person setting up the ladder trained or supervised to work safely?
- ☐ Can the ladder be positioned and secured to prevent movement?

Tips for working safely from stepladders:

Correct
Steps facing the work activity

Incorrect
Steps are side-on to the work activity

- Ensure the ladder is maintained and in good condition – no loose rivets, no splits in the stiles, all safety components working correctly.
- Ensure that the stepladder is set up on stable ground and all the stabilising stays and locking clips or locking arms are engaged securely.
- Ensure the ladder is at least 4 metres clear of power lines.
- Have the steps facing the work activity.
- Avoid side-on loading work e.g. drilling side-on through bricks or concrete.
- Where side-on loading cannot be avoided, prevent the stepladder from tipping over by tying the steps to a secure point. If this cannot be done, use access equipment that is more suitable.
- Avoid holding items when climbing and use a tool belt.

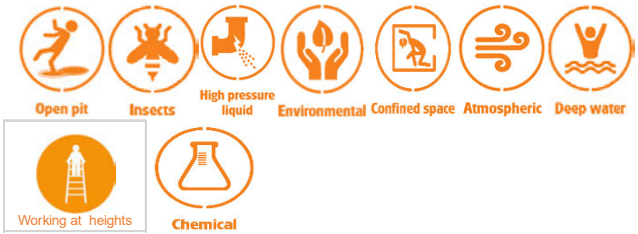
Document Owner: Manager Customer Planning

Disinfection of Drinking Water Network Repairs

This Standard Operating Procedure (SOP) covers work undertaken on repairs within the drinking water network. This work needs to be undertaken with the utmost care, following best practice as the network is exposed and must be safeguarded against contamination, both bacteriological and chemical. Disinfection is key to preventing contamination of the water supply during maintenance and should be an integral part of the standard repair procedures.

Health & Safety and Operational Information

Hazard Indictors



Personal Protection

Health and Safety Information

- Health and Safety documentation.
- Sodium Hypochlorite Solution Material Safety Data Sheet.

Operation's & Maintenance Documentation

- Disinfection SOP

Customer Information (Confidential)

- Vulnerable customers (DHB supplied list)
- Priority customers (WWL)

Priority Customer Categories

- Schools and childcare
- Commercial premises
- Hospitals
- Retirement homes/villages
- Correction facilities
- Military installations
- Oil and gas refinery

Emergency Procedure / Escalation

Emergency

- Make "Site Safe" and isolate risks to people or property with resources at hand
- All forms of chlorine have hazardous substance storage and handling requirements. All people using these chemicals should be aware of the requirements identified in the material safety data sheets
- Key phone numbers

Escalate if extra resources required or problems occur!

- Escalate to Team Leader and inform of the issues faced and/or expected resources required if necessary.
- If no FAC after flushing until clear, flush again. If no FAC present escalate to Team Leader.

Additional Documentation

- FH SOP shutdown procedure WWAR_0129
- SOP Asbestos Pipe Repair WWAR_0125
- Living Safely Manual HSEP_0045
- Service plans (B4uDig)

U/G Services | Asbestos Pipes | Concrete Saws

Required Skills, Competencies (Qualifications and/or Certifications)

Competent persons only – NZ Certificate in Infrastructure Works (PCM) Level 3 or higher Drinking Water Strand

Document Owner: Manager Customer Planning

Disinfection of Drinking Water Network Repairs

Standard Operating Procedure

Required Equipment

Equipment and Information	Details
Fully Equipped Vehicle	Ensure vehicle, plant, equipment and materials appropriate to the day's work schedule is available.
Spray bottle containing Sodium Hypochlorite solution and swabbing material	Ensure full spray bottle containing Sodium Hypochlorite solution and sufficient clean swabbing material is in the vehicle before leaving the depot. The bottle is to be stored in such a way that it cannot tip or spill If the bottle is not full, use the following mixing ratios to have a full spray bottle of chlorine solution at correct strength: - decant 20ml (1 cap full) of Sodium Hypochlorite 15-17% Solution into a 1 litre spray bottle, fill the spray bottle with water - 50ml (10 teaspoons) of 2-4% Janola into a 1 litre spray bottle, fill the spray bottle with water. Ensure you are wearing appropriate PPE including gloves and eye protection, take care not to breathe in the fumes and not to spill any undiluted chemical on yourself or others.
Vulnerable & Priority Lists (Confidential)	Ensure that you have access to the Vulnerable and Priority lists.

Perform the work - Disinfection

Action	Trade	Action Details
Maintenance	**Serviceperson**	Prior to work starting, a risk of contamination to the network will be undertaken and the result indicated on the RCP. A photograph of the completed RCP is to be attached to the Maximo work order.
Maintenance	**Serviceperson**	All tools contacting the water supply or its parts, particularly cutting surfaces, must be adequately disinfected prior to commencing work and subsequently as necessary when tools contact soil or backfill material. All fittings and pipes shall be sprayed and swabbed with a super-chlorinated solution and protected from contamination. A photograph of the spray bottle will be included in the before and after photographs on the Maximo work order.
Maintenance	**Serviceperson**	The internal lining of the open ends of pipelines shall be sprayed and swabbed with a super chlorinated solution. Care shall be taken to ensure water from the trench does not enter the pipeline, this may be achieved by: - Shutting down the network during the repair - Excavating deep enough that water in the bottom of the trench is below the pipe - Dewatering the trench to remove water
Maintenance	**Serviceperson**	If the repair is to be left for an extended period, the ends of the exposed pipe are to be capped to prevent small animals and dirt getting into the network.

Document Owner: Manager Customer Planning

Disinfection of Drinking Water Network Repairs

Perform the work - Disinfection

Action	Trade	Action Details
Maintenance	**Serviceperson**	After the repair is made, and where practicable, the repaired pipe shall be flushed so that potable water is drawn through the repair location until the water is clear or 3x the volume of the pipe in the repaired area. Record how long this took.
Maintenance	**Serviceperson**	A Freely Available Chlorine test must be done on the clear flush water. For small repairs on pipes less than 100mm, a "colour" test will be sufficient and a photograph attached to the Maximo job order. For 100mm diameter pipes, a FAC test should be done and the digital reading photographed and attached to the Maximo job order. For critical assets, pipes 150mm or greater and feeds to schools and hospitals, an FAC test will be done and the digital result photographed and attached to the Maximo job order. On these assets an Ecoli test will be taken by the water team leader or designated qualified person when the pipe is returned to service. If there is a chlorine residual in all cases, photograph the reading and attach to the job in Maximo. Return main to service. If no chlorine residual flush the main for another length of time same as the first and take another FAC sample. If there is no FAC reading from this sample escalate to TL for a decision on shutting down the main.
Maintenance	**Serviceperson**	For extended outages exceeding 8 hours and repairs on critical assets, Taumata Arowai is notified. The service person is to complete a report form on Survey 123 outlining what has happened, how the risk of contamination was managed and the FAC and E.Coli test results.
Maintenance	**Serviceperson**	Separate tools should be used on drinking water and wastewater networks. Where this is not possible, or tools become contaminated by wastewater they shall be thoroughly cleaned and disinfected with the super-chlorinated solution before using them again Equipment and plant that has been used on wastewater networks or in a manner that may contaminate the drinking water network should be cleaned and disinfected before use.

Approved to Issue for Testing: Planner Name ……	Tested by: Serviceperson Name ……	SOP Finalised Team Leader Name ……
Signed ……	Signed ……	Signed ……
Date ……	Date ……	Date ……

PROCEDURE TITLE:

General Inspection_Pump Station Maintenance

VERSION: 1.0

REFERENCE #: **ASMD - 3004**

PPE REQUIRED

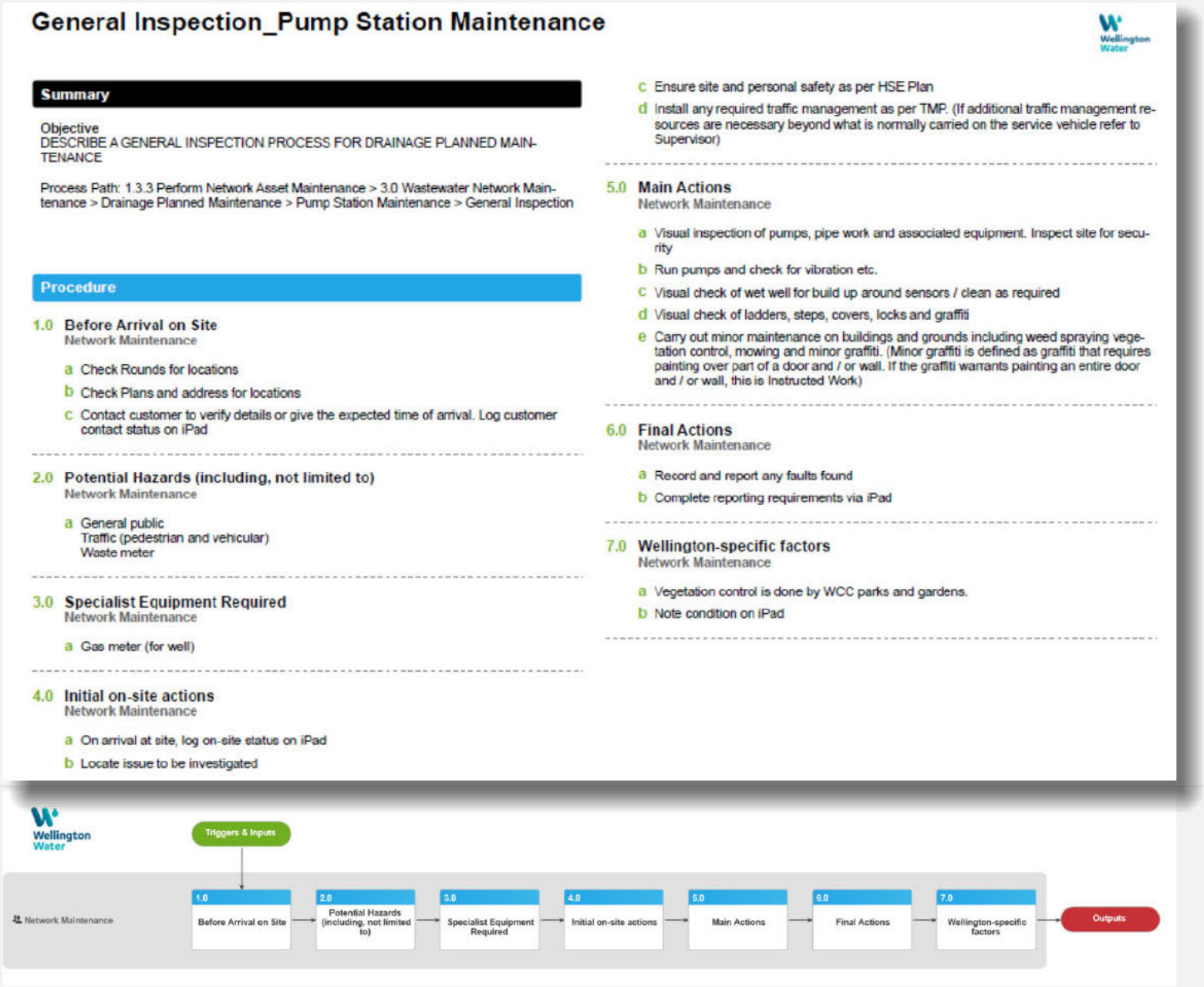
POTENTIAL HAZARDS

SPECIALIST EQUIPMENT REQUIRED

Gas Meter (for well)

LINKED DOCUMENTS

1. HSE Plan
   HSET – 0004 (PRINT)
2. TMP Plan (PRINT)



General Inspection_Pump Station Maintenance

Wellington Water

Summary

Objective
DESCRIBE A GENERAL INSPECTION PROCESS FOR DRAINAGE PLANNED MAINTENANCE

Process Path: 1.3.3 Perform Network Asset Maintenance > 3.0 Wastewater Network Maintenance > Drainage Planned Maintenance > Pump Station Maintenance > General Inspection

Procedure

1.0 Before Arrival on Site
Network Maintenance

a Check Rounds for locations
b Check Plans and address for locations
c Contact customer to verify details or give the expected time of arrival. Log customer contact status on iPad

2.0 Potential Hazards (including, not limited to)
Network Maintenance

a General public
Traffic (pedestrian and vehicular)
Waste meter

3.0 Specialist Equipment Required
Network Maintenance

a Gas meter (for well)

4.0 Initial on-site actions
Network Maintenance

a On arrival at site, log on-site status on iPad
b Locate issue to be investigated
c Ensure site and personal safety as per HSE Plan
d Install any required traffic management as per TMP. (If additional traffic management resources are necessary beyond what is normally carried on the service vehicle refer to Supervisor)

5.0 Main Actions
Network Maintenance

a Visual inspection of pumps, pipe work and associated equipment. Inspect site for security
b Run pumps and check for vibration etc.
c Visual check of wet well for build up around sensors / clean as required
d Visual check of ladders, steps, covers, locks and graffiti
e Carry out minor maintenance on buildings and grounds including weed spraying vegetation control, mowing and minor graffiti. (Minor graffiti is defined as graffiti that requires painting over part of a door and / or wall. If the graffiti warrants painting an entire door and / or wall, this is Instructed Work)

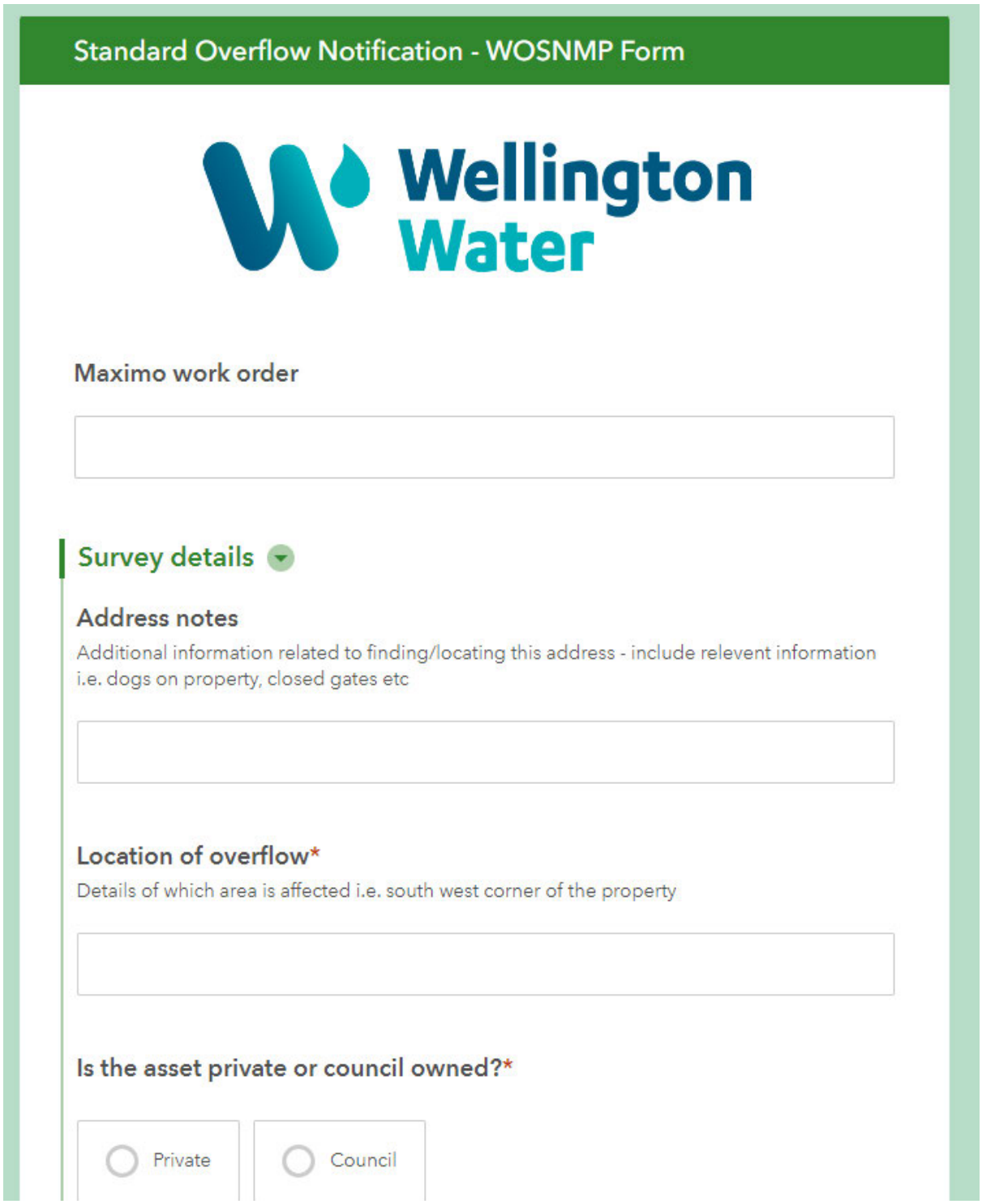
6.0 Final Actions
Network Maintenance

a Record and report any faults found
b Complete reporting requirements via iPad

7.0 Wellington-specific factors
Network Maintenance

a Vegetation control is done by WCC parks and gardens.
b Note condition on iPad

Overflow Notification



Private

Council

Responding to:*

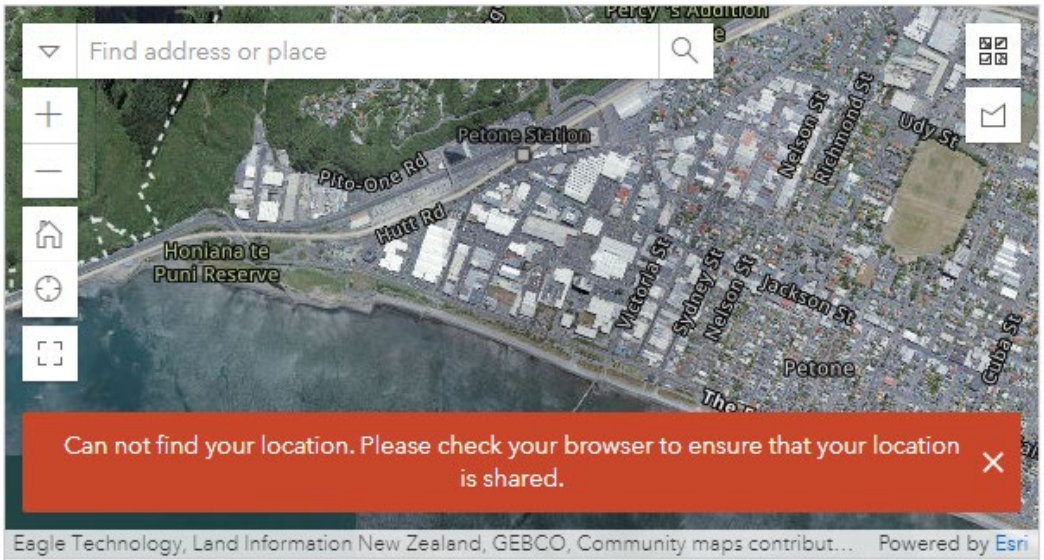
Wastewater overflow event

Stormwater **habitable** floor flooding

Stormwater flooding event

Affected area*

Location of the overflow / stormwater event



No geometry captured yet.

QA Status

New

No geometry captured yet.

QA Status

- ○ New
- ○ Further QA required
- ○ QA completed

Thank you!

Please submit this survey when completed. If another survey is required at this site please launch a new one from Maximo.

Submit

HCC	Waste water	6101023121	40H613A	Pump station planned maintenance	Pump station inspections activities	Pump/ mechanical inspection	35	pump stations	2
						Electrical inspection	35	pump stations	2
						Building inspection	35	pump stations	2
						Generator inspection	2	pump stations	2
						Odour device inspection	4	pump stations	2
					Pump Stations maintenance activities	Mechanical and pump yearly maintenance	35	pump stations	2
						Electrical yearly maintenance	35	pump stations	2
						Building yearly maintenance	35	pump stations	2
						Wet well Cleaning	35	pump stations	2
						Safety equipment certification	35	pump stations	2
						Generator yearly maintenance	2	pump stations	2

PROCEDURE TITLE:

Pump Faults: Lift and Clear Blocked Pump

VERSION: 1.0

REFERENCE #: ASMD - 3019

PPE REQUIRED

POTENTIAL HAZARDS

SPECIALIST EQUIPMENT REQUIRED

1. Crane Ute or Block & Tackle, If specialist lifting equipment is required, raise an associated day works job on the same event
2. Gas detector

LINKED DOCUMENTS

1. HSE Plan
   HSET – 0004 (PRINT)
2. TMP Plan (PRINT)

Pump Faults: Lift and Clear Blocked Pump

Summary

Objective
DESCRIBE A PROCESS FOR LIFTING AND CLEARING BLOCKED PUMP

Process Path: 1.3.3 Perform Network Asset Maintenance > 3.0 Wastewater Network Maintenance > Reactive Drainage Maintenance > Pump Faults: Lift and Clear Blocked Pump

Procedure

1.0 Before Arrival on Site
Network Maintenance

a Check Plans and address for locations
b Contact customer to verify details or give the expected time of arrival. Log customer contact status on iPad

2.0 Potential Hazards (including, not limited to)
Network Maintenance

a General public
Traffic (pedestrian and vehicular)
Open pit

3.0 Specialist Equipment Required
Network Maintenance

a Crane Ute or Block & Tackle, If specialist lifting equipment is required, raise an associated dayworks job on the same event
Gas detector

4.0 Initial on-site actions
Network Maintenance

a On arrival at site, log on-site status on iPad
b Locate issue to be investigated
c Ensure site and personal safety as per HSE Plan
d Install any required traffic management as per TMP. (If additional traffic management resources are necessary beyond what is normally carried on the service vehicle refer to Supervisor)

5.0 Main Actions
Network Maintenance

a Isolate and lock out blocked pump
b Lift pump and clear impellor (check impellor freely rotates)
c Lower and reset pump
d Check pump operation
e Check status of other pumps and repeat procedure, if required.

6.0 Final Actions
Network Maintenance

a Complete reporting requirements
b Clean up site / dispose any waste

Risk Assessment

Wellington Water

Review of the controls is required minimum daily(max 7 days)

Date								
Reviewer								

Note: Reviewer is the person taking responsibility of the job/work(does not have to be a team leader)

Risk Rating: High/Extreme
PAUSE
and improve controls

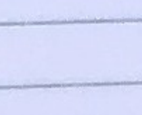
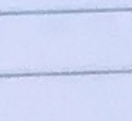
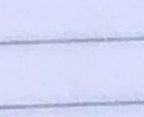
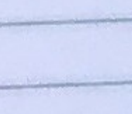
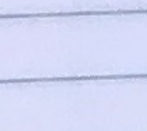
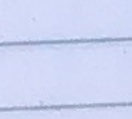
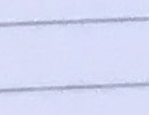
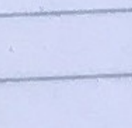
Circle ALL that apply

Traffic | Pedestrians | Cycleways | Mobile Plant | Exclusion Zones | Power Tools | Utility Services | Metal Pipes | Asbestos | Wellbeing | Fatigue | Excavations
Confined Spaces | Chemicals | Drain Protection | Manual Handling | Weather | Abrasions | Environmental Damage | Noise | Dust | Wastewater | Isolations

Risks: What could go wrong?	Controls: How can I do it safely	Low	Mod	High
Pedestrains	cones and barries	2		
Power tools	Trained op and correct ppe	4		
Manual handling	correct ppe	2		
Weather / short sleeves	Sunblock	4		
Noise	wear ear muffs		7	
Waskewater	correct ppe Wash up after work		11	
isolation	Lock out tag out / test isolation	2		
Pump stations	gas meter, Stayby guy		7	
Pumps	isolation / tested	5		

STOP - Improve Controls

Tick all that apply

	**Compulsory** Day-glo vests, shirts or overalls are mandatory on all work sites (worn done up)		P2 mask to worn when working with wastewater or around dust and fumes Face coverings are required where 1 m physical distancing can't be maintained, and in certain public settings.
	**Compulsory** Steel or composite capped lace up boots are mandatory on all work sites (steel capped gumboots in wet conditions)		Full cover clothing or overalls must be worn where there is a risk of abrasions, sun, heat, and other contaminants
	Must be worn if lifting machinery is on site and when something could fall on you, or you could fall		Must be worn when risk of dust or foreign objects entering the eye. Wrap around eye protection compulsory when working with wastewater.
	Must be worn when you need to raise your voice to be heard by someone 1 m away		Must be worn for material handling and when handling hazardous materials (not be to be when there is a risk of entanglement

Consequence

Category	Likelihood: Rare 1	Highly Unlikely 2	Unlikely 3	Possible 4	Likely 5
Substantial 100	Moderate (100) - 15	High (500) - 19	High (1000) - 22	Extreme (5000) - 24	Extreme (10000) - 25
Major 70	Moderate (50) - 10	Moderate (250) - 14	High (500) - 18	High (2500) - 21	Extreme (5000) - 23
Moderate 40	Low (10) - 6	Moderate (50) - 9	Moderate (100) - 13	Moderate (500) - 17	High (1000) - 20
Minor 10	Low (5) - 3	Low (25) - 5	Low (50) - 8	Low (250) - 12	Low (500) - 16
Minimal 1	Low (1) - 1	Low (5) - 2	Low (10) - 4	Low (50) - 7	Low (100) - 11

Have you... Read, understood, and signed below before starting work?

If you answered NO to any questions PAUSE and check with Site Manager / your Team Leader

Full name	Date	Time in	Time out	Phone number	Fit & Well? Y / N	Aware of the Risks? Y / N	Inducted? Y / N	PPE? Y / N	Initials
[redacted]	25/8	7:30		[redacted]	Y	Y	Y	Y	
	25-8	7:30			Y	Y	Y	Y	NH

Risk Control Plan V5

STANDARD WWL TEMPLATE

Note: For non-standard WWL activities, see different template for WWL Treatment

Wellington Water

This document is for standard activities, it must be reviewed daily, and when tasks or activities change

Date:	28/8/23	Site:	Wellington Water pump station	Person in in charge of site:	[redacted]
STMS:	N/A	First Aider(s):	[redacted]	First Aid Kit:	Truck
Emergency Contact:	[redacted]	Nearest Hospital or Medical Clinic:	Wellington	Fire Equipment:	Truck
Maximo Number:		Assembly Point:	Truck	Spill Kit & Chemical Inventory:	Truck

Additional Sites for same task - only if task does NOT require any permit/checklist

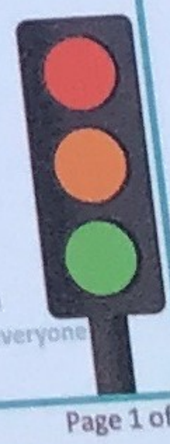
								Updated Risks?
Time:		Site:	Address / Location	Assembly point:	Location	Nearest Hospital or Medical Client:	Location	Yes / No
Time:		Site:	Address / Location	Assembly point:	Location	Nearest Hospital or Medical Client:	Location	Yes / No
Time:		Site:	Address / Location	Assembly point:	Location	Nearest Hospital or Medical Client:	Location	Yes / No
Time:		Site:	Address / Location	Assembly point:	Location	Nearest Hospital or Medical Client:	Location	Yes / No

Permit/Checklist		Answer all
Digging and excavation	Digging and Excavation Permit - NZ required if: ▪ Digging, penetrating, or excavating deeper than 150mm ▪ *Permit Section 2 is also required if digging, penetrating, or excavating deeper than 1.5m*	Yes / (No)
Working at heights	Working at Height Controlled Work Checklist required if: ▪ There is a *high* risk of falling - falling between levels, falling from, falling off, or falling in ▪ Fall restraint or fall arrest equipment is required to be used ▪ Working from a ladder for longer than 10mins above 1.5m *Controls: benching, battering, shoring, excavation covers, solid barriers, cone barrier arms, marked exclusion zones*	Yes / (No)
Hot & hazardous atmosphere work	Hot Work Controlled Work Checklist required if: ▪ Doing work that creates a risk of ignition from sparks or heat	Yes / (No)
Confined space entry	Wellington Water Confined Space Permit required if: ▪ Space is enclosed or partially enclosed and not intended or designed for human occupancy, plus any: ▪ Risk of an oxygen concentration outside safe oxygen range ▪ Risk or airborne contaminants that may cause impairment of loss of consciousness ▪ Risk of flammable airborne contaminant igniting or exploding ▪ Risk of suffocation or drowning from a stored free flowing solid or a liquid rising *E.g Working in a manhole or wet well*	Yes / (No)
Asbestos work	Asbestos Removal Controlled Work Checklist and Asbestos Removal Action Plan required if: ▪ When the work involves disturbing or removing any asbestos, or asbestos containing materials, totalling >10m2 over entire project	Yes / (No)
Close approach	Prior written consent of the owner required if: ▪ Working within 4m of overhead powerlines ▪ Excavating deeper than 750mm within 5m of a power pole ▪ Excavating deeper than 300mm within 2.2m of a power pole	Yes / (No)

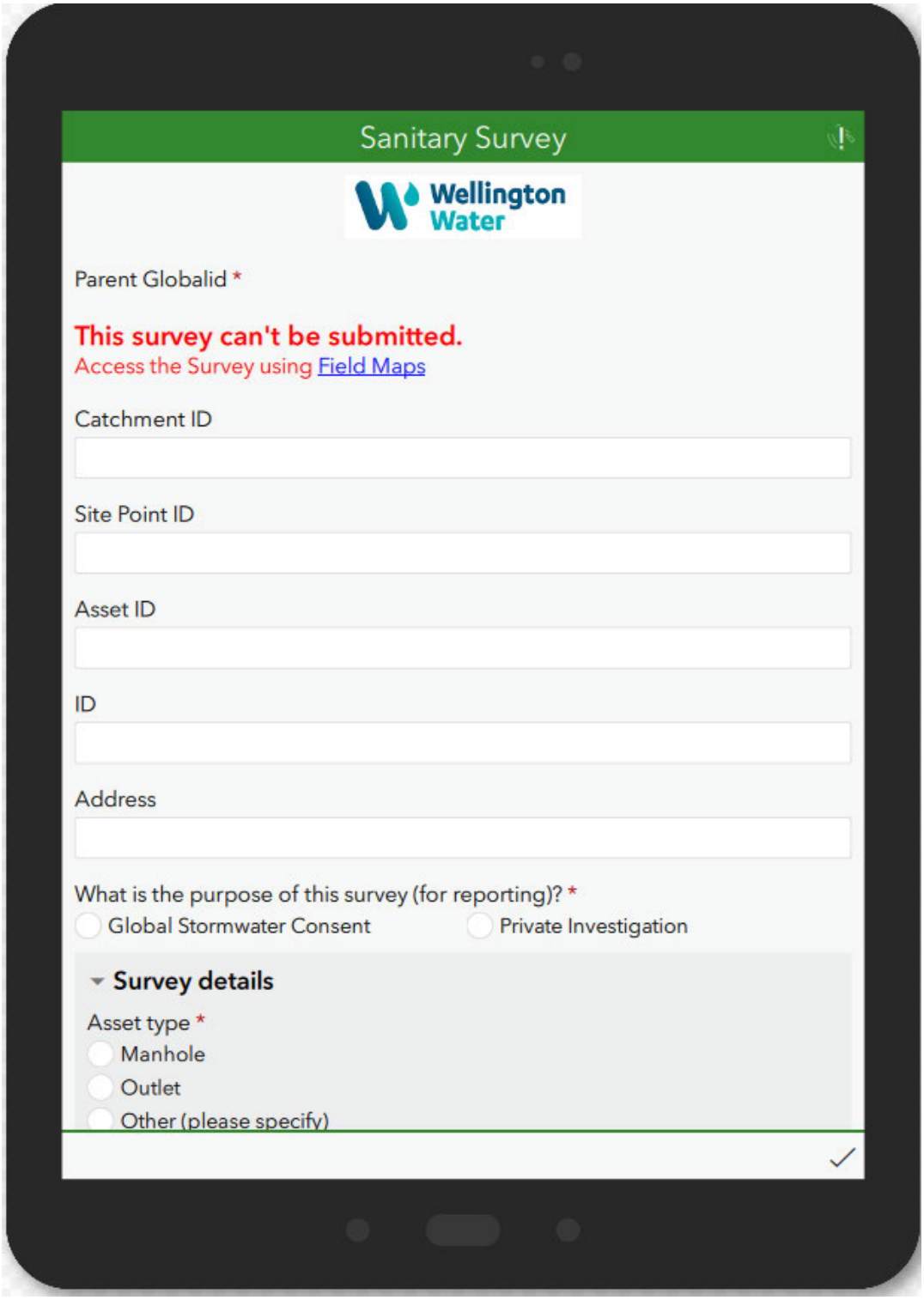
Task: What am I doing? What is the plan for the day?

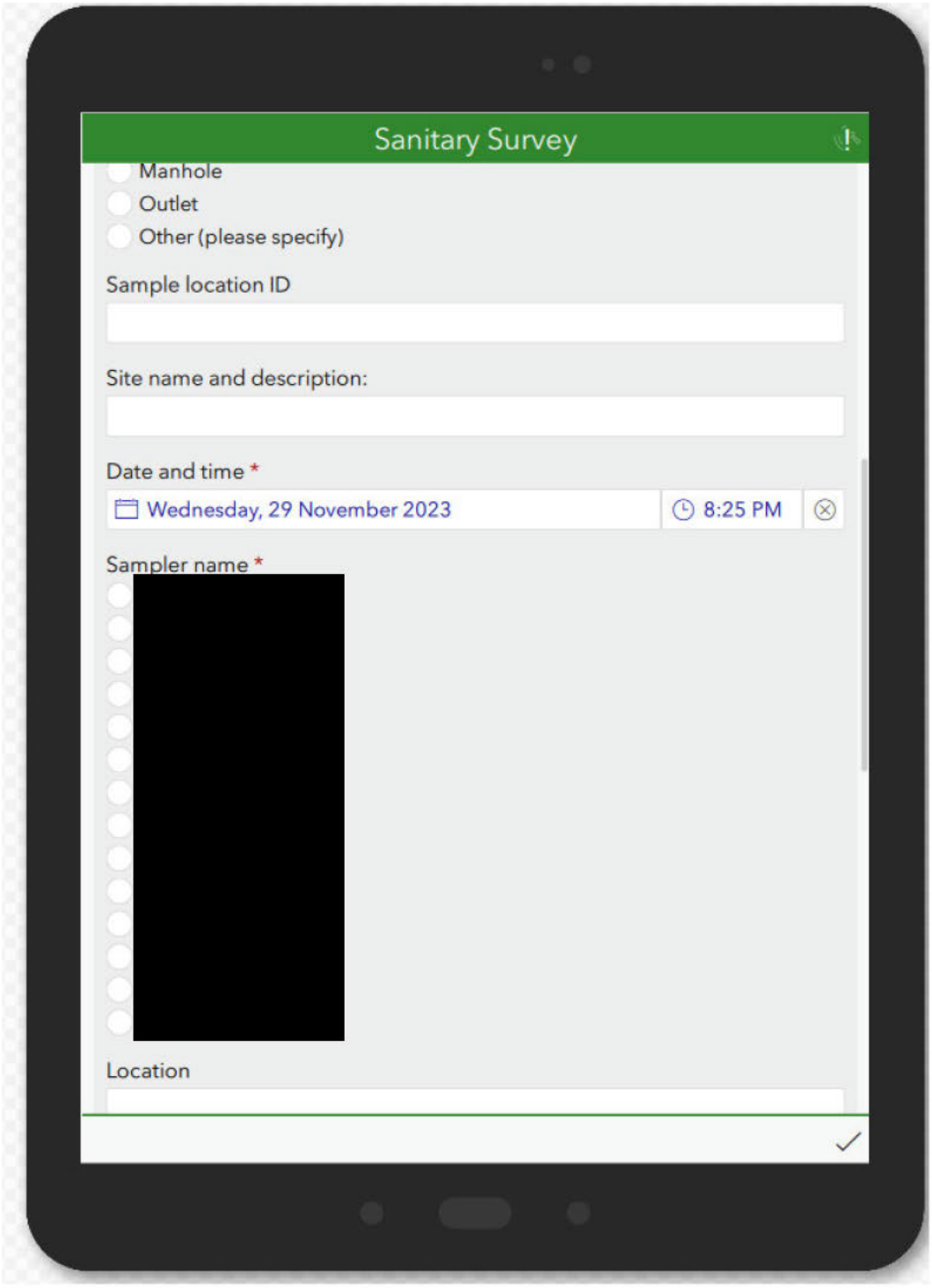
TTM setup, Establishing site, Excavating, Reinstating, Using power tools/plant/equipment, Performing repairs/replace/removal/installation, Wearing short sleeves, Working on uneven/sloped site, Asbestos works, Handover, Isolating water supply, etc.

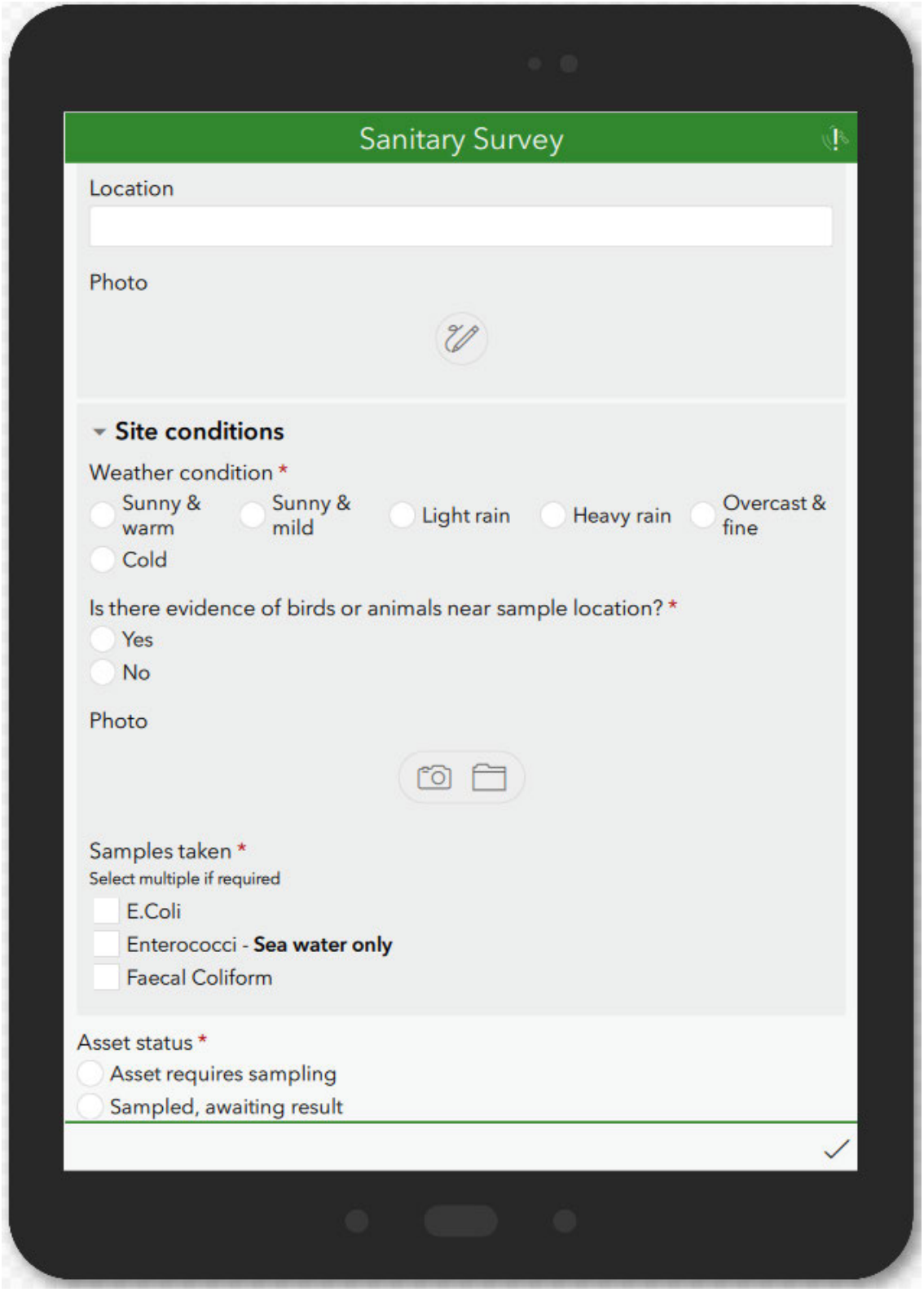
Sketch - Plan - Map - Image

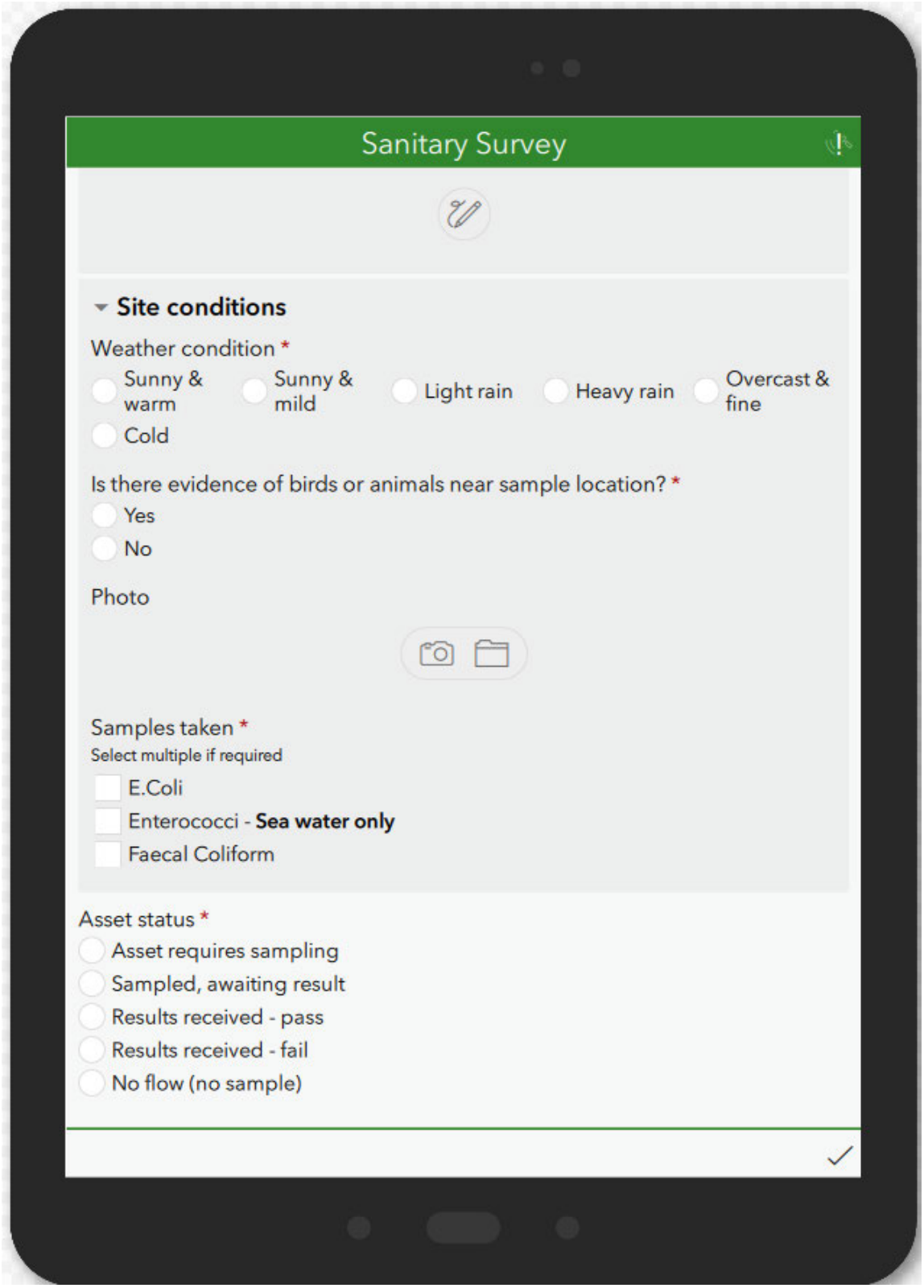


(i) **Take 5 & think about your work -** Assess the job/site, Analyse the risks, Take action
(i) **What am I doing? What could go wrong? How could I make it safer?** Discuss with everyone
(i) **Consider everyone's wellbeing -** Are you fit for work? Is everyone else?


Sanitary Survey
Wellington Water
Parent Globalid *
This survey can't be submitted.
Access the Survey using Field Maps
Catchment ID
Site Point ID
Asset ID
ID
Address
What is the purpose of this survey (for reporting)? *
Global Stormwater Consent
Private Investigation
Survey details
Asset type *
Manhole
Outlet
Other (please specify)


Sanitary Survey
Manhole
Outlet
Other (please specify)
Sample location ID
Site name and description:
Date and time *
Wednesday, 29 November 2023
8:25 PM
Sampler name *
[redacted]
Location


Sanitary Survey
Location
Photo
Site conditions
Weather condition *
Sunny & warm
Sunny & mild
Light rain
Heavy rain
Overcast & fine
Cold
Is there evidence of birds or animals near sample location? *
Yes
No
Photo
Samples taken *
Select multiple if required
E.Coli
Enterococci - Sea water only
Faecal Coliform
Asset status *
Asset requires sampling
Sampled, awaiting result


Sanitary Survey
Site conditions
Weather condition *
Sunny & warm
Sunny & mild
Light rain
Heavy rain
Overcast & fine
Cold
Is there evidence of birds or animals near sample location? *
Yes
No
Photo
Samples taken *
Select multiple if required
E.Coli
Enterococci - Sea water only
Faecal Coliform
Asset status *
Asset requires sampling
Sampled, awaiting result
Results received - pass
Results received - fail
No flow (no sample)

Manual Handling

Water Ways
minimum requirements

scope

This guide sets out our minimum operational requirements when undertaking manual work and highlights key safety steps

The site risk control plan should also be referred to

Manual handling is the use of physical force by someone to move hold or restrain something

qualifications, skills and training

While not compulsory, completing First Move training can further reduce the risk of injury

minimum PPE requirements

additional PPE based on risk assessment controls

1

Risk assess the task

- plan your lift
- plan an obstacle free route
- plan regular breaks and job rotations

2

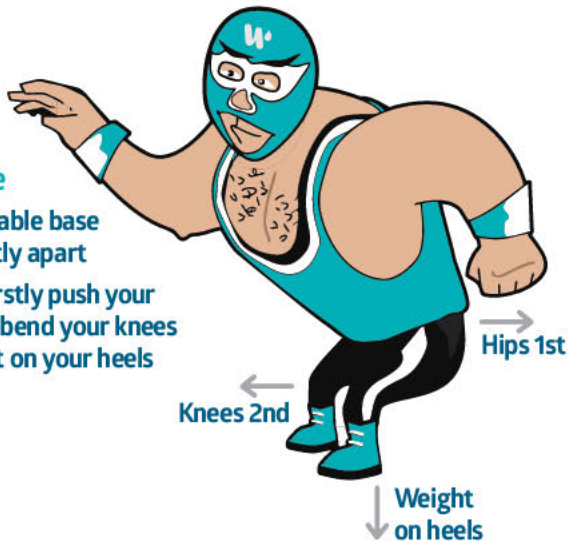
Consider mechanical aids

Trolleys, lifting tables, hoists and pallet lifters can significantly reduce the load

3

Work in balance

- Work from a stable base with feet slightly apart
- When lifting firstly push your hips back then bend your knees keeping weight on your heels



4

Hands

Use the power side for carrying, gripping, pulling and pushing

Wellington Water

see next page for more information ...

5 Turn by moving your feet not your spine

- Minimise; twisting, leaning and reaching
- Avoid; jerky movements, high forces, sustained vibrations, sharp objects and awkward postures

6 Overhead work

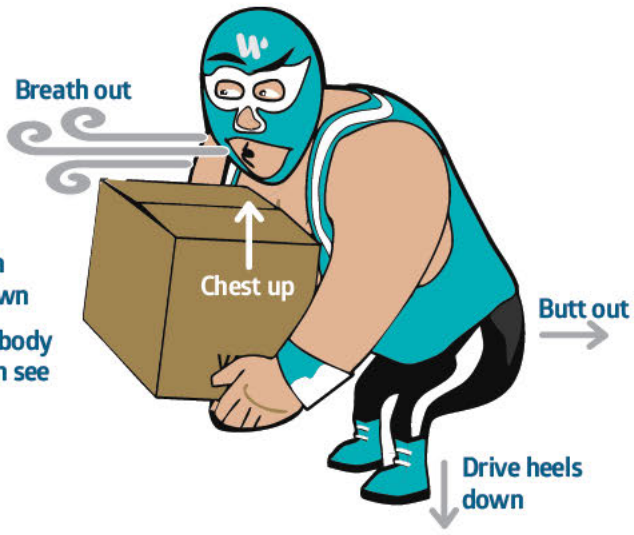
- Keep your arms in with your elbows pointing down
- Lift up not out

7 Know your limits

- Assess the size / shape, stability and weight of the load
- How often, how fast and how far does the load(s) have to be moved
- Split up the load and ask for help

8 Lifting

- Get a good grip, butt out, chest up, knees bent, breath out and drive your heels down
- Keep the load close to your body and your head up so you can see where you are going



9 Push rather than pull

Make sure you can see over the load and that the way is clear

10 Additional controls

Continually monitor the risks and review and adjust the controls as needed for the duration of the work

- Know what to do in an emergency

Special thanks to **Captain Comfortable** from First Move

FIRST move

scan or click for more info and video