

Document Owner: Manager Customer Planning

Access Chamber Maintenance Procedure

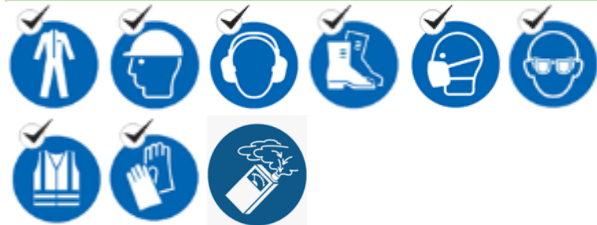
Procedures for lid and ring inspection and replacement (or Gatic type square lid and surround or WunderCover etc).

Health & Safety and Operational Information

Hazard Indicators



Personal Protection



Health and Safety Information

- Health and Safety documentation.
- Generic Traffic Management Plans or site-specific Traffic Management plan.
- Hazardous Waste
- Gases
- Confined Space Entry
- Heavy lifting
- Working at heights
- Work site protection

Operation's & Maintenance Documentation

- Corridor Access Requests (CAR) and WIP Permits (site specific or generic/global)
- Service plans (B4uDig)
- Design drawings
- Site plans
- Notification Calling Cards

Customer Information (Confidential)

Priority Customer Categories

- Schools and Childcare
- Commercial premises
- Hospitals
- Retirement Homes/Villages
- Correction Facilities
- Military Installations
- Oil and Gas Refinery
- Working in CBD or suburban retail (commercial)

Emergency Procedure / Escalation

Additional Documentation

Emergency

- In event of service strike to utility/energy source (e.g., fuel, Gas, Power, Water etc.) report immediately to team leader
- Make "Site Safe" and isolate risks to people or property with resources at hand
- Do not leave the site unattended when the service cover is removed

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.

Required Skills, Competencies (Qualifications and/or Certifications)

Competent persons only

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Standard Operating Procedure

Required Equipment

Equipment and Information	Details
Fully Equipped Vehicle	<p>Ensure vehicle, plant, equipment, and materials appropriate to the day's work schedule is available</p> <p>Disinfection equipment</p> <p>Manhole lifting gear (hydraulic lifter as required)</p> <p>Manhole keys (as required)</p> <p>Suitable grill to place over the open inspection/access chamber</p>
PPE	<p>Confined spaces entry specialist equipment kit</p> <p>Gas monitoring equipment</p> <p>Breathing apparatus and associated safety equipment</p> <p>Specialist gloves as may be required</p>

Prepare to do the work

Action	Action Details
Applicable to three waters assets	This SOP is valid for all three water networks
Right of Access	<p>Some chambers are in private property and restricted areas of access and may need specific time / day entry requirements or need to be covered under a 3rd party H&S policy or induction process.</p> <p>Do not expect there to be a right of access without complying with formalities when accessing private property.</p> <p>Accessing chambers in CBD or high traffic (pedestrian traffic) may need planned day /time to minimise inconvenience or risk</p>
Pre-Start Process	Complete the Daily Pre-Start - Planning Reactive Maintenance
Compliance	<p>Traffic Management Plan - Where required, TMP to be in place prior to work starting. TMP to be accessible on site.</p> <p>Pedestrian management will need consideration</p>
Confined Space	<p>HOLD POINT: If manhole entry is required undertake procedure in accordance with Confined Space Access SOP. A permit to work is required prior to accessing any manhole and MUST ONLY be undertaken by properly trained and competency assessed staff for this work. Undertake gas safety check using appropriate meter and ventilate manholes until gas readings within permitted limits.</p>
Service Plans	Prior to excavation (if required) underground, services plans should have been sourced and supplied as an attachment to the work order
As Built Drawings & Site Plans	If available copies of the as built drawings and or site plans should be supplied.
Check GIS maps	<p>Review GIS maps for pipe, access chamber and asset locations.</p> <p>Correlate with the supplied underground services documentation.</p>

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Perform the work

Action	Trade	Action Details
Maintenance	Serviceperson	Undertake all tasks required in the Pre-Start - Planning for Reactive Maintenance.
Investigation	Serviceperson	Excavate if required to carry out inspection of the asset. Clean off the asset to allow thorough inspection of the lid and ring / cap of the structure to be assessed.
Inspection	Serviceperson	Ensure that lids are flush fitting and capping ring is correctly positioned. If locking lid check function. Inspect for structural issues. If lid is missing check bottom of manhole and immediate surrounds, if found inspect for damage
Maintenance	Serviceperson	Open access chamber and inspect internal walls and connection points for damage and / or blockages etc (Utilise a torch / mirror to enable clear views). If required enter chamber to conduct a more thorough inspection of any defects etc using appropriate safety equipment. Gas detection to be completed before entering any confined space. If defects are visible, take photographs prior to commencing repairs. Inspect ladders and climbing rings for corrossions and fitness to purpose. All significant defects should be reported to Supervisor for approval prior to commencing repairs
Maintenance	Serviceperson	Ensure appropriate flushed water containment is in place and potential environmental impacts are mitigated prior to taking repair actions
Maintenance	Serviceperson	Repair or replace component parts. If lid levelling is required, determine ring neck height for adjustment and then apply releveing and adjust lid and seal to meet requirements. Patch and grout as required. Only use metal shims to adjust level.
Maintenance	Serviceperson	Ensure surfaces being repaired are cleaned to meet the requirements of the repair materials utilised to ensure effective repairs.
Maintenance	Serviceperson	Undertake internal walls maintenance and repairs (grout and / reseal) as required, remove standing water and clear drainage channels if applicable. Ensure flow paths are cleared and catch benches are maintained to ensure function. If ladder or ring components or cover and surrounding rim require replacement or further maintenance, create new work order for the task. Generate child work order.
Maintenance	Serviceperson	Flush and disinfect as necessary pipes and other assets to ensure no contamination has occurred during repair procedures.
Maintenance	Serviceperson	Ensure all lids and covers are refitted and secured or locked as required
Maintenance	Serviceperson	If required to enter the chamber to remove dropped service cover, or broken cover or a more thorough inspection ensure appropriate safety equipment and confined space entry procedure adopted.
Maintenance	Serviceperson	Carry out reinstatement to ground level if no additional reinstatement required close work order as per standard Generic Reactive Maintenance Process
As Built	Serviceperson	As Built - New / Change / Decom (Reticulation or Utilities) Process Complete the appropriate form for update of the asset data
Maintenance	Serviceperson	If further reinstatement required create new work order for the task. Generate child work order process
Closure	Serviceperson	Carry out work order closure procedures as per Reactive Maintenance - Generic Reactive Maintenance Procedures