

Document Owner: Manager Customer Planning

Karehana Bay Grill Winch Opening/Closing

This Standard Operating Procedure (SOP) covers operating the Karehana Bay Grill which is operated with a winch to open and close the grill in a rainfall or high flow event.

Health & Safety and Operational Information

Hazard Indicators

Personal Protection



Health and Safety Information

Operation's & Maintenance Documentation

- Health and Safety documentation.
- Generic Traffic Management Plans or site-specific Traffic Management plan.

- Site plans
- Notification Calling Cards

Customer Information (Confidential)

Priority Customer Categories

Plimmerton Residents (mainly those surrounding Karehana Catchment) and the public in general

Residents surrounding Karehana Catchment - Plimmerton

Emergency Procedure / Escalation

Additional Documentation

- 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.

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	Ensure vehicle, plant, equipment and materials appropriate to the day's work schedule is available

Prepare to do the work

Action	Action Details
Pre-Start Process	Complete the Daily Pre-Start - Planning Reactive Maintenance
Compliance	Traffic Management Plan - Where required, TMP to be in place prior to work starting. TMP to be accessible on site.
Training	Persons authorised to operate the Grill shall be trained by Wellington Water Operations Planning Engineer and approved by the Manager Customer Planning

Perform the work

Action	Trade	Action Details
Maintenance	Serviceperson	During the flood the debris on the grill should be removed by raking the debris.
Maintenance	Serviceperson	The channel is fenced with an access gate only accessible by key – to access the grill for cleaning FIRST call After Hours Phone (ph. 021 486 860) to open padlock on the entrance gate.
Maintenance	Serviceperson	Clean the debris on the grill
Inspect	Serviceperson	Monitor water level in the open channel, once the water reaches the low-level trigger point and before it reaches the high-level trigger point (the marks next to the grill), the grill should be opened if debris is causing a blockage at the grill that cannot be efficiently removed by raking. Efficient removal of the debris may not be possible due to issues such as available resources, health & safety concerns or a high quantity of debris coming down the catchment.
Maintenance	Serviceperson	Use the winch to open the grill. The cable from the winch to the grill is connected already. The winch is locked and will be required to be unlocked to operate, only trained staff in operating the winch have access to the padlock to operate the winch.
Inspect	Serviceperson	After opening the grill, the person should be always standing there and monitoring or handover to another competent person for monitoring. Any emergency please call Simon Angus (021 786 153), Iain McAfee (ph. 027 5303365) or 111.
Maintenance	Serviceperson	Once the water is below the Low-level trigger point and no heavy rainfall is forecast, close and lock the grill, close and lock the entrance gate.
Maintenance	Serviceperson	Record the date, time arrive, time leave, people on site and other related details on the form Record of Flood Event