

Document Owner: Manager Customer Planning

## Intake/Outlet - Maintenance Procedure

Procedures for stormwater/intake outlet clearing.

### 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

#### 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)

- Access to restricted areas / premises

#### Priority Customer Categories

#### 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

##### 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
Plant	Excavator / truck unit to be tasked if required

#### Prepare to do the work

Action	Action Details
Right of Access	Some intakes are in private property and restricted areas of access and may need specific time / day entry requirements or need to be covered under a 3 <sup>rd</sup> party H&S policy or induction process. Do not expect there to be a right of access without complying with formalities when accessing private property.
Pre Start Process	Complete the Daily Pre Start - Planning Reactive Maintenance
Traffic Management	Traffic Management Plan - Where required, TMP to be in place prior to work starting. TMP to be accessible on site.
Environmental compliance	Resource Consent - Where required, must be accessible onsite and read by all employees before work commences.
Environmental Assessment	Assess risk of damage to environment particularly riverbank and surrounding ground. Assess risk of river contamination. <ul style="list-style-type: none"> <li>- Care to be taken by all vehicles entering the site.</li> <li>- Ensure digger is clean prior to job start following arrival on site to avoid watercourse contamination.</li> <li>- Ensure any tracks left are minimised. Keep all work in the riverbed with excavator to a minimum. Care to be taken when placing gravel in riverbed.</li> </ul> Beware of fuel contamination as working near a river.

#### Perform the work

Action	Trade	Action Details
Maintenance	Serviceperson	Undertake all tasks required in the Reactive Maintenance - Generic Maintenance Procedures.
Maintenance	Serviceperson	Carry out vegetation control around structure and surrounds including the access track and remove any vegetation likely to interfere with the operation of the structure or that will affect flow in the channel
Maintenance	Serviceperson	Clear debris from inlet / outlet points. Clear (by hand) any grills and the immediate area of any minor debris likely to cause a blockage. If required, use an excavator (If available) to clear structure and immediate area of debris likely to impede flow path. Clear debris from upstream, which could become a blockage. Ensure downstream has free flow. Ensure debris left on site is located such that it will not impede flow in the future or create a hazard. If required remove debris from site and dispose of at designated location.
Inspect	Serviceperson	Check grates for condition and serviceability. Raise Work order for defects
Inspect	Serviceperson	If significant sediment build up, gravels etc. check upstream (approximately 50 metres) for source where you may find additional erosion that is the cause of the accumulation. If this is a significant issue which cannot be immediately resolved with tools at hand raise a reactive work order to enable response
Inspect	Serviceperson	Check outlet points for erosion and scouring.

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		Raise Work order for significant defects as per Reactive Maintenance - Generic Reactive Maintenance Procedures
<b>Inspect</b>	<b>Serviceperson</b>	Check operational Status flap valves (Fully Operational, Ceased, Partial Function) Raise work order for defects
<b>Record</b>	<b>Serviceperson</b>	Implement Reactive Maintenance - Generic Maintenance Procedures. Photograph pre and post repairs and complete all required fields on Ipad.
<b>Additional works</b>	<b>Serviceperson</b>	If raising additional works orders ensure content ensures faults and estimated resources including whether major maintenance is required are supplied in the new job. eg mechanical excavation, 2 man hand clean
<b>Maintenance</b>	<b>Serviceperson</b>	If further reinstatement required create new work order for the task as per Reactive Maintenance - Generic Maintenance Procedures
<b>Closure</b>	<b>Serviceperson</b>	Carry out work order closure procedures as per Reactive Maintenance - Generic Maintenance Procedures