

Document Owner: Manager Customer Planning

Access Roads and Tracks - Planned Maintenance

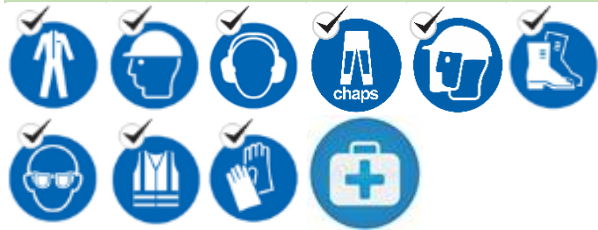
Planned maintenance procedures for inspection and maintenance on Roads and Tracks providing access to water infrastructure assets.

Health & Safety and Operational Information

Hazard Indicators



Personal Protection



Health and Safety Information

- Health and Safety documentation. Site specific safety plan?
- Generic Traffic Management Plans or site-specific Traffic Management plan.
- All vehicles to have an up to date first aid kit

Operation's & Maintenance Documentation

- Corridor Access Requests (CAR) and WIP Permits (site specific or generic/global)
- Service plans (B4uDigSite plans)

Customer Information (Confidential)

Priority Customer Categories

Emergency Procedure / Escalation

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.

Additional Documentation

- Permit required if hydro mowing within overhead power safety zone
- Any vehicles to have current reg and WOF/COF

Required Skills, Competencies (Qualifications and/or Certifications)

Competent persons only. Applicable driver licences. Eg tractor. Approved competency level for different machinery types. EG scrub cutter

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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.
Specialist Equipment	Ensure specialist equipment required is available for utilisation. -Hydro mow tractor -Scrub cutters -Weed blowers
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	Beware of public walking through site. Include in TMP as required – remove if private ROW

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.
Notifications	Communication to WWL staff that work is to be/being performed on access roads.

Roads:

Perform the work @ 26 weeks

	Action		Action Details
	Maintenance	All	Inspect all road surfaces for potholes, rutting and scouring. Photograph defects and record locations.
	Maintenance	All	Inspect and clear all roadside drainage channels to ensure they are free flowing and all culverts and drains are clear of debris
	Maintenance	All	Inspect roadside vegetation to ensure clearance for traffic passage is maintained.
	Maintenance	All	Inspect roadside safety barriers and other safety devices for fitness to purpose.
	Maintenance	All	Inspect roadside signage.
	Record	All	Raise reactive work order for defects noted whilst undertaking inspection works. Include photograph's of issues, describe defects and locations details as well as repair requirements.

Perform the work @ 52 weeks

	Action		Action Details
	Maintenance	All	Check road markings. Raise child order if road marking need re-painting.