

Water Services Entry and Exit Reporting and Recording

Water Services Work Instruction

Hazards	Personal Protective Equipment	Tools & Equipment
Fall from heights Chemicals	N/A	N/A

Note: All Employees and Contractors entering Water Services Unmanned Water and Sewerage buildings, climbing High and Low level Water tanks or opening sewerage pump station hatches SHALL contact the Water Services officer to provide detail of who, where and when they are Entering and Exiting.

1. The Water Services Communications Officer shall be contacted during normal business hour whenever Power and Water personnel or contractors are:
 - a) entering unmanned Water or Sewerage pump Station **buildings**,
 - b) entering unmanned Chemical or Genset **buildings**,
 - c) Climbing Low level or High Level water storage tanks, and
 - d) Opening sewerage pump station hatches.

Note: It is not necessary to Contact to Communications officer if only entering the compound.

Note: If it is a Pump Station, personnel should also log their visit in the station diary (if provided) on entry, and sign off prior to departure.

Contact details:

- **Darwin - normal business hours 898 57170 or 57169**
- **Alice Springs – normal business hours 895 17340**
- **Hudson Creek System Control – After hrs 1800 245 090**

2. The following information shall be provided to the Water Services Officer:
 - a) Full name of the person and the names of any person entering the building.
 - b) The name and contact details of the employer / company.
 - c) The Water Services Coordinator or Principal Contractor.
 - d) The location and time of entry and the estimated time of exit.
 - e) Mobile number of person making the call.
 - f) When due to leave, and names of persons leaving.

 Danger
  Caution
  Tag
  Environmental
  Permit
  Document

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Note: WS officers shall record all Entry & Exist details in the appropriate log sheet within TRIM.

3. All Personnel must notify the WS officer when they exit the buildings.
4. Exit time after hours.

Where the exit time for the job is expected to run into after hours (16.30hrs), the employee or contactor must notify the WS officer and signoff prior to 16.20 hours. They must then ring Hudson Creek System Control and log back on advising entry and exit time.

Hudson Creek shall then take control for monitoring staff and contractor exit notification or follow up as per there approved procedures.

5. No exit notification: Water Service staff.

In the event that no call is received at the expected exit time, the WS officer will wait for 10-15 minutes, and then try contacting the person who entered the facility, if they are unable to contact the person, the WS Officer shall contact the WS Co-ordinator of the relevant Department (eg Sewerage) and pass on the details of the person who has not provided confirmation on leaving.

The WS Co-ordinator must then try to contact the person, if they are unable to contact the person, they must either arrange for another Water Service person or themselves to visit the facility and confirm the person has left the facility.

The WS Co-ordinator must then pass the detail back to the WS Officer or Hudson Creek System Control.

6. No exit notification: Water Service Contractor.

In the event that no call is received at the expected exit time, the WS officer will wait for 10-15 minutes, and then try contacting the person who entered the facility. If they are unable to contact the person, the WS Officer shall contact the principal Contractor and the WS Co-ordinator of the project/works and pass on the details of the person who has not provided confirmation on leaving.

The Principal Contractor must then try to contact the person, if they are unable to contact the person, they must either arrange for another person or the WS Contract Co-ordinator to visit the facility and confirm the person has left the facility.

The Principal Contractor or WS Co-ordinator must then pass the detail back to the WS Officer or Hudson Creek System Control.

7. If the WS Co-ordinator or the Principal Contractor is unavailable, the WS office shall contact the Branch or Section Manager and pass on the details for escalation and follow up.
8. Where the Branch or Section Manager are contacted, the issue shall be logged in RISQ for investigation.