WATER SERVICES

ACCESS TO APPARATUS RULES PROCEDURE

<table>
<thead>
<tr>
<th>Approved By:</th>
<th>Prepared By:</th>
<th>Issue Date:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Mckenzie</td>
<td>Andrew Hoffmann</td>
<td>29/02/2012</td>
<td>Approved</td>
</tr>
<tr>
<td>General Manager Water Services</td>
<td>Health &amp; Safety Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QDOC2012/11</td>
<td></td>
<td>Version No:</td>
<td>0.2</td>
</tr>
</tbody>
</table>
IMPORTANT NOTE:

POWER AND WATER RESERVE THE RIGHT TO UPDATE THE ACCESS TO APPARATUS RULES AND ASSOCIATED PROCEDURES IF AND WHEN REQUIRED. IT IS THE RESPONSIBILITY OF THE READER TO ENSURE THEY HAVE A CURRENT COPY OF THE ACCESS TO APPARATUS RULES. ANY CHANGES MADE TO THE ACCESS TO APPARATUS RULES WILL BE COMMUNICATED TO POWER AND WATER STAFF VIA INTERNAL CHANNELS AND CONTRACTORS CAN CONFIRM THEY HAVE A CURRENT VERSION BY ACCESSING THE ELECTRONIC COPY OF THE ACCESS TO APPARATUS RULES VIA THE POWER WATER INTERNET:

HTTP://WWW.POWERWATER.COM.AU/BUSINESS/FOR_BUSINESS_AND_DEVELOPERS/ACCESS_RULES_TO_POWER_AND_WATER_APPARATUS

Note: this page has been inserted and may effect the page numbering in the Access to Apparatus Rules
Contents

1. PURPOSE ......................................................................................................................................... 5
2. SCOPE .............................................................................................................................................. 5
3. REFERENCES .................................................................................................................................... 5
4. ROLES AND RESPONSIBILITIES ............................................................................................... 5
5. DEFINITIONS .................................................................................................................................... 5
6. RECORDS ......................................................................................................................................... 7
7. ATTACHMENTS ................................................................................................................................ 7
8. PROCEDURE .................................................................................................................................... 7

8.1 WATER SERVICES RULES PROCEDURE MANAGEMENT .......................................................... 7
8.2 ACCESS TO APPARATUS .............................................................................................................. 8
8.2.1 Access to apparatus in the charge of controller ................................................................. 8
8.2.2 Requests for access ................................................................................................................ 8
8.2.3 Preparation of apparatus for the issue of an access authority ........................................... 9
8.2.4 Issue of an access authority .................................................................................................. 9
8.2.5 Receipt of an access authority .............................................................................................. 10
8.2.6 Signing on and off an access authority ................................................................................ 11
8.2.7 Suspension and resumption of work or test under an access authority ........................... 13
8.2.8 Transfer of the receipt of an access authority .................................................................... 14
8.2.9 Surrender of an access authority ......................................................................................... 15
8.2.10 Cancellation of an access authority .................................................................................. 15
8.2.11 Review of current access authorities ............................................................................... 15
8.2.12 Records .................................................................................................................................. 15
8.2.13 Access authority lost or unavailable .................................................................................. 16
8.3 WORK OR TEST UNDER SUNDRY APPARATUS PROCEDURES .............................................. 16
8.3.1 Schedule of sundry apparatus .............................................................................................. 16
8.3.2 Work or test under sundry apparatus procedures ............................................................. 16
8.4 CONFINED SPACES ................................................................................................................... 17
8.4.1 Confined space schedule ....................................................................................................... 17
8.4.2 Entry and work in a confined space ..................................................................................... 18
8.5 HOT WORK HIGH RISK AREAS ................................................................................................. 18
8.5.1 Hot work high risk schedule ............................................................................................... 18
8.6 INTERFACE WITH OTHER BUSINESS UNITS OR ORGANISATIONS .................................... 18
8.6.1 Requests from Water Services controller to another Business Unit or organisation for the preparation of apparatus ........................................................................... 18
8.6.2 Requests from another Business Unit or organisation to a Water Services controller for the preparation of apparatus ........................................................................ 18
8.6.3 Preparation of a Water Services PRI involving another Business Unit or organisation ................. 18
8.6.4 Conduct of steps of a Water Services PRI involving another Business Unit or organisation

8.6.5 Water Services PRI involving another Business Unit or organisation performed at their location

8.6.6 Verbal Communications

8.6.7 Issue of SCAP to another Business Unit or organisation

8.6.8 Receipt of SCAP from another Business Unit or organisation

ATTACHMENT 1: APPARATUS IN CHARGE OF CONTROLLER - ALL REGIONS

ATTACHMENT 2 - SUNDRY APPARATUS – GENERAL SCHEDULE

ATTACHMENT 3 - HOT WORK HIGH RISK AREAS – GENERAL SCHEDULE

ATTACHMENT 4 - FORMS, TAGS AND TAPES STOCK CODES

ATTACHMENT 5 - PREPARATION/RESTORATION INSTRUCTION (ADJACENT STEP FORMAT)

ATTACHMENT 6 - PREPARATION/RESTORATION INSTRUCTION (SEQUENTIAL STEP FORMAT)

ATTACHMENT 7 – LISTS OF APPROVED WATER SERVICES CONTROLLERS
ACCESS TO APPARATUS RULES PROCEDURE

1. PURPOSE
This procedure set out the requirements for the management and application of Access to Apparatus Rules (referred to hereafter as the Rules) for work or test on apparatus controlled by Water Services.

2. SCOPE
2.1 This procedure covers Power and Water employees and contractors working for Water Services.
2.2 This procedure may be supplemented by work instructions or guidelines approved by the General Manager/Water Services.
2.3 Terms shown in italics in this procedure are definitions and are listed in section 5 of this procedure.

3 REFERENCES
Power and Water Access to Apparatus Rules QDOC2011/60
Power and Water Corporate Procedure – Tags QDOC2011/69
Power and Water Corporate Procedure – Confined spaces QDOC2011/64
Power and Water Corporate Procedure – Hot work QDOC2011/67
Work Health & Safety (National Uniform Legislation) Act
Work Health & Safety (National Uniform Legislation) Regulation

4 ROLES AND RESPONSIBILITIES
4.1 The General Manager/Water Services shall approve any:
   (a) amendment or addition to this procedure; or
   (b) work instruction or guideline that supplements this procedure.

5 DEFINITIONS
5.1 Access authority - means any form of authorisation, which permits access to work on or test apparatus.
5.2 Access authority signature sheet - means a document that supplements the facility on an access authority, to record the names of person carrying out work or test under an access authority.
5.3 Access authority suspension/transfer sheet - means a document that supplements the facility on an access authority, to record the suspension, or transfer of the receipt, of an access authority.
5.4 Apparatus - means electrical apparatus and mechanical apparatus.
5.5 Approved - means having appropriate organisation endorsement in writing.
5.6 Authorised person - means a competent person with technical knowledge or sufficient experience who has been approved to act on behalf of Power and Water to perform the duty concerned.
5.7 Breakdown - means fail or cease to function, operate or perform as designed.
5.8 **Conductor** - means a wire, cable or form of metal designed for carrying electric current.

5.9 **Confined space** - means a space as defined in Work Health and Safety (National Uniform Legislation) Regulations.

5.10 **Confined space control measures** - means the documented risk control measures to be implemented for the entry to, or work to be carried out in or on, a confined space.

5.11 **Contractor** - means any person and/or organisation entering into an agreement (whether oral or written) to provide goods or services to Power and Water.

5.12 **Controller** - means the approved person responsible for control and/or operation of apparatus, confined spaces and hot work high risk areas within premises owned, controlled or operated by Power and Water.

Note: For approved Water Services controllers see Attachment 7 - Lists of contact details of approved controllers

5.13 **Do not operate tag** - means an approved tag attached to a device as an instruction against the operation of the device.

5.14 **Electrical apparatus** - means any electrical equipment, including electrical motors, transformers, switchgear, overhead lines and underground cables, the conductors of which are live or can be made live.

5.15 **High voltage (HV)** - means a nominal voltage exceeding 1000 volts alternating current or exceeding 1500 volts direct current.

5.16 **Hot work** - means any process involving grinding, welding, thermal or oxygen cutting or heating and other related heat producing or spark producing operations.

5.17 **Hot work control measures** - means the documented risk control measures to be implemented for hot work to be carried out.

5.18 **Hot work high risk area** - means an area in which flammable liquids, vapours or gases, combustible liquids, dusts, fibres of other flammable or explosive substances are present and may represent a risk to personnel and apparatus during the conduct of hot work.

5.19 **Information tag** - means an approved tag attached to a device to provide information on, or to indicate the current operating status of, the device or associated apparatus or plant.

5.20 **Live** - means energised or subject to hazardous induced or capacitive voltages.

5.21 **Low voltage (LV)** - means nominal voltage exceeding 50 volts alternating current or 120 volts direct current but not exceeding 1000 volts alternating current or 1500 volts direct current.

5.22 **Mechanical apparatus** - means any equipment that has the ability to rotate, or is pneumatic or hydraulic in nature or contains stored energy through mechanisms, liquid, nuclear, thermal, or gas contained within the equipment.

5.23 **Personal do not operate tag** - means an approved tag attached to a device by the person conducting the work as an instruction against the operation of the device.

5.24 **Person in charge** - means the person who has the responsibility of ensuring the safe conduct of work under their control.

5.25 **Preparation/restoration instruction (PRI)** - means a documented instruction setting out the steps required to prepare the apparatus for access and to restore the apparatus after access has been relinquished.
5.26 Procedure - means the documentation of a systematic series of actions (or activities) directed to achieve a desired result.

5.27 Request for access (RFA) - means a formal request for permission to work or test on apparatus, enter a confined space or conduct hot work.

5.28 Shall - means mandatory.

5.29 Should - means advisory or discretionary.

5.30 Statement of condition of apparatus or plant (SCAP) - means a document that provides advice on the status of apparatus or plant in the charge of the controller.

5.31 Sundry apparatus - means apparatus not in charge of a controller for which an access authority for work or test is not required.

5.32 Surrender - means documented notification advising that an access authority is relinquished.

5.33 Suspended - means documented notification advising that permission to work or test under an access authority is temporarily relinquished.

5.34 Testing tag - means an approved tag attached to a device indicating that the status of the device may be altered during testing.

6 RECORDS
Nil

7 ATTACHMENTS
7.1 Attachment 1 - Apparatus in charge of controller – Water Services
7.2 Attachment 2 - Sundry apparatus – General Schedule
7.3 Attachment 3 - Hot work high risk areas – General Schedule
7.4 Attachment 4 - Forms, tags and tapes stock codes
7.5 Attachment 5 - Preparation/restoration Instruction (Adjacent step format)
7.6 Attachment 6 - Preparation/restoration Instruction (Sequential step format)
7.7 Attachment 7 – Lists of contact details of approved controllers
7.8 Attachment 8 - WS Access to Apparatus Rules Work Processes Flow Chart

8 PROCEDURE

8.1 Water Services Rules procedure management

8.1.1 This procedure supplements the Rules and Corporate Access to Apparatus Rules procedures to facilitate Business Unit requirements.

8.1.2 The General Manager/Water Services, may from time to time, suspend or amend this procedure, or part thereof, in special circumstances where, in his/her assessment, it is safe and appropriate to do so.

8.1.3 Water Services locations may document work instructions that supplement, but not contravene the Rules, Corporate Access to Apparatus Rules Procedures or this procedure to facilitate individual location requirements. Work instructions associated with the Rules shall be approved by the General Manager/Water Services.

8.1.4 All persons required to work under this procedure shall have access to a current copy of the Rules and this procedure by either electronic or hard copy means. Hard copy
distribution shall be in accordance with Power and Water document and record control procedures.

8.1.5 An electronic copy of the Rules, Corporate and Water Services Access to Apparatus Rules Procedures are controlled within Power and Water’s procedures database.

8.1.6 Any proposed amendments to this procedure may be made via Power and Water intranet electronic form “Document Amendment Request”, which can be located via the “Forms and Templates” intranet page (Staff Intranet>Forms and Templates). “Document amendment requests” proposing an amendment to a Water Services Access to Apparatus Rules Procedure shall be forwarded to the General Manager/Water Services for appraisal and approval.

8.1.7 The application of the Rules, Corporate Access to Apparatus Rules procedures and this procedure shall be audited by Water Services on a regular basis. Non-compliances to the Rules and Corporate and Business Unit Access to Apparatus Rules Procedures are to be reported to the Access to Apparatus Rules Committee through the normal audit reporting process.

8.2 Access to apparatus

8.2.1 Access to apparatus in the charge of controller

(a) A schedule of apparatus in the charge of a controller (see Attachment 1: Apparatus in charge of controller) shall be maintained by Water Services and approved by the General Manager/Water Services.

(b) An access authority shall be issued for the following work or test carried out on Water Services Apparatus in charge of controller (see Attachment 1).

(i) work or test on high voltage conductors;

(ii) entry or work in a confined space; and

(iii) hot work within a hot work high risk area.

(c) Work or test on low voltage apparatus or mechanical apparatus in the charge of a controller may be conducted, with the permission of the controller, under either an access authority or under sundry apparatus procedures (see sub-section 8.3 of this procedure).

8.2.2 Requests for access

(a) Requests for work or test on high voltage conductors shall only be requested by a person authorised under the Access to Apparatus Rules to request such work or test.

(b) Request for work or test on low voltage apparatus, mechanical apparatus and confined spaces or for hot work in a hot work high risk area may be submitted by any person (see Attachment 7 - Water Services Access to Apparatus Rules Work Processes).

(d) For planned work on apparatus in the charge of a controller a request for access (RFA) form (see Trim QDOC 2011/70) should be completed and forwarded to the relevant Water Services officer as set out in Attachment 7. The form may be forwarded via normal mail or email.

(e) Persons requiring access to apparatus in the charge of a controller (see Attachment 1 - Apparatus in charge of controller) for unplanned works shall contact a Water Services officer, see Attachment 7 – Lists of contact details of approved controllers.
(f) The relevant Water Services officer will within 24 hrs of receipt of the RFA or verbal request shall either approve, or not approve the request and notify the requesting person of the approval, or non-approval of the request via email. The following details shall be recorded by the relevant Water Services officer on a computer data-base (see F2011/1621. D2011/597133):

(i) RFA number;
(ii) Date received;
(iii) Type of access requested;
(iv) brief description of work;
(v) proposed date & time of work;
(vi) requester’s contact details;
(vii) Approved/not approved; and
(viii) Access authority required YES/NO.

8.2.3 Preparation of apparatus for the issue of an access authority

(a) The points of isolation, and any other steps taken to make the apparatus safe for work or test shall be recorded on a PRI (see trim QDOC2011/108 and Attachments 5 or 6 of this procedure) or documented on the access authority.

(b) The points of isolation, and any other steps taken to make the apparatus safe for work or test, are not required to be documented in the following situations:

(i) the breakdown of high voltage electrical apparatus;
(ii) the operation of a single switch isolating radial fed high voltage electrical apparatus that cannot be energised from any other source;
(iii) the disabling of auto re-close facilities; or
(iv) in emergency circumstances involving risk to persons or risk of damage to apparatus, apparatus may be operated by an un-authorised person provided the un-authorised person carries out the operations, in accordance with approved emergency plans, under the direction of the controller.

(c) Where an access authority is to be issued for work or test, points of isolation shall be locked (where the facility exists) and do not operate tags affixed. The access authority number shall be written on do not operate tags.

(d) Where an access authority is not issued for work or test, sundry apparatus procedures shall apply and the points of isolation shall be locked (where the facility exists) and personal do not operate tags affixed.

(e) Devices or equipment required to have their status altered during testing under an access authority shall have a testing tag attached. The access authority number shall be written on testing tag.

(f) Devices or equipment required to have their status altered during testing under sundry apparatus conditions should have an information tag attached.

8.2.4 Issue of an access authority

(a) An access authority shall be prepared by a person authorised to issue an access authority.

(b) When an access authority is being prepared it shall include:
(i) the confined space control measures form number if applicable;
(ii) the hot work control measures form number if applicable;
(iii) the category of the work or test involved;
(iv) a location and description of the apparatus;
(v) a description of the work or test to be carried out; and
(vi) any warnings, precautions, information or diagrams appropriate to the work or test.

(c) The person issuing an access authority, in addition to the requirements of section 2.4 of the Rules, shall:

(i) be authorised to issue an access authority for the work or test concerned;
(ii) identify, to the satisfaction of the person receiving the access authority, the apparatus which is to be worked on or tested and the steps taken to make the apparatus safe for the work or test as requested;
(iii) where applicable, endorse the access authority with the number of any confined space or hot work control measures form that is to be issued with the access authority and, conversely, endorse the confined space or hot work control measures form with the access authority number;
(iv) ensure that, where applicable, confined space control measures are implemented prior to entry to the confined space, for example, atmospheric testing;
(v) where applicable, endorse the access authority with the number of any SCAP relevant to the access authority;
(vi) record the issue of the access authority by endorsing the access authority by name, signature, time and date on the original and duplicate of the access authority, in the section “ISSUE OF ACCESS AUTHORITY”;
(vii) be satisfied the person receiving the access authority is authorised to receive the access authority for the work or test concerned and have them endorse the access authority with their name, signature, time and date on the original and duplicate of the access authority, in the section “RECEIPT OF ACCESS AUTHORITY”; and
(viii) retain a duplicate copy of the access authority in the book for the duration of the issue of the access authority.

8.2.5 Receipt of an access authority

(a) The person receiving an access authority, in addition to the requirements of subsection 2.5 of the Rules shall:

(i) be authorised to receive an access authority for the work or test concerned;
(ii) where an access authority is for work on high voltage apparatus or for a confined space or for hot work in a hot work high risk area, not be the person who is issuing the access authority;
(iii) have identified to their satisfaction the apparatus which is to be worked on or tested and the steps taken to make the apparatus safe for the work or test as requested;
(iv) endorse the access authority by name, signature, time and date on the original and duplicate of the access authority, in the section “RECEIPT OF ACCESS AUTHORITY”;

(v) where the access authority is received for entry to a confined space, the following information shall be conveyed to Power Networks/System Control:

PRIOR TO ENTRY
- access authority number;
- location of entry;
- contact details of person in charge;
- estimated duration of the confined space entry; and

ON COMPLETION OF ENTRY
- the time persons exited the confined space;

(vi) revalidate any confined space control measures whenever there is:
- a break in the continuity of the work during which period there has been, or is likely to be, a change in atmospheric or engulfment risks that may affect the health and safety of persons entering the confined space; or
- a resumption of work after the suspension of the access authority for work in the confined space; and

(ix) revalidated any hot work control measures whenever there is:
- a change of the person in receipt of the access authority; or
- a break in the continuity of the work during which period there has been, or is likely to be, a change in the risks that may affect the health and safety of persons conducting the hot work; or
- a resumption of work following suspension of the access authority for hot work.

(b) Receipt of more than one access authority
(i) A person shall only be permitted to hold one access authority of work in a confined space at any one time.

(ii) A person may be permitted to receive more than one access authority for work on high voltage conductors, low voltage conductors, mechanical apparatus or hot work in hot work high risk areas provided, prior to receiving any additional access authority(s), they shall ensure they can safely control all work or tests under the access authorities.

8.2.6 Signing on and off an access authority

(a) Signing on an access authority for work or test on high voltage electrical apparatus
(i) A person shall be authorised to sign on an access authority for work on high voltage electrical apparatus.

(ii) A person shall be authorised to sign on an access authority for test on high voltage electrical apparatus.
(iii) All persons required to work or test on *high voltage electrical apparatus* shall sign on an *access authority* when entering a *high voltage designated access area* or before commencing work or test on *high voltage electrical apparatus* and sign off the *access authority* at the completion of their day/shift or if leaving the work site.

(iv) When transferring the receipt of an *access authority* for work or test on *high voltage electrical apparatus* it is not necessary for persons to sign off the *access authority* provided they are informed verbally by the person to receive the *access authority*, prior to transfer, that the *access authority* is to be transferred.

(b) Signing on an *access authority* for work or test on *low voltage electrical apparatus, mechanical apparatus or hot work in a hot work high risk area*

(i) A person shall be authorised to sign on an *access authority* for work or test on *low voltage electrical apparatus, mechanical apparatus or for hot work in a hot work high risk area*.

(ii) All persons required to work or test under an *access authority* for *low voltage electrical apparatus, mechanical apparatus or for hot work* are to sign on the *access authority* prior to commencing work or test and sign off the *access authority* at completion of their work or if leaving the work site.

(iii) When transferring the receipt of an *access authority* for work or test on *low voltage electrical apparatus, mechanical apparatus or for hot work* it is not necessary for persons to sign off the *access authority* provided they are informed verbally by the person to receive the *access authority*, prior to transfer, that the *access authority* is to be transferred.

(c) Signing on an *access authority* for entry to a *confined space*

(i) A person shall be authorised to sign on an *access authority* for entry to a *confined space*.

(ii) All persons required to enter the *confined space* shall sign on the *access authority* prior to entering the *confined space* and sign off the *access authority* whenever they exit the *confined space*.

(iii) The *access authority* shall be suspended or surrendered at completion of each day/shift, or the receipt of the *access authority* may be transferred if another shift is continuing the work.

(iv) When transferring the receipt of an *access authority* for a *confined space* it is not necessary for persons to sign off the *access authority* provided they are informed verbally by the person to receive the *access authority*, prior to transfer, that the *access authority* is to be transferred.

(d) *Access authority signature sheets*

(i) When an *authorised person* in receipt of an *access authority* attaches an additional *access authority signature sheet* to an *access authority* they shall record the attachment on the original *access authority* by an incremental number, eg 1, 2, 3 etc, in the “Additional Signature Sheets” section of the *access authority*, TRIM Ref QDOC2011/74.

(ii) They shall record the *access authority* number in the “Access authority No” section of the additional *access authority signature sheet* and also note the sheet number on the additional *access authority signature sheet*. 
8.2.7 Suspension and resumption of work or test under an access authority

(a) Where work or test is to be suspended the person in receipt of the access authority shall:

(i) record in the “SUSPENSION OF WORK OR TEST” section of the access authority:
- by name, signature, date and time that their permission to work or test is suspended and all work or test has ceased and all personnel have signed off the access authority;
- the reason for the suspension of the work or test under the access authority;
- the serviceability of the apparatus by clearly circling the appropriate option of YES or NO; and

Note: Where the facility on an access authority to record the suspension of the access authority has been fully utilised, an access authority suspension/transfer sheet TRIM Ref QDOC 2011/73 may be used. When an authorised person in receipt of an access authority attaches an additional access authority suspension/transfer sheet to an access authority they shall record the attachment on the original access authority by an incremental number, eg 1, 2, 3 etc in the “ADDITIONAL SUSPENSION/TRANSFER SHEETS” section of the access authority and record the access authority number in the “Access authority No” section of the additional access authority suspension/transfer sheet and also notate the sheet number on the additional access suspension/transfer sheet.

(ii) notify the controller of the suspension of the work under the access authority, its likely duration, the location of the access authority and whether the apparatus is/is not serviceable so far as this work is concerned.

(b) Where work or test is to be resumed the person in receipt of the access authority shall:

(i) confirm with the controller that, where the steps of the PRI has been altered, the altered steps are appropriate for the work or test to resume and have been verified as being carried out;

(ii) obtain the permission of the controller for the resumption of work or test under the access authority and print the name of the person who gave permission of the work or test to resume in the “RESUMPTION OF WORK OR TEST” SECTION “ of the access authority;

(iii) revalidate any confined space or hot work risk control measures before any work commences under the access authority.

(iv) ensure that, where applicable, confined space control measures are implemented prior to entry to the confined space, for example, atmospheric testing;

(v) endorse the access authority with their name, signature, date and time on the original of the access authority, in the “RESUMPTION OF WORK OR TEST” SECTION “; and
(vi) comply with clause 2.3 of the Rules.

8.2.8 Transfer of the receipt of an access authority

(a) Transfer of access authority between persons authorised to receive an access authority for the work or test concerned

(i) The authorised person transferring the access authority shall advise the authorised person receiving the access authority of any applicable warnings, precautions and information regarding the work or test.

(ii) The person receiving the access authority shall:

- advise all persons signed on the access authority of the proposed transfer;

- comply with the requirements of clause 2.5.2 of the Access to Apparatus Rules “Responsibilities of authorised persons receiving an access authority for work or test”;

- ensure any confined space or hot work risk control measures are revalidated;

- endorse the access authority with their name, signature, date and time on the original of the access authority, in the “TRANSFER OF RECEIPT OF ACCESS AUTHORITY” section; and

Note: Where the facility on an access authority to record the transfer of the receipt of an access authority has been fully utilised, an access authority suspension/transfer sheet may be used. When an authorised person in receipt of an access authority attaches an additional access authority suspension/transfer sheet to an access authority they shall record the attachment on the original access authority by an incremental number, eg 1, 2, 3 etc, in the “ADDITIONAL SUSPENSION/TRANSFER SHEETS” section of the access authority and record the access authority number in the “Access authority No" section of the additional access authority suspension/transfer sheet and also notate the sheet number on the additional access suspension/transfer sheet.

- advise the person authorised who issued the access authority of the transfer.

(b) Transfer of access authority when person in receipt of access authority is not available

(i) The authorised person proposing to receive the access authority shall:

- take all reasonable steps to contact the person in receipt of the access authority to notify them of the proposed transfer;

- where the person in receipt of the access authority cannot be contacted their manager/controller may be contacted to obtain permission for the transfer of the access authority;

- comply with the requirements of clause 2.5.2 of the Rules “Responsibilities of authorised persons receiving an access authority for work or test”;

- ensure any confined space or hot work risk control measures are revalidated;
- endorse the access authority with their name, signature, date and time on the original of the access authority, in the “TRANSFER OF RECEIPT OF ACCESS AUTHORITY” section;
- advise the person authorised who issued the access authority of the transfer; and
- advise the previous person in receipt of the access authority, prior to their entry to site, that the access authority has been transferred.

8.2.9 Surrender of an access authority

(a) The person in receipt of the access authority shall:

(i) ensure that all persons signed on the access authority or associated access authority signature sheet(s), have signed off as acknowledgement that their work or test has ceased and their permission to work or test is surrendered;

(ii) record by name, signature, date and time in the “SURRENDER OF ACCESS AUTHORITY” section of the access authority that permission to work or test is surrendered and indicate the serviceability of the apparatus by clearly circling the appropriate YES or NO option; and

(iii) notify the controller of the suspension of the work under the access authority, its likely duration, the location of the access authority and whether the high voltage electrical apparatus is/is not serviceable so far as this work is concerned.

8.2.10 Cancellation of an access authority

(a) In addition to the requirements of sub-section 2.10 of the Rules, the authorised person cancelling the access authority shall:

(i) check the serviceability of the apparatus;

(ii) record by name, signature, date and time in the “CANCELLATION OF ACCESS AUTHORITY” section of the access authority that the access authority is cancelled; and

(iii) forwarded the cancelled access authority, together with any associated confined space control measures or hot work control measures forms to the relevant coordinator, see Attachment 7 – Lists of contact details of approved controllers.

8.2.11 Review of current access authorities

A current access authority is one that has not been cancelled. A review shall be made of all current access authorities monthly to ensure:

(a) the continued requirement of the need for the access authority to remain current; and

(b) the status of all locks and tags associated with the access authority is satisfactory.

8.2.12 Records

8.1 All cancelled access authorities, confined space control measures forms and hot work control measures forms shall be forwarded, together with any associated Job Safety Environment Analysis forms, to the relevant Coordinator, Attachment 7 – Lists of contact details of approved controllers for review.
The Coordinator shall forward the reviewed documents to the Water Services Health and Safety Specialist for recording.

8.2.13 Access authority lost or unavailable

(a) Where the original of an access authority is lost or unavailable for use the person in receipt of the access authority shall:

(i) take all reasonable steps to locate the original of the access authority;

(ii) inform all persons signed on that the original copy of the access authority, or any additional access authority signature sheet, that the access authority is unavailable or has been lost, and that no work or test is to be performed under that access authority should it be located; and

(iii) sign the duplicate of the access authority as surrendered and endorse it with a statement that the original is unavailable to be surrendered.

(b) If the original of the access authority subsequently becomes available then it is to be immediately signed as surrendered by the person shown as being in receipt of the access authority and returned immediately to the relevant controller who shall sign it as cancelled.

(c) If further work or testing is required on the apparatus then a new request for access shall be submitted and a new access authority issued.

8.3 Work or test under sundry apparatus procedures

8.3.1 Schedule of sundry apparatus

(a) A schedule of sundry apparatus (see Attachment 2: Sundry apparatus – General Schedule) shall be maintained by Water Services and approved by the General Manager/Water Services.

(b) Requests to amend the sundry apparatus schedule shall be submitted to the General Manager/Water Services for approval.

(c) Work or test may be carried out on the sundry apparatus without the need for an access authority.

(d) A person shall be authorised to conduct work or test under sundry apparatus procedures.

8.3.2 Work or test under sundry apparatus procedures

(a) Work or test on live low voltage electrical apparatus shall be carried out in accordance with sub-sections 4.4 and 4.5 of the Rules.

(b) The authorised person who conducts the work or test under sundry apparatus procedures shall be the person in charge of the work or test.

(c) Points of isolation are to be secured by a lock (where the facility exists) and personal do not operate tags attached.

(d) When a personal do not operate tag or information tag is to be attached to the sundry apparatus or to an associated device or equipment it shall:

(i) be attached or removed only by a person authorised to conduct work or test under sundry apparatus procedures; and

(ii) record the name of the person who attached the tag, the date of attachment, the description of work/test and any relevant information.
(e) The person authorised to conduct work or test under _sundry apparatus procedures_ who is preparing the _apparatus_ for work or test _shall_ ensure the steps to prepare the _apparatus_ for work or test are carried out prior to commencing the work or test including:

(i) the securing of points of isolation by a lock, where the facility exists, and the attachment of _personal do not operate tags_ to the points of isolation or to associated devices or equipment;

(ii) the attachment of _information tags_, where necessary, to the devices and equipment required to have their status changed to permit testing;

(iii) all persons who will be required to access the _apparatus_ for work or test are informed of:

  - the _apparatus_ identification details;
  - the limits of isolation;
  - the description of work or test; and
  - any relevant warnings, precautions and information.

(f) The person authorised to conduct work or test under _sundry apparatus procedures_ who is restoring the _apparatus_ at the completion of the work or test _shall_ ensure:

(i) all persons involved in the work or test have been withdrawn and warned to remain clear;

(ii) all locks and _personal do not operate tags_ attached to the _apparatus_ or associated devices or equipment are removed;

(iii) all _information tags_ attached to the _apparatus_ or associated devices or equipment for testing purposes are removed;

(iv) all equipment, materials, tools and, if applicable, earthing equipment has been removed; and

(v) the _apparatus_ is in a safe condition for restoration.

(g) Where the person authorised to conduct work or test under _apparatus procedures_ is unavailable to restore the _apparatus_ after work or test, the _apparatus_ may be restored provided:

(i) the person restoring the _apparatus_ is authorised to conduct work or test under _apparatus procedures_;

(ii) the _apparatus_ is in a serviceable condition; and

(iii) the _authorised person_ restoring the _apparatus_ advises the _authorised person_ who originally established the isolation and their immediate team leader/coordinator, as soon as possible, that the _apparatus_ has been restored to service.

8.4 **Confined spaces**

8.4.1 Confined space schedule

(a) The manager responsible for the location _shall_ be responsible for the maintenance of the _confined space_ schedule.

(b) The _confined space_ schedule _shall_ record:

(i) the location and description of all _confined spaces_; and
(ii) the identified inherent hazards associated with each confined space.

8.4.2 Entry and work in a confined space

All entry and work in confined spaces shall be in accordance with the Rules and Power and Water Corporate Procedure “Confined spaces”.

8.5 Hot work high risk areas

8.5.1 Hot work high risk schedule

(a) A schedule of hot work high risk areas (see Attachment 3: Hot work high risk areas – General Schedule) shall be maintained by Water Services and approved by the General Manager/Water Services.

(b) Requests to amend the “Hot work high risk areas – General Schedule” shall be submitted to the General Manager/Water Services for approval.

8.5.2 Conduct of hot work

All hot work shall be in accordance with the Rules and Power and Water Corporate procedure “Hot work”.

8.6 Interface with other Business Units or organisations

8.6.1 Requests from Water Services controller to another Business Unit or organisation for the preparation of apparatus

(a) Where a Water Services controller requires high voltage electrical apparatus, controlled by another Business Unit or organisation i.e. Power Networks, to be maintained in a specific status, a RFA shall be submitted by facsimile or email attachment to the controller of the other Business Unit or organisation.

(b) In emergency circumstances involving risk to persons or risk of damage to apparatus, a verbal request may be made to the controller of the other Business Unit or organisation for the operation of high voltage electrical apparatus controlled by the other Business Unit or organisation.

(c) The Water Services controller, see Attachment 7 – Lists of contact details of approved controllers, shall request the controller of the other Business Unit or organisation to confirm the approval of the RFA by endorsing the RFA as approved and returning a copy of the approved RFA to the Water Services controller.

8.6.2 Requests from another Business Unit or organisation to a Water Services controller for the preparation of apparatus

(a) Where the controller of another Business Unit or organisation requires high voltage electrical apparatus, controlled by Water Services, to be maintained in a specific status, a RFA shall be submitted by the other Business Unit or organisation to the Water Services controller, see Attachment 7 – Lists of contact details of approved controllers, by email attachment.

(b) In emergency circumstances involving risk to persons or risk of damage to apparatus, a verbal request may be made to the Water Services controller for the operation of high voltage electrical apparatus controlled by Water Services.

8.6.3 Preparation of a Water Services PRI involving another Business Unit or organisation

(a) PRI steps performed by another Business Unit or organisation need not be documented on the Water Services PRI, however, the Water Services PRI shall
document a reference to any steps required to be performed by another Business Unit or organisation, for example, “Confirm CB 123 open, locked & tagged”.

(b) A Water Services PRI shall be used to record the steps requested to be carried out by Water Services for another Business Unit or organisation.

(c) A copy of any Water Services PRI involving another Business Unit or organisation shall be submitted to the other Business Unit or organisation for their scrutiny.

8.6.4 Conduct of steps of a Water Services PRI involving another Business Unit or organisation

(a) Where a step, or steps, of the PRI are required to be altered, the Water Services controller shall ensure the PRI is amended and checked by a second person authorised to prepare a PRI and resubmitted to the other Business Unit or organisation for their scrutiny. Where another Business Unit or organisation carries out PRI steps in sequence with a Water Services PRI, the Water Services controller shall coordinate the steps of the Water Services PRI with the controller of the other Business Unit or organisation.

(b) A Water Services controller shall:

(i) co-ordinate the carrying out of the steps of a Water Services PRI involving another Business Unit or organisation; and

(ii) send and received all verbal or electronic messages between Water Services and the other Business Unit or organisation.

(c) The authorised person performing the steps of the PRI shall:

(i) before carrying out the first step of a block of steps, inform the Water Services controller of the estimated time of completion of the block of steps;

(ii) before carrying out each step of the PRI, or the first step of a block of steps, ensure themselves of what is required. If the step is not understood or if there is a discrepancy between the requirements of the step and the actual operating condition, they shall advise the Water Services controller and request clarification and direction from the controller before proceeding with the PRI steps; and

(iii) if unable to complete a step they should advise the controller before proceeding any further.

8.6.5 Water Services PRI involving another Business Unit or organisation performed at their location

(a) To enable the controllers to ensure that the PRI is performed in the correct sequence, the PRI shall contain an INITIATING step at the beginning and a BLOCKING step at the end of each block of steps. The controller shall record these steps when advised on the PRI.

(b) The controller shall record conformation of steps completed by another Business Unit or organisation by entering the time & date on the PRI.

(c) Any written clearances sent or received shall be recorded as a step on the PRI and attached to the PRI.
8.6.6 Verbal Communications

(a) All verbal messages between Water Services and the other Business Unit or organisation, where possible, shall be sent and received, by mobile phone or radio.

(b) All verbal messages relating to the PRI shall be confirmed by the recipient of the message by repeating back the message to the sender. The Water Services controller shall log all messages.

(c) When, during verbal communications, reference to a PRI is made, the PRI unique identifier (number) and the description of the apparatus covered by the PRI should be used.

(d) Where a step of a PRI requires advice to be given or accepted, the step number shall be quoted.

8.6.7 Issue of SCAP to another Business Unit or organisation

(a) Where apparatus controlled by Water Services has been secured in the state as requested by another Business Unit or organisation, the Water Services controller shall issue a completed SCAP to the controller of the other Business Unit or organisation via facsimile or email attachment.

(b) The controller of the other Business Unit or organisation shall sign the SCAP to indicate that they have checked, where applicable, and understand and accept the condition of the apparatus or plant as described on the SCAP and return the signed SCAP to the Water Services controller.

(c) The Water Services controller shall record the issue and receipt of recognition the SCAP and file the SCAP in Trim folder F2011/1621.

8.6.8 Receipt of SCAP from another Business Unit or organisation

(a) Where apparatus controlled by another Business Unit or organisation has been secured in the state as requested by the Water Services controller, the other Business Unit or organisation shall issue a completed SCAP to the Water Services controller via facsimile or email attachment.

(b) The Water Services controller shall sign the SCAP to indicate that they have checked, where applicable, and understand and accept the condition of the apparatus or plant as described on the SCAP and return the signed SCAP to the controller of the other Business Unit or organisation.

(c) The Water Services controller shall record the receipt the SCAP and file the SCAP in accordance with local work instructions.

(d) Where any access authorities are issued by Water Services on apparatus or plant associated with or nominated on a SCAP the following access authority details shall be recorded on the SCAP:

(i) the access authority unique identifier (number);
(ii) date and time of issue of the access authority; and
(iii) date and time of cancellation of the access authority.
## Attachment 1: Apparatus in charge of controller - All Regions

**BUSINESS UNIT**: WATER SERVICES  
**REGION/LOCATION**: Water Services – All Regions  
**Compiled By**: Daniel Browne, Eric Boyle, Ian Soutar, Andrew Hoffmann, Rod Randall, Martin O’Neill  
**Approved By**: Steve McKenzie

### DESCRIPTION OF APPARATUS

The *apparatus* listed in this schedule is deemed to be *apparatus* that is required for all Water and Sewerage system operational purposes

<table>
<thead>
<tr>
<th>Water Storage Dams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water storage tanks, water level control systems</td>
</tr>
<tr>
<td>Water treatment systems including fluoride and chlorination</td>
</tr>
<tr>
<td>Isolation valves, macerators, pump/motors, bores, generators including fuel systems and level control equipment</td>
</tr>
<tr>
<td>Water and sewerage rising mains including isolation valves, non return valves and section valves</td>
</tr>
<tr>
<td>Confined spaces</td>
</tr>
<tr>
<td>High voltage supply systems, including transformers, switchgear, fuses, overhead lines and underground cables, etc</td>
</tr>
<tr>
<td>Low voltage main switchboards, variable frequency drives and soft starters</td>
</tr>
<tr>
<td>where applicable, endorse the access authority with the number of any</td>
</tr>
<tr>
<td>Batteries and battery chargers</td>
</tr>
<tr>
<td>High voltage equipment, VFD room air conditioners</td>
</tr>
</tbody>
</table>
### ACCESS TO APPARATUS RULES

#### SUNDRY APPARATUS

**GENERAL SCHEDULE**

<table>
<thead>
<tr>
<th>BUSINESS UNIT</th>
<th>WATER SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGION/LOCATION</td>
<td>All Water Services regions</td>
</tr>
<tr>
<td>Compiled By:</td>
<td>Daniel Browne, Eric Boyle, Ian Soutar, Andrew Hoffmann, Rod Randall, Martin O’Neill</td>
</tr>
<tr>
<td>Approved By:</td>
<td>Steve McKenzie</td>
</tr>
<tr>
<td>DATE:</td>
<td>01/03/2012</td>
</tr>
</tbody>
</table>

### DESCRIPTION OF APPARATUS

The apparatus listed in this schedule is deemed to be *sundry apparatus* and may be located in one or more Water Services locations and *shall* be worked on under *sundry apparatus* Rules.

- Air compressors
- Air conditioning units and fixed fans
- Domestic water and sewerage
- Fixed Hot water heating systems
- Fixed workshop equipment, such as, pedestal drills, lathes, grinders, etc
- Miscellaneous light and Power circuits
- Security and alarm systems
- Workshop cranes
# Attachment 3 - Hot work high risk areas – General Schedule

<table>
<thead>
<tr>
<th>BUSINESS UNIT</th>
<th>WATER SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGION/LOCATION</td>
<td>All Water Services regions</td>
</tr>
<tr>
<td>Compiled By:</td>
<td>Daniel Browne, Eric Boyle, Ian Soutar, Andrew Hoffmann, Rod Randall, Martin O’Neill</td>
</tr>
<tr>
<td>DATE:</td>
<td>01/03/2012</td>
</tr>
<tr>
<td>Approved By:</td>
<td>Steve McKenzie</td>
</tr>
<tr>
<td>DATE:</td>
<td>01/03/2012</td>
</tr>
</tbody>
</table>

## DESCRIPTION OF AREAS

The areas listed in this schedule are deemed to be *hot work high risk areas* and may be located in one or more Water Services locations. *Hot work* conducted in these areas *shall* be carried out under an *access authority for hot work*.

- Diesel fuel tanks and generators sets
- Confined spaces
- Total Fire Ban days
### Attachment 4 - Forms, tags and tapes stock codes

<table>
<thead>
<tr>
<th>Form/Tag/Tape Description</th>
<th>Stock Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Authority forms</td>
<td>-</td>
</tr>
<tr>
<td>Access authority Signature sheets</td>
<td>-</td>
</tr>
<tr>
<td>Access Authority Suspension/Transfer Sheets</td>
<td>-</td>
</tr>
<tr>
<td>Authority to Work in the Vicinity of Apparatus forms</td>
<td>-</td>
</tr>
<tr>
<td>Confined Space Control Measures form</td>
<td>-</td>
</tr>
<tr>
<td>High voltage designated area tape</td>
<td>-</td>
</tr>
<tr>
<td>Hot work control Measures form</td>
<td>-</td>
</tr>
<tr>
<td>Request for Access forms</td>
<td>-</td>
</tr>
<tr>
<td>Statement of Condition of Apparatus or Plant form</td>
<td>-</td>
</tr>
<tr>
<td>Confined space Atmospheric test results sheets</td>
<td>-</td>
</tr>
</tbody>
</table>
## Attachment 5 - *Preparation/Restoration Instruction* (adjacent step format)

<table>
<thead>
<tr>
<th>BUSINESS UNIT</th>
<th>REGION/LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PRI DETAILS

<table>
<thead>
<tr>
<th>Print name:</th>
<th>Signature:</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PRI prepared by:  
PRI checked for use as a STANDARD  
PRI checked for use by:  

### LOCATION AND DESCRIPTION OF APPARATUS

<table>
<thead>
<tr>
<th>DESCRIPTION OF WORK OR TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### DEVICE OR EQUIPMENT

<table>
<thead>
<tr>
<th>DEVICE OR EQUIPMENT</th>
<th>PREPARATION</th>
<th>RESTORATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STEP</td>
<td>OPERATION</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Attachment 6 - Preparation/Restoration Instruction (sequential step format)

### PowerWater

#### PREPARATION AND RESTORATION INSTRUCTION

<table>
<thead>
<tr>
<th>PRI No:</th>
<th>RFA No:</th>
</tr>
</thead>
</table>

#### BUSINESS UNIT

#### REGION/LOCATION

### PRI DETAILS

<table>
<thead>
<tr>
<th>PRI prepared by:</th>
<th>Signature:</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

| PRI checked for use as a STANDARD | |

| PRI checked for use by: | |

### LOCATION AND DESCRIPTION OF APPARATUS

#### DESCRIPTION OF WORK OR TEST

### DEVICE OR EQUIPMENT

<table>
<thead>
<tr>
<th>DEVICE OR EQUIPMENT</th>
<th>PREPARATION/RESTORATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP</td>
<td>OPERATION</td>
</tr>
</tbody>
</table>

---

Document Valid for day of printing only. Printed on Thursday, 26 July 2012
Page 26 of 29
### Attachment 7 – Lists of Approved Water Services Controllers

#### NORTHERN REGION (Darwin)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Danny Browne</td>
<td>Senior Technical Coordinator</td>
<td>0428 837 309</td>
</tr>
<tr>
<td>Mark Dunbar</td>
<td>Technical Coordinator</td>
<td>0401 114 490</td>
</tr>
<tr>
<td>Eric Boyle</td>
<td>Senior Technical Coordinator (Mechanical/Electrical)</td>
<td>0401 114 666</td>
</tr>
<tr>
<td>Glen Herlihy</td>
<td>Technical Coordinator (Mechanical/Electrical)</td>
<td>0401 114 458</td>
</tr>
<tr>
<td>Doug English</td>
<td>Technical Coordinator (Mechanical/Electrical)</td>
<td>0401 114 660</td>
</tr>
<tr>
<td>Greg Brown</td>
<td>System Operator</td>
<td>0409 691 684</td>
</tr>
<tr>
<td>Michael Grah</td>
<td>System Operator</td>
<td>0401 114 466</td>
</tr>
<tr>
<td>Glen Prowse</td>
<td>System Operator</td>
<td>0401 114 464</td>
</tr>
<tr>
<td>David May</td>
<td>System Operator</td>
<td>0428 891 664</td>
</tr>
<tr>
<td>Chris Sheehan</td>
<td>System Operator</td>
<td>0401 114 661</td>
</tr>
<tr>
<td><strong>Sewer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Danny Browne</td>
<td>Senior Technical Coordinator</td>
<td>0428 837 309</td>
</tr>
<tr>
<td>Michael Sheehan</td>
<td>Technical Coordinator</td>
<td>0401 114 461</td>
</tr>
<tr>
<td>Eric Boyle</td>
<td>Senior Technical Coordinator (Mechanical/Electrical)</td>
<td>0401 114 666</td>
</tr>
<tr>
<td>Dan Lane</td>
<td>Technical Coordinator (Mechanical/Electrical)</td>
<td>0401 114 592</td>
</tr>
<tr>
<td>Mark Read</td>
<td>Technical Coordinator (Mechanical/Electrical)</td>
<td>0409 544 127</td>
</tr>
<tr>
<td>Brent Josling</td>
<td>System Operator</td>
<td>0401 114 584</td>
</tr>
<tr>
<td>Brenton Giersch</td>
<td>System Operator</td>
<td>0401 114 485</td>
</tr>
<tr>
<td>Steve Knight</td>
<td>System Operator</td>
<td>0401 114 491</td>
</tr>
<tr>
<td><strong>Reticulation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin Hartree</td>
<td>Senior Technical Coordinator (Water and Sewerage)</td>
<td>0401 114 481</td>
</tr>
<tr>
<td>Peter Klonaris</td>
<td>Senior Technical Coordinator (Water and Sewerage)</td>
<td>0401 114 483</td>
</tr>
<tr>
<td>Stuart Carr</td>
<td>Technical Coordinator (Water)</td>
<td>0437 916 885</td>
</tr>
<tr>
<td>Matt Cannard</td>
<td>Technical Coordinator (Sewerage)</td>
<td>0401 114 489</td>
</tr>
<tr>
<td>Christopher Burden</td>
<td>System Operator</td>
<td>0488 138 905</td>
</tr>
<tr>
<td>Jay Withnall</td>
<td>System Operator</td>
<td>0437 350 164</td>
</tr>
<tr>
<td>Stephen Casey</td>
<td>System Operator</td>
<td>0401 114 479</td>
</tr>
<tr>
<td>Mathew James</td>
<td>System Operator</td>
<td>0419 839 684</td>
</tr>
<tr>
<td>Jason Plues</td>
<td>System Operator</td>
<td>0409 154 790</td>
</tr>
</tbody>
</table>

#### NORTHERN REGION (Katherine)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peter Hopkins</td>
<td>Coordinator Katherine</td>
<td>0417 806 391</td>
</tr>
<tr>
<td>Ron Davidson</td>
<td>Water &amp; Sewerage Network Coordinator</td>
<td>0418 894 616</td>
</tr>
<tr>
<td>Paul Hopper</td>
<td>Mechanical &amp; Electrical Coordinator</td>
<td>0419 108 271</td>
</tr>
<tr>
<td>Jason Bird</td>
<td>Water Treatment Coordinator</td>
<td>0417 821 162</td>
</tr>
<tr>
<td>Tony Milikan</td>
<td>Water and Sewerage service worker</td>
<td>0418 846 723</td>
</tr>
<tr>
<td>Dave Gutte</td>
<td>Water and Sewerage service worker</td>
<td>0419 823 758</td>
</tr>
<tr>
<td>Mark Walker</td>
<td>Mechanical Service Worker</td>
<td>0419 824 474</td>
</tr>
</tbody>
</table>
## SOUTHERN REGION

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alice Springs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:WSWaterSys_RFASubs@Powerwater.com.au">WSWaterSys_RFASubs@Powerwater.com.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alice Springs and Ti-Tree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malcolm Smith</td>
<td>Technical Coordinator</td>
<td>0401 114 462</td>
</tr>
<tr>
<td>Mick Niven</td>
<td>Technical Coordinator</td>
<td>0418 243 035</td>
</tr>
<tr>
<td>Billy Flanagan</td>
<td>Technical Coordinator</td>
<td>0409 357 951</td>
</tr>
<tr>
<td>Martin O'Neill</td>
<td>Senior Services Coordinator</td>
<td>0407 526 880</td>
</tr>
<tr>
<td><strong>Tennant Creek</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:WSWaterSys_RFASubs@Powerwater.com.au">WSWaterSys_RFASubs@Powerwater.com.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tennant Creek/Elliot and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newcastle Waters</td>
<td>Technical Coordinator</td>
<td>0401 114 475</td>
</tr>
<tr>
<td>Gary Wilson</td>
<td>Water and Sewerage service worker</td>
<td>0427 161 851</td>
</tr>
<tr>
<td>Neville Burns</td>
<td>Water and Sewerage service worker</td>
<td>0427 161 851</td>
</tr>
<tr>
<td><strong>Yulara</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:WSWaterSys_RFASubs@Powerwater.com.au">WSWaterSys_RFASubs@Powerwater.com.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yulara and Kings Canyon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shane Torr</td>
<td>Technical Coordinator</td>
<td>0401 114 453</td>
</tr>
<tr>
<td>Simon Muir</td>
<td>Water and Sewerage service worker</td>
<td>0439 021 554</td>
</tr>
<tr>
<td>Rod Le strange</td>
<td>Water and Sewerage service worker</td>
<td>0401 114 453</td>
</tr>
</tbody>
</table>
Attachment 8 - Water Services Access To Apparatus Rules Work Processes

**NOTES:**
1. For work on HV conductors, confined spaces & hct work the person issuing an Access Authority cannot receive the Access Authority.
2. Only persons entering the confined space are required to sign on an Access Authority.
3. Confined space control measures are to be revalidated, & recorded as revalidated, whenever there is:
   (i) a break in the continuity of the work during which period there has been, or is likely to be, a
   change in atmospheric or engulfment risks that may affect the health and safety of persons
   entering the confined space, or
   (ii) a resumption of work after the suspension of the access authority for work in the confined
       space.
4. Whichever "Hot Work" is to be conducted a separate Access Authority for Hot Work and a Hot
   Work Control Measures form are to be filled out and issued.

**Hot Work** means any process involving grinding, welding, thermal or oxygen cutting or heating and
other related heat producing or spark producing operations.

**USE OF TAGS**

- **DANGER**
  - Do Not Operate (DNO) tags are only used when isolating apparatus for the issue of an access
    authority.
  - Personal Do Not Operate tags are used when isolating mechanical or LV apparatus or sundry
    apparatus.

- **CAUTION TESTING**
  - Testing tags are only used when testing apparatus under an access authority.

- **PERSONAL TESTING**
  - Description of apparatus
  - Access Authority No.
  - Date
  - Time