

Purpose

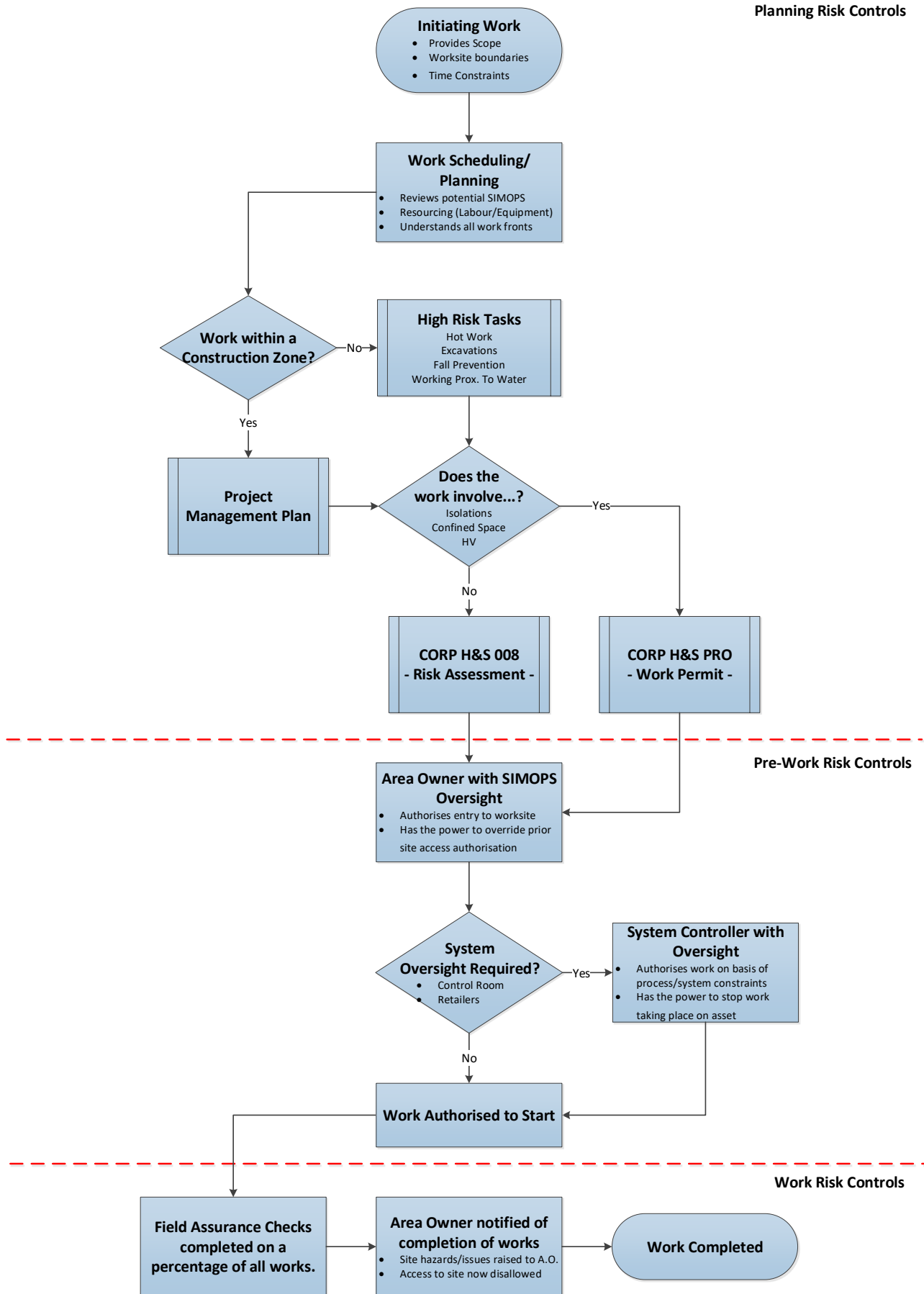
This procedure provides a method to ensure that all work initiated, scheduled and managed by or on Melbourne Water land is carried out in a manner that reduces safety risk exposure to our:

- People
- Assets
- Environment
- Processes
- Customers, and
- Reputation

Scope

This procedure applies to all assets owned, operated and leased by Melbourne Water and all employees and contractors.

Control of Work Framework



Contents

Purpose.....	1
Scope	1
Control of Work Framework	2
Procedure	4
1. Initiating Work	4
2. Planning and Scheduling Work.....	4
3. Determine Primary Control Method for Work	5
3.1. Permit Required	5
3.2. No Permit Required	5
3.3. High Risk Tasks	5
3.4. Risk Assessment	5
3.5. Permit Decision Tool	6
4. Area Owner Authorisation to Access Worksites	7
5. System Controller Authorisation to Undertake Work	7
6. Safe Execution of Work	7
7. Assurance Activities	8
8. Completion of Work	8
Responsibilities	9
Definitions	9
Document History	9

Procedure

1. Initiating Work

All work must be initiated via a documented process e.g. Maximo. The initiator must clearly identify:

- The scope of the work being undertaken
- The asset/site location
- Any time constraints for completion
- Potential known conflicts
- Known Hazards (e.g. Working at Heights, Exposure to Sharps)
- Permit Requirements

For information on how to add Permit requirements to Maximo Work Orders refer to: [CoW - CM and BM](#)

There must be adequate information provided within the work initiation documentation (e.g. Maximo WO) to ensure that work can be appropriately scheduled.

Work initiators must also initiate works within appropriate time to allow for adequate planning and scheduling for safe delivery of work.

2. Planning and Scheduling Work

Each site/area must ensure that all work is appropriately planned, scheduled and managed through a site/area work schedule. Work schedules shall clearly document when work is expected to commence, who will execute the work and the anticipated completion time.

The nominated schedulers/co-ordinators shall:

- Ensure work schedules are documented, controlled, visible and current
- Consult with relevant work parties to review and update work fronts with the intent of minimising simultaneous operations (SIMOPS)
- Appropriately schedule and manage identified SIMOPS
- Assess resource requirements for scheduled work
- Maintain an adequate knowledge and understanding of site/area operations and equipment
- Communicate Schedule and changes via YTT (Daily Schedule Review)
- Contact Schedulers in which work has the potential to impact their area/site

3. Determine Primary Control Method for Work

3.1. Permit Required

A Permit is required if work involves:

- Permit Authorised Isolations - [CORP H&S PRO – Work Permit](#)
- Confined Space Entry - [CORP H&S PRO – Confined Space](#)
- Work involving High Voltage - [CORP H&S 066 – High Voltage](#)

3.2. No Permit Required

No Permit is required if:

- None of the requirements of 3.1. – Permit Required are met
- Isolations fall under the category of 'Dynamic Isolations' as per CORP H&S 081 – Isolation Standard.

3.3. High Risk Tasks

Work that includes any of the following tasks shall also comply with the appropriate procedures:

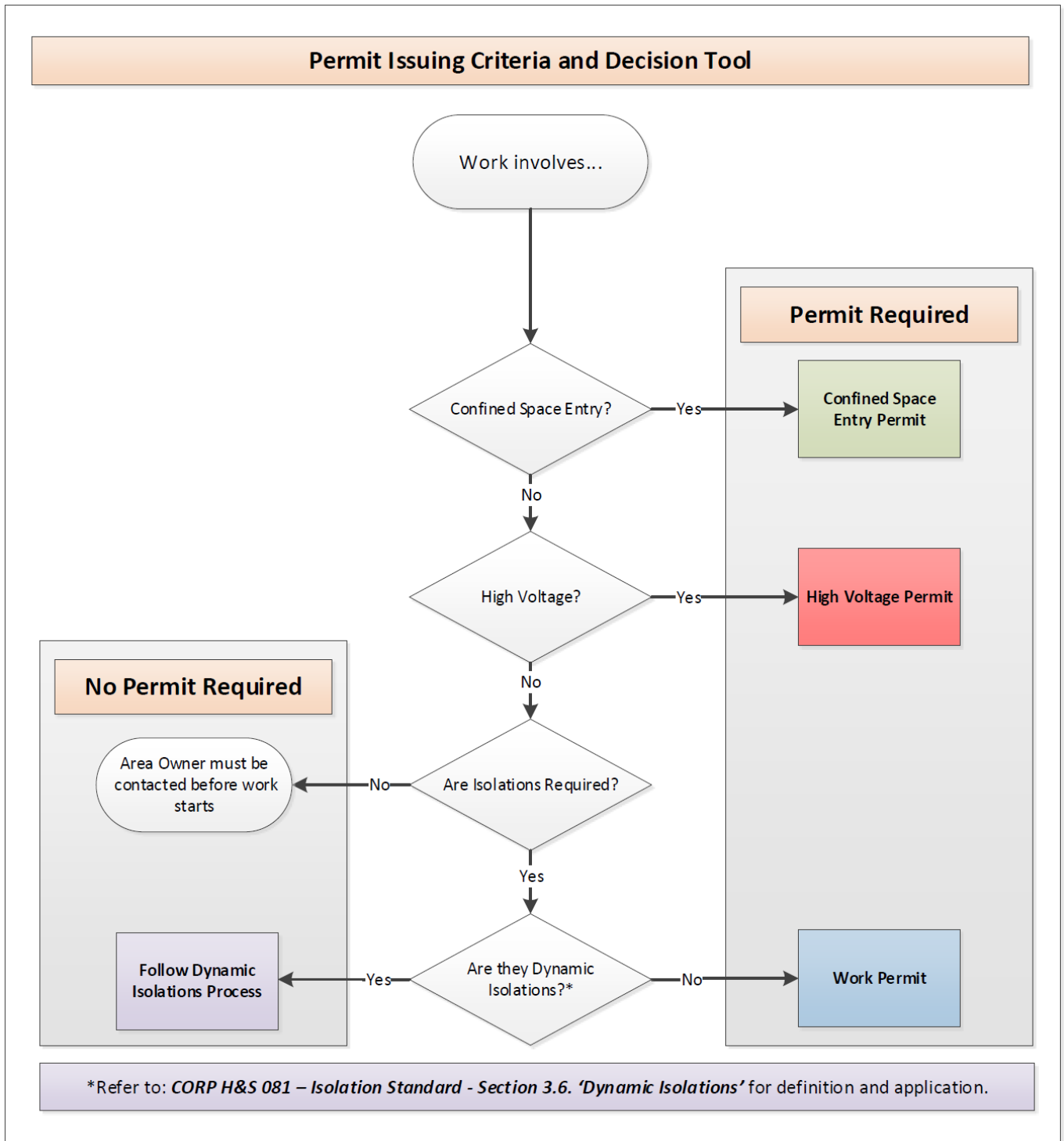
- Hot Work - [CORP H&S PRO – Hot Work](#)
- Excavations - [CORP H&S PRO – Excavations](#)
- Working in Proximity to Water - [CORP H&S PRO – Working in Proximity to Water](#)
- Fall Prevention - [CORP H&S 062 – Fall Prevention](#)

3.4. Risk Assessment

To ensure that all hazards are identified and appropriately controlled, a Risk Assessment shall be developed:

- When the level of risk required extends beyond the TAKE 4 principles
- If there is only limited knowledge about a hazard or how the hazard may result in injury or illness
- If there is uncertainty about whether all of the things that can go wrong have been found
- If the situation involves a number of different hazards that are part of the same work process or piece of plant and there is a lack of understanding about how the hazards may impact on each other to produce new or greater risks

3.5. Permit Decision Tool



4. Area Owner Authorisation to Access Worksites

All Melbourne Water operational areas shall be controlled by an Area Owner. An Area Owner is a Melbourne Water employee that is authorised to manage SIMOPS within a specified area or site.

Area Owner authorisation is required before entering any operational worksite. Area Owners have the authority to override prior site access authorisation.

The person who is leading the task work must be able to provide the Area Owner with the following information:

- Company information
- Contact details
- Task details and work location
- Approximate duration of works
- Size of work party
- Confirmation of completed risk assessment for proposed work
- Confirmation of appropriate site induction or visitor orientation

The Area Owner must inform the person executing the work of the following known information:

- Existing site hazards
- Dynamic site hazards
- Other works in area

5. System Controller Authorisation to Undertake Work

All Melbourne Water operational areas shall have a System Controller that has oversight of treatment processes. This is usually managed from a Control Room.

The System Controller has the authority to revoke previously authorised work on the basis of risk to effective treatment processes.

6. Safe Execution of Work

All works must be carried out as described in the work scope and risk assessment.

While executing work, identified hazards that will impact the ability for the works to be completed safely shall result in the following:

- Works must stop
- The site shall, where possible, be made safe
- The Area Owner must be contacted and informed of the hazard/s.
- Update Risk Assessment
- Provide feedback on site specific hazards

7. Assurance Activities

Quality Assurance Checks will assess that the entire Control of Work process has been followed from Initiation to Execution of works.

Assurance Checks will be carried out by, but not limited to:

- Work Party Supervisors
- Melbourne Water Governance
- Melbourne Water Safety Team
- Operating Authorities and their teams

Planned Assurance Checks shall be carried out on 5% of work.

The Assurance Checklist shall be used when conducting checks and records will be managed in IRIS.

Supervisors shall assure that work is being carried out:

- By competent people
- Within the scope of works
- In accordance with the Primary Control Method for the work

8. Completion of Work

At least daily, at the completion of work, the work group leader must notify the System Controller of the following:

- Works completed/not completed
- Alarms present
- Fault/s found

At least daily, at the completion of work, the executor of the work must notify the Area Owner of the following:

- Works completed/not completed
- Hazards identified that require attention
- Hazards worth noting that cannot be addressed e.g. Muddy access road.
- Time of leaving site

Responsibilities

Role	Responsibility
Work Initiator	To accurately define the scope of the work
Work Scheduler/Co-ordinator	To ensure the work order scheduled to ensure it does not conflict with other work
Area Owner	To maintain oversight of all work fronts in their area with the authority to approve or deny work based on SIMOPS hazards
Assurance Checker	To undertake sample audits on a regular basis to verify the work processes are being undertaken correctly
System Controller	In situations where oversight of the work is required, the System Controller is responsible for authorising the work.

Definitions

Reference	Definition
Worksite boundaries	The safe limits for the area of approved work.
Access requirements	The identification of all pre-conditions that need to be addressed as a requirement for the work to be undertaken safely and efficiently.
Hazards	Something that if not addressed may cause harm. In identifying workplace hazards, the work method developed for a particular site or activity must assess the known hazards and appropriately minimise the risk.
SIMOPS	Situations where two or more work activities may or may not be undertaken in close proximity.

Document History

Date	Reviewed/ Actioned By	Version	Action
25 th July 2018	Scott McMillan	2	Incorporated feedback from the business. Permit Decision Tool updated.
4 th April 2018	Scott McMillan	1	Document now business wide in application
8 th Jan 2018	Scott McMillan	Draft	For discussion/review