# Purpose

To describe how work is initiated, planned, scheduled and executed across Melbourne Water.

# Scope

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

# Control of Work Framework



# Work Initiation

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| --- | --- | --- |
| Step | Role | Description |
| 1 | Work Initiator | Allow appropriate time for adequate planning and scheduling to ensure safe delivery of work |
| 2 | Work Initiator | Initiate all work via a documented process and clearly identify:* Work priority
* The scope and desired outcome of the work being undertaken
* The asset/site location including known hazards
* Any time constraints for completion
* Additional available information e.g. photos, reports etc.
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# Work Planning

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| --- | --- | --- |
| Step | Role | Description |
| 1 | Work Planner | Ensure work is adequately planned considering:* Work priority
* The range of activities required to conduct the work
* Potential conflicts with other work or simultaneous operations (SIMOPS)
* Known and potential hazards and their associated controls
* The requirement to isolate plant and equipment; working on high voltage or confined space entry (CSE)
* Resource requirements e.g. necessary people, plant and equipment
* Identification of work within a construction area and the requirement to complete a [Construction Zone Authorisation Form](https://inflo/inflo/cs.exe/Properties/52934569).
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| 2 | Work Planner | Communicate the work plan to the Scheduler and Work Party |

# Work Scheduling

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| --- | --- | --- |
| Step | Role | Description |
| 1 | Work Scheduler | Ensure all work is scheduled and managed through a documented site/area work schedule. |
| 2 | Work Scheduler | Ensure:* + Work schedules are documented, controlled, accessible and current
	+ Other Work Schedulers are contacted if scheduled work has the potential to impact their area/site
	+ Relevant work parties are consulted to review capability and methods to minimise multiple work fronts or simultaneous operations (SIMOPS)
	+ Appropriate resource requirements for scheduled work are allocated e.g. necessary people, plant and equipment
* Maintain an adequate knowledge and understanding of site/area operations and equipment
* Communicate the schedule and any changes to relevant parties via a daily schedule review (e.g. YTT meeting).
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# Work Execution

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| Step | Role | Description |
| 1 | Work Party Lead | * Contact the Work Authoriser (call in/ call out) to:
	+ ensure work can commence safely as scheduled
	+ ensure scope, work location and approximate duration of works are understood
	+ confirm the completion of a risk assessment for the proposed work
	+ confirm appropriate site induction/ eLearns have been completed
 |
| 2 | Work Authoriser | * If work can commence safely as scheduled, authorise the Work Party Lead to commence work and inform them of:
	+ known and potential site hazards
	+ potential conflicts with other work or simultaneous operations (SIMOPS) in the area or site
* Ensure permitting requirements have been implemented e.g. isolation permit, authority to access for confined space entry or electrical/ vicinity access permits for high voltage.
* If work cannot commence safely as scheduled, inform the Work Party Lead and arrange for the work to be rescheduled to another time.
* This function can be managed by an operator, operational maintenance officer or dedicated site resource.
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| 3 | Work Party Lead | * Review and ensure controls are implemented and effective
* Carry out work as described in the work scope and risk assessment
* Manage own CSE Permit where required
* While executing work, if hazards are identified that will impact the ability for the works to be completed safely, stop work, make the area safe (where possible) and inform the Work Authoriser
 |
| 4 | System Controller  | * Provides oversight of operational (treatment) processes while work is taking place.
* This function is typically managed from a control room and serves to revoke previously authorised work if there is a risk to the safety of people, plant (treatment processes) or the environment.
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| 5 | Work Party Lead | Ensure daily and at the completion of work to notify the:* Work Authoriser (call in/ call out) of the following:
	+ works completed/not completed
	+ hazards identified that require attention
	+ time of leaving site
* System Controller (as required) of the following:
	+ Works completed/not completed
	+ Alarms present
	+ Fault/s found
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# Assurance Activities

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| Step | Role | Description |
| 1 | Assurance Assessor | Conduct regular assurance activities using the checklist in IRIS to assess that all Control of Work processes have been followed from initiation to execution of work.Assurance activities will be carried out by, but not limited to:* Work Party Supervisors
* Works Delivery
* HSE
* Operating Authorities and their teams
* Melbourne Water Project Managers
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# References

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| Reference |
| [H&S PRO Confined Space Entry](https://inflo.mwc.melbournewater.com.au/inflo/cs.exe?func=ll&objId=54403804&objAction=Open&nexturl=%2Finflo%2Fcs%2Eexe%3Ffunc%3Dll%26objId%3D30585662%26objAction%3Dbrowse%26viewType%3D1) |
| [H&S FOR Confined Space Entry Permit](https://inflo.mwc.melbournewater.com.au/inflo/cs.exe?func=ll&objId=3514608&objAction=Open&nexturl=%2Finflo%2Fcs%2Eexe%3Ffunc%3Dll%26objId%3D30586202%26objAction%3Dbrowse%26viewType%3D1) |
| [H&S FOR Control Plan](https://inflo.mwc.melbournewater.com.au/inflo/cs.exe?func=ll&objId=50644264&objAction=Open&nexturl=%2Finflo%2Fcs%2Eexe%3Ffunc%3Dll%26objId%3D30586202%26objAction%3Dbrowse%26viewType%3D1) |
| [H&S PRO Good to Go](https://inflo.mwc.melbournewater.com.au/inflo/cs.exe?func=ll&objId=50643388&objAction=Open&nexturl=%2Finflo%2Fcs%2Eexe%3Ffunc%3Dll%26objId%3D30585662%26objAction%3Dbrowse) |
| [H&S PRO High Voltage](https://inflo.mwc.melbournewater.com.au/inflo/cs.exe?func=ll&objId=11127994&objAction=Open&nexturl=%2Finflo%2Fcs%2Eexe%3Ffunc%3Dll%26objId%3D30585662%26objAction%3Dbrowse%26viewType%3D1) |
| [H&S PRO Isolation Permit](https://inflo.mwc.melbournewater.com.au/inflo/cs.exe?func=ll&objId=64072170&objAction=Open&nexturl=%2Finflo%2Fcs%2Eexe%3Ffunc%3Dll%26objId%3D30585662%26objAction%3Dbrowse%26viewType%3D1) |
| [H&S PRO Lock Out Tag Out (LOTO)](https://inflo.mwc.melbournewater.com.au/inflo/cs.exe?func=ll&objId=33531873&objAction=Open&nexturl=%2Finflo%2Fcs%2Eexe%3Ffunc%3Dll%26objId%3D30585662%26objAction%3Dbrowse%26viewType%3D1) |
| [H&S FOR Safe Work Method Statement (SWMS)](https://inflo.mwc.melbournewater.com.au/inflo/cs.exe?func=ll&objId=50641545&objAction=Open&nexturl=%2Finflo%2Fcs%2Eexe%3Ffunc%3Dll%26objId%3D30586202%26objAction%3Dbrowse%26viewType%3D1) |
| [SEW SOP Issuing Sewer Transfer Access Approval](https://inflo.mwc.melbournewater.com.au/inflo/cs.exe?func=ll&objId=8062208&objAction=Open&nexturl=%2Finflo%2Fcs%2Eexe%3Ffunc%3Dll%26objId%3D2445526%26objAction%3Dbrowse%26logStopConditionID%3D1998729_2036200157_1_loc) |
| [H&S TEM Risk Assessment](https://inflo.mwc.melbournewater.com.au/inflo/cs.exe?func=ll&objId=54126961&objAction=Open&nexturl=%2Finflo%2Fcs%2Eexe%3Ffunc%3Dll%26objId%3D30586202%26objAction%3Dbrowse%26viewType%3D1) |

# Document History

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| --- | --- | --- | --- |
| Date | Reviewed/Actioned By | Version | Action |
| April 2025 | Senior Manager HSE Risk & Management Systems | 11 | Added reference table and links |
| January 2024 | Inflo Admin | 10 | Inflo system update – no changes |
| January 2024 | Inflo Admin | 9 | Inflo system update – no changes |
| March 2023 | Inflo Admin | 8 | Inflo system update – no changes |
| March 2023 | Senior Safety Manager Service Delivery | 7 | Content review and update |
| March 2022 | SHEQ Systems Integration Specialist | 6 | Updated to new template and added in new links |
| April 2020 | SHEQ Technology and Innovation Manager | 5 | Updated template – no change to body of document |