****

**Worksite Induction Manual**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision** | **Revision Date** | **Details** | **Authorised** |
| 1 | 21 January 2008 | Draft for review | Peter Cooper |
| 2 | 9 April 2008 | Final Draft | Stephen Jewell |
| 3 | 28 April 2008 | Regulation & Compliance | Darren Patterson |
| 4 | 28 April 2009 | Environmental Review | Tricia Donnelly |
| 5 | 31 May 2011 | Environmental Review | Shu Ohki |
| 6 | 6 June 2011 | OH&S Review | Robert Ticchi |
| 7 | 16 June 2013 | Update document format and contacts | Stephen Jewell and John Martin |
| 8  | 19 September 2013 | Update | Darren Raeck |
| 9 | 23 September 2013  | Final Draft | Rob Ticchi |
| 10 | 11 September 2014 | Update | Rob Ticchi |
| 11 | 11 May 2015 | Contacts update | Rob Ticchi |
| 12 | 15 October 2015 | Update bitumen coated asbestos material and contacts | Rob Ticchi |
| 13 | 15 July 2016 | Update contacts | Rob Ticchi |
| 14 | 16 June 2017 | Update OHS Regulations date | Rob Ticchi |
| 15 | 30 March 2021 | Update | Rob Ticchi and Dean Robertson |

**Form 1 Visitor Declaration Form**

**Important Information**

When you make a declaration to undertake works on behalf of the GWMWater Corporation, you may be at any time required to produce evidence of your identity.

**I declare that my full name, address, business name and date of birth are:**

………………………………………………………………………………………………

………………………………………………………………………………………………

**Print your given name(s), and your current address**

1. I wish to visit the premises of GWMWater for the purpose of:

……………………………………………………………………………………………

 *(What type of activity and location of premises?)*

1. Tick the box (a), (b), (c), (d), or (e) for the department responsible for your visit
2. Operations / Service Delivery Department
3. Infrastructure / Planning Services Department
4. Corporate Department
5. Financial Department
6. Information / Technology Department
7. I have been informed that I am required to comply with all the conditions and guidelines of the GWMWater Worksite Induction Manual and understand that any failure or ignorance on the part of myself is an offence under the Victorian Occupational Health and Safety Act, 2004.

(*Print name*)……………………………………………………………………………….

(*Signature of person making this declaration)*…………………………………………………

Made the ……………………………day of……………………………year……………..

In the presence of…………………………………………………………………..

*(Print name of Witness)*

………………………………………………….. Title………………………………

*(Signature of witness)*

**Form 2 CMS/2809 Site Induction Checklist**

**Contractor Works**

All Contractors and subcontractors must complete registration on the Pegasus Contractor Management system and must be approved to conduct works at GWMWater prior to commencing works.

**Emergency Contact List**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **MOBILE** | **OFFICE** | **POSITION** |
| Emergency Services |  | 000  | ALL |
| Corporate Offices |  | 1300 659 961 | 11 McLachlan Street, Horsham |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Induction Manual Table of Contents**

[1 Introduction 1](#_Toc84991662)

[2 Environmental Protection 1](#_Toc84991663)

[3 Code of Conduct 2](#_Toc84991664)

[4 Policy Procedure 2](#_Toc84991665)

[4.1 Insurances 2](#_Toc84991666)

[4.2 License, Permits and Certificates 2](#_Toc84991667)

[4.3 Completion of JSEA 3](#_Toc84991668)

[4.4 Reporting 3](#_Toc84991669)

[4.5 Statutory Reports 3](#_Toc84991670)

[4.6 Accident and Hazard Reporting 3](#_Toc84991671)

[4.7 Site Access 4](#_Toc84991672)

[4.8 Water Quality 4](#_Toc84991673)

[4.9 Native Title 4](#_Toc84991674)

[4.10 Cultural Heritage 5](#_Toc84991675)

[5 Road Management Act 5](#_Toc84991676)

[5.1 Works Within Road Reserves 5](#_Toc84991677)

[5.2 Alcohol, Drugs and Smoking 5](#_Toc84991678)

[5.3 Emergency Evacuation 7](#_Toc84991679)

[5.4 Occupation Health and Safety 7](#_Toc84991680)

[5.5 Environmental Management of Sites 8](#_Toc84991681)

[5.6 Personal Protective Equipment 9](#_Toc84991682)

[5.7 Isolation of Plant and Equipment 9](#_Toc84991683)

[5.8 Signs and Hazard Notices 9](#_Toc84991684)

[6 Work Methods 9](#_Toc84991685)

[6.1 Confined Space 10](#_Toc84991686)

[6.2 Hot Work 10](#_Toc84991687)

[6.3 Working at Height 10](#_Toc84991688)

[6.4 Parking & Traffic 11](#_Toc84991689)

[6.5 Power Tools & Equipment 11](#_Toc84991690)

[6.6 Isolation of Power & Equipment 11](#_Toc84991691)

[6.7 Asbestos Handling 12](#_Toc84991692)

[6.8 Chemicals 13](#_Toc84991693)

[6.9 GWMWater Chemicals Stored On Site 13](#_Toc84991694)

[6.10 Site Chemical and Emergency Information 14](#_Toc84991695)

[6.11 Housekeeping 14](#_Toc84991696)

[7 Environment 14](#_Toc84991697)

[7.1 Noise 14](#_Toc84991698)

[7.2 Fire & Evacuation 15](#_Toc84991699)

[7.3 Waste Management 15](#_Toc84991700)

[7.4 Vehicles Plant and Equipment 17](#_Toc84991701)

[7.5 Protection of Environmental features and Aboriginal Artefacts 17](#_Toc84991702)

[7.6 Dust Control 18](#_Toc84991703)

[7.7 Limiting Area of Disturbance 18](#_Toc84991704)

[7.8 Protection of Vegetation 18](#_Toc84991705)

[7.9 Biodiversity 19](#_Toc84991706)

[8 Environmental Requirements 20](#_Toc84991707)

[8.1 Chemical Application 20](#_Toc84991708)

[8.2 Pollution Incident 20](#_Toc84991709)

[8.3 Site Rehabilitation 20](#_Toc84991710)

[8.4 Erosion and Sediment Control 21](#_Toc84991711)

[8.5 Re-sowing and Revegetation 21](#_Toc84991712)

[8.6 Minimising Weed Spread 22](#_Toc84991713)

[8.7 Weed Removal 22](#_Toc84991714)

[8.8 Weed Disposal 23](#_Toc84991715)

[8.9 Monitoring 23](#_Toc84991716)

[8.10 Contractor Reference Documents 25](#_Toc84991717)

# Introduction

Grampians Wimmera Mallee Water Corporation (GWMWater) is a government owned water business responsible for managing urban and rural supply systems in the Grampians, Wimmera and Mallee regions of Victoria..

In addition, GWMWater’s wastewater services treat sewage and industrial wastewater within the service area and operate major bulk storages. For these reasons, all activities that are to be performed on the Corporation’s assets require consideration and effective coordination prior to commencement.

All Contractors and sub-contractors carrying out works deemed high risk by GWMWater, must complete registration on the Pegasus Contractor Management system and must be approved to conduct works at GWMWater prior to commencing works.

All employees, contractors and subcontractors must observe the requirements of GWMWater's Corporate Management System, which incorporates OH&S, Quality and Environmental Management Systems**.** GWMWater has environmental, OH&S and quality policies. The policies are available on the GWMWater website (Contractors /FAQ’s and Documents) or upon request. Contractors are to make themselves aware of the contents of the policies.

# Environmental Protection

GWMWater has a responsibility to minimise the impact of its operations on the environment. It is required by law to ensure the environment is not polluted or damaged as a result of intentional, reckless or negligent actions by its employees or contractors. All employees and engaged contractors are responsible for taking care to avoid pollution and minimise environmental damage by acting responsibly or taking ‘due care’. Being responsible comes down to:

1. recognising environmental features and issues;
2. being aware of the impact of works;
3. and, acting to avoid or minimise damage.

All should seek to continually improve work practices and performance.

GWMWater has developed and had certified an Environmental Management System (EMS). All works undertaken on GWMWater sites are to be in accordance with the requirements of the EMS. Where a contractor has a certified EMS in place, they may apply to GWMWater to carry out their works under their system.

# Code of Conduct

GWMWater’s Code of Conduct policy aims to prevent and eliminate discrimination and harassment in the workplace, and to ensure that all people are treated fairly in an environment free of intimidation, discrimination and harassment. All contractors or worksite inspectors will be required to comply under the guidelines set out in the Victorian Public Sector Employees Code of Conduct, links to documents located on GWMWater website (Contractors /FAQ’s and Documents).

# Policy Procedure

## Insurances

All contractors undertaking work for GWMWater are required to have insurance cover.

As a minimum, the following insurances are required:

1. Products/Public Liability - $5 million – Low risk works, (working alone in non-trafficable areas, working on low priority assets)
2. Products/Public Liability - $20 million – High risk works (working in high impact areas, working on high value / priority assets e.g. headworks infrastructure, pumping facilities)
3. Workers Compensation - unlimited

Additionally, the following insurances may be required depending upon circumstances:

1. Insurance of the Works - value as required under contract
2. Professional Indemnity - as required, but minimum of $10million.

## License, Permits and Certificates

All persons driving or operating cars, trucks, machinery etc. on GWMWater property are to be correctly licensed . All persons operating cars, trucks and machinery are to be within the legal alcohol and drug limits applicable to the State of Victoria.

GWMWater has in place a sophisticated 'electronic master key' locking system. Contractors can arrange independent access to GWMWater sites in two ways:

1. Contractors are permitted to insert an electronic master key in the chain, gate or door securing the site. The master key is to be removed immediately upon opening the lock and inserting back into the same lock on completion of work and return to GWMWater’s works coordinator for downloading.
2. GWMWater will issue a Smart Key to a person representing a contractor who must sign a declaration of receival. This key will enable access to any GWMWater lock to which it is agreed the contractor can access. The individual person is responsible for the return of the key to GWMWater’s works coordinator upon completion of the work.

## Completion of JSEA

Before commencing any work activity,a Job Safety & Environmental Assessment (JSEA) and work method statement/s must be undertaken. This information shall be held with the person performing the work and updated whenever a change in circumstance is realised. Documents shall be available at all times for the information of any person who may be affected by the work activity.

## Reporting

Your supervisor must be immediately notified of all workplace accidents or hazards. Any question concerning occupational health and safety should be directed immediately to GWMWater, your manager or your health and safety representative.

## Statutory Reports

Staff and contractors are to obey all statutory rules and regulations, company policies and all procedures developed for specific jobs to be undertaken as well as make proper use of the safety equipment provided.

Failure to adhere to safety rules and instructions may lead to disciplinary action.

## Accident and Hazard Reporting

All accidents and hazards (OH&S and environmental) must be reported immediately to a GWMWater representative. Accident reports must be completed for all accidents, incidents, near misses, hazards etc. Reports may be completed under the contractor's OH&S/EMS system or report forms are available from GWMWater on request. Where a report is completed under a contractors OH&S/EMS system, GWMWater is to be supplied with a copy of the accident report, along with the result of any investigation.

## Site Access

Entry to GWMWater sites must be by prior arrangement. Generally, access will only be available Monday to Thursday between 7.30am and 4.30pm and Friday between 7.30am and 4.00pm.

Access outside the above periods may be possible by negotiation.

On arrival at a staffed GWMWater worksite (ie. treatment plant or workshop), all persons are to confirm their presence with a GWMWater representative. This must occur for each and every attendance at the site. Once on site, persons will be supervised and directed by an officer of GWMWater.

For access to un-staffed sites, all persons are to contact relevant GWMWater's Maintenance Works Coordinator and advise of the expected arrival and departure times.

All visitors must sign a visitor declaration form.

##  Water Quality

GWMWater is a supplier of high quality drinking water. Every activity undertaken on any GWMWater site is to be carefully assessed for the potential risk to the quality of drinking water and the public.

In particular, no animals are to be brought onto any GWMWater site. Do not encourage wildlife or domestic animals by feeding, etc.

All activities around dams or reservoirs are to have adequate protection so as to prevent any contamination of the water supply.

Due consideration needs to be given any time a release of water occurs into the environment, it is important to think of where the water has come from and what it may have become contaminated with. For dewatering of work sites where suspicion exists that the water may have become contaminated, sampling should be done to confirm water quality. In addition, approvals from other agencies may be required before undertaking the release of water into the environment.

## Native Title

Crown Land in the GWMWater Service Area may be subject to native title procedural arrangements. Where works are proposed on crown land, the relevant public land manager must be advised so that a native title assessment can be carried out. Approvals must be received before works begin.

## Cultural Heritage

The GWMWater region was home to a thriving culture prior to European settlement. Signs of this occupation are present in the landscape including artefacts, scarred trees, earth mounds and much more. These tangible items, as well as intangible stories and names, are generally known as areas of cultural sensitivity. Works in areas of cultural sensitivity may require a cultural heritage management plan prior to works being undertaken.

# Road Management Act

In order to meet the requirements of the “[Road Management Act 2004](file://C:\Users\jaydek\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Documents%20and%20Settings\shuichiroo\DOCUME~1\PETERC~1.GWM\LOCALS~1\Local%20Settings\darrenp\Local%20Settings\Regulations\Road%20Management%20Act.pdf)” GWMWater needs to ensure that:

1. Infrastructure on road reserves are maintained so as not to cause a risk to the public;
2. The relevant roads manager is alerted to any works proposed to be carried out within roads reserve;
3. Any necessary approvals are in place prior to commencement of any works;
4. The safety of employees and road users is maintained.

##  Works Within Road Reserves

All works that are to be carried out within road reserves shall be in accordance with Road Management legislative requirements and GWMWaterwork instructions (CMS/372 – Traffic control) .

### Maintenance of Assets within Road Reserves

All assets within the road reserves shall be maintained in accordance with the Asset Management Plan.

The asset management plan shall be regularly reviewed and updated to ensure it includes all relevant information, including a component for monitoring and maintaining infrastructure within roads reserves in a condition that is safe to all road users.

All staff are responsible for ensuring compliance.

## Alcohol, Drugs and Smoking

### Alcohol

No person shall present themselves for work while affected by alcohol to the extent that their condition: -

1. Presents a health risk to themselves or others
2. Prevents them from performing their normal duties
3. Is disruptive to other staff, customers or the public

If a supervisor is of the opinion that an employee is in an unfit state for work due to alcohol use, they shall make arrangements to transport the employee home or other suitable location away from GWMWater premises.

Under no circumstances should any person who is believed to be affected by alcohol undertake any duty, which involves: -

1. Operation of mobile plant and equipment e.g. backhoe
2. Confined space entry
3. Working at height
4. Working with dangerous/hazardous materials e.g.. chlorine, asbestos

### Prescribed Drugs

Any person with a known medical condition that could adversely affect themselves or others should ensure that their supervisor is aware of the condition. This requirement is extremely important if the person’s duties require:

1. Operation of plant and equipment (eg. backhoe, excavator)
2. Confined space entry
3. Working at height
4. Working with dangerous/hazardous materials (eg. chlorine, asbestos)

It is strongly recommended that prescription and pharmaceutical drugs be taken only in accordance with medical advice.

### Illegal Drugs

GWMWater does not condone the use of illegal drugs or substances. The control measures specified in these guidelines in relation to alcohol consumption shall also apply in circumstances involving illegal drugs or substances.

In addition, if such usage occurred or can reasonably be suspected to have occurred on GWMWater premises, the incident shall be reported to the Police for investigation.

### Smoking

Smoking is not permitted in any GWMWater buildings, structures or vehicles. In particular, no smoking is to occur within three metres of all bunds, chemical storages etc.

## Emergency Evacuation

You will be advised by a GWMWater representative when to evacuate a facility. When advised to evacuate you are to move in an orderly fashion to the designated emergency assembly point. Contractors are to make themselves aware of the location of the assembly point before starting work on site.

## Occupation Health and Safety

GWMWater is dedicated and committed to ensuring that the safety of persons, as is maintained and preserved at all times. All people performing work must be familiar with and comply with current safety legislation including Victorian Occupational Health and Safety Act 2004, Victorian Occupational Health and Safety Regulations 2017, Victorian codes of practice and relevant Australian and international standards. All employees and contractors have a part to play in creating a safe work environment.

Employees must co-operate with management with respect to any action taken by management to comply with occupational health and safety laws.

All employees and contractors working on a GWMWater site are responsible to take reasonable care for their own health and safety and the safety of others who may be affected by their actions.

The core safety objectives of GWMWater are:

1. To provide a safe and healthy work environment at all GWMWater places of work.
2. To provide safe plant, equipment and systems of work.
3. To make arrangements for the safe use, handling, storage and transport of plant and substances.
4. Provide information, instruction, training and supervision as is necessary to enable those persons to perform their work in a way that is safe and without risk to health.
5. To provide an opportunity for review and maintenance of the occupational health and safety system.

The emphasis of occupational health and safety for all personnel covers the following tasks;



## Environmental Management of Sites

Responsible environmental management involves four key stages:

1. Planning – Identification of known site features and interested parties. Plan to make as little impact as possible. Consider the type and location of works, and then collate available information to assist decisions about environmental matters.
2. Inspection – To verify site features and their location, and identify site-specific control measures.
3. Works – Implementation of measures to protect the environment.
4. Monitoring and Review – Check and review the effectiveness of environmental management measures.

In addition a permit or written permission may be required for works involving:

1. Removal or trimming of native vegetation, other than for maintenance;
2. Disturbance of cultural or archaeological features;
3. Areas protected under the Flora and Fauna Guarantee Act;
4. Removal of asbestos cement (AC) piping; and
5. Working in or near waterways

Crown land areas may be subject to a Native Title Claim. GWMWater is required to notify claimants of works within claimed areas. Discuss any permit requirements with Environmental Systems Officer and/or Sustainability Officer.

## Personal Protective Equipment

All persons must use personal protective equipment appropriate to the task being carried out. Full-length protective clothing and steel-capped safety boots are considered the minimum requirement for any physical work. In particular, safety vests must be worn when working with/around excavators and other similar machinery. Hard hats are to be worn when there is a risk of falling material injuring personnel.Areas considered to pose a risk to hearing carry signage advising of the risk. Appropriate protection is to be used when working in such areas.

## Isolation of Plant and Equipment

Do not work on any plant or equipment that has been isolated and Tagged Out. All electrical isolation must be carried-out by qualified electricians, or a GWMWater qualified electrical tester. The only person authorised to remove tags is the person who originally placed the tag.

If any tags installed by contractors are to be left in place, then the GWMWater representative must be informed before the contractor leaves the site.

If a tag is left in place erroneously then the contractor is required to return immediately and at their expense to remove it.

## Signs and Hazard Notices

Traffic warning signs and barriers erected by staff or contractors should be as a minimum in accordance with the requirements of AS 1742.3 2009.

All signs, notices and policies displayed on notice boards and elsewhere on site e.g. doors; gates etc. are to be strictly adhered to.

# Work Methods

## Confined Space

The contractor is to assess all spaces in which he/she is to work in accordance with GWMWater’s OH&S Confined Space Risk Assessment Safe Working in a Confined Space. Additionally the contractor is to discuss with the GWMWater representative whether any elements of the workspace are required by GWMWater to be treated as a confined space.

Persons entering a confined space are to hold a confined space qualification issued by a recognised training body..

Entry by a contractor to a confined space is to be via a permit issued under the contractor's confined space system. Contractors are to provide their own gas detecting equipment. Evidence of such a system, along with the relevant permit is to be available for perusal by GWMWater at all times.

Where a contractor does not have in place a confined space entry system, they may, by prior arrangement, access a confined space under a GWMWater permit and under the direct supervision of GWMWater.

## Hot Work

A GWMWater representative must be formally advised of any activities involving hot work prior to commencement of work, e.g. welding, grinding, cutting in flammable areas or around flammable materials. Appropriate screens must be used at all times to protect equipment and other people in the area.

Appropriate extinguishing medium must also be immediately available.

All fire restrictions and regulations imposed by the Country Fire Authority (CFA) or other regulatory body are to be strictly followed.

## Working at Height

Statutory regulations apply to working at height and preventing falls.

The control of risk hierarchy for preventing falls must be considered prior to a person working at a height.

Documents that are to be referred to when assessing the risk of falling include:

Regulation 3.3 ‘Prevention of falls’ OH&S Regulations 2017 and ‘Prevention of falls in general construction’ Compliance Code.

## Parking & Traffic

All vehicles are to be parked so as not to restrict access to GWMWater facilities by staff and other suppliers. In particular, vehicles are not to be parked so as to restrict evacuation from treatment plants and chlorine rooms or to block access by emergency services to these facilities.

All traffic on GWMWater sites must enter by the main gate and travel in an orderly manner around the site using only formed roads. All traffic is to travel at safe speed, conforming to the posted speed limits or 40 km/h, whichever is the lower. Where possible access to remote sites on GWMWater, Crown or privately owned land must be restricted to formed access roads.

A GWMWater Regional Manager or representative must give permission before new access routes can be developed. If there is no existing access route the new access should avoid wet ground or creek lines where possible.

## Power Tools & Equipment

If equipment or devices with stored energy including hydraulic, pneumatic, electrical, chemical, mechanical, thermal or other types of energy condition where shafts, agitators, blades and any other moving equipment is within the work area, then the dangers of their free movement should be taken into account and control measures such as chocking, wedging, chaining or removal of these parts considered. All power tools and powered equipment must be checked and tagged as required by AS3760 - In-Service Safety Inspection and Testing of Electrical Equipment. Appropriate earth leakage must be used at all times.

## Isolation of Power & Equipment

A lock out/tag out system is designed to prevent injury and/or property damage resulting from:

1. Plant ie. valves, motors, pumps etc. being activated while maintenance or cleaning procedures are in progress
2. Faulty equipment being activated by staff that is not aware that it is faulty.

**Procedure**

A tag, lock or isolation measure is to be placed on plant when they are known to be faulty or if it is necessary to take it out of service for cleaning or maintenance works. The person having immediate control of the equipment in his or her control should supervise these isolation measures.

The tag, lock or isolation measure is to be removed either by the person who placed the tag or with his express permission after the issue that led to the tag being applied has been rectified.

## Asbestos Handling

Take the following precautions when removing and disposing of asbestos-cement products:

Identify the type of asbestos and location before works commence.

Please note: all pipes with bituminous coating are treated as having asbestos in the coating (unless otherwise determined).

Only licensed asbestos removalists are to handle and manage any asbestos. Relevant licences are Class A Friable - Class B Non friable.

General Safety Practices Guidance

1. Thoroughly wet down the material before you start, and maintain it in a wet condition until packaged.
2. No power tools to be used for cutting
3. Carefully package asbestos-cement waste, including any off-cuts, in two layers of polythene sheeting, approximately 0.2 mm thick (for example heavy duty builder’s plastic). Completely seal up the packages with adhesive tape and keep them to a manageable size.
4. Smaller-sized asbestos waste such as tiles, soil, off-cuts and dust can be placed in double polythene bags, approximately 0.2 mm thick. Completely tie or seal these up.
5. Clearly label packages to identify the contents as shown below:

**Caution – Asbestos**

**Do not open or damage bag**

**Do not inhale dust**

1. Place the packages in the cargo-carrying compartment of the vehicle and dispose of them at an asbestos waste disposal site, licensed by the Victorian Environment Protection Authority (EPA). Contact the EPA (see contact details at the end of this booklet) for details of a licensed asbestos waste disposal site in your area. Many sites require 24–48 hours notice before the arrival of asbestos waste.
2. Do not dispose of asbestos waste in a normal rubbish skip.
3. Do not dump asbestos waste.
4. Do not dispose of asbestos during Council ‘hard rubbish’ collections.

## Chemicals

A Chemical Safety Data Sheet (SDS) must be supplied to the GWMWater representative before any chemicals are brought onto a GWMWater site.

Protective equipment must be worn when handling chemicals and where appropriate the area must be cordoned off so as to protect others. In particular, temporary bunds are to be utilised to prevent any spill of any chemical.

Chemicals delivered to GWMWater treatment plants or a contractor who holds a current permit for transportation of the relevant hazardous material must deliver to the appropriate facilities.

Prior to the transfer of chemicals the contractor must make contact with the on-site operator and arrange for supervision during unloading. The on-site spill kit should be moved to the transfer point and a check made on the condition of all pipe-work, valves and hoses.

All chemicals delivered to GWMWater treatment plants or facilities must adhere to the chemical delivery procedures detailed in the GWMWater work instructions, which are available on request from the GWMWater Representative on-site.

Any chemical spills shall be cleaned up immediately and reported to the operator onsite who will notify management.

## GWMWater Chemicals Stored On Site

GWMWater stores and uses a range of chemicals for water treatment purposes. Other chemicals are kept for cleaning and maintenance purposes etc.

Safety Data Sheets (SDS) are kept for all chemicals used and stored by GWMWater. SDSs for major chemicals (ie. large quantities or dangerous goods) are kept in the SDS cubicle located at the entrance of GWMWater's larger sites. These SDSs are only to be accessed for emergency purposes. For routine purposes, please contact a GWMWater operator who has access to SDSs for the complete range of chemicals used/stored by GWMWater.

Fuels and chemicals must be stored securely, away from vehicle traffic routes and away from waterways. Where chemicals are to be stored on-site for extended periods, bunding of the storage areas; and fencing to prevent public access and vandalism should be utilised.

## Site Chemical and Emergency Information

Each GWMWater treatment plant and chemical storage facility has a site specific Chemical register and Emergency plan.

The chemical register details the name, location, quantity, etc of the chemicals GWMWater keeps on site. The Emergency plan provides theemergency instructions and plans relevant for the work location. All persons working on a relevant GWMWater site are to view and become familiar with this Chemical register and Emergency plan, before commencing work on the site.

## Housekeeping

Contractors are to clean up all excess materials daily. Equipment/tools etc, are not to be left on floors in walkways or obstructing exits.

# Environment

## Noise

When in an urban environment noise should be kept to a minimum wherever possible. Where noisy operations are inevitable they should be restricted to the following hours of operation.

1. Monday to Friday 7.30am to 5.30pm.
2. Saturday 8.30am to 3.00pm.

No noisy operations will be conducted on Sundays or public holidays in urban areas unless authorised by a GWMWater manager. To limit the impact from noise:

1. Use control devices such as mufflers or noise barriers.
2. Investigate enclosing noisy equipment.
3. Restrict work to normal business hours.
4. Inform local residents when out-of-hours work is unavoidable.

For additional requirements refer to AS1055.1-1997 Acoustics - Environmental Part 1 - General Procedures, and AS2436-2010 Noise Control on Building Sites.

## Fire & Evacuation

In the event of fire in a GWMWater building or premises, the following procedure should be applied:

1. Immediately notify the Chief Fire Warden or supervisor.
2. If it is safe to do so, assist anyone in danger.
3. If safe to do so, use the appropriate type of fire extinguisher to control the fire.
4. Isolate personnel and close all doors.

All personnel must assemble in the designated area as directed by the warden or supervisor. A roll call is conducted to account for all personnel who will remain in the designated area until directed to leave by the fire warden.

Wildfire can also damage natural areas and private property and put lives at risk. Be aware of activities that involve a risk of starting a fire, particularly during high fire danger periods. Only light fires when it is absolutely necessary and safe to do so.

## Waste Management

*Note: GWMWater will not provide waste removal facilities.*

Contractors are to remove all their own rubbish. Specialist waste contractors at the contractor’s expense shall remove hazardous wastes and other wastes such as asbestos. Wherever possible the following steps should be followed in relation to waste management:

1. Avoid/reduce the use of unnecessary materials (i.e. minimise wastage).
2. Reuse materials where possible. Do not dispose of materials that can be reused.
3. Recycle materials.

All waste materials should be removed from the work site and disposed of correctly at appropriate licensed sites during and at the completion of all works. GWMWater will require demonstration that hazardous waste has been disposed of correctly. This may include waste transport certificates, especially in the case of asbestos related waste.

Care should be taken to ensure that potentially hazardous materials are disposed of in accordance with relevant guidelines and codes of practice. The following chemical wastes should be dealt with as described:

For all paints (oil and water based)

1. Brushes, paint trays and any other equipment used for paint must not be cleaned under a tap that drains any water from the site.
2. Paint equipment must be cleaned in water tight containers and then stored overnight. Paint will then settle and water and mineral turpentine can be drained off the next day. The settled paint must then be dried and emptied into the rubbish.

Cleaning agents and water-based paints:

1. May be disposed of at waste transfer depots in small amounts.
2. Small quantities (less than 200 mL) can be placed in the garbage bin for collection.

Oil-based paints and solvents:

1. These materials cannot be disposed of in the garbage bin.
2. They can be disposed of by:
3. Taking them to a solvent recycler.
4. Taking to a waste management centre.
5. Taking to a landfill depot.

Sump Oil

1. Take to the nearest waste service depot that has a recycling bay for oils.
2. Some service stations may accept used motor oils.

Pesticides and Herbicides

1. Pesticides should not be disposed of into the sewer or drain and should not be placed in garbage bins.
2. Waste pesticides should be disposed of according to the label.

General Garbage

1. Collect general rubbish in a bag and dispose of in a bin.
2. Re-use waste concrete, rocks and soil where possible (e.g*.* for beaching). Consult the land manager before burying material on-site. Material should be taken to an approved landfill.

## Vehicles Plant and Equipment

Ensure vehicles and plant are correctly maintained. Maintenance and repairs are to be done off-site wherever possible. Where it is necessary to carry out maintenance on-site, take steps to prevent fuel and oil spills and fire. Prepare the necessary equipment to tend to possible spillages. Where possible, park vehicles and plant:

1. In cleared areas.
2. Well away from waterways.
3. On hard stands or other suitable surface

Follow these procedures when refuelling:

1. Refuel at a location remote from any waterway.
2. Don’t walk away during refuelling, stay with the vehicle or plant.
3. Make sure hoses and fittings are secure and not leaking.
4. Have appropriate drip trays and spill kits.
5. Tend to any spillage immediately.

## Protection of Environmental features and Aboriginal Artefacts

Significant environmental and cultural heritage features have special importance that must be protected. They are often specifically protected under legislation or subject to conservation plans. Identification of the possibility of environmental features and/or Aboriginal artefacts on sites should be investigated prior to works commencing (information is available on GWMWater’s Intramaps). Significant features include:

1. Rare and endangered flora, fauna and habitat.
2. Historical, cultural and archaeological sites.
3. Heritage areas.

Significant features are often found in:

1. Flora and fauna reserves
2. Conservation reserves
3. National Parks
4. Roadsides and railway reserves
5. Around rivers, reservoirs, lakes and wetlands.

In addition, most of the Crown lands within GWMWater’s region are part of Native Title Claim (NTC) areas. Where works are to take place on lands subject to a NTC, specific notifications are to be made well in advance of the works.

Any Aboriginal artefacts or relics unearthed or discovered on GWMWater properties should not be moved, or interfered with, unless permitted by Aboriginal Victoria and the local Registered Aboriginal Party. The GWMWater Environmental Officer should be informed as soon as possible after the discovery of the artefact and works in the area should cease.

## Dust Control

Dust should be kept to a minimum wherever possible.

Maintenance or construction sites should be watered as necessary to reduce dust generation.

Maintenance/construction works may have to be amended and/or delayed during periods of high wind to limit dust.

## Limiting Area of Disturbance

When conducting field operations or construction, the area of the environment affected should be minimised. Where possible, a single access route should be maintained to work sites. Minimise on-site vehicle activity during wet weather or when the site is muddy.

All removed topsoil, sands or gravel should be temporarily stockpiled behind a sediment fence and covered with plastic sheeting. Topsoil is the most valuable part of the soil profile as it contains the nutrients and seed needed for plant growth. It is important to strip and stockpile the top 100 – 200 mm of topsoil from the works area. Topsoil must be put back at the end of works to assist the regeneration of the works area.

All trenches that are dug should be backfilled as soon as the work involving the trench is completed.

## Protection of Vegetation

The clearance of native vegetation is subject to State Government planning controls notably section 52.17 of the planning scheme. A municipal planning permit may be required for the removal of native vegetation. To protect trees avoid:

1. Working or digging within the tree protection zone of the tree.
2. Storing vehicles, machinery and stockpiles (including topsoil) under trees.
3. Lighting fires under a tree.

Before clearing or trimming:

1. Check all necessary permits have been obtained.
2. Check the trees are not part of a significant or protected area
3. Check the trees do not have any hollows or nests.
4. Check that the trees for any scars such as aboriginal shields or canoes.
5. Plan removal of vegetation by walking around site and identifying trees to be felled or trimmed.
6. Mark trees to be felled with a painted “X” and trees to be trimmed with a “T”.
7. Check the safety of employees, property and road users.

Loose topsoil should not be stockpiled around the base of trees, as this will damage them. Replacement of topsoil and re-vegetation of the area should be conducted immediately after the conclusion of the works using species as agreed with GWMWater.

The GWMWater Environmental Officer should be informed of the location of the site and the extent of the rehabilitation for ongoing monitoring.

Equipment should be cleaned of all soil, vegetation or other organic matter when moving between sites to reduce the risk of spreading weeds and pathogens.

## Biodiversity

GWMWater is committed to retaining and enhancing biodiversity. In order to meet this objective, due consideration must be given to protection of habitat and species whenever work is conducted. This includes, but is not limited to:

1. Identifying and protecting remnant vegetation.
2. Identifying and protecting flora and fauna at sites including threatened and vulnerable species.
3. Preserving water quality.

At all sites, be aware of native animals and minimise impacts that the work may cause. The following points must be considered to protect biodiversity:

1. Do not harm existing fauna and flora unless authorised by GWMWater.
2. Limit traffic to prescribed areas.
3. Note presence of introduced species (rabbits, foxes) and report to your management as control measures may be required.
4. Be aware of threatened and vulnerable species which may be in the area.

# Environmental Requirements

## Chemical Application

Operators who use herbicides must have attended a ‘Farm Chemical Users Course’. To avoid off-target damage to native vegetation, soil and waterways, herbicides must only be used when weather conditions are suitable.

## Pollution Incident

In the event of any pollution incident a contractor should take all reasonable measures to:

1. Contain and limit the spread of the pollutant or stop the pollution from the source.
2. Clean up all pollutants from the environment.

In the instance of a significant pollution incident GWMWater management and the Environmental Officer must be notified immediately.

Measures should be taken in the form of equipment and procedure modifications to reduce the probability of chemical or pollutant spillage occurring. Where set procedures for operations or a specific contract have been developed these procedures must be adhered to at all times.

## Site Rehabilitation

The work site should be rehabilitated to near its original condition to reduce soil erosion and weed infestation.

Remove all equipment and waste materials including off-cuts, broken piping and general litter from the site. A low mound of soil over deeply excavated areas may be necessary to compensate for potential subsidence of soil (e.g. trenches). Regular breaks in the mound should be provided to prevent the channelling of surface drainage.

Stockpiles of soil resulting from the works will be stored in approved locations and protected adequately. This soil will be used during ongoing monitoring to build up trench subsidence.

## Erosion and Sediment Control

Erosion and sediment control measures (as agreed with GWMWater) shall be implemented during design and construction activities to minimise erosion and sedimentation. Example measures may include:

1. Erosion control berms (diversion berms) that are designed and constructed to ensure discharge run-off water do not lead to erosion or sedimentation.
2. Using geotextile matting and/or the spreading of cleared vegetation onto disturbed surfaces to minimise surface erosion and sedimentation, and to encourage re-vegetation.
3. Sediment or silt barriers (constructed from straw bales secured with star pickets or sand bags) to contain sediment that has been entrained in storm water.
4. Sediment basins or ponds constructed down-slope to catch and retain run-off water allowing sediment to settle out.

Access to the site by wildlife, stock and external persons will be limited by installing signs or by constructing barriers such as fences, earth mounds, and/or ditches, rock piles, and placing of cleared vegetation.

Replace and grade all stockpiled topsoil and rock material (topsoil should be rough to help trap water and seed). The period of time between backfilling and restoration of the pipeline construction area shall be minimised to prevent degradation and loss of exposed soils.

## Re-sowing and Revegetation

Re-vegetate and re-sow the area with seed stock (using endemic natives in preference, or species that are sympathetic to the area), and approved by GWMWater’s Environmental Officer.

Disperse original vegetation litter (including removed vegetation) over the site. Re-spreading stockpiled vegetation, either whole or mulched, over the construction area will provide and improve:

1. Soil nutrients and structure
2. Fauna habitat
3. Conservation of water
4. Erosion
5. Trap for water and seeds
6. Weed control
7. Access control and visual impact mitigation

Other options for managing cleared vegetation include:

1. Salvage (e.g. timber, pulp wood or firewood)
2. Stockpiling for use at other restoration sites
3. Retention of cleared vegetation on site as habitat

Revegetation areas should be monitored, as re-application of seed, or replacement of unsuccessful plantings may be required. Fertilisers and soil supplements may be required to aid germination; however, approval from the regulatory authorities and/or landholders is required.

Native seed stock should be collected on site where possible. Sterile grass seeds may be used in problem areas to provide short-term surface stability.

Planting of vegetation to act as a visual screen may be required if the impact resulting from the construction works is adverse. Where appropriate, habitat structural elements such as timber and rocks shall be replaced on the construction area.

Watering of re-vegetated areas shall be undertaken as requested by GWMWater.

## Minimising Weed Spread

To prevent weeds spreading:

1. Be aware of any weed infested areas on the works site.
2. Avoid stockpiling soil or construction material on infested areas.
3. Source soil, sand or gravel used for works from quarries or pits that are free of weeds.
4. Where soil is brought on-site, cover with 300 mm of soil from the site.
5. Minimise soil disturbance.
6. Keep machinery clean of soil, organic matter and weeds.

Construction and disturbed sites must be rehabilitated and revegetated to reduce the probability of weed infestation.

## Weed Removal

Where vegetation clearing involves weed removal, the following methods shall be used:

*Mechanical Removal*

Large areas of weed-infested property should be removed through the use of mechanical equipment. Methods for the mechanical removal of weeds include; towed slasher and mobile slashing (whipper snipper), or manually by hand.

*Herbicide Removal*

Large areas of weeds can be removed by the application of non-residual herbicides (Refer to Sections 2.4 and 2.5 for other requirements relating to herbicides). The location of waterways and drainage lines, native vegetation and animals and stormwater drains must be considered when applying herbicides to avoid adverse environmental impact. Herbicides can be applied by vehicle or by walking (spray pack). Application by walking is the preferred option to limit spread and unwanted effects of herbicides.

Unused herbicides should be stored in a safe area. Shelf life of herbicides should be noted and labels left intact. On completion of spraying operations, all spray equipment and machinery should be rinsed and washed down.

*Note: No spray material should be left in equipment.*

Waste herbicides should not be disposed of into the gutter or drain and should not be placed in garbage bins. An authorised waste contractor for approved disposal should collect waste herbicide. Empty herbicide containers should be triple rinsed, or power rinsed, and returned to the supplier, or disposed of in an approved manner.

## Weed Disposal

All weed and vegetation matter removed from infested areas should be correctly disposed of in an approved manner that reduces the risk of seed propagation. Weed litter should be incinerated where ever possible.

## Monitoring

Monitoring of cleared sites should occur at regular intervals to detect any re-establishment of weeds. The following aspects are to be monitored:

1. Complaints and feedback from customers, agencies or the public.
2. Damage to protected environmental features.
3. Environmental impacts from incidents.
4. The integrity of control measures such as silt fences, bunding, signs or protective fencing.
5. Batters, stockpiles, access tracks and bare areas, checked for signs of excessive erosion.
6. Chemical drums, tanks and trailers, checked for leaks or damage.
7. Compliance with permits conditions for the works.

Appropriate follow-up action must be taken to restore control measures and prevent environmental damage. The GWMWater Environmental Systems Officer and/or Sustainability Officer should be notified of any weed re-establishment.

## Contractor Reference Documents

**CMS/1569 Safe Work Method Statement Form**

**CMS/2097 Contractor Environmental inspection sheet**