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| 5 July 2019 |  |

**Attention**: Contractor Manager

Dear Sir / Madam,

**Change Notification: Permit to Work Process**

At Watercare we are continually looking to improve the systems and processes which support our workers to carry out their work safely.

I am writing to inform you of changes to our Permit to Work (PTW) process which will affect how we control work on our operational assets.

From July 1st 2019, any work which requires a work permit (*appendix A*), and where Watercare is in control of the site or asset, will be governed by Watercare’s Permit to Work process.

Our PTW process is an important part of our control of work system (*appendix B*) and provides the framework and tools for how we manage and authorise potentially high-risk activities. These activities include:

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| * Working at height | * Excavations | * Hot works |
| * Confined space entry | * Disablement of safety systems | * Isolation of energy sources |
| * Hazardous atmosphere zone | * Other potentially high risk activities i.e. crane lifts, diving | |

**Note:** For project sites where control of all works has been formally handed over to the contractor, the contractor is expected to operate under their own permit to work process.

Watercare requires that anyone applying for a work permit (Permit Receiver) has received a suitable level of competency achieved through training to NZQA standard 17588, *Apply for, accept and carry out work according to a work permit in the workplace*.

A grace period to train personnel has been extended to all contractors from July 1st to October 30th 2019. During this grace period, non-trained contractors may apply for work permits under the Watercare PTW process, provided they can demonstrate their competency to understand the hazards and risk involved in the work, and their plan to carry out the work safely (Job Safety Analysis and training qualifications).

You can access our Control of Work documents and forms online <https://www.watercare.co.nz/Control-of-work-system>. We will also be holding information sessions for contractors about the Watercare Control of Work system and Permit to Work. Please email [emma.simm@water.co.nz](mailto:emma.simm@water.co.nz) to book your place. For additional information, we encourage you to contact your Watercare representative.

Yours Sincerely

**Bronwyn Struthers**

*Health, Safety and Wellness Manager*

*Watercare Services Limited*

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| **Permit to Work - Decision Trees**   |  |  | | --- | --- | | [**Confined Space**](https://watercareserviceslimited.sharepoint.com/DocumentsCentre/DocumentCentre/Health%20and%20Safety/Confined%20Space%20Entry%20Permit.pdf)  Work in an enclosed or partially enclosed space (refer to Confined Space Identification chart) | **PTW Req**. | | Realistic potential for engulfment likely to cause drowning, by fluids or flow rates from a pipe or channel greater than 400mm in diameter | Y | | Hydrogen Sulphide likely to be present at 10ppm or greater | Y | | Flammable gases likely to be present at levels >10% LEL | Y | | Toxic VOC gases likely to be present at levels > prescribed limits | Y | | Oxygen levels below 19.5% or above 22% | Y | | Emergency work in a wastewater confined space(s) during either wet weather high flow conditions or during diurnal peak flow period. | Y | | Hydrogen Sulphide likely to be present between 5ppm and 10ppm | Y | | Heat inside confined space likely to be at or above 40C, either before entry or due to work activities | Y | | Task-related activities have the potential to elevate risk levels (e.g. painting, cleaning, vapours, welding, etc.) | Y | | Any traverse activity, of 15 metres or more, which requires an entry party to disconnect from the safety line. | Y | | Working in static fluid (i.e. not live or flowing) where the depth is greater than 1.0 m | Y | | Loss of clear line of sight or communications with safety standby person. | Y | | Presence of low voltage energy and/or low pressure fluid sources | Y/N | | Incompatible work activity occurring in the vicinity (e.g. hot work, refuelling, excavations near point of entry) | Y/N | | Wastewater pump station dry wells/chambers (above or below ground structures) with a common air space with a wet well or other source of wastewater/contamination. | Y/N | | Any other enclosed or partially enclosed space, where **a risk assessment has determined** **a VERY LOW likelihood** of hazards realistically creating one or more of the following risks; oxygen outside the safe range, fire, explosion, engulfment, drowning, suffocation, an airborne contaminant that may cause impairment, loss of consciousness or asphyxiation.  **NOTE:** Confined Space Entry Forms must still be completed on-site | N | | |  |  | | --- | --- | | **Hazardous Energy**  Containing mechanical, chemical, electrical, thermal, gravitational, potential, pneumatic or hydraulic energy.  (***Watercare Isolation Procedure & Isolation Permit form applies***) | **PTW Req**. | | Work on High Voltage equipment | Y | | Live product work including all work either inside or on live, energized wastewater or water pipes where either product or vapours may still be present | Y | | Work in a HV room or within 2 metres of HV equipment | Y | | Work on live equipment, electrical circuits, energised pipes or pressure vessels | Y | | Remote isolations | Y | | Energising during testing or commissioning | Y | | Emergency de-isolation | Y | | Low voltage electrical circuits (50 volts AC or 120 volts Ripple – free DC but not exceeding 1000 volts AC or 1500 volts ripple – free DV) or low pressure fluid sources | Y/N |  |  |  | | --- | --- | | [**Working at Height**](https://watercareserviceslimited.sharepoint.com/DocumentsCentre/DocumentCentre/Health%20and%20Safety/PTW-Hazardous-Atmosphere-Zone.pdf)  Working in a place where a person could be injured if they fell from one level to another. | **PTW Req**. | | Working at a height > 5 metres (Notification of works to WorkSafe) | Y | | Working at a height between 2 metres and 5 metres **Excludes**: *< 5 metres when working from a scaffold erected by a competent person or from a scissor lift, a boom lift or a permanent ladder where the fall protection is permanently engineered into the plant or equipment.* | Y |  |  |  | | --- | --- | | [**Excavation**](https://watercareserviceslimited.sharepoint.com/DocumentsCentre/DocumentCentre/Health%20and%20Safety/PTW-Excavations-V2.pdf)  Work involving the removal of soil or rock from a site to form an open face, trench, hole or cavity. | **PTW Req**. | | Excavations > 3.0 metres | Y | | Excavations between 1.5 metres and 3 metres | Y | | Excavations < 1.5 metres | Y/N | | |  |  | | --- | --- | | [**Safety Device Impairment**](https://watercareserviceslimited.sharepoint.com/DocumentsCentre/DocumentCentre/Health%20and%20Safety/PTW-Safety-Device-Impairment.pdf)  Where the work will disable or affect emergency systems (emergency monitoring systems, firefighting, escape or rescue systems) or safety-critical elements on a Major Hazard Facility. | **PTW Req**. | | Any work that will disable or affect emergency systems, including leaving a site operating with a disabled emergency alert system or safety device | Y | | Any work that will disable or affect a MHF safety critical element as specified in the site MHF Safety case (applies to Ardmore WTP only) | Y |  |  |  | | --- | --- | | [**Hot Work**](https://watercareserviceslimited.sharepoint.com/DocumentsCentre/DocumentCentre/Health%20and%20Safety/PTW-Hot-Work.pdf)  Where a source of ignition is introduced to the work environment. | **PTW Req**. | | Any activity, not intrinsically safe, within a confined space or designated hazardous atmosphere zone | Y | | Hot work on equipment or pipes | Y | | Hot work in an operational plant, offices, or administration areas | Y/N | | Hot work undertaken outdoors, when fire ban is in place and/or within 3 metres of a structure | Y/N |  |  |  | | --- | --- | | [**Designated Hazardous Atmosphere Zone**](https://watercareserviceslimited.sharepoint.com/DocumentsCentre/DocumentCentre/Health%20and%20Safety/PTW-Hazardous-Atmosphere-Zone.pdf)  These are areas classified as hazardous atmosphere zones under the Health and Safety at Work (Hazardous Substances) Regulations 2016. | **PTW Req**. | | Any work undertaken in a designated hazardous atmosphere zone | Y | | Any work undertaken in a designated hazardous atmosphere zone that is covered by an approved SOP | Y/N | |

