

Works on or near Barwon Water assets

Intended audience

This guide has been written for plumbers, panel plumbers, engineering consultants, contractors, surveyors, developers, other authorities, landowners and Barwon Water personnel involved with the development and/or engaged in operational activities involving Barwon Water's assets.

The guide provides an overview of Occupational Health and Safety (OHS) requirements for working on or near Barwon Water assets. The guide is not intended for use by Programmed Facilities Maintenance and/or single project contractors who operate under individual contracts. If you are unsure, please contact the responsible officer for information specific to your contract (see additional information below).

Works on or near Barwon Water assets

Barwon Water permits its personnel, contractors directly engaged by Barwon Water and third parties to undertake key high risk activities involving its assets.

These activities include:

- creating assets that are later vested to Barwon Water (either fully or partially privately funded)
- works that connect to existing Barwon Water assets (e.g. cutting into Barwon Water sewer mains or manholes)
- works that resolve service point issues (e.g. sewer repairs)
- infrastructure replacement or rehabilitation works
- works within close proximity to Barwon Water assets
- works which require augmentation (e.g. re-location) of Barwon Water assets.

Barwon Water assets include water mains, recycled water mains, sewer pipelines or associated structures (e.g. pump stations or water tanks). A party working on or near to Barwon Water assets must adhere to certain OHS requirements (e.g. protection against exposure to pathogens). Therefore, Barwon Water requires that any person who intends to execute work submits a completed 'Work on or near to Barwon Water assets' application form. Barwon Water's consent must be provided before commencing the work.

The developer/consultant/contractor must ensure contractors undertaking works involving Asbestos Cement (AC) pipes do so in accordance with the OHS (Asbestos) Regulations 2007. If the provision of water supply to the development requires a connection into the AC water main, Barwon Water will coordinate with the Class B removalist to perform these works, including connections and abandonment on existing AC water mains.

When are applications required?

A 'Works on or near Barwon Water assets' application is required for all works involving Barwon Water live assets and/or when working in close proximity to Barwon Water infrastructure and/or when lifting a manhole cover. If the job will continue over a number of days, an application should be submitted for each day.

The 'Works on or near Barwon Water assets' application form replaces the 'Contractor confined space entry application form', which is no longer required.

Please note: It is the developer/consultant/contractors responsibility to inform Barwon Water of any asbestos related works on the application form and the controls proposed to manage this.

1. For all works involving Barwon Waters live assets

A live asset either carries sewage or water, including plugged live assets. An asset is **not** a live asset if it is newly constructed and has never been connected to Barwon Water's network.

Working on live sewer assets poses high risks, including:

- Limited entry and exit from the asset;
- May contain a harmful atmosphere;

- May pose a risk of fall-from-heights.

Accordingly, Barwon Water only authorises its own trained staff or approved contractors, consultants and surveyors to work on live assets.

2. When working in close proximity to Barwon Water infrastructure

It is a requirement that Barwon Water is made aware of contractors working in close proximity to Barwon Water infrastructure. Barwon Water will need to assess the risk the asset poses to contractors and the public.

Other authorities may perform works within close proximity to Barwon Water's assets. If the proposed work* is within 3 metres of any main 300 mm or greater in diameter, including decommissioned mains, a sewer pressure main, water transfer main or water feeder main of any diameter, Barwon Water needs to be contacted to provide consent prior to submitting a 'Works on or near Barwon Water assets' application. This consent should be attached with the application to avoid delays.

**Including plant and equipment movement.*

3. When lifting a manhole cover

Only qualified personnel are permitted to lift sewer manhole covers. A qualified person is anyone who has provided evidence of up-to-date confined space entry training and a working from heights ticket. All manhole openings, regardless if entry is required or not require, require an approved 'Works on or near Barwon Water assets' application.

Construction auditors and surveyors are required to possess all the mandatory OHS requirements, unless they nominate an approved contractor to open manhole covers (with application), and do not enter any manholes or sewer shafts on live sewer assets.

Please note: Applicants other than Plumbing Services Panel Contractors require developer consent to act on their behalf in relation to communications with Barwon Water relevant to the work being performed.

When are applications not required?

An application is NOT required for works on a developer or contractor site until it involves direct contact or connection to the live asset. Once development works are live, no works are permitted without authorisation from Barwon Water.

This applies regardless of the stage of the works. For example, it applies whether or not works have been vested to Barwon Water or an Acceptance of Works Certificate has been issued.

Standard connections to property sewer branches from private services do not require the 'Works on or near Barwon Water assets' application. This relates to the Plumbing Industry Commissions (PIC) consent.

Only Barwon Water approved contractors can perform works

The table on the following page details various live asset works and parties who are permitted to perform these works with Barwon Water's approval.

Work type	Permitted to perform works with approved application		
	Barwon Water Plumbing Services panel contractor	Barwon Water accredited contractor/ consultant	Third party
Survey/inspection request to lift manhole (with no entry)	Yes	Yes	Yes*
Relining of a house connection drain in Barwon Water's area of responsibility	Yes		
Repair of a property connection drain/point	Yes	Yes	
Cut in or replacement of a property connection drain/point	Yes	Yes	
Cut and seal of property connection drain/point when required back to the main	Yes	Yes	
Cut and seal of a tapping on the main (<i>including recycled water</i>)	Yes	Yes	
Connecting new sewer to live manhole	Yes	Yes	
Connecting new mains to existing mains		Yes	
Repair of water or sewer main	Yes	Yes	
Construction of new water or sewer main (<i>including recycled water</i>)		Yes	
Construction of new manhole or SMS on live main	Yes	Yes	
Large wet tappings 50mm and above (<i>including recycled water</i>)	Yes		
Hot tapping (new main to existing main under pressure, including recycled water)	Yes**	Yes**	
Excavation within 3 metres of major infrastructure	Yes**	Yes**	Yes**

*Barwon Water may require additional evidence of qualifications, licences and registrations upon each individual application.

**Requires Activity Method Statement (AMS) or equivalent. Any works on or within 3 metres of any main 300 mm or greater in diameter, including decommissioned mains, a sewer pressure main, water transfer main or water feeder main of any diameter require an AMS or equivalent to be submitted with the application. Some works may also require a shutdown request.

What do I need to work on live sewer assets?

To manage Barwon Water's OHS requirements, the following is required prior to being allowed to work on live sewer assets:

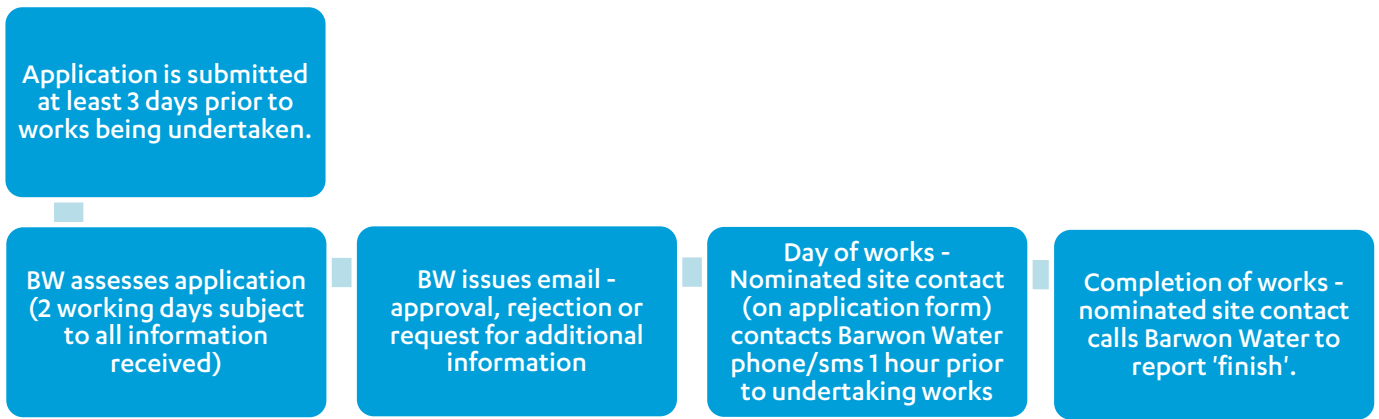
- Hold current confined space entry qualification from a registered organisation.
- Hold working at heights ticket and implement preventative measures, where the maintenance hole or sewer shaft is at least 2 metres deep.
- Have appropriate safety and personal protective equipment, maintained in proper working order.
- Have relevant licences, insurance and training relevant to the nature of the works.

Additional qualifications may be required depending on the nature of works (i.e. trenching and shoring).

Please note: The contractor is responsible for all permits, including the management of entry/exit. This extends to sub-contractors of the contractor.

Works such as hot tapping's and connecting to existing water mains (or any other activity specified by Barwon Water) require an approved **shutdown request**. Works on Barwon Water asset applications should not be submitted until a shutdown request has been approved.

The works on Barwon Water assets process



For projects that require the provision of an AMS, please allow a total of 15 working days for applications to be processed.

For emergency works, the applicant must contact Barwon Water for verbal approval of the application. The applicant must submit an application to Barwon water within 24 hours of beginning the works.

Following the completion of works, the contractor/consultant should submit the details of work completed and relevant plans to Barwon Water and the Victorian Building Authority (VBA). Failure to do this will result in delays to Barwon Water issuing Statement of Compliance and or reimbursing for works.

What should I do if the scope changes?

If the scope of the works change or a non-typical hazard eventuates (presence of certain factors which give rise to risks over and above the standard risk that arise in relation to this type of work), the applicant should contact Barwon Water immediately with the details. Barwon Water will consider the desired changes and the applicants proposed controls and provide instruction relevant to the works assets or OHS obligations.

Where the hazard cannot be immediately rectified, the area or equipment should be made safe with barricades, warning signs, out of service tags or other suitable isolation and/or alert mechanisms. These hazards shall be immediately reported to the site supervisor.

Please note: Panel contractors should communicate all non-typical hazards via the application form or during the works to the Barwon Water responsible officer. Third parties are to communicate only non-typical hazards relating to Barwon Waters assets. For example, a tree-bound manhole that may prevent safe entry or exit of a Barwon Water asset.

Who is responsible for reporting of incidents?

The nominated site contact must report all Safety, Quality or Environmental incidents, emergencies, non-conformances, near misses and unsafe acts/behaviours or breaches in accordance with the relevant contract.

Barwon Water accredited contactors/consultants and or other third parties must report to Barwon Water incidents involving Barwon Water assets and must report all other regulatory reportable incidents to Barwon Water.

The developer/consultant/contractor must have a process in place to internally induct its own employees to their own safety management system requirements.

Role of Barwon Water performing audits

Barwon Water may audit Plumbing Service Panel Contractors or any other works performed on Barwon Water assets. The developer/consultant/contractor are entirely responsible for the quality of the works and for the health and safety of employees during the works.

Barwon Water will retain the right to audit OHS. The consultant/contractors will be formally advised of any identified issues and expected to action them within stipulated timeframes. Barwon Water may maintain records of audits in a confidential register for performance reporting, future auditing and management of risk.

Additional information

For further information, please telephone Barwon Water on 1300 656 007 or email the relevant department below:

Sub-divisions/new infrastructure:

Developer Works - development@barwonwater.vic.gov.au

Plumbing Panel Services:

Operations - is-operations-coordinators@barwonwater.vic.gov.au

Minor Works Panel/other authority's works:

Operations - is-operations-coordinators@barwonwater.vic.gov.au

Manholes: Duty Office (no email, please call Barwon Water).