

Procedure

Permit Access Safety System (PASS)

Document number: PRO-01820

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Rev no.	Description	Owner		Approved for issue		
		Position	Signature	Position	Signature	Date
07	Amended	Manager, HSW	See TEM-00101 in supporting documents in Q-Pulse	GM, PCS	See email note in properties in Q-Pulse	24/06/2020

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1 Purpose

The purpose of this procedure is to define the requirements of Seqwater's Permit Access Safety System (PASS) to effectively manage:

- Access to Seqwater Workplaces
- Work Activities undertaken at Seqwater Workplaces.

2 Scope

This procedure applies to all Seqwater Workers, business groups and Work Activities.

3 Definitions

Term	Definitions
Access Officer	The Worker who controls access to a Site. Access officers are assessed as being competent to make decisions relating to Work and Administrative Activities undertaken at Sites under their control.
Administration Activities	Any activity performed in an Administration Area that is not a Work Activity.
Administration Area	Any area that is used for administrative purposes only, consisting of offices, desks and meeting rooms but does not include an Operational area.
Administration Building	Any building that is used for administrative purposes only, consisting of offices, desks and meeting rooms. Some multi-use buildings may have an Administration Area designated within the building.
Applicant	The Worker who requests site access to a Seqwater Site.
Approved Control System Worker	A Worker assessed and authorised by Seqwater to perform control systems work on specific types of control systems at specific Seqwater Site.
CIS	Corporate System for managing site access.
Construction Work	Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. This includes: <ul style="list-style-type: none"> • any installation or testing carried out in connection with an activity mentioned above • the removal from the workplace of any product or waste resulting from demolition • the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work • the assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements forming part of a structure • the installation, testing or maintenance of an essential service in relation to a structure • any work connected with an excavation

Term	Definitions
	<ul style="list-style-type: none"> any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity mentioned above an activity mentioned above that is carried out on, under or near water, including work on buoys and obstructions to navigation.
Contractor	Any person or firm engaged by Seqwater under a contract to undertake work (which may or may not include Construction Work) but is not an employee.
Duty Operator	The Seqwater employee who has responsibility for the operation of a Workplace for the duration of their shift.
Emergency	A situation or occurrence that happens as a consequence of an incident and demands immediate action.
Engaging Officer	A Seqwater employee who engages another employee or Contractor to perform a service or Work Activity at a Seqwater Workplace.
Facilities Maintenance Activity	Any Work activity undertaken in or on an Administration building including maintenance, repairs, fit outs, construction and demolition activities.
Flood Management Asset	Any asset used to manage or monitor floodwater, including: <ul style="list-style-type: none"> dams dam gates and associated equipment weirs monitoring equipment communication equipment.
High-Risk Work Permit	A permit that is used to manage the Hazards associated with high-risk Work Activities by defining specific risk controls that must be implemented. .
Invasive Work	Any work that will impact on, or has the potential to impact on: <ul style="list-style-type: none"> members of the public or Seqwater's customers the operation of Flood Management Assets water quality, water production or water transportation. Invasive Work also includes any work that involves a complex isolation, tiered isolation or the use of a permit (e.g. HRWP, PWP, MWP or CSP).
Isolation Instruction	An instruction that defines the steps required to positively isolate and reinstate energy source/s in order to allow a Work Activity to be undertaken safely.
Job Safety and Environment Analysis (JSEA)	A JSEA is a method of identifying hazards in a job and developing ways to control the hazards to eliminate or minimise the risk to personnel, the environment and equipment.
Job Plan	A work instruction specific to a task that identifies the process and steps to perform the Work Activity.
Lead Access Officer	The Site Owner who has oversight and controls access to a Seqwater site. Lead Access Officers will ensure that PASS process on site is in line with this procedure, and that relevant checks are in place to monitor compliance of the system.
Line Supervisor	A person with day-to-day supervisory responsibilities for Workers within a functional area of the business. A Line Supervisor includes, but is not limited to, Team Leaders, Coordinators and Level 4 or 5 Supervisors. A Line Supervisor is also considered a Worker, but has additional responsibilities for the implementation of the WHS Management System as identified in the WHS Management System and/or position description.

Term	Definitions
Major Works Permit (MWP)	A permit (and associated process) that allows Seqwater to manage and apply specific controls to Work activities that will impact, or have a high-risk of impacting on Seqwater operations.
Manager	A person with the responsibilities for managing a functional area of the business including the Workers within the relevant functional area. This includes, but is not limited to, Level 3 Managers, General Managers and Project Managers. A manager is also considered a Worker, however managers may have additional responsibilities for implementation of the WHS Management System as well as any additional responsibilities as an officer of the business.
Non-invasive Work	Any work where there is no or limited risk of the work impacting on: <ul style="list-style-type: none"> • normal operations of the Site, including water quality and supply • other work occurring at the Site, including the safety of those undertaking the work.
Normal Work Duties	means the duties specified in a Worker's position description or as may be amended from time-to-time.
Operational Area / Operational Site	Any area of a Seqwater Workplace that is not an Administration Area. Includes any area within five metres of a Seqwater water main / infrastructure.
Permit Recipient	A Worker who is responsible for the performance of the Work Activity under the authority of a MWP. By accepting a MWP, the Permit Recipient assumes responsibility for the Work Activity being performed under the control of the MWP.
Principal Contractor	The person conducting a business or undertaking appointed by Seqwater as the Principal Contractor for a construction project, and given the management and control of the workplace at which the construction project will be carried out and who discharges the duties of the Principal Contractor.
Project	A business undertaking created for the purpose of delivering one or more business products according to an agreed business case.
Project Manager	An appropriately trained and competent Worker has overall responsibility for the delivery of a Project. The training and competency of the Project Manager will vary depending on the type of Project being delivered.
Project Works Permit (PWP)	A permit (and associated process) that allows Seqwater to verify that appropriate planning is performed for Projects that involve Construction Work.
Risk	means the likelihood and consequence of injury or harm occurring when exposed to a Hazard.
Risk Control	Means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a Hazard will also eliminate any risks associated with that Hazard.
Rollback Plan	A plan that defines the process and steps required to reverse a Work Activity so that an asset or item of plant can be returned to service. The Rollback Plan will also define the time required to return the asset or item of plant to service. Rollback plans are developed using the Rollback Plan Template (TEM-00126).
Safe Work Method Statement (SWMS)	A SWMS sets out steps to enable supervisors, Workers and any other persons at the Workplace to understand the requirements that have been established to carry out the high-risk Construction Work in a safe and

Term	Definitions
	healthy manner. It sets out the Work Activities in a logical sequence and identifies Hazards and describes control measures.
Site	A Workplace at a defined location that is either owned, managed or controlled by Seqwater e.g. a water treatment plant, administrative building, pump station, recreation area or catchment.
Site Access	controls entry to Seqwater Workplaces and provides Seqwater with visibility of Workers and contractors who are at a Seqwater Workplace at any point in time. Site Access is administered by an Access Officer.
Site Owner	A Seqwater person holding a position that has overall accountability and responsibility of the day to day operation and maintenance of a site.
Structure	Structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes: <ul style="list-style-type: none"> • buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and • any component of a structure; and • part of a structure.
Work Activity	An activity involving one or more of the following: <ul style="list-style-type: none"> • inspection • testing • calibration • maintenance • repair • construction • demolition • delivery • cleaning.
Work Coordinator	An appropriately trained and competent Worker who has responsibility for managing the completion of a Work Activity. A Work Coordinator may be either a Seqwater employee or a Contractor depending on the work being performed. A Work Coordinator may include the Project Manager responsible for the delivery of a Project or the supervisor of a team responsible for the completion of a Work Activity. The training and competency of the Work Coordinator will vary depending on the Work Activity they are managing i.e. a Work Coordinator managing an electrical Work Activity will require different training and competencies than a civil Work Coordinator.
Worker	Worker means a person who carries out work in any capacity for Seqwater, including work as: <ul style="list-style-type: none"> • an employee • a contractor or subcontractor • an employee of a contractor or subcontractor • an employee of a labour hire company who has been assigned to work at Seqwater • an outworker • an apprentice or trainee • a student gaining work experience

Term	Definitions
	<ul style="list-style-type: none"> a volunteer <p>a worker of prescribed class.</p>
Workplace	A place where work is carried out by Seqwater and includes any place where a Worker goes, or is likely to be, while at work. This includes a vehicle, vessel or other mobile structure.

4 Roles and Responsibilities

Role	Responsibility
Manager	<ul style="list-style-type: none"> Communicate and implement this procedure within their area of responsibility. Authorise Access Officers to manage entry to Sites within their area of responsibility. Approve Work Activities that require a MWP within their area of responsibility. Make sure that each of their employees has been provided with appropriate information, instruction and training on the use of PASS.
Access Officer	<ul style="list-style-type: none"> Review / approve / reject applications for Site Access. Monitor Site Access requests so that MWPs and PWPs are used where required. Manage access to Sites within their area of responsibility. Provide activation and closure numbers for MWP. Issue and close PWP. Enter and manage information in CIS (PASS module).
Lead Access Officer	<ul style="list-style-type: none"> Ensure that appropriate PASS process is in place on-site and that Access Officers undertake activities in line with this procedure Monitor and review the use of PASS process weekly/monthly for the site This role will in most cases sit with the relevant Site Owner
Engaging officer	<ul style="list-style-type: none"> Verify that Workers engaged to perform Work Activities on Sites are appropriately qualified and experienced to perform the Work Activities and have completed all required inductions. Review all work planning and risk management documentation for the Work Activity being performed by Workers they have engaged. Complete Workplace monitoring activities to verify Workers they have engaged are complying with work planning and risk management documentation.
Applicant	<ul style="list-style-type: none"> Submit applications for Site Access where required. Liaise with the Access Officer to secure Site Access approval.

Role	Responsibility
Work Coordinator	<ul style="list-style-type: none"> • Plan Work Activities to identify Site Access and work requirements. • Make sure that all identified risk controls required to safely perform the Work Activity are applied. • Complete all planning documentation and permits required to perform the Work Activity, including HRWP, Environmental Permits, MWP, PWP and Control System Permits. • Obtain all approvals required to perform the Work Activity. • Contact the Access Officer before entering Site to ensure the Work Activity is safe to proceed and upon leaving the Site to advise when Work Activity is completed. • Confirm that operational conditions are suitable for a Work Activity to commence. • Confirm all risk controls and isolations are in place to allow a Work Activity to be safely performed. • Issues the MWP to the permit recipient before a Work Activity commences. • Manage and monitor Workers performing the Work Activity. • Accept the MWP from the permit recipient once a Work Activity is complete. • When a Work Coordinator also performs the role of a MWP Recipient, the Work Coordinator assumes the responsibilities applicable to both roles.
MWP recipient	<ul style="list-style-type: none"> • Check that all risk controls are in place for a Work Activity to be safely performed. • Receive the MWP from the Work Coordinator before a Work Activity commences. • Perform work in accordance with the requirements of the MWP. • Surrender the MWP to the Work Coordinator once a Work Activity is complete.
PWP recipient	<ul style="list-style-type: none"> • Following activation of the PWP by the Project Manager, receive access to, or control of, the work area to perform work in accordance with the conditions of the PWP. • Surrender the permit to the Project Manager once work is complete, the project area has been made safe, and assets affected by the Project have been return to Operations with known defects communicated.
WHS Team	<ul style="list-style-type: none"> • Provide appropriate WHS resources to support the implementation and monitoring of this procedure. • Provide guidance and/or training on PASS as required or when requested. • Complete Workplace assurance activities to verify the implementation and effectiveness of this procedure.
Workers	<ul style="list-style-type: none"> • Comply with all Site Access requirements as outlined in this procedure. • Comply with all risk controls defined in the JSEA / SWMS, HRWP or Isolation Instructions.

5 Procedure

5.1 What is PASS?

PASS enables Seqwater to control when Work Activities occur, to manage the impacts of Work Activities and to allow greater visibility of what Work Activities are occurring at any point in time.

PASS uses the following controls to manage Work Activities:

- **Site Access approval** – this is the minimum requirement for all PASS Work Activities. Site Access approval is granted by an Access Officer to allow a Worker to enter a Site to perform a Work Activity.
- **Major Works Permit (MWP)** – this permit is required for all Work Activities that will impact, or are assessed as having a high risk of impacting, on water supply to customers, water quality or the management of flood mitigation assets.
- **Project Works Permit (PWP)** – this permit is required for all Projects that involve Construction Work (but excludes scheduled and reactive maintenance work).
- **Isolation processes** – these processes are used to isolate energy sources to allow Work Activities to be performed safely. For PASS, the requirement to perform an isolation does not automatically trigger the requirement to obtain a permit (i.e. an isolation can be performed under the control of a Site Access approval).

5.2 The Standard PASS Process

PASS follows a logical progression through the life cycle of a Work Activity and applies specific requirements at each stage of the process.

The standard PASS processes, together with the specific requirements for each step, are defined in the figure below.

Plan the Work Activity and obtain Site Access approval

- Confirm the scope of work
- Confirm resources to perform the work (workers, tools and equipment)
- Confirm permits and approvals required to perform the work
- Confirm risk controls required to perform the work
- Confirm risk controls required to perform the work
- Confirm isolations to perform the work
- Obtain Site Access approval

Access the Site

- Contact Lead Access Officer to gain entry to site/ notify that you are on site
- Confirm Work Activity can be performed as planned

Perform the work

- Implement risk controls
- Perform isolations (where required)
- Perform the work activity in accordance with JSEA/SWMS, Job Plan etc.
- Remove isolations (where required)
- Remove risk controls

Leave the Site

- Confirm Work Activity is complete
- Ensure work site is safe
- Confirm plant is available for normal operations
- Notify Lead Access Officer that you are leaving the Site

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Depending on the type of Work Activity and the impacts that the Work Activity will have on Seqwater operations, the specific requirements and activities performed within each of these steps will vary.

6 Site Access

6.1 When is Site Access approval required?

A Worker must obtain approval from an Access Officer before arriving at, or entering, any Workplace unless the work will be:

- performing Administration Activities within an Seqwater Administration Area
- performing normal work duties within an Seqwater laboratory, workshop or store area.

The following table details the requirements for obtaining this approval:

Type of work	Type of approval
Any Invasive Work (see definition below).	Formal approval <ul style="list-style-type: none"> • Obtained through Seqwater’s online system. • Applications for Site Access must be lodged at least two business days prior to commencement of work. If less than two business days, this must be at the discretion of the Access Officer who has final approval for works to proceed (This will be monitored to ensure the intent of this approval process is being met). • Access Officer should make all reasonable efforts to review and respond to an application for Site Access within 24 hours.
Any work to be performed by a Contractor (unless otherwise specified in their contract).	
Any work where there is no flexibility in the date or time that the work can be performed. e.g. school tour	
Any work that requires operator involvement to support the task. e.g. operator to escort the person while on site, operator required to attend unmanned site to enable access to the site	
Any Non-invasive Work performed by an Seqwater employee, or an employee of the maintenance team. e.g. site inspection	Verbal (informal) approval <ul style="list-style-type: none"> • Obtained on the day work will occur by contacting the Access Officer directly (either by phone or face to face). • Approval is at the discretion of the Access Officer, based on any potential impacts to operations or other work currently occurring on Site. Where approval is not granted, Access Officers should propose an alternative time for the work to occur. • Where practical, approval should be obtained prior to arriving at Site. • May only be obtained for a single day.

Invasive work is considered to be any work that will impact on, or has the potential to impact on:

- members of the public or Seqwater’s customers
- the operation of flood management assets
- water quality, water production or water transportation.

Invasive work includes any work that involves a complex isolation, tiered isolation or the use of a permit (e.g. High-Risk Work Permits, PWP or MWP).

6.2 Variations to the Site Access approval process

6.2.1 Asset operators

WTP operators, dam operators, rangers and facilities officers do not require Site Access Approval to enter or perform work on Sites that they have management and control of unless the work will be performed by Contractors or will require the use of a PWP or MWP.

6.2.2 Traversing through sites

Where a Work Activity is being performed that requires a Worker to traverse through a Site to reach another Site e.g. travelling across a lake (catchment managed asset) to work on an intake tower (dam operations controlled asset), the Worker is only required to apply for Site Access approval for the asset that they will be working on.

6.2.3 Callout work, breakdown work or emergency situations

Workers do not need to apply for prior Site Access approval if there is a requirement to immediately access a Site due to a call out, breakdown or emergency, however they must still contact the Access Officer upon arrival and departure from the Site.

Normal Site Access approval requirements apply to any reactive work that does not require immediate access to a Site.

6.3 Site Access Process

A flowchart of the Site Access approval process is included in Appendix B.

6.2.4 Step 1 – Work Activity planning

When planning a Work Activity, the following should be considered:

- the scope and timing of the Work Activity (may require a site inspection to confirm scope)
- the resources required to perform the Work Activity (including skills, training, qualifications and inductions)
- stakeholders involved in, or impacted by, the Work Activity (includes internal and external stakeholders, WHS, environment, community relations, etc.)
- operational impacts associated with the work activity and how the identified operational impacts will be managed (including a rollback plan)
- risk control measures required to perform the work (including JSEA/SWMS, HRWP, Isolation Instructions, MWP, PWP, WHS management plans, etc.)
- approvals required to perform the Work Activity.

Additional guidance on undertaking work planning is included in Appendix C.

6.2.5 Step 2 – Obtaining Site Access approval

6.2.5.1 Applying for Site Access

The approval requirements identified in section 5.1 must be considered when an Applicant is applying for Site Access. The application for Site Access, whether formal or informal, must include enough information to allow the Access Officer to make an informed decision regarding whether the work can proceed or not.

In some circumstances, a number of individual Work Activities (e.g. work orders) may be grouped together in a single application (e.g. water quality instrument maintenance). Only similar Work Activities with similar operational impacts may be grouped together under a single application.

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When formally applying for Site Access, the duration of the application must align with the time it will take to perform the Work Activity. Site Access will not be granted for extended periods for the convenience of the Workers involved.

6.2.5.2 Review Site Access application

When assessing an application for Site Access, the Access Officer must consider:

- the nature and priority of the Work Activity
- the date and time proposed to perform the Work Activity
- the impact of the Work Activity on operations of Seqwater
- if the proposed Work Activity will conflict with other work being performed at the same location
- if the proposed Work Activity will impact on other locations managed (i.e. Sites managed by other Access Officers).

Where the Access Officer is not the Duty Operator for the Site, the Access Officer may also need to liaise with the Duty Operator to confirm if the Work Activity can proceed as planned.

Following a review of the application, the Access Officer must do one of the following:

- approve the request for Site Access and stipulate any specific condition relevant to the Work Activity;
- if unable to approve the request, the Access Officer must:
 - request additional information regarding the Work Activity; or
 - propose a new time to undertake the Work Activity; or
 - reject the request for Site Access – this should only occur when there is a legitimate operational reason (e.g. the work cannot proceed because of site risks, project works etc.) or if the application was sent to the wrong Access Officer group).

Before rejecting an application for Site Access, the Access Officer must make all reasonable steps to contact the Applicant to discuss the application and the reason/s for the proposed rejection.

If a request for Site Access is rejected the Access Officer must provide clear reasons for the rejection and what is required for future requests for Site Access.

6.2.5.3 Reject previously approved Site Access (within 48 hours of entering site)

Where a formal application for Site Access has previously been approved, and for unforeseen reasons is rejected within 48 hours of the planned time to perform the Work Activity, the Access Officer must contact the Applicant by telephone to notify them that the Work Activity cannot proceed.

Due to the operational and financial impacts of rejecting Site Access within 48 hours of entering site, rejections may only be considered under significant circumstances including, but not limited to:

- the Site is not safe for Workers to enter (e.g. gas leak, chemical spill, flooding, fire, etc.)
- a significant operational event is occurring that prevents the Work Activity being performed (e.g. change in network operations, flood operations, etc.)
- the Work Activity cannot be performed due to external restrictions (e.g. loss of electricity supply, unable to access a Site, etc.).

6.2.5.4 Changing previously approved Site Access

Requests to change previously approved Site Access may be made by the Access Officer or the Applicant.

Changes to the timing of previously approved Site Access must be agreed by the Access Officer and the Applicant. If a new time to perform the Work Activity has been agreed, the Access Officer must update the Site Access details in CIS.

6.2.6 Step 3 – Entry to a Seqwater Site

When arriving at the Site entrance, the Worker who has Site Access approval must:

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- contact the Access Officer to gain entry to the Site. Where there is limited telephone coverage at the Site, the Worker must contact the Access Officer prior to arriving on Site to arrange access to the Site.
- sign into the Site (where sign in facilities are available).

When contacted, the Access Officer must confirm that the Worker (or work team) requesting access has been approved to enter the Site before allowing access (i.e. checking Site Access approval in CIS).

If the work can proceed the Access Officer must communicate any specific site risks and requirements that the Worker must be aware of (e.g. other work being undertaken, Principal Contractor areas, etc.) and direct the Worker to undertake the Work Activity in accordance with the requirements of the Site Access approval.

Where the application is managed in CIS, the Access Officer will update the status in CIS to reflect that the Worker is onsite and is undertaking the Work Activity.

If the Work Activity cannot proceed, the Access Officer should negotiate an alternative time for the work to occur where this is required.

6.2.7 Step 4 – Apply risk controls and isolations

The Work Coordinator must make sure that all identified risk controls are applied before any work commences. Risk controls must be applied in accordance with the requirements of:

- the JSEA/SWMS
- permits (if required)
- Isolation Instructions (if required)
- any work instruction developed for the Work Activity.

The Work Coordinator must confirm that the requirements of all risk controls are understood by all Workers participating in the Work Activity before work commences and must also routinely monitor workers so that that the defined controls are being implemented and any new risks and risk controls are documented and implemented.

All isolations must be performed in accordance with the requirements of the Energy Tag and Lockout Procedure ([PRO-00014](#)).

6.2.8 Step 5 – Perform the Work Activity

Following implementation of all risk controls, the work is performed in accordance with the work scope and documented risk controls.

The Work Coordinator must monitor the Work Activity in accordance with the requirements of the JSEA/SWMS and any HRWP developed for the Work Activity.

Monitoring must be undertaken to confirm that:

- the Work Activity is being performed safely and all identified risk controls are implemented, effective and are being maintained
- any unforeseen Hazards or Hazards arising during the completion of the Work Activity are appropriately managed.

Where the Work Activity spans multiple days the Worker (or a member of the work team) must contact the Access Officer each day prior to the Work Activity commencing and once the Work Activity has ceased.

6.2.9 Step 6 – Remove risk controls and isolations

After the Work Activity has been completed, the Work Coordinator must make sure that all risk controls and isolations that were applied to allow the Work Activity to be performed are removed and the asset is reinstated.

Where permits or Isolation Instructions have been used, these must be completed and appropriately signed off.

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6.2.9.1 Successful reinstatement of assets

Once all risk controls and isolations that were applied to allow the Work Activity to be performed have been removed and the asset reinstated, the Work Coordinator must notify the Access Officer that the asset has been reinstated and is safe for operational use.

The Access Officer will confirm the availability and operation of the asset, enable any control system alarms that were disabled to perform the isolation and place the equipment back in service (in accordance with operational requirements).

6.2.9.2 Unsuccessful reinstatement of assets

Where the process to reinstate an asset is unsuccessful, the Access Officer will liaise with the Work Coordinator to identify the reason that the asset is not able to be returned to operation.

Where the asset is not able to be reinstated, and the failure to reinstate the asset will impact, or has a high risk of impacting Seqwater operations, the Access Officer must:

- contact any operations coordinators who will be affected by the situation e.g. if a networked WTP cannot be reinstated the Access Officer must contact the Supply Systems Coordinator to determine if network reconfiguration is required; and
- escalate the situation in accordance with the requirements of the Bulk Authority Emergency Response Plan ([ERP-00001](#)) and the local Incident and Emergency Response Plan (IERP) for the site; and
- notify the Seqwater incident hotline (07) 3270 4040.

6.2.10 Step 7 – Finalise Work Activity

Following removal of all risk controls that were applied to allow the Work Activity to be performed and the reinstatement of the asset, the Work Coordinator must make sure that:

- all Workers who participated in the Work Activity have signed off all required documentation
- all tools and equipment are removed from the work area and stored appropriately
- any signage and/or barricades are removed from the work area and stored appropriately
- the work Site is left in a safe and clean state
- the work Site is secured (where required).

6.2.11 Step 8 – Close Site Access and leave Site

When leaving Site, the Work Coordinator must confirm that all Workers who participated in the Work Activity have signed out of the Site (where sign-out facilities are available).

The Work Coordinator / work team must notify the Access Officer that they are leaving the Site and that Site Access for the Work Activity can be closed.

The Access Officer updates the status of the Site Access in CIS to reflect that the Worker/s has left the Site.

7 Major Works Permit Process

7.1 MWP Process

The MWP process follows a logical progression through the life cycle of a Work Activity and applies specific requirements at each stage of the process.

The standard MWP processes, together with the specific requirements for each step, are defined in the figure below.

A detailed flowchart of the MWP process is included in Appendix D.

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Develop MWP

- The Work Coordinator for the Work Activity being performed develops the MWP (FRM-00778) to define the work to be completed and the controls to be implemented.

Approve MWP

- The Work Coordinator submits the MWP to the relevant Coordinator for approval.

Activate MWP

- The Work Coordinator contacts the Access Officer to advise that the work activity is ready to proceed. If conditions are suitable, the Access Officer activates the MWP.

Issue MWP

- The Work Coordinator confirms controls are in place and issues the MWP to the person responsible for performing the work (the Permit Recipient).

Surrender MWP

- Once all work is complete, the worker responsible for performing the work (the Permit Recipient) surrenders the MWP to the Work Coordinator.

Close MWP

- The Work Coordinator confirms that all work is complete, all risk controls have been removed and all plant is available for normal operations. The Work Coordinator closes the MWP.

7.2 When is a Major Works Permit (MWP) required?

The MWP allows Seqwater to apply specific risk controls to manage Work Activities that will impact, or are assessed as posing a high risk of impacting on Seqwater operations.

Seqwater's risk matrix contained in the Enterprise Risk Management Framework ([FRA-00014](#)) must be used to assess the risks associated with performing work activities at Seqwater.

When assessing the risks associated with performing a Work Activity, consideration must be given to the criticality of the asset being worked on and the impact that the work will have on Seqwater operations.

The table below details that triggers that will require a MWP to be used;

Function	MWP Trigger
Water Supply	<ul style="list-style-type: none"> • Sole source WTP – Work Activity will disrupt, or has a high risk of disrupting the continuous supply of drinking water to customers. • Networked WTP – Work Activity will result, or has a high risk of resulting in storage reservoirs falling below normal operating levels. • Network Assets – Work Activity will disrupt, or has a high risk of disrupting the continuous supply of drinking water to customers. • Raw Water Off-takes / Raw Water Mains – Work Activity will impact, or has a high risk of impacting the supply of raw water to a WTP. • Third Party Activities – Work Activity undertaken by a third party that will impact, or has a high risk of impacting on the operation of water supply assets (i.e. water retailer operations, electricity disruptions, telecommunications disruptions).
Water Quality	<ul style="list-style-type: none"> • Raw Water Quality – Work Activity will impact, or has a high risk of impacting the raw water quality at a WTP intake (not including dam flood releases). • Produced Water Quality – Work Activity will impact, or has a high risk of impacting the quality of drinking water produced from a WTP. • Water Quality Monitoring – Work Activity will prevent, or has a high risk of preventing the monitoring of drinking water quality critical control points

Function	MWP Trigger
	(does not include routine maintenance tasks e.g. cleaning and calibrating a turbidity meter).
Flood Management Assets	<ul style="list-style-type: none"> • Dam Gates – Work Activity will prevent, or has a high risk of preventing the ability to control releases of water from a dam gate or other water release structure. • Structural Integrity – Work Activity will impact, or has a high risk of impacting the structural integrity of a Flood Management Asset. • Change in Storage Level – Work Activity will result, or has a high risk of resulting in a change in the storage level of a Flood Management Asset. • Third Party Activities – Work Activity undertaken by a third party that will, or has a high risk of impacting on the operation of Flood Management Assets (i.e. electricity disruptions, telecommunications disruptions).

A regional manager/coordinator may require that a MWP be used to manage other Work Activities not included in the above table due to specific risks associated with the Work Activity.

7.3 Step 1 – MWP development

The MWP ([FRM-00778](#)) is used to formalise the planning and approval processes used to manage a MWP Work Activity.

The MWP is developed by the Work Coordinator responsible for the management and coordination of the Work Activity being performed (note: this is generally not the worker who will be doing the Work Activity).

Additional documents will be developed to support the MWP to manage the risks associated with the work. These additional planning documents may include one or more of the following:

- project management plan
- rollback plan
- safety management planning documents (safety management plan, JSEA/SWMS etc.)
- environmental management plan
- communications plan.

Risk controls associated with a MWP will include a JSEA/SWMS and may include one or more of the following:

- HRWP
- CSP
- Isolation Instruction.

Once the MWP and supporting documents are developed, the MWP is either:

- attached to the application for Site Access approval for the Work Activity; or
- if the application for Site Access approval was submitted earlier, the MWP is sent to the relevant Access Officer to attach to the Site Access application in CIS.

7.4 Step 2 – MWP approval

A MWP can only be approved by the operations coordinator responsible for the Site where the Work Activity is being performed*.

The MWP approval process is managed via a workflow in CIS.

Once the MWP is approved, the Work Activity associated with the MWP can proceed, subject to:

- the controls defined in the MWP
- the Site Access approval

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- any other associated permits or documentation.

**NOTE – where a MWP is used for removing a radial dam gate from service, the operations coordinator must also gain approval from the Duty Flood Operations Engineer before the MWP is approved.*

7.5 Step 3 – MWP activation

The MWP must be activated **before** any isolations are performed, risk controls are implemented, or work is undertaken. The MWP will generally be activated at the location where the Work Activity is being performed.

To activate the MWP, the Work Coordinator contacts the Access Officer to advise them that they are ready to commence the Work Activity. The Access Officer reviews operational conditions to confirm that the Work Activity associated with the MWP can proceed.

If the Work Activity can proceed, the Access Officer provides a MWP activation number (generated from CIS) to the Work Coordinator. The Work Coordinator then records the activation number on the MWP.

The Access Officer updates the status of the Site Access in CIS to reflect that the MWP is active.

7.5.1 MWP cannot be activated

If the Work Activity associated with an MWP cannot proceed, the Access Officer will advise the Work Coordinator that the MWP cannot be activated.

Where a MWP cannot proceed as planned, the Work Coordinator must liaise with the Access Officer and the MWP approver to confirm when the work can be performed. The MWP is rescheduled in CIS as required.

Examples of events that may prevent a MWP controlled Work Activity from proceeding include:

- significant change in weather forecast when performing a work activity on a Flood Management Asset
- WTP or network failure that significantly reduces the ability to supply water.

7.6 Step 4 – MWP issued

Once the MWP is activated, the Work Coordinator must confirm that all identified risk controls are applied before any work commences. Risk controls must be applied in accordance with the requirements of:

- the MWP
- the JSEA/SWMS
- other permits (if required)
- Isolation Instructions (if required)
- any Work Instruction developed for the Work Activity.

The Work Coordinator must ensure, so far as is reasonably practicable, that the requirements of all risk controls are understood by all Workers participating in the Work Activity before work commences and must also continually monitor Workers so that the defined controls are being implemented and any new risks and risk controls are documented and implemented.

All isolations must be performed in accordance with the requirements of the Energy Tag and Lockout Procedure ([PRO-00014](#)).

Once all risk controls and isolations are completed, the Work Coordinator formally issues the MWP and all associated risk control documentation to the person responsible for undertaking the Work Activity (the Permit Recipient).

NOTE – under most circumstances the Work Coordinator will issue the permit to another Worker who will perform the Work Activity. Under some circumstances, the Work Coordinator may be performing the Work Activity themselves and therefore will issue the MWP to themselves.

The permit recipient completes and signs Section 5 of the MWP to confirm that they have received the MWP.

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By completing and signing section 5 of the MWP, the permit recipient accepts responsibility for the Work Activity being performed under the authority of the MWP.

7.6.1 MWP rollback

If a situation arises where the asset or item of plant needs to be returned to service before the Work Activity is complete, the Work Coordinator must activate the Rollback Plan to return the asset or item of plant to service as soon as possible.

The Rollback Plan ([TEM-00126](#)) is developed during the MWP planning phase and defines the steps required to reinstate an item of plant in an efficient and safe manner.

7.6.2 MWP extension required

If the Work Activity associated with a MWP cannot be completed within the approved timeframe, the Permit Recipient must request a time extension from the Work Coordinator. The Permit Recipient must specify the issues that have led to the delay in completing the Work Activity and identify a revised completion time.

Where a MWP is extended, the permit recipient updates the MWP and the Access Officer updates the details of the Site Access in CIS to reflect the revised MWP duration.

If an extension to a MWP cannot be approved, the Work Coordinator must direct the permit recipient to complete work and where required, return the asset to service.

7.7 Step 5 – MWP surrender

Once all work activities associated with the MWP are complete, the Permit Recipient notifies the Work Coordinator that they are ready to surrender the MWP.

The Work Coordinator must confirm that:

- the Work Activity is complete
- all Workers, tools and equipment have been removed from the work area
- the work area is safe.

The Permit Recipient completes and signs the MWP form to surrender responsibility for the Work Activity back to the permit issuer (i.e. Work Coordinator).

7.8 Step 6 – MWP close

Once the permit has been surrendered, the Work Coordinator must confirm that:

- all risk controls and isolations have been removed and the item of plant has been reinstated
- the plant is available for normal operations.

The Work Coordinator then contacts the relevant Access Officer to close the permit*.

The Access Officer provides a MWP closure number to the Work Coordinator. The Work Coordinator then updates the MWP form to formally close the permit. In addition, the Access Officer updates the status of the Site Access in CIS to reflect that the MWP has been closed.

The completed MWP, together with all other supporting documentation must be filed in CIS and/or TRIM.

**NOTE – where a MWP is used for removing a radial dam gate from service, the Access Officer must notify the Duty Flood Operations Engineer that the work associated with the MWP is complete and the radial dam gate has been returned to service.*

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8 Project Works Permit Process

8.1 PWP Process

The PWP process follows a logical progression through the life cycle of a Project and applies specific requirements at each stage of the process.

The standard PWP processes, together with the specific requirements for each step, are defined in the figure below.

A detailed flowchart of the PWP process is included in Appendix E.

Develop PWP

- The Project Manager develops the PWP (FRM-00778) to define the work to be completed and the controls to be implemented.

Activate PWP

- Prior to the project delivery team mobilising to site, the Project Manager liaises with the relevant Access Officer / other representative to confirm the project work can commence.

Perform Work

- The Project Manager delivers the work in accordance with the PWP and associated work controls.

Close PWP

- The Project Manager liaises with the Access Officer to confirm that works are complete and where required, equipment is operationally available.

8.2 When is a PWP required?

In addition to Site Access approval, a PWP is required for any Project undertaken by Seqwater that involves Construction Work (excluding scheduled and reactive maintenance work). This permit supports a Project Manager complete planning, consultation and other preparation work for a construction project. In addition to a PWP, a MWP, CSP and HRWP may also be required for the work being performed under the Project, depending on the type of work being completed. The requirement for these permits should be identified on the PWP.

A PWP must be completed and issued before any Construction Work occurs on site.

Note that preliminary project scoping and investigation activities and defect rectification works may be performed under individual Site Access applications as they do not form part of the 'project work' and therefore do not require a PWP.

8.3 Step 1 – PWP development

A Project Works Permit ([FRM-00777](#)) is used to formalise the planning and approval requirements used to manage projects that involve Construction Work at any Seqwater Workplace.

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When developing a PWP, the relevant Project Manager completes each section of the permit to confirm that the relevant planning activities have been completed. The Project Manager must document the outcomes of the planning activities for approval and auditing purposes.

The development of the PWP must be completed in consultation with relevant stakeholders, such as operations and maintenance staff.

Once the PWP is complete, the Project Manager signs the permit to confirm that they have completed all the planning requirements for the Project.

The Project Manager then does one of the following:

- attaches the PWP to the application for Site Access approval for the Construction Work; or
- if the application for Site Access approval was submitted earlier, the PWP is sent to the relevant Access Officer to attach to the site access application in CIS.

8.4 Step 2 – PWP approval

Prior to mobilising to site, the Project Manager responsible for the Project contacts the relevant Access Officer to advise them that they are ready to commence the Construction Work.

The Access Officer confirms that the PWP for the Construction Work has been completed and that operational conditions are suitable for the Construction Work to proceed.

If the Construction Work can proceed, the Access Officer signs the permit to approve that the work can commence and updates CIS to reflect that the PWP is approved.

8.5 Step 4 – Perform work

Once the PWP is approved the work can be undertaken in accordance with the requirements of:

- the contract
- the Site Access approval
- the PWP
- the Safety Management Plan / JSEA/SWMS
- other plans (e.g. environmental management plans)
- other permits (if required)
- Isolation Instructions (if required).

All isolations must be performed in accordance with the requirements of the Energy Tag and Lockout Procedure ([PRO-00014](#)).

8.6 Step 5 – PWP close

Following completion of the Construction Work, the representative for the Contractor will liaise with the Project Manager to confirm that the work associated with the permit is complete, the project area has been made safe and assets affected by the project have been returned to Operations with known defects communicated.

When the Access Officer is satisfied that the assets have been returned to normal operation and the work area has been made safe, they sign and close the PWP.

The Access Officer updates the status of the Site Access in CIS to reflect that the PWP has been closed.

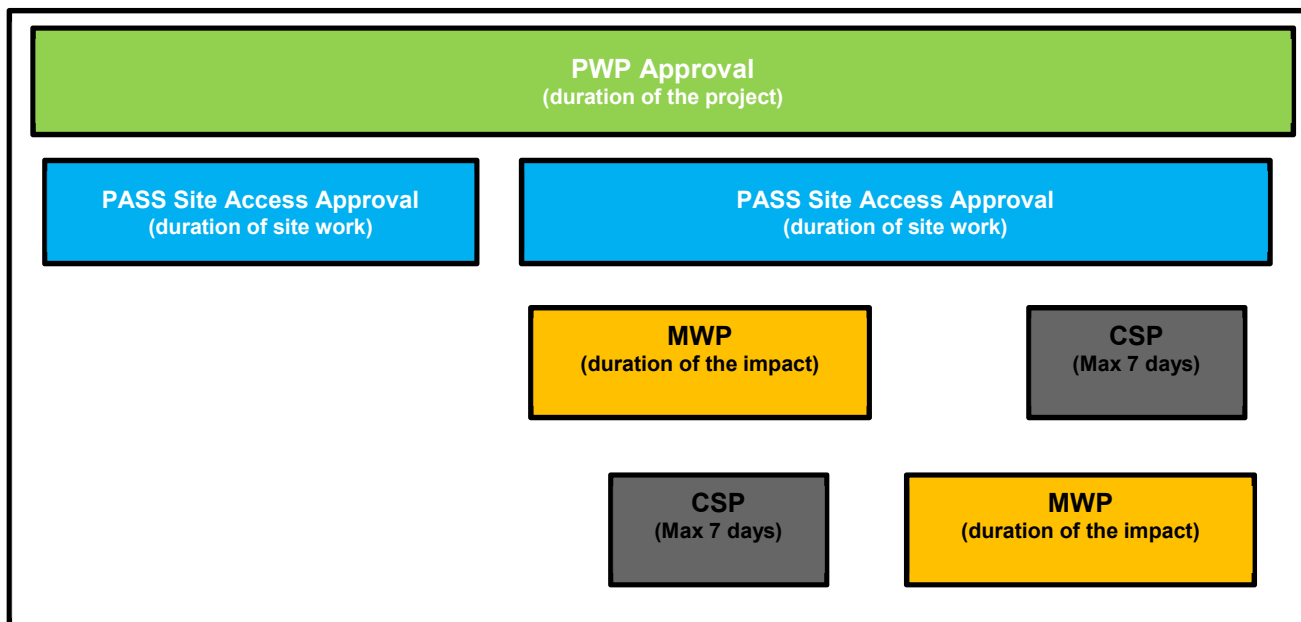
The completed PWP, together with all other supporting documentation must be filed in CIS and/or TRIM.

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8.7 How does PASS and other work permits interface with a PWP

The figure below highlights how the PASS and other work permits interface with the PWP.

In this scenario, Site Access approval has been provided for initial site preparation activities and a subsequent Site Access approval has been provided for the project delivery phase. During the Project delivery phase several MWP's and CSP's are required to manage the impact of Project on the operation of the Site or assets.



9 How PASS interfaces with other Seqwater requirements

9.1 High-risk permit requirements

Seqwater has a number of HRWPs to support the identification and management of Hazards associated with prescribed high-risk work.

A Work Activity may require more than one HRWP to manage the risks associated with performing the work.

The requirement for a HRWP does not automatically trigger the requirement for a MWP (e.g. the requirement for a hot work permit does not automatically trigger the requirement for a MWP, the requirement for a MWP is assessed separately to the hot work permit).

All high-risk work permits used at Seqwater, along with the triggers for their use and approval requirements are identified in Appendix F of this procedure.

The Worker who is responsible for coordinating / performing the Work Activity must make sure that that:

- all high-risk permits are completed and approved before work commences
- the requirements of the high-risk work permit are understood by all Workers before commencing a Work Activity
- the Work Activity is monitored so that the defined risk controls are being implemented.

9.2 Control system permit requirements

PLEASE NOTE: CSPs are managed and approved by the control systems team. CSP's are not part of the PASS process.

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A Control Systems Permit (CSP) ([FRM-00873](#)) is required for any Work Activity (including project works) that has the potential to impact on the operation of control systems, including but not limited to:

- physical work performed on control system components
- configuration changes
- isolation of energy sources feeding control system components e.g. servers, PLC's, RTU's, etc. Note: a CSP is not required when isolating valves, pumps or instrumentation that is controlled by, or provides data to, a control system
- disruption to telecommunication services.

A CSP is not required where control system work is being performed by a member of the Seqwater control systems maintenance team at a site within their area of responsibility.

Please refer to the Control Systems Permit Management Procedure ([PRO-02024](#)) for additional information.

9.3 Isolation requirements

Under PASS, the requirement to perform an isolation does not automatically trigger the requirement to obtain a permit (i.e. in situations where a Work Activity does not require a permit, but an isolation is required to complete the work, the Work Activity can be performed under the control of a Site Access approval).

All isolations at Seqwater sites must be performed in accordance with the requirements of the Energy Tag and Lockout Procedure ([PRO-00014](#)).

9.4 Induction and sign in requirements

All Workers entering a Seqwater workplace must:

- have completed all required site inductions for the Site being visited
- have completed the contractor induction (where required)
- sign into and out of the site using the sign-in register (where sign in facilities are available).

Inductions should be completed in Our Learning before the Worker arrives at the Site.

It is the responsibility of the engaging officer or Work Coordinator to confirm that all Workers have completed required inductions and have completed the sign in register.

9.5 Principal Contractor projects

PASS requirements for Principal Contractor sites are limited to the following:

- confirming Site Access arrangements where the Principal Contractor has to traverse Seqwater Operational Areas to reach the Principal Contractor's site
- confirming site access arrangements where Seqwater does not give the principal contractor control of the whole work site
- confirming permits and any associated isolation activities required for the Principal Contractor to undertake the required Work Activities on Seqwater assets.

The Project Works Permit ([FRM-00777](#)) is used to formalise the site handover process for all Projects where a Principal Contractor has been appointed.

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10 Loss of CIS

In the event of a loss of CIS, the following actions must be implemented:

- initiate the emergency response and incident notification process by contacting Seqwater's incident hotline on (07) 3270 4040
- Access officers will manually record Site Access details during any loss of CIS
- Generally, new applications for Site Access will not be processed while CIS is offline, however any urgent applications can be made either by email or telephone to the relevant Access Officer.

11 Training requirements

See Appendix G for details of the PASS Training Needs Analysis (TNA).

Line supervisors and engaging officers are responsible for ensuring appropriate information, instruction and training for PASS is provided to each Worker within their area of responsibility.

12 References

12.1 Legislation and other requirements

Description	Status	Location
Queensland State Archives General Retention and Disposal Schedule for Administrative Records	Active	www.archives.qld.gov.au/Recordkeeping/RetentionDisposal/Pages/GRDS.aspx
<i>Work Health and Safety Act 2011 (Qld)</i>	Active	www.legislation.qld.gov.au
<i>Work Health and Safety Regulation 2011 (Qld)</i>	Active	www.legislation.qld.gov.au

12.2 Supporting Procedures

Description	Status	Location
PRO-01832 Closure of a Recreation Area Procedure	Active	Q-Pulse & Waternet
PRO-02387 Control Systems Permit Management Procedure	Active	Q-Pulse & Waternet
FRA-00014 Enterprise Risk Management Framework	Active	Q-Pulse & Waternet
PRO-00002 Integrated Management System Internal Audit Procedure	Active	Q-Pulse & Waternet
PRO-00443 Confined Space Management Procedure	Active	Q-Pulse & Waternet
PRO-00808 WHS & Environmental Contractor Management Procedure	Active	Q-Pulse & Waternet
PRO-00006 WHS Electrical Safety Procedure	Active	Q-Pulse & Waternet
PRO-00302 Excavation, Trenching and Penetrations Procedure	Active	Q-Pulse & Waternet
PRO-00014 Energy Tag and Lockout Procedure	Active	Q-Pulse & Waternet
PRO-00005 WHS General Construction Procedure	Active	Q-Pulse & Waternet

PRO-00009 Management of Hot Work	Active	Q-Pulse & Waternet
PRO-00015 Prevention off Falls Procedure	Active	Q-Pulse & Waternet

12.3 Supporting documents, forms and templates

Description	Status	Location
Confined Space Entry Permit (FRM-00107)	Active	Q-Pulse & Waternet
Control Systems Permit (FRM-00873)	Active	Q-Pulse & Waternet
Energised Work Permit (FRM-00415)	Active	Q-Pulse & Waternet
Excavation and Trenching Permit (FRM-00413)	Active	Q-Pulse & Waternet
Grid Mesh, Flooring and Guard Rail Removal Permit (FRM-00412)	Active	Q-Pulse & Waternet
High Risk Work Rescue Plan (TEM-00027)	Active	Q-Pulse & Waternet
High Voltage Access Permit (FRM-00439)	Active	Q-Pulse & Waternet
Hot Work Permit (FRM-00040)	Active	Q-Pulse & Waternet
Job Safety and Environment Analysis / Safe Work Method Statement Template (TEM-00013)	Active	Q-Pulse & Waternet
Major Works Permit (FRM-00778)	Active	Q-Pulse & Waternet
Penetration Permit (FRM-00636)	Active	Q-Pulse & Waternet
Project Works Permit (FRM-00777)	Active	Q-Pulse & Waternet
Release of Water to the Environment Assessment Form (FRM-00647)	Active	Q-Pulse & Waternet
Rollback Plan Template (TEM-00126)	Active	Q-Pulse & Waternet
Work at Height Permit (FRM-00414)	Active	Q-Pulse & Waternet
Work Request Form for Planned / Reactive Maintenance (FRM-00238)	Active	Q-Pulse & Waternet

Appendix A – Examples of PASS Work Activities

Scenario	PASS Applies	Site Access	MWP	CSP	PWP	Comments
Seqwater Worker based at Icon has to attend a meeting in the office at Hinze Dam.	No	✗	✗	✗	✗	The Worker is performing an Administrative Activity in an administrative area therefore PASS does not apply. The Worker must sign in and out of the Site.
Seqwater Worker based at Icon has to attend Dayboro WTP for a meeting with an operational representative. Dayboro WTP does not have a meeting room at the site.	Yes	✓	✗	✗	✗	Site Access approval is required for the Worker to attend the Site, however as this is with an operational representative, this can be obtained verbally. Even though the Worker is attending the Site to perform an Administrative Activity (i.e. a meeting), there are no meeting rooms available to hold the meeting and therefore the meeting will be held in an Operational Area.
Bulk chemical delivery (escorted).	Yes	✗	✗	✗	✗	Site Access approval is not required as the chemical delivery is being performed under the direct control of a Seqwater Worker.
Bulk chemical delivery (unescorted).	Yes	✓	✗	✗	✗	Site Access approval is required for the chemical delivery driver as the chemical delivery is not being performed under direct control of an Seqwater Worker. This needs to be applied for through the online form as the work is being completed by a Contractor. NOTE: Site Access approval may not be required for unescorted deliveries made under an ongoing chemical contract provided adequate risk controls are in place. In these circumstances the delivery driver is required to contact the Access Officer on site entry and exit.

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Scenario	PASS Applies	Site Access	MWP	CSP	PWP	Comments
Dam, WTP operator or ranger entering the site where they are based, or a site where they have management and control.	Yes	x	x	x	x	Operators do not need to apply for Site Access approval to enter a Site where they are based or where they have management and control.
Dam or WTP operator entering a site where they are not usually based, or a site where they do not have management and control.	Yes	✓	x	x	x	Site Access approval is required when operators need to enter a Site where they do not have management and control. Depending on the Work Activity they are completing this approval may be either verbal or formal.
Courier delivery to admin area / store / lab.	No	x	x	x	x	PASS does not apply, however the courier must contact the Access Officer for the site where the delivery is being made.
Rubbish / skip bin removal / sludge bin removal.	No	x	x	x	x	PASS does not apply, however the truck driver must contact the Access Officer for the site where the material is being removed.
Contractor accessing the Seqwater control system at a WTP to install new software. The work will not impact on the operation of the WTP.	Yes	✓	x	✓	x	The contractor must have an approved CSP before they commence the Work Activity. Formal Site Access approval must be obtained as the work will be completed by a Contractor.
Cleaning administration areas	No	x	x	x	x	PASS does not apply, however depending on local arrangements the cleaner may be required to contact the Access Officer for the site where the cleaning is being performed.
Cleaning operational areas	No	x	x	x	x	PASS does not apply, however depending on local arrangement the cleaner may be required to contact the Access Officer for the Site where the cleaning is being performed.
Contractor repairing a lathe in a workshop at a WTP	Yes	✓	x	x	x	Site Access is required from the Access Officer for the workshop where the lathe is located. Formal site access approval must be obtained as the work will be completed by a contractor.

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Scenario	PASS Applies	Site Access	MWP	CSP	PWP	Comments
Transiting through a recreation area to reach a WTP intake to perform operational maintenance (i.e. no MWP required)	Yes	✓ (WTP only)	✗	✗	✗	Site Access approval is required from the Access Officer for the WTP associated with the asset where the maintenance is being performed. Type of approval will depend on the work being performed. Worker to contact the Access Officer for the recreation area to confirm if any work is occurring at the Site
Transiting across a dam (i.e. by boat) to access a WTP intake to perform operational maintenance (i.e. no MWP required)	Yes	✓ (WTP only)	✗	✗	✗	Site access approval is required from the Access Officer for the WTP associated with the asset where the maintenance is being performed. Type of approval will depend on the work being performed. Worker to contact the Access Officer for the recreation area to confirm if any work is occurring at the Site
Taking a dam gate at North Pine Dam out of service to perform maintenance	Yes	✓	✓	✗	✗	A MWP must be approved by the relevant manager before the maintenance can commence. Also requires a Flood Infrastructure Removal from Service Permit Approval Form (FRM-00791) form to be completed during the MWP planning phase.
Contractor repairing a monpod in an administration area	Yes	✓	✗	✗	✗	Site Access approval is required to enter an Administrative Area to do maintenance or Construction Work. Formal Site Access approval must be obtained as the work will be completed by a Contractor. A MWP is not required as the work will not impact on Seqwater operations.
Valuer engaged by Seqwater required to enter and inspect Seqwater operational sites	Yes	✓	✗	✗	✗	Site Access approval is required by Workers entering a Site that they do not have management or control of. Formal Site Access approval must be obtained as the work will be completed by a Contractor.

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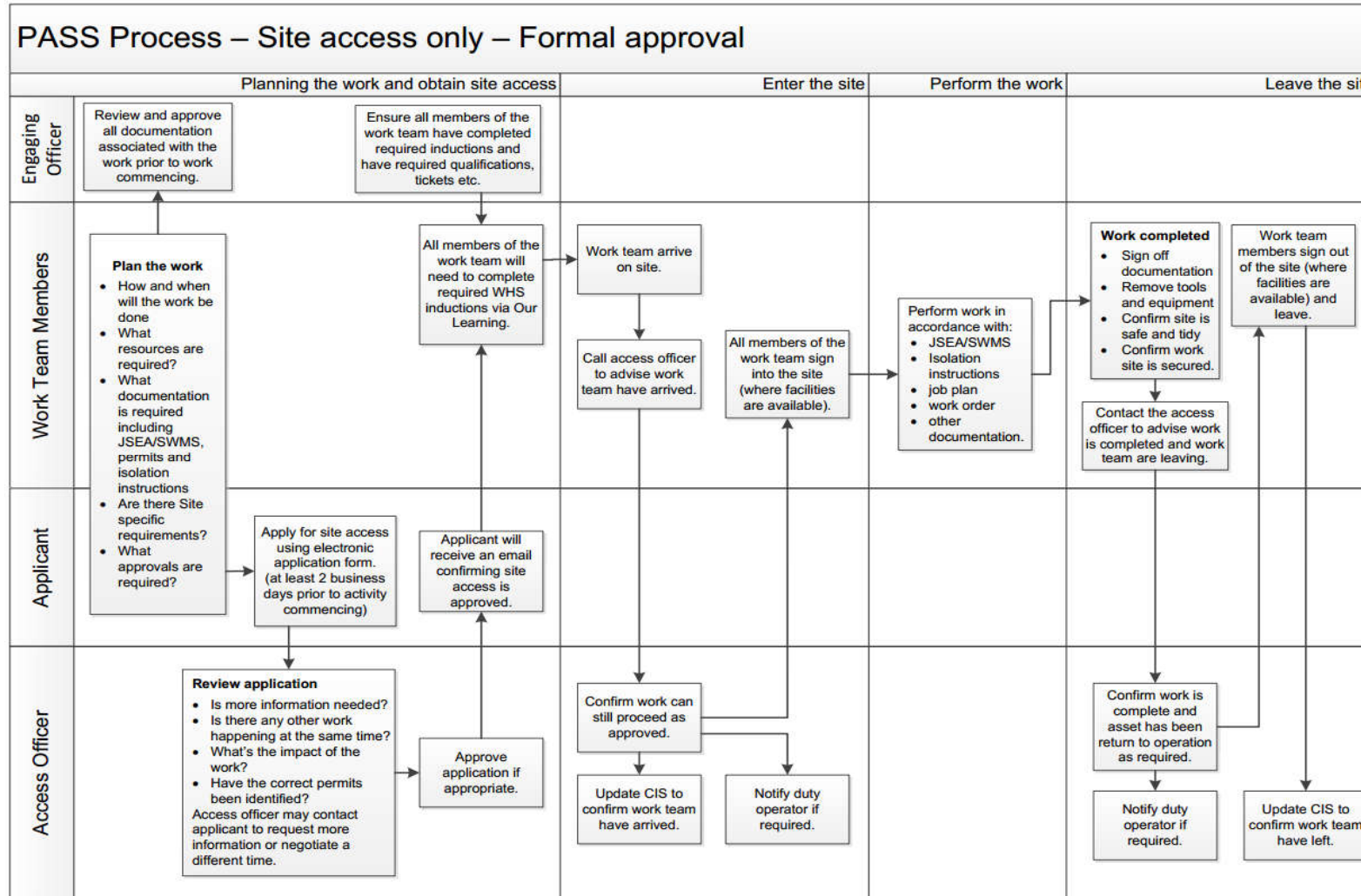
Scenario	PASS Applies	Site Access	MWP	CSP	PWP	Comments
Seqwater Worker entering private property to inspect an Seqwater asset located on the private property.	No	x	x	x	x	PASS does not apply, however the worker must contact the Seqwater communications team to confirm if specific communications are required with the landowner before entering onto the land.
Energex is transiting through a Seqwater site to access an Energex owned substation that is within the boundaries of an Seqwater site. The work will not impact on Seqwater operations.	No	x	x	x	x	Energex have access rights to their assets and in most cases, they have keys to unlock gates to enter Seqwater sites. Energex should contact the relevant Access Officer before they enter the Site.
BOC is entering a Seqwater site to perform maintenance on a BOC owned ozone plant located within an Seqwater site. While the work on the ozone plant is occurring, Seqwater will be unable to use the ozone as part of its disinfection processes. As a result, the plant will be unable to operate during this time.	Yes	✓	✓	x	x	This Work Activity will require a Major Works Permit as the plant will be shut down for the duration of this work. BOC will be performing a Work Activity that will impact on the operation of the WTP.
A principal contractor has been appointed to refurbish a pipeline at a WTP. The work will not impact on the ability of the WTP to produce water.	Yes	✓	x	x	✓	This work will require a Project Works Permit. A PWP will need to be developed and approved before the Project can commence. A MWP is not required
A contractor needs to enter an Seqwater easement to work on a valve on an Seqwater trunk main.	Yes	✓	x	x	x	Site Access approval is required to enter onto the easement to conduct the work activity. The Site Access approval will be associated with the trunk main asset not the easement. Prior to entering any Seqwater easement, Workers must confirm if there are any landholder issues or specific Access requirements. This information is available in the Seqwater GIS or from the Corporate and Community Relations Team.

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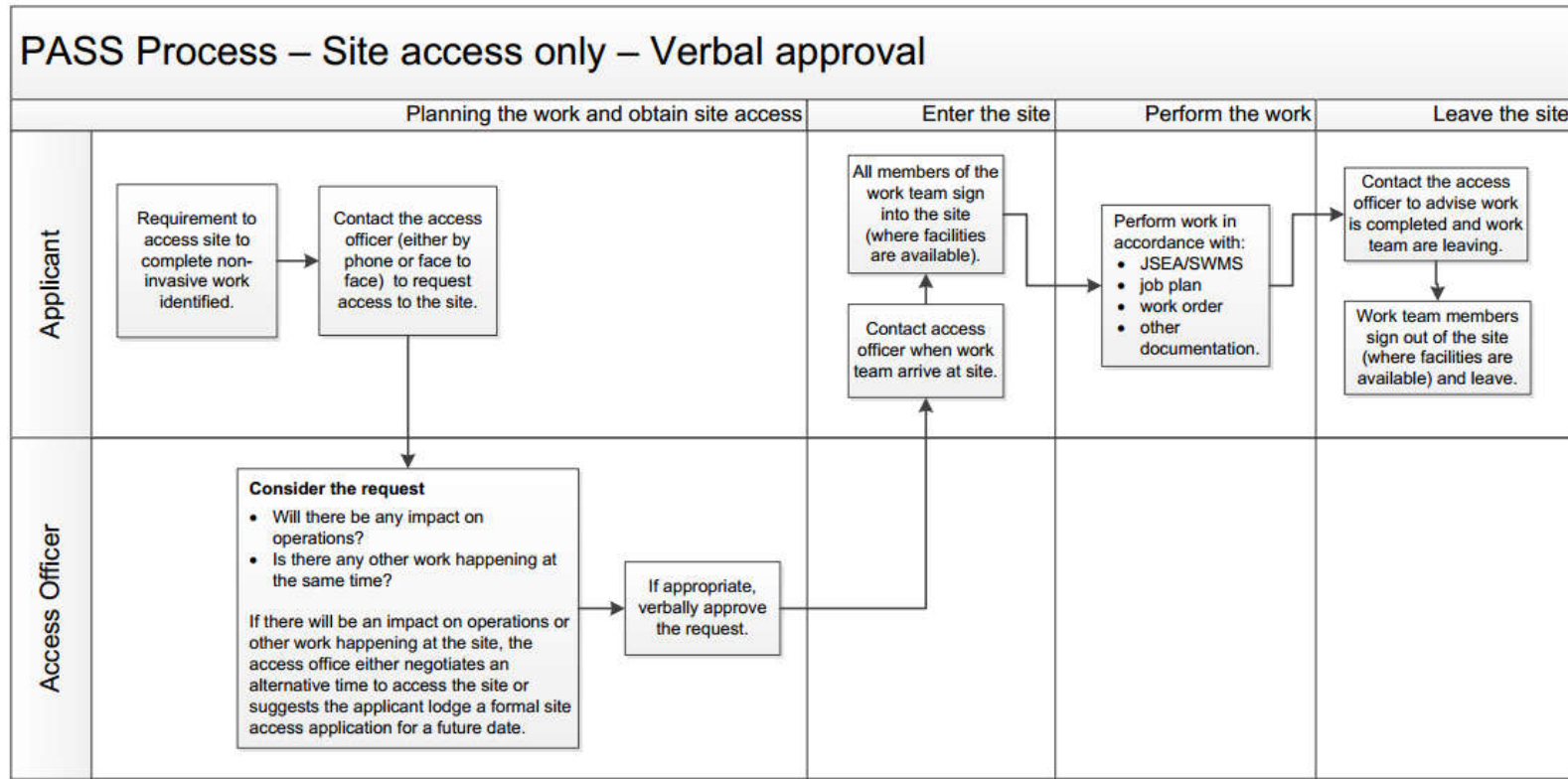
Scenario	PASS Applies	Site Access	MWP	CSP	PWP	Comments
Regional WHS Advisor performing spot audits or incident investigations.	Yes	x	x	x	x	Site Access is not required as this may impact on the purpose of the audit or investigation. The Regional WHS Advisor is required to contact the Access Officer when they arrive and leave the Site.
WHS / Environmental / Water Quality Representative attending an operational area of a site to consult with operations or maintenance staff	Yes	✓	x	x	x	Site Access approval is required to enter the operational area, however this can be obtained verbally.
A Project Manager attending a site to inspect status project works that they are managing (not a PC site).	Yes	x	x	x	x	The Project Manager has obtained site access approval for the project that they are delivering. The Project Manager is required to contact the Access Officer when they arrive and leave the site.
Maintenance / process / control systems staff based at a site need to enter an operational area to gain information (e.g. collecting asset information, inspecting plant performance, etc.)	Yes	x	x	x	x	The maintenance / process / control systems staff do not need to apply for site access to perform these activities. The maintenance / process / control systems staff are required to contact the Access Officer when they arrive and leave the Site.

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Appendix B – Site access approval process flow



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Appendix C – Specific work planning considerations

Planning Consideration	Recommended process
Planned disruption to water supply	<p>The following process must be used to perform a Work Activity that will disrupt the supply of water to Seqwater customers:</p> <ul style="list-style-type: none"> • Confirm the timing and duration of the interruption to supply. • Review the relevant Standards of Service or Water Supply Scheme Service Targets to determine the level of customer notification required. • Engage with Seqwater’s Customer and Community Relations to coordinate customer notifications.
Closure of catchments, dams and recreation areas	<p>The closure of Seqwater recreation areas must be undertaken in accordance with the requirements of the Closure of a Recreation Area Procedure (PRO-01832).</p> <p>The following checklists have been developed to be used by Workers when closing a recreation area:</p> <ul style="list-style-type: none"> • Closure of a Recreation Area (Emergency) (PRO-01832 - Appendix A) • Closure of a Recreation Area (Non-urgent) (PRO-01832 - Appendix B).
Planned access to private property or leased areas (excluding grazing leases)	<p>The following process should be used where access is required onto, or across private property or leased areas, to undertake a Work Activity:</p> <ul style="list-style-type: none"> • Check GIS (Dekho) for any specific property details and access requirements and instructions for the properties affected by the work activity. GIS can be accessed at http://prd-gis01:8080/Dekho. • Where an affected property has specific access requirements, provide details of the Work Activity and the properties being affected by the work activity to: <ul style="list-style-type: none"> – Property Team via email at property@seqwater.com.au – Corporate and Community Relations Team via email at communications@seqwater.com.au. • Implement controls as identified by the Property Team and the Corporate and Community Relations Team.
Planned access to grazing leases	<p>When planning to enter a grazing lease the following notification times apply:</p> <ul style="list-style-type: none"> • For simple Work Activities (e.g. site inspections, monitoring activities, quotations, etc.) a minimum of 48 hours’ notice is required • For complex Work Activities (e.g. fencing, earthworks, construction, erosion management, etc.) a minimum of two weeks’ notice is required <p>The following process should be used where access is required onto grazing leases:</p>

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Planning Consideration	Recommended process
	<ul style="list-style-type: none"> • Check GIS (Dekho) for any specific property details and access requirements and instructions for the properties affected by the Work Activity. GIS can be accessed at http://prd-gis01:8080/Dekho. • Where an affected property has specific access requirements, provide details of the Work Activity and the properties being affected by the Work Activity to: <ul style="list-style-type: none"> – Property Team via email at property@seqwater.com.au – Corporate and Community Relations Team via email at communications@seqwater.com.au. • Lodge a PASS site access application for the Work Activity. The application must include the following information: <ul style="list-style-type: none"> – detailed description of the Work Activity – dates and hours of access – route of travel (on site) and points of access – Project Manager and on-site contacts – numbers and type of machinery on site – identification of staff and contractors – include details of uniforms and vehicle signage – security protocols that will be applied – confirmation of how compliance with weed hygiene protocols will be met – for weed control Work Activities – provision of spray sheets, water source (where required) – for hot Work Activities – details of hot work controls to be used (where required). • Undertake work in accordance with work planning, including implementation of any controls identified by the Property Team and the Corporate and Community Relations Team.
Planned work activities with environmental impacts	<ul style="list-style-type: none"> • When planning a Work Activity, the following environmental risks must be considered: • releases of water to the environment • dust or noise impacting on the environment and/or adjacent landholders • works in a fire ant restricted area • works within the bed or banks of a waterway • works involving the clearing of vegetation • works which may impact protected fauna and flora • works involving potentially contaminating activities and waste disposal

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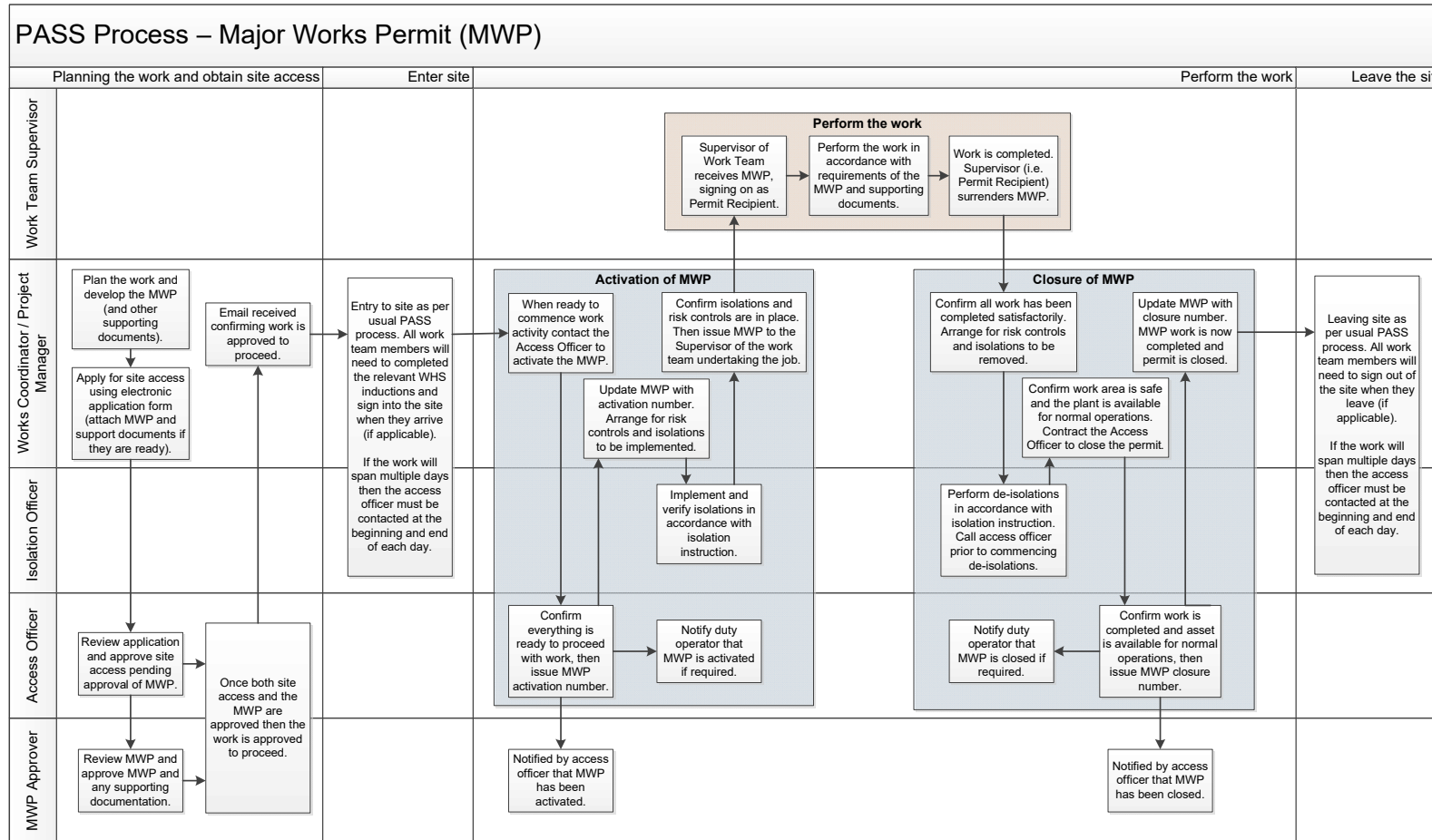
Planning Consideration	Recommended process
	<ul style="list-style-type: none"> works undertaken in an area of known or potential acid sulphate soil. <p>The following is required to manage environmental risks associated with a work activity:</p> <ul style="list-style-type: none"> Engagement with the Environmental Management Unit (EMU) to ensure activities comply with legislation and minimise environmental harm prior to the activity commencing. The Environmental Impact Assessment (EIA) Manual (MAN-00277) has been prepared to guide planning and delivery of projects and works. An EIA process is established in this Manual to guide the assessment and engagement process with the EMU and links to relevant checklists and procedures. Develop a JSEA/SWMS or Environmental Management Plan to document how the risks have been assessed and how the risk controls will be implemented
Third party Work Activities adjacent to Seqwater assets	<p>All third party Work Activities proposed to be undertaken adjacent to Seqwater assets must be assessed in accordance with the requirements of the Seqwater Consent Guidelines (TRIM reference D14/68930) to confirm the approvals required to complete the work.</p> <p>Specific requirements for the management of excavations adjacent to Seqwater assets can be found in the Excavations, Trenching and Penetrations Procedure (PRO-00302).</p>
Planned third party electrical disruptions	<p>The following process must be used where work activities are planned by third parties that will disrupt electricity supply to an Seqwater workplace:</p> <ul style="list-style-type: none"> The third party notifies Seqwater of the planned disruption – either directly to the affected site or through the control room (07) 3270 4050 or (07) 3270 4049. The relevant asset maintenance coordinator liaises with the electricity supplier to confirm the extent of the disruption. The relevant asset maintenance and operations coordinators confirm if the Seqwater asset can be taken off line for the duration of the electrical disruption or if a temporary generator is required (where possible). Refer to the WHS Electrical Safety Procedure (PRO-00006) for temporary generator connection requirements. Where the asset is to be taken off line for the duration of the disruption, the relevant operations and asset maintenance coordinators undertake work planning to mitigate the impacts of the disruption. Where a generator is required to maintain supply, the asset maintenance coordinator will liaise with the electricity supplier to have a generator installed at the location of the disruption (where possible).
Planned third party communications disruptions	<p>The following process must be used where work activities are planned by third parties that will disrupt voice and telemetry communications (landline, mobile or two radio networks) at an Seqwater workplace:</p> <ul style="list-style-type: none"> The third party notifies Seqwater of the planned disruption – either directly to the affected site or through the control room (07) 3270 4050 or (07) 3270 4049.

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Planning Consideration	Recommended process
	<ul style="list-style-type: none"> • The relevant asset maintenance coordinator liaises with the third party to confirm the extent of the disruption. • The relevant asset maintenance and operations coordinators confirm if the Seqwater asset requires communications for the duration of the disruption (i.e. can the asset be operated manually / locally, do alternate voice communication methods need to be established). • Where the asset requires communications to maintain operational capability, the relevant operations and maintenance coordinators undertake work planning in accordance with this procedure.

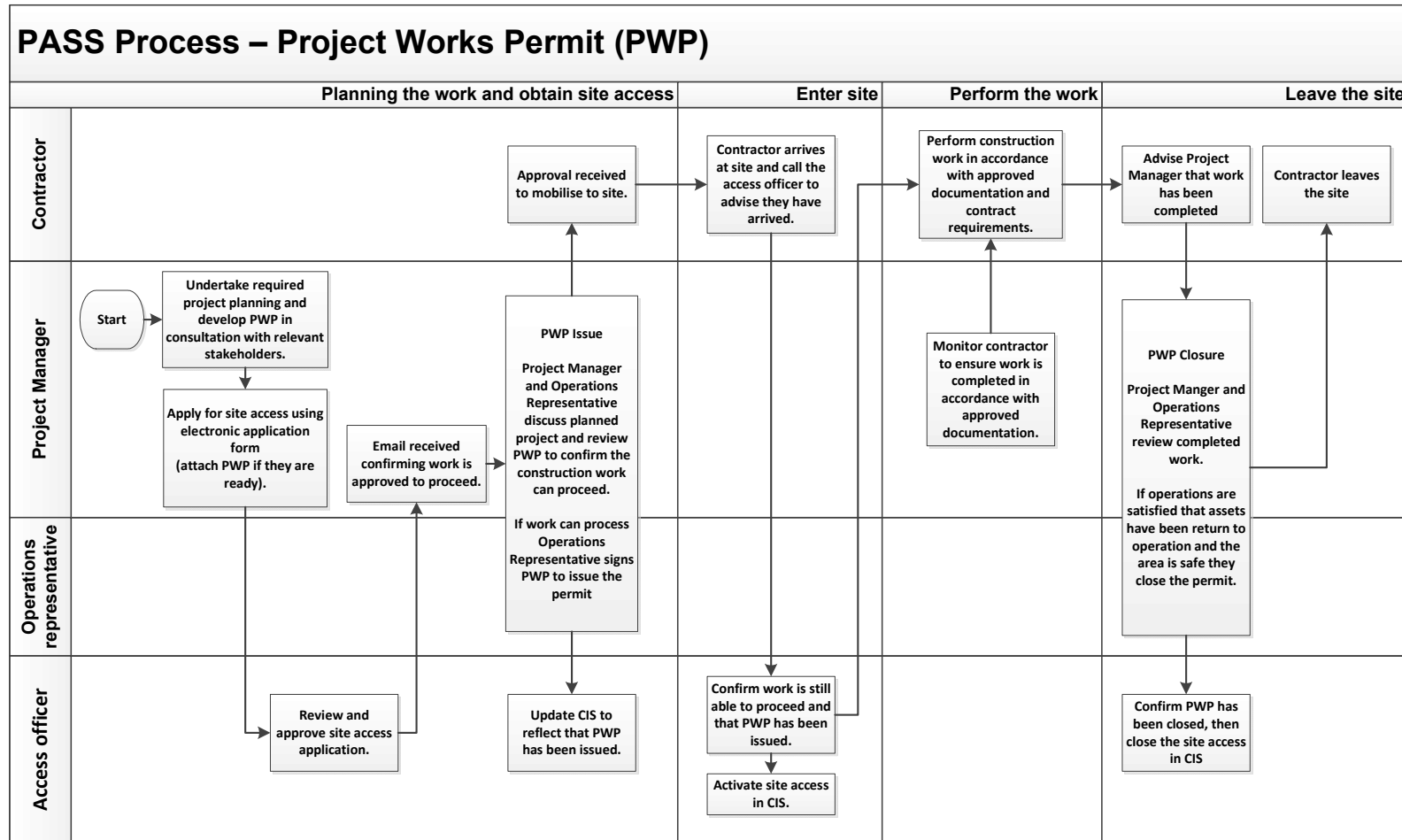
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Appendix D – Major Works Permit (WMP) process flow



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Appendix E – Project Works Permit (PWP) process flow



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Appendix F – High Risk Work Permit Matrix

High Risk Work Permit	Triggers	Approval Requirements	Procedure
Confined Space Permit (FRM-00107)	A Confined Space Permit is required for any entry into a confined Space. A confined space is defined as an enclosed or partially enclosed space that is not designed or configured for continuous Worker occupancy, within which there is a risk of one or more of the following: <ul style="list-style-type: none"> • An oxygen concentration outside the safe oxygen range. • A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation. • A concentration of a flammable airborne contaminant that may cause injury from fire or explosion. • Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning. 	Permit recipient required to verify controls are in place before commencing work activity. Only Workers who have completed confined space entry training are able to authorise a Confined Space Entry Permit.	Confined Space Management Procedure (PRO-00443)
Work at Height Permit (FRM-00414)	A Work at Height Permit is required where a Work Activity is undertaken: <ul style="list-style-type: none"> • at a height of two metres or greater and the work location is not designed for human occupation (i.e. the work location is not fitted with guardrails, ladder cages, etc. that prevent a Worker from falling); or • at a height of less than two metres where other factors at the work location increase the risk of a Worker falling (i.e. weather conditions, sloping, slippery or uneven surfaces); or • when utilising working at height access equipment such as elevated work platforms, scaffolding or work boxes. 	Permit recipient required to verify controls are in place before commencing Work Activity.	Prevention of Falls Procedure (PRO-00015)

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High Risk Work Permit	Triggers	Approval Requirements	Procedure
Grid Mesh, Flooring and Guard Rail Removal Permit (FRM-00412)	A Grid Mesh, Flooring and Guardrail Permit (FRM-00412) is required when any grid mesh, flooring or handrail is removed and the removal of the grid mesh, flooring or handrail creates a fall risk to workers or the public.	Permit Recipient required to verify controls are in place before commencing Work Activity	Prevention of Falls Procedure (PRO-00015)
Hot Work Permit (FRM-00040)	A Hot Work Permit is required when any hot work is undertaken outside of a designated hot work zone. Hot work is defined as any process involving grinding, welding, thermal or oxygen cutting or heating, and other related heat-producing or spark-producing operations. The use of bunsen burners in a laboratory environment, the use of a gas BBQ or the use of a flame to disinfect a water sample point is not considered hot work.	Second checker required to verify controls are in place before commencing Work Activity.	Management of Hot Work Procedure (PRO-00009)
Excavation and Trenching Permit (FRM-00413)	An Excavation and Trenching Permit is required: <ul style="list-style-type: none"> before commencing any mechanical excavation on a brownfield site before commencing any excavation to a depth of 300mm or more on a greenfield or brownfield site where a Worker is required to enter an excavation or trench with a depth of 1.5m or more, or where there is a risk of engulfment due to poor ground conditions. 	Permit recipient required to verify controls are in place before commencing Work Activity.	Excavation, Trenching and Penetrations Procedure (PRO-00302)
Penetration Permit (FRM-000636)	A Penetration Permit is required for any penetrations that penetrate: <ul style="list-style-type: none"> deeper than 50mm into a solid wall, ceiling or floor; or all the way through solid materials in walls, ceilings or floors. 	Permit recipient required to verify controls are in place before commencing Work Activity.	Excavation, Trenching and Penetrations Procedure (PRO-00302)
Energised Work Permit (FRM-00415)	Refer to Electrical Safety Procedure	Refer to Electrical Safety Procedure	Electrical Safety Procedure (PRO-00006)
High Voltage Access Permit (FRM-00439)	Refer to Electrical Safety Procedure	Refer to Electrical Safety Procedure	Electrical Safety Procedure (PRO-00006)

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Appendix G – PASS TNA

Training Module	Training Method	All Seqwater Employees	Work Team Member	Contractors	Work Coordinator	Project Manager	MWP Recipient	Isolation Officer	Access Officer	MWP Approver
PASS Overview Training (includes Site Access Training)	Online	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The PASS Overview Training module must be successfully completed before any other training modules can be undertaken.					
Major Works Permit Training	Online			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Introduction to isolations	Online		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Planning and documenting isolations	Online		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Applying isolation processes	Online		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Access Officer Training (includes IT Solution Administration)	Face to face								<input checked="" type="checkbox"/>	
Notes: - PASS Overview Training is not mandatory for all contractors. Work coordinators will need to determine PASS training requirements for their contractors based on the complexity of work and required knowledge of site access and permit protocols.					<input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Not compulsory however it may be required due to the requirements of the Work Activity.					

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