

Document Owner: Manager Customer Planning

## Inlet and Outlet Cleaning Stormwater

Planned maintenance procedures for inlet and outlet cleaning across the stormwater network and outflows.

### Health & Safety and Operational Information

#### Hazard Indicators



#### Personal Protection



#### Health and Safety Information

- Health and Safety documentation.
- Generic Traffic Management Plans or site-specific Traffic Management plan.
- Possible Hazardous Waste
- Possible confined Space Entry
- Possible high flows
- Possible risk of drowning
- Possible working from heights risk

#### Operation's & Maintenance Documentation

- Corridor Access Requests (CAR) and WIP Permits (site specific or generic/global)
- Service plans (B4uDig)
- Design drawings
- Site plans
- Notification Calling Cards
- Consent to access property agreed and signed
- Approved TMP as may be required

#### Customer Information (Confidential)

#### Priority Customer Categories

#### Emergency Procedure / Escalation

##### Emergency

- In event of service strike to utility/energy source (e.g. fuel, Gas, Power, Water etc.) report immediately to team leader
- Make "Site Safe" and isolate risks to people or property with resources at hand

##### Escalate if extra resources required or problems occur!

- Escalate to Team Leader and inform of the issues faced and/or expected resources required if necessary.

#### Additional Documentation

### Required Skills, Competencies (Qualifications and/or Certifications)

Competent Person.

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### Standard Operating Procedure

#### Required Equipment

Equipment and Information	Details
<b>Fully Equipped Vehicle</b>	Ensure vehicle, plant, equipment and materials appropriate to the day's work schedule is available.
<b>Specialist Equipment</b>	Ensure specialist equipment required is available for utilisation.
<b>Specialist Materials &amp; Parts</b>	Ensure you have loaded up all the required parts and materials required to undertake the maintenance work to be completed.

#### Prepare to do the work

Action	Action Details
<b>Pre Start Process</b>	Complete the Daily Pre Start – Planned Maintenance <ul style="list-style-type: none"> <li>- Include Hazard ID</li> <li>- Include Pre-Start Tailgate Meeting</li> </ul> Undertake all tasks required in the Generic Planned Maintenance SOP.
<b>Compliance</b>	<b>Traffic Management Plan</b> - Where required, TMP to be in place prior to work starting. TMP to be accessible on site. Resource Consent - Where required, must be accessible onsite and read by all employees before work commences (site specific RC or global RC as relevant).
<b>Environmental Assessment</b>	Assess risk of damage to environment particularly riverbank and surrounding ground. Assess risk of river /shoreline contamination. <ul style="list-style-type: none"> <li>- Care to be taken by all vehicles entering the site.</li> <li>- Ensure digger is clean prior to job start following arrival on site to avoid watercourse and shoreline contamination.</li> <li>- Ensure any tracks left are minimised. Keep all work in the riverbed or beach with excavator to a minimum. Care to be taken when placing gravel in riverbed.</li> <li>- Beware of fuel contamination as working near a river.</li> <li>- Know your permitted activities and conditions of resource consents</li> </ul>

#### Perform the work

Action	Trade	Action Details
Maintenance	Competent Person	Clear debris from inlet / outlet points Clear debris from upstream of the inlet and downstream of the outlet within the permitted rules or limitations. Clean out (dig out) catch pit as required
Inspect	Competent Person	Check s/w grates for condition and serviceability. Raise Work order for defects
Maintenance	Competent Person	Clear debris from upstream which could become a blockage. Ensure downstream has free flow
Inspect	Competent Person	Check outlet points for erosion and scouring. Some outlets have gates or grates Some outlets require working from heights procedures Some outlets are confined space entry Raise Work order for defects
Record	Competent Person	Check operational status of flap valves and waStops (Fully Operational, Ceased, Partial Function). Raise reactive work order for defects