

## Document Owner: Manager Customer Planning

### Station Maintenance (Pumping Stations & Support Sites)

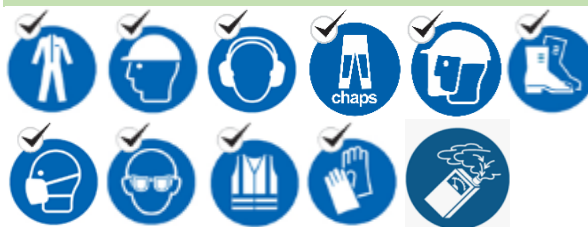
Planned maintenance procedures for inspections and maintenance of all pump stations and support sites.

#### 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.
- Hazardous Waste
- Confined Space Entry
- Gas detection
- Tripod and safety harness

##### Operation's & Maintenance Documentation

- Corridor Access Requests (CAR) and WIP Permits (site specific or generic/global)
- Design drawings & PID's
- Site plans

##### Customer Information (Confidential)

##### Priority Customer Categories

##### Emergency Procedure / Escalation

###### Emergency

- 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)

Licensed Operator.

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### Standard Operating Procedure

#### Required Equipment

Equipment and Information	Details
Fully Equipped Vehicle	Ensure vehicle, plant, equipment and materials appropriate to the day's work schedule is available.
Specialist Equipment	Ensure specialist equipment required is available for utilisation. <ul style="list-style-type: none"> <li>- Gas detector</li> <li>- Tripod and safety harness</li> <li>- Chemical equipment for spraying for ground maintenance</li> </ul>
Specialist Materials & Parts	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
Pre Start Process	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.
Compliance	<b>Traffic Management Plan</b> - Where required, TMP to be in place prior to work starting. TMP to be accessible on site.

#### Perform the work

Action	Trade	Action Details
Inspect	Licensed Operator	Visually inspect and report any signs of vandalism and graffiti.
Maintenance	Licensed Operator	<p>Check condition and function of vermin bait stations and replace &amp; refill as necessary.</p> <p>Sweep out buildings and clean up any trash or rubbish. Remove from site. Clean toilet and hand basin where fitted.</p> <p>Where fitted, transducers are to be properly cleaned and reset.</p> <p>Spray rip cord around control cabinets.</p> <p>Check all hatches and doors for odour integrity and damage. Lubricate all locks.</p> <p>Report defects and unusual odour.</p> <p>Weeding chemical spray all roads and paths and areas of encroachment for unwanted vegetation (Bramble, gorse etc)</p> <p>Use chemical spray to control of weeds on all sealed areas and manhole chambers.</p> <p>Lock up station, including exterior power panels if required, prior to leaving.</p> <p>Carry out basic remediation of issues and generate new work order for significant works.</p>
Inspect	Licensed Operator	<p>Check the electrical installations to ensure all lights; bulbs and the like are operational.</p> <p>Emergency Stop Button(s) test functionality.</p> <p>Visually inspect emergency generator for oil and coolant leaks and record fuel level in tank.</p> <p>Check grounds for vegetation maintenance requirements.</p> <p>Where fitted, inspect security fences, and access-ways for damage. Record any issues.</p> <p>Open 240 V cabinets only and check switchboard for loose connections. Remove any paper inside board. Report any issues.</p> <p><i>(Note: Only extra low voltage cabinets (24v) around reservoirs)</i></p> <p>Undertake mowing and pruning of vegetation to ensure all access-ways footpaths</p>

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Action	Trade	Action Details
		<p>and roads are weed free and there is no encroachment of vegetation.</p> <p>Check all fire systems and extinguishers.</p> <p>Conduct full inspection of safety, security and perimeter fencing and conduct repairs as necessary.</p> <p>Conduct full site walk around and report additional maintenance required to ensure site safety and performance meet contract requirements.</p>
Record	Licensed Operator	<p>Record electricity consumption from station meter.</p> <p>Totalised wastewater flows from flow meter on site where fitted. (FOR WW PUMP STATON SITES ONLY)</p> <p>Totalised stormwater flows from flow meter on site where fitted. (FOR SW PUMP STATON SITES ONLY)</p> <p>Totalised outflow and inflows from flow meter(s) on site where fitted. (FOR PW RESERVOIR &amp; PUMP STATON SITES ONLY)</p> <p>Totalised potable water flow from flow meter on site where fitted (When potable water resource is utilised at the station)</p> <p>Fuel level in all tanks. Arrange for top ups where required</p>