

# Pollution Incident Response Management Plan

## Section 7 – Cooma, Pumping & Gravity Mains (Drainage System)



(This Plan should be read in conjunction with the CMSC Water & Wastewater Emergency Response and Crises Management Plan, and the CMSC Water & Wastewater Business Continuity Management Strategy Plan)

<p>Cooma Monaro Shire Council 81 Commissioner Street Cooma NSW 2630</p> <p>Licensed Site Location ( License No 6368)</p> <p>Cooma Township Cooma NSW 2630</p>	<p>NGR: 691,026m 5,988,066m</p> <p>Map References: 149° 07'35" Longitude 36° 13'55" Latitude South</p> <p>Map attached, page no 5</p>
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## Section 7 – Pumping & Gravity Mains (Drainage System)

### Overview of the Activities on site:

- The Cooma Township drainage system has approximately 100.3km of pipelines and 1947 manholes that collect and divert wastewater from five (5) drainage zones to the Glen Wastewater Treatment Facility by means of pumping stations pressure mains and gravity mains and pipelines.

A failure of the drainage system has the potential to cause major environmental harm, to impact on Cooma Creek, Cooma Back Creek and other unnamed water courses, but with insignificant public health consequences. Whilst the drainage system has physical containment and pollution control measures in place that will minimise the risk of a pollution incident occurring, it is recognised that there are residual risks of spillage / discharge to Cooma Creek, Cooma Back Creek other unnamed water courses that could have major environmental consequences.

### Operating Hours:

The drainage system operates continuously 24 hours per day, 7 days per week. The system relies on reporting from CMSC staff and member of the public for emergency response.

The system is operated and maintained 7 days per week by trained wastewater operators and technicians.

### Description of surrounding area:

The Cooma wastewater drainage system services the township of Cooma. Cooma is a medium sized rural township of approximately 8000 people.

The surrounding topography comprises sparsely tree covered hills and grasslands. The township occupies approximately 1500 hectares of built area comprising a full range of mixed development typical of an Australian country town including residential houses, commercial shops, motels, accommodation schools, hospital, sporting and light industrial facilities.

**Likelihood of a pollution incident occurring:** *(The combination of design, construction, contingency planning and long-term maintenance for this facility should result in a system where overflows occur only in exceptional circumstances). e.g. A catastrophic electrical or equipment failure / an earthquake damaging wastewater structures or underground pipelines.*

- **Rare but with Major Environmental Consequences.**

Refer to the Cooma-Monaro Shire Council, Risk Assessment for Water Supply & Wastewater Workshop Report, Feb 2011.(appendix 'C' p1)

**Hazards to human health & the environment at this site as a result of a failure of the Drainage System and discharge of wastewater to the environment:**

Risk assessments of the facility have concluded that in the event of a discharge or spillage of wastewater to the environment there would be **insignificant consequences to public and operational staff health but could have major environmental consequences.**

Hazard	Risk Rating Estimates		Contributing / condition or event	Action
	Likelihood	Consequence to the environment		
Wastewater discharged to Cooma Creek, Cooma Back Creek or unnamed non perennial water course.	Rare	Major	Major failure of the electrical energy or electricity supply or associated cables and associated equipment.	Activate emergency power procedure. Activate spill cleanup procedure.
Wastewater discharged to Cooma Creek, Cooma Back Creek or unnamed non perennial water course.	Rare	Major	Major equipment failure due to mechanical problems.	Activate replacement pump procedure. Activate spill cleanup procedure.
Wastewater discharged to Cooma Creek, Cooma Back Creek or unnamed non perennial water course.	Rare	Major	Major structural failure. Damaged wastewater structures or underground pipelines.	Activate drainage system isolation procedure. Activate spill cleanup procedure.

**Pollution Prevention / Mitigation Measures:**

The Cooma wastewater drainage system has the following pollution prevention/mitigation measures incorporated into the facility design to minimise the risk of wastewater being spilled / discharged into Cooma Creek, Cooma Back Creek and various unnamed water course:

- All pumping stations (5) on the drainage system have primary and secondary power supply.
- Standby generators can be connected to the pumping stations and to the Glen Wastewater Treatment if a long duration electricity outage has been advised by Essential Energy.
- The pumping stations are fitted with a duty and a standby pump arrangements, both capable of handling peak in-flows.
- The pumping station wet-wells provide emergency storage in the event of a system failure providing adequate time for emergency response.
- The pumping stations can be isolated from the drainage system if required to facilitate repairs or maintenance.
- The gravity wastewater drainage system can be used to store wastewater while repairs are undertaken on the drainage system. Should repairs require a greater period of time than the system capacity for wastewater storage then a process would be put in place to vacuum pump wastewater from the drainage system and safely transport to an alternative part of the system

**Emergency & early warning systems**

The drainage system relies on CMSC staff inspections and members of the public to report wastewater surcharge events and spills. A 24 hour Council helpline enables members of the public to report surcharge events.

The response time by CMSC staff in the event of a failure is less than one (1) hour.

<b>Chemical Product Inventory &amp; Material Handling Sheets</b>				
<b>Trade Name Substance</b>	<b>Solid/liquid/gas/powder</b>	<b>Maximum amount</b>	<b>Location (marked on site plan)</b>	<b>Type of Containment</b>
THERE ARE NO HAZARDOUS CHEMICALS RETAINED ON SITE				

<b>Safety Equipment and Personal Protective Equipment</b>		
<b>Equipment</b>	<b>Location</b>	<b>Personnel Trained / Certified in use if equipment</b>
3 Sets of Breathing Apparatus 1 Spare BA Cylinder	The Glen WTF. Blue cabinet on south wall of the laboratory	Water & Wastewater Supervisor – 0419 156 323 WTF Technician - 0409 669 576 Relief WTF Operator - 0409 669 576 Wastewater Drainage Operator - 0419 251 378
Confined spaces access equipment Harnesses, lanyards, lifelines, portable Davit, lifting tripod etc,	The Glen WTF. Electrical room Workshop	Water & Wastewater Supervisor – 0419 256 323 WTF Technician - 0409 669 576 Relief WTF Operator - 0409 669 576 Wastewater Drainage Operator - 0419 251 378

<b>Pollution Prevention Equipment Inventory / (On site and Off Site Resources)</b>			
<b>Type</b>	<b>Amount</b>	<b>Equipment Location</b>	<b>Contact</b>
Spill Sock	100 metres	The Glen Workshop	Water & Wastewater Supervisor – 0419 256 323
Sewer cleaning equipment	1	CMSC Works Depot Polo Flat	Water & Wastewater Supervisor – 0419 256 323
Waste water pumps	4	CMSC Works Depot Polo Flat	Water & Wastewater Supervisor – 0419 256 323
Pressure washers	1	CMSC Works Depot Polo Flat	Water & Wastewater Supervisor – 0419 256 323
Duel Control Sweeper	1	CMSC Works Depot Polo Flat	Water & Wastewater Supervisor – 0419 256 323
Various tipper trucks	7	CMSC Works Depot Polo Flat	Water & Wastewater Supervisor – 0419 256 323
Tractor drawn road broom	1	CMSC Works Depot Polo Flat	Water & Wastewater Supervisor – 0419 256 323
Backhoe loader	1	CMSC Works Depot Polo Flat	Water & Wastewater Supervisor – 0419 256 323
Volvo loaders	2	CMSC Works Depot Polo Flat	Water & Wastewater Supervisor – 0419 256 323
Tractors	3	CMSC Works Depot Polo Flat	Water & Wastewater Supervisor – 0419 256 323
Portable generators (towable)	1	CMSC Works Depot Polo Flat	Water & Wastewater Supervisor – 0419 256 323

<b>External Resources</b>			
<b>Service Provider</b>	<b>Service Providers Address</b>	<b>Services Supplied/Available</b>	<b>Contact Details</b>
Top To Bottom Plumbing Cooma	69 Barron Street Cooma 2630	Truck mounted vacuum pump 9m <sup>3</sup> capacity excavator, backhoe, tipper truck, skilled day labour.	02 6452 2410, mobile phone 0418 630 233
VanGlen Services Jindabyne	PO Box 457 Jindabyne 2627	Truck mounted vacuum pump 7.5m <sup>3</sup> capacity	02 6456 7037, mobile phone 0429 809 995
South East Waste Recovery Pty Ltd	52 Jindabyne Road Berridale 2628	1 – 23,500 litre semitrailer mounted vacuum tank 1 – 5,000 litre truck mounted vacuum tank 1 – 2,500 litre 4WD mounted heavy sludge vacuum tank 1 – 12,500 litre vacuum tank, tipper truck mounted 1 – 27,000 road tanker trailer 1 - 4 inch non clog pump & generator	02 6456 4657 0428 409 669
Transpacific Industries Group	42 Aurora Avenue Queanbeyan 2620	Specialist chemical spills and emergency response company.	24 hour emergency spills response 1800 774 557 02 6297 8185
ALS Environmental Division Water Resources Group - Water sampling and reporting	16B Lithgow Street Fyshwick 2609	ALS Environmental Division Water Resources Group - Water sampling and reporting.	02 6202 5400

<b>Emergency Power / Diesel Generator Hire</b>		
<b>Company Name</b>	<b>Generators Available</b>	<b>Contact Details</b>
Aggreko Generator Rentals	Sydney - up to 1250kVa	1800 808 109
Atlas Copco Sydney	Sydney – up to 1000kVa	13 34 20
Genlec Power Systems	Queanbeyan depot – up to 1000kVa	0416 314 010
SGH Southern Generators & Electrical	Queanbeyan – up to 1400kVa	1300 350 706
Genplus Hire & Sales	Queanbeyan – up to 1250 kVa single unit, up to 20,000 kVa combination	02 6297 2641 0412 663 566
Coates Hire	Fyshwick – up to 200kVa but can source larger items	02 6452 5460

<b>CMSC staff responsible for the PIRMP</b>		
<b>Position</b>	<b>Phone number</b>	<b>Responsibilities</b>
Director Engineering Services	0417 211 383	Authorisation & activation of the PIRMP.
Water & Wastewater Manager	0409 440 733	Liaison with EPA NSW. Notification of other relevant authorities listed in this plan. Management of a Pollution Incident Response.
Water & Wastewater Technical Officer	0409 627 026	Management of a Pollution Incident Response.
Water & Wastewater Supervisor	0419 256 323	Management of a Pollution Incident Response.
Water & Wastewater Technician	0409 669 576	Management of a Pollution Incident Response.



**Procedures to be followed by CMSC (the license holder) in notifying a pollution incident:**

The procedures to be followed by CMSC in the event of a pollution incident are set out in the CMSC Water & Wastewater, Emergency Response & Crisis Management Plan, (ER&CMP) which includes the following EPA requirements,

**Immediate notification of relevant authorities by the ER&CMP authorised officer – Manager Water & Wastewater.**

1. (i) Call 000, 'notify only' Fire and Rescue, no immediate threat to life or serious threat to property. **NO EMERGENCY RESPONSE REQUIRED**
- (ii) Call 000 if the incident presents an immediate threat to human health or property. **EMERGENCY RESPONSE REQUIRED**

***(Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, responsible for controlling and containing incidents).***

2. The Environment Protection Authority (EPA), NSW – Environment Line on 13 15 55
3. NSW Health – Emergency Number 0418 464 916
4. WorkCover 13 10 50

**Communications**

Persons through whom all communications are to be made and procedures to be followed for co-ordinating with the authorities and other persons that have been notified, including 'Property owners downstream on the unnamed water course' and 'External Organisations' are set out in SECTION 7, COMMUNICATIONS MANAGEMENT TEAM of the CMSC (ER&CMP).

**Training**

An annual desk top training exercise will be conducted with the staff responsible for the management and operation of the PIRMP. The support contractors / clean-up companies listed in the PIRMP will be invited to participate in the desk top exercise. A record of the exercise including the names of participants and issues raised will be maintained for each exercise and used to initiate improvements in the PIRMP.

An annual field training exercise will be conducted with the staff responsible for the management and operation of the PIRMP including the use of a range of equipment that could be required in a real event. A record of the exercise including the names of participants and issues raised will be maintained for each exercise and used to initiate improvements in the PIRMP.

The training exercise record can be found in CMSC's record management system. Container – SC502 – POLLUTION INCIDENCE RESPONSE MANAGEMENT.

<b>Action Plan – in response to possible or actual effluent overflow from Cooma Drainage System.</b>		
<b>CMSC Responsibility</b>	<b>Actions</b>	<b>Notes and Contact Details</b>
Council staff receiving report	Report from the Public, Council staff or telemetry system <ul style="list-style-type: none"> <li>- Obtain details of spill &amp; location</li> <li>- Obtain contact details of person reporting the spill</li> </ul>	Report details of the spill to Wastewater operator on call 0419 251 378
Wastewater Operator on Call	Notify wastewater supervisor	Report details of the spill to Water & Wastewater Supervisor 0419 256 323
Water & Wastewater Supervisor	Carry out Worksite Risk Assessment to identify; <ul style="list-style-type: none"> <li>- Assess incident / take photographs to document the overflow / spill</li> <li>- Determine the cause of the failure / spill               <ul style="list-style-type: none"> <li>Electrical failure</li> <li>Mechanical Failure</li> <li>Blockage</li> <li>Structural Failure</li> </ul> </li> <li>- Estimate of time to return the rising main or gravity main to full service, if practical.</li> <li>- Possible environmental concerns e.g. effluent overflows to the environment.</li> <li>- Extent of work to be carried out and if any hazards exist e.g. phone/power cables, gas &amp;/or water, storm water drains etc.</li> <li>- If additional resources/materials are required e.g. personnel, suitable barricades, sandbags, sludge pump, vacuum truck etc.</li> <li>- Conduct WHS risk assessment.</li> </ul>	Site Risk Assessment IS-HR-HS-FM-00002

CMSC Responsibility	Actions	Notes and Contact Details
Water & Wastewater Supervisor (cont.)	<ul style="list-style-type: none"> <li>- Personal Protective Equipment &amp; Clothing (PPEC).</li> <li>- Manual handling issues.</li> <li>- Traffic control methods/issues (where necessary).</li> <li>- Note prevailing weather conditions and obtain a 5 day forecast.</li> <li>- Complete appropriate forms e.g. Confined Space Permit, Traffic Control Plan (TCP), Work Method Statement (WMS) and Environmental Control Plans.</li> </ul>	
Water & Wastewater Supervisor	<ul style="list-style-type: none"> <li>- Carry out site induction and/or toolbox meeting for all workers involved with the incident on the site (both council employees and contractors) so everyone is aware of their responsibilities and what work is to be carried out.</li> </ul>	
Water & Wastewater Supervisor	<p>Notify the Manager of Water &amp; Wastewater that the system failure / spill could have major environmental consequences.</p> <ul style="list-style-type: none"> <li>- Provide an estimate of time to return the rising main or gravity main to full service, if practical.</li> <li>- Confirm <b>minor incident</b> that can be managed by CMSC staff and / or local contractors.</li> <li>- Confirm <b>major incident</b> requiring the services of an accredited emergency pollution incident management company.</li> </ul>	<p>Contact Water &amp; Wastewater Manager 0409 440 733</p>
Water & Wastewater Manager	<p>In the event of a <b>major incident</b> notify Director of Engineering who will authorise and activate the PIRMP.</p> <ul style="list-style-type: none"> <li>- Notify The Environment Protection Authority (EPA), NSW</li> <li>- Commence CMSC Water &amp; Wastewater Emergency Response and Crises Management Plan, and the CMSC Water &amp; Wastewater Business Continuity Management Strategy Plan.</li> <li>- If required, contact an accredited emergency pollution incident management company. e.g. Transpacific Industries Group (Canberra &amp; Bega)</li> </ul>	<p>Director of Engineering 0417 211 383 EPA 13 15 55</p> <p>24 hour emergency spills response 1800 774 557</p>

CMSC Responsibility	Actions	Notes and Contact Details
Water & Wastewater Supervisor	<ul style="list-style-type: none"> <li>- Implement traffic control plan and pedestrian management plan as required for the incident location and any other part of the drainage system impacted upon by the incident response measures.</li> <li>- Implement stage 1 environmental controls by placing absorption /containment barriers, sandbags, earth bunds, between the incident site and any water course or stormwater drainage system. Install plugs to stormwater pipelines as necessary</li> <li>- Implement a water sampling and testing plan for any water course impacted upon by the spill, if required.</li> </ul>	
Water & Wastewater Supervisor / Water & Wastewater Manager	<p><b>General Procedure</b></p> <p><b>Minor incident</b></p> <ul style="list-style-type: none"> <li>- Clear any blockage in the pipe by rodding or high pressure water jetting as appropriate.</li> <li>- Excavate pipeline / main and remove blockage.</li> <li>- Repair burst rising main or collapsed gravity main as appropriate.</li> <li>- Engage a local contractor if required from the list of external resources with a vacuum pump to commence pumping procedures from the site for transportation and transfer to another part of the drainage system. All liquid and disinfectant used in the clean-up procedures must be captured vacuumed up and returned to the drainage system. Continue the process until such times as the surcharge ceases and or the failure is corrected. Then undertake clean-up, disinfection and incident reporting procedures.</li> </ul> <p><b>Major incident</b></p> <ul style="list-style-type: none"> <li>- In the event that local resources are unable to contain and manage the spill, maintain all reasonable attempts to use available vacuum pumps to remove wastewater from the pump well and drainage system and continue with spill containment and clean up measures until such time as an external resource with the capacity to manage a major pollution incident is engaged and arrives on site.</li> <li>- If necessary engage external resources to project manage and implement the emergency response, waste removal and remediation works until such time as the surcharge ceases</li> </ul>	Refer to Doc no WW-WW-RT-PD-00010 Clearing blockages in wastewater drainage main pipelines procedure

	<p>and or the failure is corrected including clean-up, disinfection and incident reporting procedures.</p> <p><b>Minor &amp; Major incident</b></p> <ul style="list-style-type: none"> <li>- At the completion of the clean-up and remediation works undertake a site inspection to confirm that the site has been successfully decontaminated.</li> <li>- Remove all temporary works and traffic control signs.</li> <li>- Undertake a debriefing with all staff and contractors and provide Council with an incident report for approval and forwarding to the EPA as required.</li> </ul>	
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**IT IS INTENDED THAT ONLY COUNCIL OFFICERS ARE TO INITIATE EXTERNAL CONTACTS**

**Initial reporting of all pollution incidents by the Public and Cooma-Monaro Shire Council staff must be to the Council Offices.**

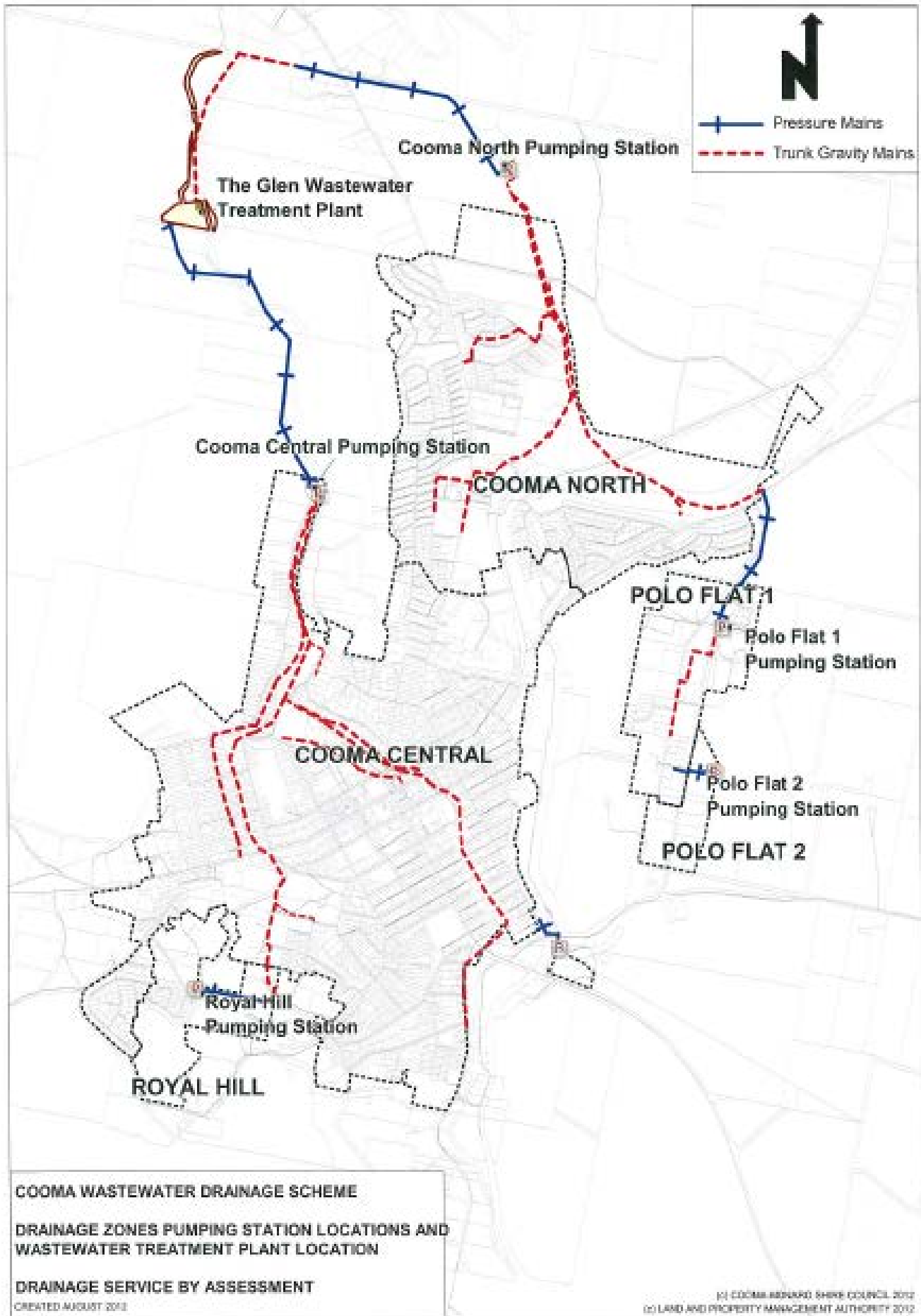
**Contact:**            **Business hours 02 6455 1777**  
**After hours 0419 251 378**



### External Contacts for Cooma Pumping & Gravity Mains, Pollution Incident Response Management Plan

Name	Contact	Business Contact
The Environment Protection Authority (EPA), NSW	131 555	131 555
Cooma Fire Brigade	000	6452 2037 0407299 008
NSW of Health – Emergency Number – Senior EHO	0418 464 916	02 6080 8900
WorkCover	13 10 50	
Police, Fire, Ambulance Emergency	000	000
Police – Local Command	000	6452 0099
Rural Fire Service – Emergency Management Centre	000	6455 0455
SES	13 25 00	6455 4801
Essential Energy – Electricity Utility Control Centre	13 20 80	
NSW Health – Division of Analytical Laboratories (DAL)	02 9646 0222	
NSW Food Authority	1300 552 406	
Catchment Management Authority – Environment & Heritage	6452 1455	
Department of Primary Industries – Office of Water District Office Agriculture	6452 1455 6455 7200	

*Current EPA mandatory requirement, is that the first four (4) agencies listed must be notified of any significant spill*



## Cooma-Monaro Shire Council Procedure

<b>Title of Procedure</b>	<b>Clearing Blockages In Wastewater Drainage Main Pipelines Procedure</b>		
<b>This Applies to</b>	<b>Wastewater services</b>	<b>File Number</b>	WW/WAS/14
<b>Procedure Author</b>	<b>Mark Rixon</b>	<b>Date Approved</b>	31 January 2014
<b>Position of Author</b>	<b>Manager of Water &amp; Wastewater</b>		
<b>Consultative Committee Review</b>	<input type="checkbox"/> Complete Date:	<b>Authorised By (Director of Division)</b>	Ross Lawley  Acting Director of Engineering Services
<b>Work Health Safety Committee Review</b>	<input type="checkbox"/> Complete Date:		
<b>Comments</b>		<b>Signature</b>	
<b>Conditions – Training required to complete work</b>	OHS Construction Induction Training (White Card) Traffic Control Ticket (Blue and Yellow) MR Class licence This procedure is to be used in any induction and training of staff		
<b>Legislation, Australian Standards, Code of Practice</b>	Work Health & Safety Act 2011 Work Health & Safety Regulation 2011 Protection of the Environment Act 1993 Protection of the Environment (General) Regulation 2008		
<b>Aim</b>	To clear wastewater drainage main pipeline blockages in a safe and efficient manner		
<b>Steps of the Procedure</b>			

1. Carry out Worksite Specific Risk Assessment to identify;
  - Possible environmental concerns eg effluent overflows.
  - Extent of work to be carried out and if any hazards exist eg phone/power cables, gas &/or water, storm water drains etc.
  - If additional resources/materials are required eg suitable barricades, sandbags, sludge pump, extra persons, etc.
  - Personal Protective Equipment & Clothing (PPEC).
  - Manual handling issues.
  - Traffic control methods/issues (where necessary).
  - Complete appropriate forms eg Worksite Specific Risk Assessment Checklist, Traffic Control Plan (TCP)
2. Carry out site induction and/or toolbox meeting for all workers involved with work on the site (both council employees and contractors) so everyone is aware of their responsibilities and what work is to be carried out.
3. Implement traffic control plan and pedestrian management plan if required.
4. Implement environmental controls if required.
5. General procedure:
  - Locate the upstream and downstream manholes of the blockage.
  - Remove the cover of the downstream manhole (if possible).

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- If access can't be obtained from a downstream manhole, gain access at the first upstream manhole. Also, record the inaccessibility of any manhole for future investigation or repairs.
  - Where manholes/pits are to be open for a period of time, they shall have a barricade erected around them. Hazard lights are to be used with the barricades where they are required between dusk and dawn.
  - Ensure adequate ventilation is provided and the confined space guidelines are followed should any person(s) be required to enter manholes.
  - Clear the blockage as per point "7" or "8" below, of this procedure.
  - Once clear flow has been re-established, hose down any manholes affected by the blockage to remove any wastes that may have been left.
  - Replace all covers that had been removed during the course of the work.
  - If an overflow has occurred, any pooled effluent should be pumped into the nearest manhole.
  - Wash down and disinfected any polluted areas.
  - All reasonable measures should be taken to contain and prevent overflows (and wash down water) from entering waterways and stormwater drains.
  - Solid wastes should be placed in a waste drum and dispose of at Cooma Landfill.
  - The Glen WTF (most cases); or
  - Cooma Landfill (when it cannot be handled by The Glen and the wastewater disinfected)
6. Clearing by Rodding:
- Insert the rod and attach the appropriate cutting head or augers.
  - Place the pipe guide & auger into the pipeline.
  - Place channel rakes in channel of downstream manhole to catch debris.
  - Push the rods up the pipeline until the blockage is encountered.
  - Remove from back of truck and attach the rod handle and screw the auger into the blockage.
  - Move the rod back and forward to dislodge the blockage.
  - Retrieve the blockage and dispose of as in "5" above.
7. Clearing by High Pressure Water Jetting:
- Locate an appropriate water supply for the Restorer eg a hydrant, water tank, etc.
  - Operate the Restorer in accordance with the operator's manual to remove the blockage.
  - Use a channel rake to collect any solid waste that was dislodged and dispose of as in "6" above.
  - Undertake a CCTV inspection of the affected choked asset as per the CCTV Inspection Procedure.
8. Final inspection of work site. Ensure site is clean, disinfect if necessary, and safe. Where overflows have occurred further inspections at a later date may be required to ensure that the area has been successfully decontaminated.
9. Remove traffic control signs if used.
10. Complete Work Order details.

**DOCUMENTATION**

Personal Protective Equipment & Clothing (PPEC) (IS – HR – HS – PL – 00002)  
 Manual Handling (IS – HR – HS – PL – 00008)  
 Sun Safe Policy (IS – HR – HS – PL – 00009)  
 Procedure for Staff Administering First Aid (IS – HR – HS – PD – 00002)  
 Emergency Procedure for 2 or More Staff (IS – HR – HS – PD – 00004)  
 Site Emergency Procedure (IS – HR – HS – PD – 00024)  
 Procedures for any other activities undertaken which are connected with Clearing Sewer Chokes.  
 Traffic Control Plan (RD – RD – TC – FM – 00001)  
 Daily Check List (RD – RD – DC – FM – 00001)  
 Worksite Specific Risk Assessment Checklist (IS – HR – HS – FM – 00023)  
 Work Method Statement - Clearing blockages in wastewater drainage main pipelines  
 Procedure and Work Method Statement – Traffic Control

**Safety Controls (include Section if relevant)**

**Potential Hazards**



**Emergency Contact numbers:**

- Police, Fire, Ambulance: 000
- Poisons Australia: 13 12 26
- Country Energy Emergency: 13 20 80
- Environmental Protection Authority (EPA): 13 15 55
- SES: 13 25 00
- RFS (Cooma): 02 6455 0455
- Council Headquarters: 02 6450 1777

**Emergency Procedures**

1. Stop work
2. Make area safe – staff, public, traffic
3. First aider to attend to injured person
4. Contact Supervisor

If loss of life, limb, consciousness occurs or a major vehicle /plant accident, do not disturb area call police, emergency services (this is a notifiable occurrence supervisor to contact Workcover).

Person Responsible Safety Controls Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Give details that might be required for demolition, precast panel erection, structural steel erection. Certificates may be needed for formwork – false work, machinery on suspended slabs, point loading on suspended slabs and Workcover approval of machine-felling for demolition work.

Engineering Details / Certificates / Workcover Approvals: \_\_\_\_\_

Give details of the duties and specific responsibilities of supervisors and other personnel. For example, daily safety check by team leader, traffic control sign check.

Personnel, duties and Responsibilities \_\_\_\_\_

Note, specific OHS duties are listed on the Site OHS Induction Check Sheet.

Does the activity require persons to work in remote locations? Yes  No

If yes indicate the method the supervisor will communicate with staff (vice versa) when conducting this activity?

Note location of work and estimated time back on Destination Notice board

Persons to have mobile Two Way hand held radio

Two Way Radio / UHF in plant

Cordless/ Mobile phone

Agreed call in/checkup procedure with head office / other personnel

List the Equipment / Plant to be used in this job  
\_\_\_\_\_  
\_\_\_\_\_

**Maintenance Checks**

Include maintenance checks on cranes, forklift, monthly check on all electrical equipment and necessary tags etc.  
\_\_\_\_\_  
\_\_\_\_\_



**Specific First aid Provision**

Trained First Aider in work team

First Aid Kit In Vehicle

First Aid Kit at Work Area within 50metres.

First Aid Room

Read by all Employees on site – all signatures recorded on the site induction register/Site OHS Induction Check Sheet.

**Does this activity require people to use or wear particular Personal Protective Equipment and or clothing (PPEC)?**

Yes  No  (Please Indicate)

Hearing Protection

Goggles / Eye protection

High Visibility Clothing

Trainers

Identification Badge

Impact resistant boots/ shoes

Gum Boots

Traffic Controller (stop go) Vest

Torch

Hard Hat

Wide Brim/ Legionnaires Hat

Sun Cream

Sun Glasses

Gloves / Shard Resistant / Anti vibration

Waterproof Clothing

Life-jacket

Sharps Box / Tongs

Leg protectors/ chaps

Dust Mask

Gas Detector Unit

Breathing Apparatus/Respirator

Disposable overalls

P2 Mask (required for products containing asbestos)

Welding Mask

Welding jacket

Welding Helmet covering neck

Welding Gloves

Confined Space Equipment

Confined Space documentation

Fall arrest equipment

Safety Harness

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