

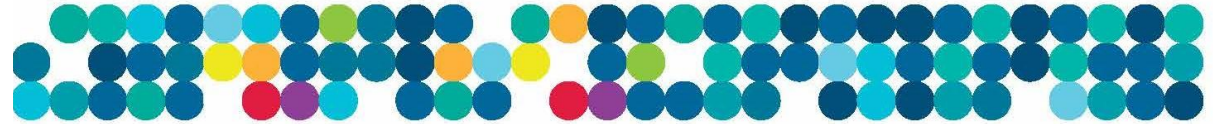
Working near Water Corporation Assets Planning Checklist



Use this planning checklist to help with planning your work to prevent damage to our assets. This checklist lists typical items that should be considered during any project and relates to Water Corporation assets only. This list may not cover all aspects of your work and should be adapted to fully suit the needs of your circumstances.

Job Planning Item	Comments
Define the work area / boundary.	
Request plans from BYDA at www.1100.com.au (this will identify Water Corporation and other BYDA members' plans but not necessarily all buried infrastructure).	
Request plans from other asset owners if applicable (i.e. Non-BYDA members).	
Receive all asset owners' plans.	
Review and understand all plans and identify the details which relate to your work.	
Seek additional information or clarification from Water Corporation if necessary.	
Conduct your own damage risk assessment to determine whether your work presents a risk of damaging our assets.	
If your work presents a risk of damage, consider what options are available to reduce these risks to allow the work to be carried out safely – consider (in order of preference): <ol style="list-style-type: none"> 1) Redesigning your work 2) Relocating our assets 3) Protecting our assets 	

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<p>Pothole to confirm the exact location of assets that are near your work.</p>	
<p>Develop your work plans and safe work methods referencing our Technical Guidelines to ensure our assets will not be damaged - work near our assets must meet our technical requirements.</p>	
<p>Determine if Water Corporation approval is required - if you cannot work outside our Prescribed Proximities then you are required to obtain approval from us.</p>	
<p>Request approval from us.</p>	
<p>Receive approval from us.</p>	
<p>Conduct a site meeting with one of our representatives at project start-up.</p>	
<p>Establish arrangements for site marking and protection of assets (such as signage, bunting, barricades).</p>	
<p>Plan and conduct a briefing for site crews - typical items that should be covered include:</p> <ul style="list-style-type: none"> ▪ Pipeline locations ▪ Damage risks and protection actions ▪ Work methods to be used or modified (such as compaction methods, potholing) ▪ Compliance, control requirements (such as use of excavation spotter) ▪ Site information pack (including utility maps and work permits) ▪ Arrangements for handover to alternative crews 	

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Ensure site-related information and utility maps are current (especially if there is a delay between planning and construction).	
Commence work.	
Ensure utility maps, work clearances and any other related information is on site at all times.	
Review any asset protection issues which come up during the work for future improvements to your work procedures.	
Plan and conduct any required work to be undertaken by/with Water Corporation (such as progress meetings, inspections, isolations, connections).	
Where required, provide as-constructed details for completed works to Water Corporation.	
Conduct a project close-out meeting with one of our representatives.	