



TECHNICAL SCHEDULE

DRC-W301

SEWER MAINTENANCE - GENERAL

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CLAUSE	CONTENTS	PAGE
DRC-W301.1	Scope _____	3
DRC-W301.2	Referenced Documents _____	3
DRC-W301.3	Labour, Plant and Materials _____	3
DRC-W301.4	Workplace Health and Safety (WHS) _____	3
DRC-W301.5	Traffic _____	4
DRC-W301.6	Protection of the Environment _____	5
DRC-W301.7	Noise _____	5
DRC-W301.8	Customer Notification _____	5
DRC-W301.9	Customer Complaints _____	6
DRC-W301.10	Damage to Property _____	6
DRC-W301.11	Dealing with Dogs _____	6
DRC-W301.12	Entry to Maintenance Holes _____	7
DRC-W301.13	Location of Maintenance Holes _____	7
DRC-W301.14	Loss of Equipment and Materials into Sewer _____	8
DRC-W301.15	Excavation _____	8
DRC-W301.16	Restoration _____	9

DRC-W301: SEWER MAINTENANCE - GENERAL

DRC-W301.1 SCOPE

This Specification applies to undertaking work within the Principal's existing sewerage system for the purposes of carrying out operation, maintenance and construction activities such as inspection, rehabilitation or cleaning.

The requirements for performing the specific operation, maintenance or construction activity are set out in the relevant Technical Schedule for the activity. This Technical Schedule should be used in conjunction with the activity Technical Schedule.

The work required to be performed under this Contract shall comply with the referenced documents in Clause DRC-W301.2, unless specified otherwise herein.

DRC-W301.2 REFERENCED DOCUMENTS

The following documents are referred to in this Specification. The latest version of the document including any published amendments shall apply. Where the drawings or a project specific specification are in conflict, or inconsistent with these referenced documents or this Specification, then the details on the drawings or project specific specification shall apply.

Australian Standards

AS 1742 Manual of uniform traffic control devices.
AS 2865 Confined Spaces.

Works shall also comply with the current versions all other relevant Australian Standards where not specifically listed above.

Water Services Association of Australia Standards

WSA02 Sewerage Code of Australia

DRC-W301.3 LABOUR, PLANT AND MATERIALS

The Contractor shall provide at its own cost and expense all labour, materials, plant, tools and equipment necessary for the proper and complete performance of the Contract.

DRC-W301.4 WORKPLACE HEALTH AND SAFETY (WHS)

All costs associated with ensuring a safe work environment for the implementation of the works shall be deemed to be included in the tender price.

The Contractor shall ensure that in the performance of the works, the Contractor's employees, sub-contractors and employees of such sub-contractors shall observe the statutory Safety Regulations and Site Conditions for Contractors.

Within 28 days of the Date of Acceptance and prior to the commencement of work, the Contractor shall submit to the Superintendent details of the Contractor's WHS Management System including a Hazard and Risk Assessment and a Safety Plan specific to the Contract covering all of the Contractor's activities for the duration of the Contract.

The Contractor's Safety Plan shall include, but not necessarily be limited to:

- Safety inductions.
- Identification and accountability of personnel having specific responsibilities for safety and security matters.
- Safety procedures (including confined space entry and fall protection).
- Accident and loss reporting.
- Safety equipment.
- Statutory requirements.
- Safe working incentives and leadership.
- Occupational health and hygiene.
- Fire prevention.
- Storage and issue of materials.
- Confined space entry procedures, with valid confined space permits.
- Fall from heights procedures.
- Emergency procedures and contingency plans.
- Safety disputes procedures.

For works in confined spaces the Contractor is to conform to the requirements of the Work Health and Safety Act 2011 and AS 2865.

The Contractor shall provide medical treatment facilities and first-aid personnel to at least the minimum standards required by Workplace Health and Safety legislation.

As soon as possible following their occurrence, the Contractor shall report to the Superintendent any injuries likely to require medical treatment or involving lost time. In addition, the Contractor shall report to the Superintendent all injuries and near misses.

The Contractor shall manage and report all safety and security matters relating to his sub-contractors as if they were his own personnel.

Copies of the Safety Plan and records of all safety and security reporting over the duration of the Contract shall be held onsite, and be readily accessible for inspection by the Superintendent. The Superintendent shall carry out, from time to time, ad-hoc audits of the Contractor's safety systems onsite. The Contractor shall attend all safety audits. The cost for participation in safety audits shall be included in the tender price.

DRC-W301.5 TRAFFIC

The Contractor shall carry out the work in such a manner as to minimise interference to the flow of traffic and pedestrians and shall comply with the standard Principal requirements.

The Contractor shall develop and maintain a traffic management system that complies with the Transport for NSW (TfNSW) manual for *Traffic Control at Work Sites*, AS1742, SAA HB81 and satisfies the requirements of the relevant road authorities. The Contractor shall submit the Traffic Management Plan to relevant road authority and the Superintendent at least seven days prior to the commencement of works.

Traffic control and public safety devices are to be provided by the Contractor. Methods and devices are to comply with Australian Standards, WorkCover Authority requirements, RMS requirements, and any other relevant standards of practice.

The Contractor shall not divert traffic onto any temporary routes or close any roadway without prior written approval from the Superintendent.

Where traffic or parked vehicles make it impracticable or hazardous to carry out the work during normal working hours the Contractor may apply to the Superintendent for approval to perform the work outside of normal working hours.

DRC-W301.6 PROTECTION OF THE ENVIRONMENT

All work shall be carried out in such a manner as to avoid nuisance and/or damage to the environment. The Contractor shall comply with the requirements of the conditions of approval imposed by Council and the NSW Environment Protection Authority. No variation in costs or extensions of time will be considered due to these requirements.

Toxic chemicals shall not be used without the prior written approval of the Superintendent.

DRC-W301.7 NOISE

The Contractor shall conduct operations such that noise and other objectionable nuisance associated with the works are minimised. Where in the opinion of the Superintendent, operations are such as to warrant complaints on account of excessive noise or other nuisances, the Superintendent shall have the power to instruct that all work will cease until such time as the problem is rectified by the Contractor.

DRC-W301.8 CUSTOMER NOTIFICATION

If entry to private property is required, the Contractor is to advise the property owner a minimum of two clear working days in advance of the work proceeding. This advice is to be in the form of a signed letter which the Principal will supply in this regard. The Contractor shall be responsible for duplication and all associated costs. In addition to this written advice, the Contractor shall also verbally advise the resident on the day that the work is programmed and that work is about to commence. If there is not a resident in attendance at the time the Contractor's personnel have arrived onsite, then the Contractor shall proceed with the work provided that the letter of notification had been previously sent the required timeframe in advance of entry to the property.

On completion of work the Contractor shall leave a Calling Card in the letterbox of the property. The Principal shall provide to the Contractor the necessary cards. The Contractor is responsible for all duplication and associated costs.

The Contractor shall not, without prior approval of the Superintendent, enter private property outside the hours of 8.00 am to 5.00 pm Monday to Friday or at any time on public holidays.

DRC-W301.9 CUSTOMER COMPLAINTS

The Contractor shall be the point of contact for all customer or resident queries and complaints associated with works carried out under this Contract. Queries and complaints shall be resolved promptly by the Contractor and as a minimum:

- The Contractor shall respond to the customer within 24 hours of receiving a complaint/query.
- The Contractor shall resolve all complaints within five working days.
- Where a complaint cannot be resolved within five working days, the Contractor shall notify the Superintendent of the issue, progress and expected date of resolution.
- If a complaint cannot be resolved within seven working days, the Superintendent may without any further notice undertake to resolve the complaint at the Contractor's cost.

The Contractor must notify the Superintendent if any customer complaints are received by the Contractor. Notification must be received by the Superintendent as soon as practicable, no later than the close of business (5.00 pm) on the day of receipt of the complaint. Wherever possible the Principal wishes to be notified by the Contractor prior to receiving complaints directly from a customer.

The Contractor shall keep a record of all customer contact relating to complaints, queries and out of hours access including date/time, name/address of contact, method of contact, issue raised and actions taken.

DRC-W301.10 DAMAGE TO PROPERTY

The Contractor is entirely responsible for any damage caused to any property, including any existing utility services by his operations. The Contractor shall immediately carry out or arrange for any repairs and pay for the full cost of such repairs for any associated damages.

Damage shall not be caused in order to obtain access to a property. Access to a property must be by an appropriate route such as a driveway or path where these exist.

Where the safety and access to an existing utility service is likely to be endangered, the Contractor shall request the attendance of an officer of the utility concerned, to advise on precautions to be taken, and shall take such actions as may be recommended by that officer.

DRC-W301.11 DEALING WITH DOGS

Dogs can inflict serious injury and, in some cases, death. This procedure details the general procedure when dealing with dogs.

Dogs tend to be protective of both people and property and may turn savage when confronted.

Where dogs are present on private property, the Contractor shall arrange for the dog owner to restrain the dog. This shall comprise of having the dog tied or put in an area from which it cannot escape whilst works are carried out. Do not accept the owner's advice that "it will be okay".

Where the dog owner is not present to restrain the dog on private property, the Contractor shall leave a Customer Notification Card and defer works until the owner is available. If a suitable time cannot be arranged with the dog owner, the Contractor shall refer the matter to the Superintendent for direction.

Where the owner/controller of the dog is available but is unwilling or unable to control the dog, or the dog is uncontrolled on public property, the Contractor shall report this to the Superintendent who will arrange for the Principal's Animal and Ranger Services to assist.

DRC-W301.12 ENTRY TO MAINTENANCE HOLES

The Contractor when entering or working in maintenance holes, or other confined spaces associated with the carrying out of this work, shall comply with AS 2865 Safe Working in a Confined Space, and any other statutory requirements of the State and/or Commonwealth.

Only personnel who have been trained in procedures for working in confined spaces in accordance with AS 2865 are permitted to enter confined spaces. The Contractor shall provide documentary evidence of such training before commencing work onsite.

DRC-W301.13 LOCATION OF MAINTENANCE HOLES

Maintenance hole locations will be shown on the plans supplied by the Principal.

Contractors should be aware that maintenance holes on the Principal's sewerage network can be located in backyards of private properties and may not be readily accessible. It can therefore be expected that access will be restricted for equipment, excavation plant and equipment and that there may be extensive reinstatement requirements.

Some maintenance holes will be located in busy roads and intersections where traffic management may be required. Where required for situations such as this, the Contractor will provide all attended or complex traffic management.

The Contractor shall include for all site conditions and reinstatement requirements.

The Contractor shall use appropriate maintenance hole cover lifting devices designed to reduce the risk of damage to the maintenance hole and injury to the operator. Any maintenance hole lids or surrounds damaged by the Contractor are to be replaced by the Contractor at the Contractor's cost.

The Contractor must make a reasonable effort to locate maintenance holes including searching for a minimum of 15 minutes using a metal detector, probe and shovel. If the maintenance hole cannot be accessed due to being buried or built over, the Contractor shall notify the Superintendent in writing explaining why the maintenance hole was not accessed (including provision of a digital photograph of the site).

In the event that a maintenance hole cover is found to be buried greater than 150 mm below the surface, the Contractor shall notify the Superintendent. The Superintendent shall then review the need to modify the maintenance hole and raise the cover level considering the location and nature of the site, and shall confirm the required actions for the Contractor and/or the Principal.

At the completion of work at each site, the Contractor shall grease all maintenance hole covers that have been opened to carry out the works.

DRC-W301.14 LOSS OF EQUIPMENT AND MATERIALS INTO SEWER

The Superintendent shall be notified immediately on loss of equipment or materials into the sewer. The Contractor must not attempt to recover the equipment or continue inspections without receiving confirmation to do so by the Superintendent. The Contractor shall clearly identify the nature of equipment and materials that have been lost and identify the possible damage that they may cause to the sewerage system.

The Contractor shall be responsible for removal of any trapped equipment and shall wear all risks and bear all costs associated with the removal of the equipment. The Contractor is permitted to use his own or subcontracted resources for excavation and breaking into the sewer conduit to retrieve equipment. Any sewer conduit damaged by this operation is to be reinstated to the satisfaction of the Superintendent, and must be inspected by the Superintendent's representative prior to being backfilled. The Contractor shall restore all surfaces to the satisfaction of the Superintendent.

DRC-W301.15 EXCAVATION

Should excavation be necessary for any reason, it is to be carried out in accordance with Principal's standard specifications. Particular attention is drawn to the following requirements outlined in this Clause.

Prior to the commencement of any excavation, the Contractor is to determine the location of any services in the vicinity of the proposed excavation. The Contractor shall take all actions and provide all things necessary to protect and maintain existing services to the satisfaction of the relevant authority or owner. This may include arranging or performing relocation, temporary diversion or support of the service. If the Contractor damages a service the Contractor is to immediately contact the relevant authority or owner and arrange for repairs to the satisfaction of the authority or owner. The Contractor is to obtain from the authority or owner a certificate stating that the repair has been carried out to their satisfaction. If the owner of the service cannot be determined the Contractor is to seek further advice from the Superintendent. All costs associated with the location and repair of services are to be borne by the Contractor.

The Contractor is not to commence any excavation until all materials necessary to make the excavation safe are onsite and available for use. This includes any necessary fencing and barriers as well as trench support systems.

Excavation is to be kept to the minimum possible to allow efficient execution of the works.

If excavation of bitumen, asphalt or concrete surfaces is involved the Contractor is to saw cut neat straight lines at the outer limits of the excavation. Any affected pavers, blocks or brick pavements shall be removed by hand, cleaned and set aside for later replacement.

The Contractor is to adequately support all excavations as the work proceeds to meet the requirements of the WorkCover Authority

The Contractor is to promptly remove and dispose of excavated material which is not required for reuse. The material is to be disposed of at an approved tipping site.

The Contractor is to backfill in accordance with Principal's standard specifications.

DRC-W301.16 RESTORATION

The Contractor shall replace all manhole lids and inspection shaft lids at the earliest opportunity after completion of work. The lids of all maintenance holes accessed by the Contractor shall be greased upon being replaced/closed.

The Contractor shall restore all public and private property to a condition equal to that before work onsite began. Restoration where possible should be carried out prior to leaving the site.

All restoration works shall be completed within two weeks of the completion of works.

Surplus material shall be removed and disposed of to an area arranged by the Contractor. Any tipping or disposal fees shall be paid by the Contractor, and are deemed to be included in the Contract Sum.