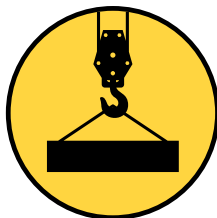
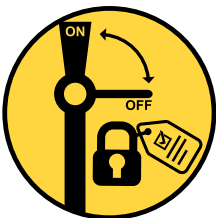
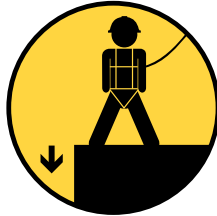


# Living Safely Rules





# Our commitment to safety

At South East Water, we have an absolute commitment to achieving and maintaining a safe and healthy workplace for our people, including our contractors and stakeholders – which is why we have launched and are embedding South East Water’s Living Safely Rules.

It comprises three important elements that are set out in this booklet:

1. **Safety Essentials** – behaviours and essential considerations we believe are applicable to us all.
2. **Living Safely Rules** – 10 rules that apply to our most significant safety risks.
3. **The Consequences Regime** – what we do as an organisation if our behaviour is not satisfactory or if we break a Living Safely Rule.

Whether you work at WatersEdge, another site or out in the field, we all aspire to a workplace that is free from harm. To achieve this, it’s important to focus on our personal health and safety as well as the health and safety of those around us.

We must have the courage to call out unsafe behaviours, no matter what, and willingly accept feedback on safety behaviours we need to improve.

The Living Safely Rules are the product of conversations with you - our people and our contractors. They are proof of our commitment to achieving the highest standards of safety through collaboration and consultation.

The success of Living Safely Rules can only be achieved through your actions and commitment to keep each other safe. Nothing is more important.

## **Kevin Hutchings**

Managing Director, South East Water



# Safety Essentials

To respect the safety of ourselves, each other and our community, these important safety essentials must be part of our working lives each and every day.

## Each day at work we will:

1. Discuss the Living Safely Rules.
2. Be trained and competent to perform our work.
3. Perform risk assessments for each task.
4. Apply the Hierarchy of Controls:
  - **Elimination** of the risk from the task.
  - **Substitution** of the risk with a lesser risk.
  - **Engineering** controls designed to the reduce the risk.
  - **Administrative** controls designed to reduce the risk.
  - **Personal protective equipment** where the risk cannot be eliminated or reduced by substitution, engineering or administrative controls and where the task is an essential task.
5. Obtain the appropriate Permits to Work.
6. Complete our work using Safe Work Method Statements.
7. Care for ourselves and others.
8. Consider changing conditions.
9. Stop the task if it's unsafe.
10. Report incidents immediately and in full.

# Living Safely Rules

We're committed to proactively managing the top 10 safety risks we face. These are:



**1.** Trenching and excavation



**2.** Confined space entry



**3.** Working at heights



**4.** Traffic management



**5.** Mobile plant



**6.** Electrical safety



**7.** Isolation and tagging



**8.** Lifting operations



**9.** Safe driving



**10.** Chemicals and hazardous substances

# 1. Trenching and excavation

We will manage all risks associated with trenching and excavation

**We will:**

- ✓ Eliminate where possible, the need to excavate or enter excavations.
- ✓ Prevent entry to any excavation until it is assessed and verified as safe.
- ✓ Prior to excavation investigate ground conditions, verify any services and isolate them.
- ✓ Only enter excavations if we are trained and competent.
- ✓ Provide and maintain a safe access and egress to all excavations.
- ✓ Prevent unauthorised access and leave unattended excavations secure.



## 2. Confined space entry

We will manage all risks associated with confined space

**We will:**

- ✓ Eliminate, where possible, the need to enter a confined space.
- ✓ Plan and document entry, exit and rescue.
- ✓ Only enter/open a confined space if we are trained and competent.
- ✓ Complete a South East Water asset entry permit for any confined space task.
- ✓ Have a minimum of three fully trained personnel for any confined space entry.



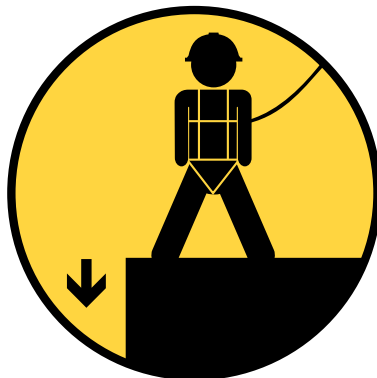


## 3. Working at heights

We will always work at heights safely

**We will:**

- ✓ Eliminate, where possible, the need to work at heights.
- ✓ Only work at heights if we are trained and competent.
- ✓ Not approach an edge, excavation or pit without fall protection in place.
- ✓ Ensure that all fall arrest, fall prevention barriers and other equipment used is approved and maintained.



## 4. Traffic management

We will protect ourselves, pedestrians and drivers by managing traffic at worksites

**We will:**

- ✓ Create safe access ways for both vehicle and pedestrian traffic.
- ✓ Have an approved Traffic Management Plan.
- ✓ Provide clear signage, signalling and delineation of roads and paths.
- ✓ Ensure that heavy vehicles have approved flashing beacons and reverse alarms.
- ✓ Provide workers and visitors with information on safe routes, parking areas, pedestrian exclusion zones and speed limits.



## 5. Mobile plant

We will be safe in and around mobile plant

**We will:**

- ✓ Obtain approval from the operator before approaching mobile equipment.
- ✓ Operate mobile plant only if we are trained.
- ✓ Inspect mobile plant daily to ensure it is safe to operate.
- ✓ Wear a seat belt, where available, when operating mobile plant.
- ✓ Operate plant according to environmental and local conditions.
- ✓ Never use mobile plant and equipment outside the manufacturer's specification.



# 6. Electrical safety

We will ensure our personal safety and the safety of others when conducting any electrical works

### We will:

- ✓ Identify all electrical and other services prior to any works.
- ✓ Isolate electrical equipment from all sources of supply (including neutral connections), test and discharge where necessary.
- ✓ Only conduct electrical work if we are trained, competent and hold appropriate licences.
- ✓ Establish safe working distances and exclusion zones when working with or near electricity.
- ✓ Presume all exposed electrical parts are energised until tested and proven otherwise.
- ✓ Use a spotter wherever a person, equipment or mobile plant might infringe the “No Go Zone” rules.

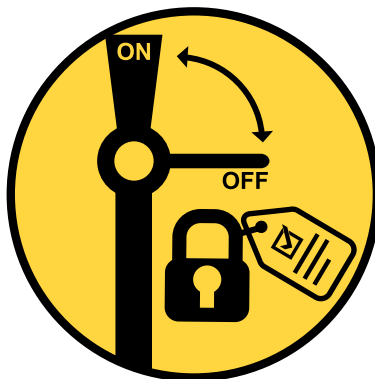


## 7. Isolation and tagging

We will always undertake isolations to separate people from sources of harm

**We will:**

- ✓ Identify all potential sources of mechanical, electrical and hydraulic energy before starting works.
- ✓ Only isolate and tag if we are trained and competent.
- ✓ Adhere to isolation and tagging procedures.
- ✓ Check and test isolations have been completed prior to commencing work.
- ✓ Never remove a Personal Danger Tag or Lock Out device without authorisation.

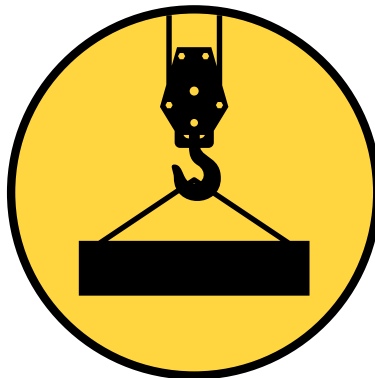


## 8. Lifting operations

We will plan and make safe all lifting operations

**We will:**

- ✓ Never walk or work under a suspended load or in an exclusion zone.
- ✓ Only plan and execute lifting operations if we are trained and competent.
- ✓ Never exceed the capacity of the lifting equipment.
- ✓ Inspect lifting equipment and confirm certification prior to any lifting operations.
- ✓ Establish exclusion zones around lifting operations.

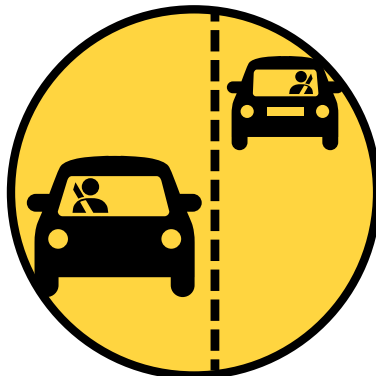


## 9. Safe driving

We will always drive safely according to the conditions and our ability

**We will:**

- ✓ Never drive when we are unlawfully under the influence of drugs or alcohol.
- ✓ Never drive when we are fatigued.
- ✓ Always wear a seat belt.
- ✓ Only use mobile phones in cars lawfully.
- ✓ Ensure our vehicles have the appropriate safety devices for our worksites.
- ✓ Ensure we are appropriately licenced.



## 10. Chemicals and hazardous substances

We will ensure the safe handling and disposal of all chemicals and hazardous substances

**We will:**

- ✓ Manage all relevant substances in keeping with the appropriate Safety Data Sheets.
- ✓ Understand the hazards associated with receipt, use, storage, transport and disposal.
- ✓ Ensure all storage areas are designated and safe.
- ✓ Keep the hazardous substances register accessible and up-to-date.
- ✓ Use all appropriate personal protective equipment and procedures when handling chemicals and hazardous substances.
- ✓ Contact our supervisors immediately if the substance is unknown or if we are unsure of its treatment.







South East  
Water

South East  
Water

healthy  
water  
for life

# The Consequences Regime

## We're absolutely committed to our Living Safely Rules.

That's why there's a process to address situations where Safety Essentials behaviours aren't being followed or any of the rules are broken.

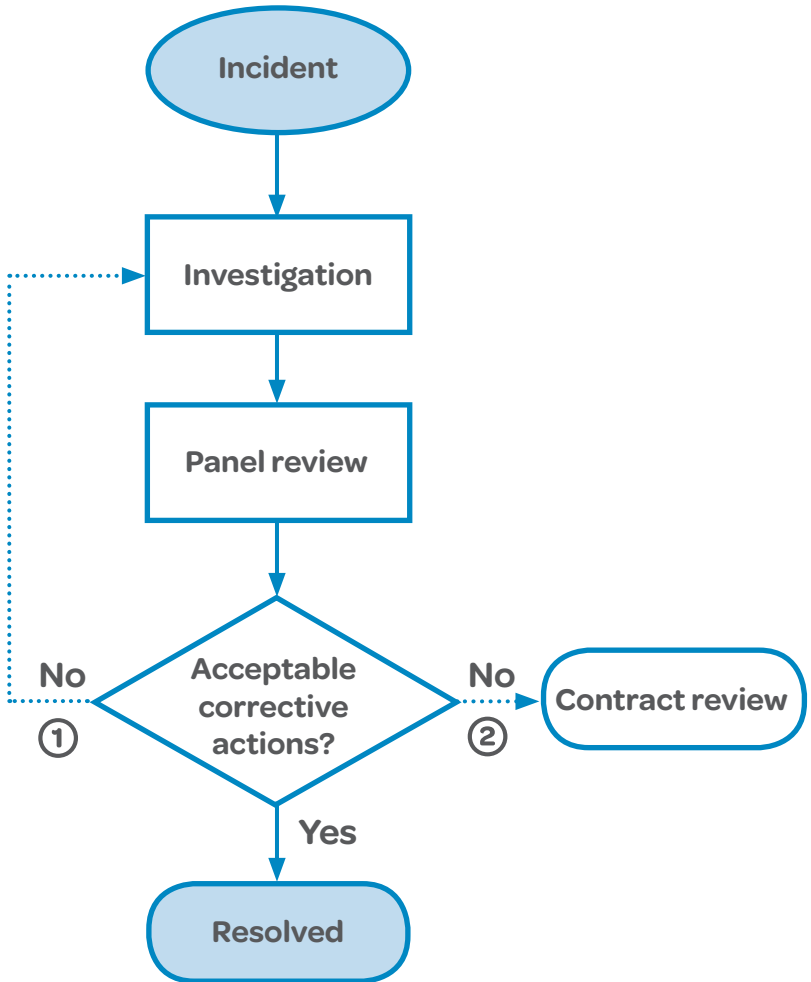
This process includes examining the cause of the breach to guide a fair and just response that is appropriate to the actual (or potential) severity of the incident and the actions of those involved.

Where a breach of a Living Safely Rule leads to a lost time injury or high potential incident, South East Water will convene a panel to form an opinion of what corrective action can be undertaken and whether to apply penalties. To help inform this response, the panel will assess information including incident investigation reports.

If the incident involves an employee, the panel will consist of a South East Water manager or supervisor, the relevant general manager, and South East Water's Safety and Wellbeing Manager. For incidents involving a contractor, it will also include South East Water's contract manager and one or more representatives of the contractor. We will consult with the party, whether employee or contractor, to achieve effective outcomes.

South East Water may follow a similar process where an employee or contractor has breached the Living Safely Rules on more than one occasion where the consequences may not have resulted in a lost time injury or a high potential incident.

# The Consequences Regime process



# Contact us

## Phone

Faults and emergencies

**132 812**

Account enquiries

**131 851**

Hearing impaired service

**133 677** (Ask for **131 851**)

Interpreter service

**03 9209 0779**

## Online

[southeastwater.com.au](http://southeastwater.com.au)

## Headquarters

WatersEdge

101 Wells Street Frankston VIC 3199

PO Box 2268 Seaford VIC 3198