

ANNEXURE 1

Project Advice Checklist

PROJECT ADVICE CHECKLIST

GD RF 0042

Status	<i>Status</i> e.g. issued for construction	Staff Responsible e.g. gas projects	WBS Code e.g 1621-
<i>Description of Asset</i>			

To:	<i>e.g. Gas Projects</i>
From:	<i>Engineering Services</i>
Date:	<i>dd/mm/yyyy</i>
WestNet Energy Eng Services File No:	<i>ES.....</i>
Location:	<i>Street and Area</i>
Client Name:	WAGN
Client Contact No1:	<i>Eng services contact</i>
Client Contact No2:	<i>e.g. gas projects contact</i>
Site visit by WestNet Energy Eng Services:	<i>Yes / No</i>
Attachments:	<i>e.g. PMP-2009-46V1-HP Plans - AssetView plans - Landgate maps</i>
Back Gassed:	<i>Yes / No</i>
SAP Notification No:	<i>3000.....</i>
SAP WBS No:	<i>1621-.....</i>
SAP Network No:	<i>5000....</i>
Drawing Office Notified	<i>Yes / No / Not Applicable</i>

Background of project:

- *Refer to Business case if possible, or free text as required.*

Scope of Works:

- *Refer to PMP if possible, refer to Work Instructions where possible or free text as required.*

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Construction Requirements	Yes/No/Comment	
Excavation and backfill		
Traffic management		
Verge bores		
Pipeline Alignment		
Thickness testing		
Non Destructive Testing of welds		
Inspection & repair of pipe coating		
Coating		
Testing	Pneumatic	
	Hydrostatic	
Cleaning and Drying		
Cathodic Protection		
DCVG		
Odourisation		
Telemetry		
Commissioning		
Marker tape		
Warning signs		
Project Records Required by Engineering Services	Type of record	Yes/No
	As built drawings Note: Gas Projects Construction Group to submit as constructed drawings direct to GIS Drawing Office to comply with Service Level Agreement time frames	
	Traceability of materials components including test results and inspection reports. (MDR)	
	DCVG results	
	CP results	
	Work program and permit records	
	Approvals and correspondence with authorities (i.e. permission for alternative alignment permission for disposal of waste etc).	

Evaluation of Environmental and Significant Cultural impact that relate to this project

Environmental Considerations

WestNet Energy and its subcontractors shall at all times wherever possible follow the environmental requirements of current legislation as it applies to the works program. Generally these shall include, but are not limited to those requirements of the applicable local shire/ council, the Department of Environment and Conservation (DEC), the Roadside Conservation Committee (RCC), the Utility Providers Code of Practice (UPCoP) and all other relevant government regulations covering Workplace Health, Safety and Environment. No excessive clearing, damage to significant flora or fauna, creation of excessive noise or dumping of waste materials on the works site may occur without prior approval by Engineering Services and other relevant authorities. All work shall be conducted in accordance with relevant and applicable Australian and industry Standards.

Evaluation of environmental and significant historical, cultural, archaeological impact relating to project works

Guidelines for evaluation of works shall comply with GDW WI 1750 EMS Planning & Management of Works Impacting on Significant Sites.

Checklist: Site visit observations. Comment column: Please Enter Yes/No/NA or See Note. (Written comments to be entered in comments section).

Environmental	Comment
Does the proposed route or site selection impact on the environment	
Protection of areas that contain rare or significant flora and fauna.	
(a) Identified Significant vegetation or fauna habitat	
(b) Obtained approval to work in these areas	
Clearing and protection of native vegetation	
(a) Clearing of native vegetation required	
(b) Obtained approvals to clear communicated with authorities	
(shires etc). Please record in comments below.	
Management of construction impacts on adjoining residential and other sensitive properties	
(a) Identified need to control dust vibration and noise	
(b) Obtained approval to carry out work that may have noise impact	
outside normal hours.	
Water protection	
Identified wetlands, sensitive water courses, drinking water areas	
Obtained approval to work near sensitive areas.	
Contaminated land management	
(b) Identified Contaminated land	
(b) Obtained clearance to work in contaminated site, including but not	
limited to induction, permissions to work on site.	
Operations Environmental Work Instructions and Procedures will assist	
in managing the following.	

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Please evaluate and record if applicable in the context of this project.	
Waste management/disposal of waste	
Hazardous material and fuel storage	
Management and containment of spills	
Soil erosion and sediment control	
Management of stormwater	
Dewatering of work sites	
Acid Sulphate Soils Risk (Low/Medium Medium/High)	
Dust control	
Visual impacts (signage, graffiti faded etc)	
Rehabilitation, reinstatements.	
Noise and vibration	
Traffic management	
Fire precautions and prevention	
Note: Environmental impacts of this project to be incorporated into Job Safety Analysis where appropriate.	

Evaluation of significant cultural impact relating to project works	
Aboriginal heritage	Yes/No
(a) Identified existing and potential for Aboriginal sites	
(b) Obtained approval to work on sites	
Cultural Heritage	
(b) Identified existing Heritage sites	
(b) Obtained approval to work on sites	

Comments with regard to Environmental and Cultural impacts identified for this project:

Approved by Environmental Advisor

Signed:

Date:

Comments:

Environmental Impact Assessment Required? Yes/No

Evaluation of Safety that relates to the project

Health & Safety Considerations

WestNet Energy and its subcontractors shall at all times wherever possible follow the safety requirements of current legislation as it applies to the works program. Generally those shall include, but are not limited to, those requirements of the applicable legislation and codes of practice. These include; *Occupational Health & Safety Act 1984 (WA)*, *Occupational Health & Safety Regulations 1996 (WA)*; the various Codes of Practice (WA) and all other relevant government regulations covering Workplace Health and Safety. All work shall be carried out in accordance with relevant and applicable Australian and industry Standards.

Checklist: Site visit observations. Comment column: Please enter Yes/No/NA or see note. (Written comments to be entered in comments section.)

Health and Safety Considerations	Comment
Have all personnel on the site been inducted?	
Have all personnel been tested within 28 days for D&A as part of the WNE PO 0010 FFW procedure?	
Has confirmation been received by the project team leader that all personnel are fit for work (contractor)?	
Has a Safety Management Plan been drafted or submitted (if 5 or more persons working on site)?	
Has a Site Risk Assessment been conducted to identify the hazards and the controls to mitigate the risks?	
Have personnel been trained in fire extinguisher usage and know their location for easy access?	
Have personnel been informed of the emergency muster point for the project (this may need to be updated in the daily toolbox/pre-work meetings)?	
Have all personnel been trained in first aid?	
Is there a permit required for the work being undertaken?	
Is the permit displayed for ease of access and reading?	
Do all personnel have appropriate PPE?	
Do all personnel have the appropriate tools for the job?	
Are there any chemicals in use?	
Are the correct and current MSDS sheets available?	
Is the storage of these chemicals on site adequate (refer to ALN CG 0060 Chemical Management Guideline)?	

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Is gas specific equipment maintained in accordance with the standards?	
Is gas specific equipment adequately stored to prevent misuse or damage?	
Have all electrical tools been tested?	
Are gas warning signs available and used?	
Is all hauling and slinging equipment tested and used within range?	
Is the site adequately set up to manage traffic (vehicles and pedestrians)?	
Are all vehicles (trucks/excavators etc...) registered?	
If slinging loads, has a spotter been allocated?	
If excavating, has a spotter been allocated?	
If excavating and backfilling, is there a current copy of the procedure and SWMS?	
If entering into a confined space, have the personnel been trained and certified to do so?	
Do all personnel know the emergency numbers in case of an emergency? Eg: Control Room, Fire Brigade, Ambulance etc...	

Comments with regards to Health and Safety impacts identified for this project:

Evaluation of Safety Aspects specific to this project :Are there implications for potential impact for public safety (e.g working in the vicinity of schools, excavations, traffic management etc