



CS ENERGY PROCEDURE FOR PERFORMING MINOR TASKS ON PLANT CS-PTW-SOP-05

Responsible Officer: CS Energy PTW Administrator
Responsible Manager: CS Energy PTW Administrator
Responsible Executive: Executive General Manager Operations

DOCUMENT HISTORY

| Key Changes | Prepared By | Checked By | Approved By | Date |
|--|---------------|---------------|-------------|------------|
| Rev 1 - Original Issue of Document | PTW Committee | D Brown | D Brown | 03/12/2008 |
| Rev 2 - Procedure modified to clarify scope and JSEA requirements to interact with plant | D Clarke | D Cameron | D Cameron | 27/05/2011 |
| Rev 3 - Removal of JSEA reference and replaced with 2x2 TRA & formatting into the 'new CSE format' | D Clarke | A Brown | A Brown | 17/10/2011 |
| Rev 4 - Removed reference to 'Live' and updated scope of application | D Clarke | A Brown | A Brown | 01/04/2012 |
| Rev 5 – Complete review of process and update to align with PTW Manual updates. | S Watterston | PTW Committee | A Brown | 15/03/2016 |
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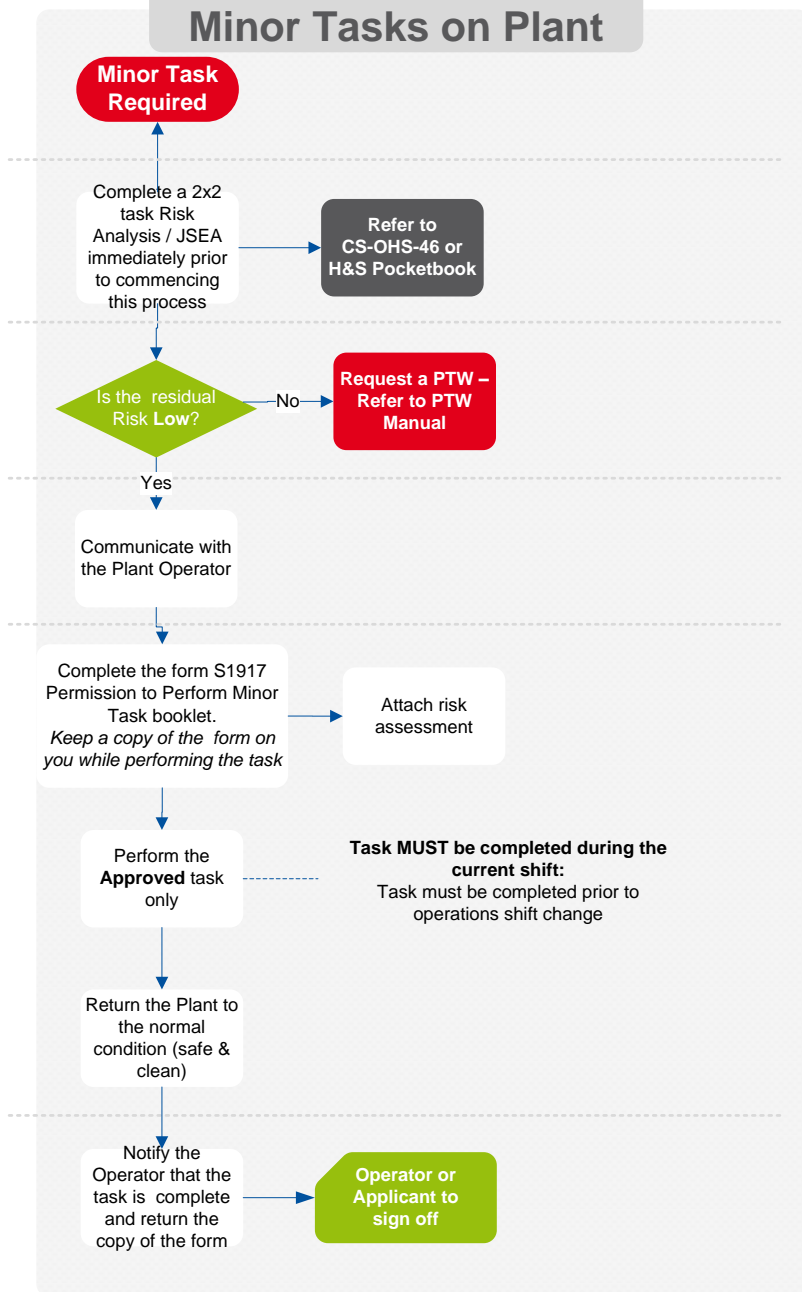


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1 PROCEDURE ON A PAGE

Process: Performing Minor Tasks on Plant



Process Conditions

- The Operator of the plant has authority to permit or dismiss application
- Worker does not require OIC status, however, does require a general familiarisation with the plant
- Risk assessment must be completed for the task
- The Worker must sign the Minor Task Booklet prior to task commencing
- The Minor Task form is only valid for the maximum duration of the current operating shift
- The Minor Task form is not transferable, any change will result in a new application



PTW Administrator is to review this procedure

2 PURPOSE

To define the actions and responsibilities in relation to performing minor tasks that have a **low** controlled risk rating as assessed using a 2x2 Task Risk Analysis or a JSEA. A restriction on using this procedure is that any identified controls:

- Present a low risk in implementing the control
- Are practical to manage without a PTW
- Are directly managed by the person undertaking the work.

3 SCOPE

This procedure applies to all personnel working at any CS Energy site, including contractors. This procedure may be used for tasks interacting with plant where the task that has been risk assessed with a controlled risk rating of low. Such tasks include:

- Fault finding;
- Control circuit testing;
- General greasing;
- Condition monitoring; and
- General cleaning (including coal spills, minor lagging work and work where the plant is considered operational).
- Minor maintenance of non operational items of plant (i.e. replace a general purpose water hose nozzle)

The person undertaking the task does not need to be an authorised OIC, however they do require a general familiarisation with the plant.

3.1 Restrictions

The following restrictions apply to utilising this procedure:

- Only applies to extra low voltage electrical work where voltage levels are below 50V AC or 120V DC systems.
- Is not to be used for any work that involves High Risk Hazards as defined in the PTW suite (e.g. hot work, confined spaces and LV and HV electrical work).
- Does not authorise entry into restricted areas of plant (e.g. switch rooms as such is to be managed through the site authorisation process)
- Present a low risk in implementing the control
- Are practical to manage without a PTW
- The person undertaking the work manages all the implemented controls.

4 RESPONSIBILITIES AND ACCOUNTABILITIES

4.1 CS Energy PTW Administrator

CS Energy PTW Administrator is responsible for ensuring that this procedure is reviewed every 2 years.



4.2 Site PTW Administrator

Site PTW Administrator is responsible for ensuring that this procedure is complied with.

4.3 Plant Operator

The Plant Operator is responsible to:

- Confirm with the Person undertaking the task that the controlled risk rating of the task is low
- Confirm the risk to the plant and generation is low;
- Issue a Permission to Perform a Minor Task on Plant form (S1917).

4.4 Supervisor of the Worker

The Supervisor of the Worker shall confirm that the person nominated to carrying out the work is competent to perform both the task and the risk assessment.

4.5 Worker

The Worker is responsible to:

- Complete a “new” 2x2 Task Risk Analysis / JSEA for the task and attached to the Permission to Perform Minor Tasks on Plant (S1917) (*This shall be performed every instance as the intent is to ensure the risk analysis is unique to each occasion*)
- The Operator in control of the plant for communicating clearly the work to be undertaken and confirming that the controlled risk rating of the task is low.
- Manage the controls as identified.
- Comply with this procedure.

5 ACTIONS

The actions to occur under this procedure are:

- The Worker shall be requested to undertake the task by the Supervisor.
- The Worker shall complete a “new” risk assessment (2x2 Task Risk Analysis or JSEA) for the minor task to determine if this procedure may be utilised.
- The Plant Operator will discuss with the Worker the nature and associated risks with the task.
- The Plant Operator shall discuss the task risk assessment and confirm the risk to plant and generation is low.
 - If satisfied that the risks to both the Worker and the plant integrity are low and the work can be completed under this procedure; The Plant Operator will issue the minor task form by:
 - The Operator shall complete the form in the minor task book (located in the control room) noting on the form any special precautions.
 - The Worker shall sign the Permission to Perform Minor Task book
 - Remove the Worker’s copy (leaving the book bound copy in place).
- Issue the Worker’s copy to the Worker.
- The approval is valid for a maximum duration of the current operating shift as noted on the form.



- The approval is NOT transferable. Any change in the task must have a new application and approval.
- The Worker shall keep the top copy of the minor task form on their person whilst performing the task.
- The worker shall inform any other personnel working on the task of the full details.

Upon completion of the task:

- The Worker shall:
 - Ensure the work area is left in a safe and clean condition.
 - Notify the Plant Operator that the interaction with the plant is completed
 - Return their copy of the Minor Task form to the Operator.
- The Plant Operator or the Worker shall sign off in the Minor Task book.

6 REFERENCES

| Reference No | Reference Title | Author |
|------------------------------|--|---------------|
| B/D/11/19582 | Procedure - CS-PTW-01 - CS Energy PTW Manual | PTW Committee |
| B/D/11/19579 | Procedure - CS-PTW-02 - Permit to Work (PTW) Definitions | PTW Committee |
| B/D/11/30968 | Procedure - CS-OHS-46 - Conducting 2x2 Task Risk Analysis | PTW Committee |
| B/D/11/36167 | Form - S1917 - Permission to Perform a Minor Task on Plant | PTW Committee |
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7 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two yearly basis, or where it has been identified that there are changes in technology, legislation, standards, regulations or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process.

CS Energy must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to CS Energy business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.

8 NEXT REVIEW DUE

- February 2018.