

CS ENERGY PROCEDURE

PERFORMING MINOR TASKS ON PLANT CS-PTW-SOP-05

Responsible Officer: CS Energy PTW Administrator
 Responsible Manager: Head of Operations Services
 Responsible Executive: Executive General Manager Plant Operations

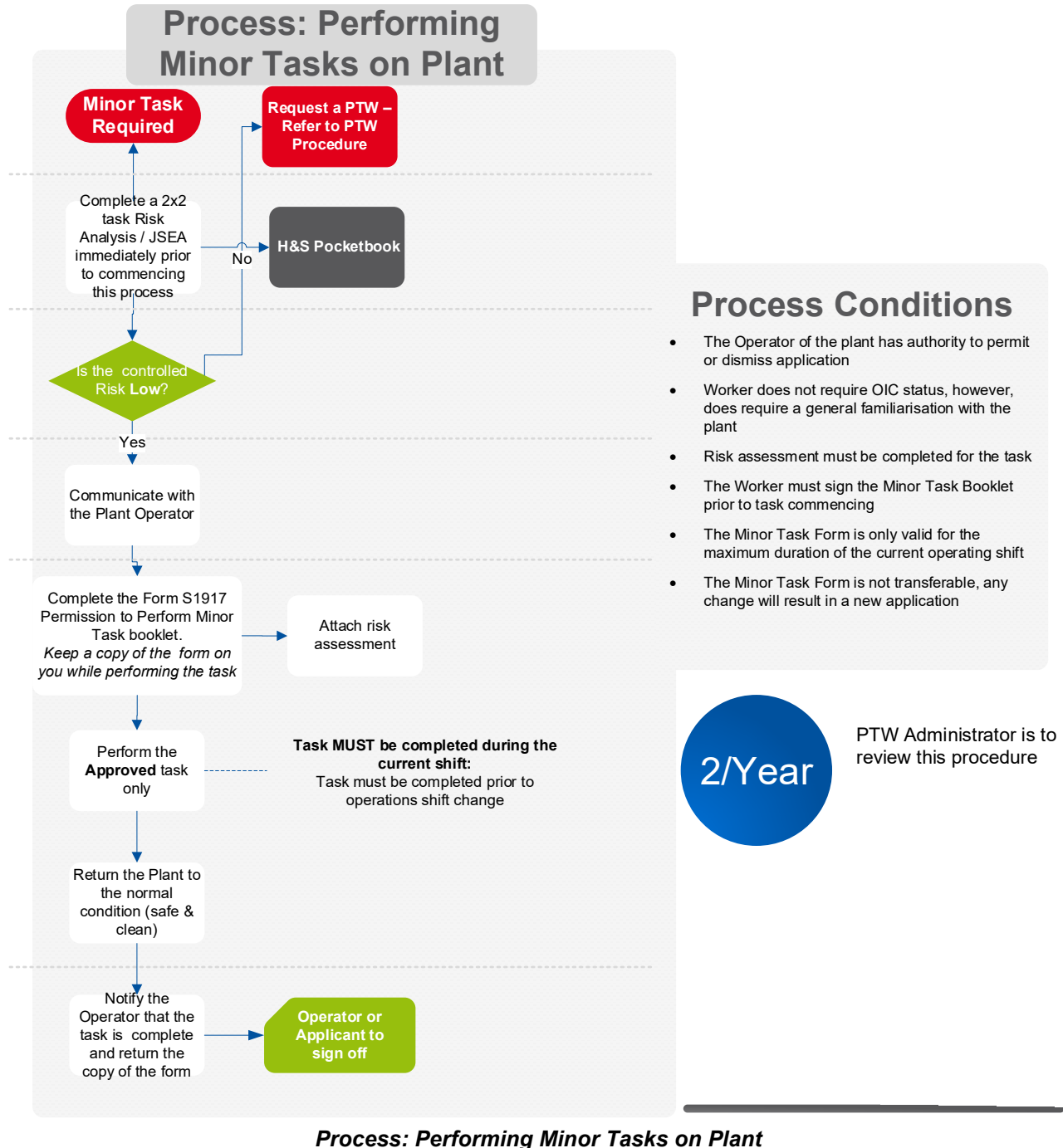
DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Original Release	PTW Committee	D Brown	D Brown	03/12/2008
Procedure modified to clarify scope and JSEA requirements to interact with plant	D Clarke	D Cameron	D Cameron	27/05/2011
Removal of JSEA reference and replaced with 2x2 TRA & formatting into the 'new CSE format'	D Clarke	A Brown	A Brown	17/10/2011
Removed reference to 'Live' and updated scope of application	D Clarke	A Brown	A Brown	01/04/2012
Complete review of process and update to align with PTW Manual updates.	S Watterston	PTW Committee	A Brown	15/03/2016
Additional information regarding isolations added. Minor changes - removed the Site PTW Administration role and change the PTW Manual title to PTW Procedure	J Newkirk	M Dignan	P Matha	02/01/2024

CONTENTS

1	PROCEDURE ON A PAGE	3
2	PURPOSE	4
3	SCOPE	4
	3.1 Restrictions	4
4	RESPONSIBILITIES AND ACCOUNTABILITIES.....	5
	4.1 CS Energy PTW Administrator	5
	4.2 Plant Operator	5
	4.3 Supervisor of the Applicant	5
	4.4 Applicant.....	5
5	ACTIONS	5
6	REFERENCES	6
7	RECORDS MANAGEMENT	6

1 PROCEDURE ON A PAGE



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, and /or a JSEA. A restriction on using this procedure is that any identified controls:

- Present a low risk in implementing the controls
- Are practical to manage without a PTW, hence no formal isolations nor WCD.
- 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 or fire system water hose reel or nozzle, replace a toilet cistern, repair a leaking sink tap, change over a pressure gauge on a raw water or fire system, change over an ice making machine or dish washer, light bulb or fluorescent tube change etc)

The person undertaking the task and managing the controls does not need to be an authorised OIC, however they do require a general familiarisation with the plant which the Plant Operator may confirm with the Applicant's Supervisor.

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 controls.
- This would apply to a simple isolation if identified as a required control
- There shall only be one isolation utilised
- The isolation shall be assessed as both a low risk to implement and the controlled risk is also low (e.g. Closing an individual toilet cistern water supply valve normally located at the base of the toilet bowl, the isolation ball valve on a raw water supply line to a pressure gauge).
- Are practical to manage without a PTW or without utilising the Own Isolation process.
- 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 complied with.
- this procedure is reviewed every 2 years

4.2 Plant Operator

The Plant Operator is responsible to:

- Confirm with the Applicant 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).

4.3 Supervisor of the Applicant

The Supervisor of the Applicant shall confirm that the person nominated to carrying out the work is competent to perform:

- The task,
- The risk assessment and
- Implement and manage the identified controls

4.4 Applicant

The Applicant 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.
- Ensure all risk controls implemented are removed when all work is completed.

5 ACTIONS

The actions to occur under this procedure are:

- The Applicant shall be requested to undertake the task by the Supervisor.
- The Applicant 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 Applicant 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 Applicant 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 Applicant shall sign the Permission to Perform Minor Task Book.
 - Remove the Applicant's copy (leaving the book bound copy in place).
- Issue the Applicant's copy to the Applicant.
- 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 Applicant shall keep the top copy of the minor task form on their person whilst performing the task.
- The Applicant shall inform any other personnel working on the task of the full details.

Upon completion of the task:

- The Applicant 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 Applicant shall sign off in the Minor Task book.

6 REFERENCES

Reference No	Reference Title	Author
B/D/11/19582	Procedure - CS-PTW-01 – Permit to Work Manual	CS Energy
B/D/11/19579	Reference - CS-PTW-02 - Permit to Work (PTW) Definitions	CS Energy
B/D/11/36167	Form - S1917 - Permission to Perform a Minor Task on Plant	CS Energy

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 at intervals specified by legislative or regulatory requirements. Review of registered documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation 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. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

Government Owned Corporations 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 business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.