

Water Tower Access Procedure

1.0 Purpose

The purpose of this procedure is to ensure that all personnel (internal & external) that need to access the water tower located on the corner of Sir Norman Brearley Drive and Henry Wrigley Drive, Eaton at the Darwin Airport precinct have the knowledge and skills to conduct their activities safely.

2.0 Scope

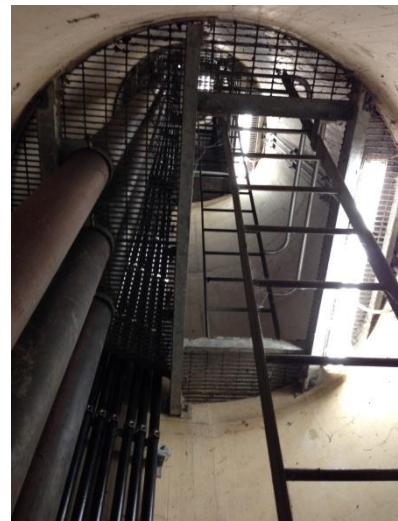
This procedure applies to all personnel that need to access the water tower. This procedure outlines the minimum requirements that must be employed when accessing the water tower, should other hazards be identified their risks must be controlled in accordance with the risk assessment undertaken at the time in addition to these requirements.



Water Tower



View inside looking down



View inside looking up

3.0 Legal and Other Requirements

NT Work Health and Safety (National Uniform Legislation) Act 2011
NT Work Health and Safety (National Uniform Legislation) Regulations

4.0 Equipment Needed

Emergency descent equipment
Tools hoisting equipment

5.0 Personal Protective Equipment (PPE)

The following PPE must be worn as a minimum when accessing the water tower identified in this procedure:

- Hi viz shirts
- Covered shoes suitable for climbing ladders
- Eye protection (if there is a risk of dust, rust or similar being dislodged during activity)
- Hard hat and chin strap **must be worn** by all climbers

6.0 Training

All staff accessing the water tower identified in this procedure must be trained in the application of this procedure and associated equipment as identified.

7.0 Responsibilities

Document Owner	Strategic IT Manager
Consultation before change	WHS Advisor
Others informed of changes	IT staff Contractors

8.0 Procedure

When climbing the water tower a minimum of one trained observer must accompany the person needing to access the tower. Training includes this procedure and using identified equipment.

Do not enter the water tower without conducting a further risk assessment that will include any additional hazards that may be present.

The water tower must not be entered without completing the pre-climb checklist and having this authorised by the WHS Advisor. The access to the water tower is to be coordinated through DIA Security 8920 1813 after approval from WHS Advisor or delegated authority.

8.1 Prior to climb - Administrative

- (a) Pre-climb checklist to be completed.
- (b) Weather conditions checked for the expected duration of the access. **If lightning forecast or present no access is to be undertaken.**
- (c) Two way radios charged and checked by observers prior to climb.
- (d) Climbers and observers to be selected on fitness, ability and willingness to ascend the tower height to assist and rescue in the unlikely case of an emergency.
- (e) Personnel accessing the water tower must undergo refresher training every year.
- (f) Emergency descent equipment must be on site and checked prior to climb by trained observer.

8.2 Base of Tower - onsite

- a) Orange cones must be placed to zone off 'tools hoist rope area' for ground observer where required.
- b) Door secured open for updraft of fresh air and Strictly No Entry Signage displayed (affixed to door)
- c) Climber and observers to check each other's harness.
- d) Observer to check emergency egress kit
- e) Radio Check
- f) Advise Security of climb - (climber is not to take tools/goods with them on their person)

8.3 Tower Climb

- a) Start climb, observer views from inside tower, no unnecessary radio use.
- b) 1st floor hatch to be chained open during climb. **DO NOT RELY on gas struts.**
- c) Climb completed, open top trap door allows further ventilation
- d) Tools hoist rope tied off; check rope and bag lower over edge to retrieve tools from ground (max load 10 kg)

- e) Hoist bag, retrieve tools and goods, commence work, remain in radio contact.
- f) Finish work, return tools and surplus goods to ground, store rope and bag in top of tower.

8.4 Tower Descent

- a) Close trap door, check secure
- b) Radio notification of intent to descend, observer comes inside to observe
- c) Begin descent
- d) Unclick harness at bottom and return to WHS Advisor along with emergency rescue kit.
- e) Tidy up, Cones to storage.
- f) Notify security tower no longer being accessed & climb complete.

8.5 Emergency evacuation

In the event of an emergency evacuation the trained observer will implement the following emergency protocols immediately:

- a) Immediately notify **ARFF** on **8920 4899**
- b) Attend to the person who requires evacuation and assess medical needs
- c) Render first aid and contact **St Johns Ambulance – ring 000** for advice on whether to start evacuation process.
- d) If evacuation advice received set up Emergency Descent Device and begin emergency evacuation level by level using ARFF staff to assist. Only trained operator to use or control the use of the winch.
- e) Take appropriate action with evacuated person in line with advice from emergency rescue or ambulance personnel.
- f) Notify DIA Security on 8920 1813.

CLIMB CHECKLIST

Climber name	
Observer name(s)	
Date	

No.	Description	Check
Pre-Climb		
1	Check weather	
2	<ul style="list-style-type: none"> • Trained observer on site • checked radios charged • working • mobile phone available 	
3	Physical fitness of climbers confirmed as suitable. Climber must wear harness and be instructed in emergency procedures.	
4	All gear including rescue gear in place & checked (water should be taken)	
5	Safety harnesses fitted and checked	
6	Tools hoist area cordoned off and signage in place	
7	Tools to be lifted are less than 8 kg per lift	
I have sighted this climb checklist and am satisfied that all safety precautions identified in the Tower Access Procedure have been put in place.		
WHS Advisor or approved delegate (signature):		Date:
8	I have returned all the safety gear and locked off all doors and hatches and returned keys.	
Climber: (signature)		Date:

