

Entry or non-entry work in confined spaces Access Application Form

Contact details

GWW Case Number (Office Use Only)	GWW Contact Person:
GWW File/Project No.:	Location Address:
Melways Ref:	Manhole Numbers:
Date of Access – From:	To:
Time of Access – From:	To:
Company Name:	Postal Address:
Site Contact Name:	Contact Phone:
Office Contact Name:	Contact Phone:
Office email address:	Office Fax:
Name/s of Person/s Accessing/Entering Confined Space:	

Application for (please tick):

Non entry works only

Confined space entry

Type of works (please tick):

MH Alteration

CCTV and / or Clean

Plug insertion

Branch cut back

Plug removal

New branch

Inspection

Reline

Other (specify below)

All contractors must comply with the conditions outlined below and those contained in GWW'S response to this application:

All parties entering/accessing GWW confined space/s must be familiar and carry out Works in accordance with the [OH&S Regulations 2017](#) (Part 3.4), [AS2865-2009 Confined Spaces](#), [WorkSafe Compliance Code 'Confined Spaces'](#), and best practice requirements listed on our Website, including the most recent version of the [Sewerage Code of Australia \(MRWA Edition\)](#).

All contractors working on GWW assets must have completed GWW's [Contractor Online Induction](#) to [apply for accreditation](#) and go to LinkSafe for more information on the induction process.

If GWW assets are located within private property, the contractor must notify property owner/s three days in advance and gain permission to access their property prior to the commencement of Works.

Upon request, GWW OHS Contractor Induction card (printed or photo) must be shown. All safety equipment and machinery must be appropriately maintained, and a history of service always kept on site.

The following information/documentation must be submitted along with this application:

- Copies of current Confined Space Entry Tickets for each employee/sub-contractor employee accessing/entering confined space.
- Copy of current GWW Induction cards.
- Copy of site-specific Safe Work Method Statement (SWMS).
- Copy of submitted [Notice of Intention to Perform Construction Excavation Work](#) – WorkSafe FOR907/01/06.18' (if applicable).
- A sitemap (e.g. snip from GWW's Geographical Information System and/or Before You Dig Australia (BYDA) indicating the location of the proposed works and relevant GWW assets.

During inspection of and Works on GWW sewers and/or manhole/s/access points the contractor must:

- Check prior to entering any confined space that entry is safe via completion of a safety checklist (e.g. JSA, CSE Permit).
- Wear and use correct safety gear (PPE) and work in a responsible, safe manner.
- Minimise disruption to affected customers and the general public.
- Reinstate all disturbed surfaces and return GWW assets to an operational state, leaving site clean and safe.

As a GWW Accredited contractor, I understand that it is my responsibility to ensure that all parties engaged in entering/accessing GWW's assets strictly comply with all the above conditions.

Signed	
Job title	
Date	

***NOTE:** Please allow at least five (5) working days for Application to be processed and authorisation granted. Failure to provide requested information may result in processing delays.

Send completed form to **GWW's Operational Control Centre (OCC)** via email: confinedspacegf@gww.com.au

Enquiries & Call In/Out Telephone No. 1800 057 981