

# Induction – Gas Meter Rooms

## For Staff, Contractors and Visitors to Gas Meter Rooms



Doc. No: EP-GM-4356-A5  
Version: 2

Issued: 29<sup>th</sup> May 2017

### 1. Induction Brief

All staff, contractors or visitors who wish to enter or work within the Gas Metering Rooms must read and understand the requirements set out below and complete and endorse the appropriate induction form acknowledging their understanding of the facilities requirements. If at any time you have questions regarding the below requirements, please discuss these with the Building Owner Management representative or the Multinet Gas Service Provider Comdain Infrastructure (03) 9535 8300.

### 2. Purpose

The purpose of this document is to outline the Health, Safety and Environment specific induction requirements for all staff, contractors and visitors to the Gas Metering Rooms containing Multinet Gas metering installations.

### 3. WorkCover Authority Occupational Health and Safety Act and Regulations

The Victorian Occupational Health and Safety Act 2004, requires the organisation controlling the work site to provide you with a safe site and safe systems while you are working within the Natural Gas Metering Rooms. You are required at all times to follow all instructions provided to ensure your safety, for the period of time you are on this site.

### 4. What is Natural Gas?

- Natural Gas is a colourless, odourless, highly flammable gas that is lighter than air.
- Natural Gas being supplied into the gas metering rooms is odourised with odorant (Mercaptan) to assist with any leak identification.

### 5. What is a Hazardous Area within the Meter Rooms?

- A hazardous area within the Natural Gas Meter Rooms is an area where an explosive atmosphere may be present or may be expected to be present and require special precautions for construction, installation and potential ignition sources.
- All Natural Gas Meter Rooms are defined as hazardous areas. The Metering Rooms could be declared a Confined Space if a large amount of gas is present.
- No entry is permitted into a hazardous area unless authorized by an appropriate Building Owner or Multinet Gas representative.
- No potential ignition sources other than those approved are permitted in hazardous areas. Typical potential ignition sources include mobile phones, electrical equipment, cameras, mechanical equipment which may cause a spark (e.g. welding, cutting, grinding, etc.), automotive remote locking transmitters, non-intrinsically safe equipment and/or the entry of machinery having electrical sources including petrol engines or electric motors.

### 6. Protective Clothing and Safety Equipment

All staff, contractors, and visitors entering the Gas Metering Rooms must meet minimum requirements. You must wear a safety protective hard hat, all clothing must be made of cotton, wear steel toed boots or shoes and protective eye glasses. Hearing protection must be utilised at all times while you are within the Metering Room areas and where continuous loud noise is apparent. In all other areas, hearing protection will be utilised as indicated, within the site areas or as requested by representative. If the persons cannot comply with the Protective Clothing requirements then entry will be refused.

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### 7. Subcontractor Responsibilities

All Contracting/Subcontracting companies are to be made aware of their responsibilities to meet Occupational Health Safety and Environmental legislative and other requirements, and in particular:

- Compliance with all relevant Occupational Health Safety and Environmental legislative requirements, standards and regulations, and use codes of practice as a guide;
- Meeting of site, customer and contractual Occupational Health Safety and Environmental requirements;
- Providing and maintaining safe systems of work and maintaining a safe work environment;
- Ensuring that employees are licensed (where appropriate), supervised and accredited for the duties to be performed;
- Ensuring that all personnel are adequately trained for the tasks to be undertaken, periodically refreshed or assessed as to their competencies, and make available evidence to support the state of training upon request;
- Appropriate Personal Protective Equipment that meets the minimum requirements as listed above.
- Conducting Risk Assessments / Job Safety Analysis and safety meetings prior to commencing work.

### 8. First Aid

- Any injuries sustained on site must be reported to Building Owner Management.
- All first aid treatment must be given by a qualified first aid attendant and that injury must be noted in the first aid register provided for the purpose.

### 9. Other Requirements

- Dry chemical extinguishers are required to be onsite and positioned ready for use when hot work is being conducted
- A serviceable and calibrated gas detector should be considered for use dependent on the type of work being performed. If a fire or safety watch is required, and that person leaves the site, all work will be suspended until his/her return.

### 10. Emergencies

Should an emergency/fire evacuation be required, for any reason, you will be alerted by the site evacuation alarm. You will report to the emergency evacuation point as requested by Building Owner Management. Proceed to this point and ensure you are counted in the head count (*identify yourself*) and await and follow all instructions as indicated by the emergency/fire warden.

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### Induction Record

Please fill-in the below Induction Record Form and sign the document.

<b>Name:</b>			
<b>Organisation:</b>			
<b>Address:</b>			
<b>Date:</b> /        /		<b>Location:</b>	
<b>Type of Induction package completed: Gas Meter Rooms</b>			
<b>Reason for induction:</b>			
		<b>Yes</b>	<b>No</b>
Was a site tour conducted?			
Specific licences viewed:			
Type of licence:			
Current to:			
Type of Licence			
Current to:			
PPE inspected?			
Construction Card No:.....			
<b>(White or Red)</b>			
Induction instructions supplied by:			
<b>Name</b>		<b>Position</b>	
<b>Signed</b>		<b>Date:</b> /        /	
I..... acknowledge that I have read the induction supplied by Multinet Gas at which the above items were discussed. I understand the Safety Requirements.			
<b>Name:</b>		<b>Company:</b>	
<b>Signed:</b>		<b>Date:</b> /        /	