



COMMON TRENCH GAS INFRASTRUCTURE TRAINING AND ASSESSMENT GUIDE (FOR CONTRACTORS)

GAS DIVISION

Document No: AGA-CM-GL03
Revision No: 4
Issue Date: 28/01/2022

Contents

1.	INTRODUCTION	3
1.1	ABOUT ATCO	3
1.2	DEFINITIONS.....	3
1.3	TRAINING AND DEVELOPMENT	4
1.4	APPROVAL TO INSTALL AND CONSTRUCT GAS INFRASTRUCTURE INTENDED FOR THE ATCO GAS NETWORK	4
1.5	HOW TO REGISTER FOR ATCO TRAINING.....	4
1.6	WORKPLACE ASSESSMENTS.....	5
1.7	SAFETY AND PERSONAL PROTECTIVE EQUIPMENT	5
1.7.1	Minimum PPE Requirements	5
1.8	TRAINING CALENDAR	6
2.	COMMON TRENCH INITIAL COURSE.....	7
2.1	COMMON TRENCH GAS INFRASTRUCTURE OVERVIEW	7
2.2	CONTENT.....	7
2.3	PREREQUISITES	7
2.4	SESSION DURATION AND LOCATION	7
2.5	MAXIMUM COURSE NUMBERS.....	7
2.6	POST-TRAINING REQUIREMENTS.....	7
3.	COMMON TRENCH REFRESHER COURSE	8
3.1	COMMON TRENCH GAS INFRASTRUCTURE OVERVIEW	8
3.2	CONTENT.....	8
3.3	PREREQUISITES	8
3.4	SESSION DURATION AND LOCATION	8
3.5	MAXIMUM COURSE NUMBERS.....	8
4.	DOCUMENT APPROVAL.....	9
5.	DOCUMENT HISTORY	9
	APPENDIX A. 2022 COMMON TRENCH TRAINING CALENDAR	10

Warning: A printed copy of this document may not be the current version. Please refer to the BMS to verify the current version

1. INTRODUCTION

1.1 About ATCO

ATCO owns and maintains the underground network of pipelines in Western Australia, bringing natural gas to more than 750,000 consumers.

In 2011, ATCO, an international gas services, structures and power Company based in Canada, bought WA Gas Networks and renamed it to complement its range of businesses as ATCO.

ATCO has been operating for over 100 years and has significant industry experience which ATCO continues to leverage in order to grow as a business and better service its customers.

The change has been seen as a positive move and ATCO started investing in the Western Australian marketplace for the long term, by continuing to develop infrastructure that will benefit the community at large.

The Gas Distribution Network (Network) is located across the Perth greater metropolitan area, Albany, Brunswick Junction, Bunbury, Busselton, Capel, Geraldton, Harvey, Kalgoorlie, and Pinjarra. As well as servicing suburban homeowners, the Network services local businesses from restaurants, laundries and bakeries, to large-scale industry like refuelling stations for natural gas vehicles, chemical processing facilities and manufacturers of building materials. Our Network also services many government departments and projects.

1.2 Definitions

Term/ Acronym	Definition
DBYD	Dial Before You Dig
OHS	Occupational Health and Safety
PE	Polyethylene
PPE	Personal Protective Equipment
SWI	Safe Work Instruction
uPVC	Unplasticised Polyvinyl Chloride
WPA	Workplace Assessments

Warning: A printed copy of this document may not be the current version. Please refer to the BMS to verify the current version

1.3 Training and Development

Training is most effective when the learner clearly understands why they are attending and what will be expected of them as a result of attending the course or program. When enrolling employees into any ATCO course, please ensure that a discussion takes place explaining why they are required to attend the course and what is expected of them. This creates an expectation of benefit for both the employee and the employer and will increase the learner's receptivity to learning.

In order to undertake any work associated with the construction, maintenance and operation of the Gas Distribution Network, all ATCO field operatives (including Contractors) are required by law and regulations to complete relevant training and workplace assessments in prescribed activities. This training and assessment process will be delivered by a qualified and experienced ATCO trainer and assessor, via the Training department.

1.4 Approval to Install and Construct Gas Infrastructure intended for the ATCO Gas Network

Prior to installing or constructing a gas pipe, an operative will be trained and assessed in the procedure (AGA-SWI-CO28); the following restrictions apply at each stage of training that an operative **Must** comply with:

1. No Training or Assessment completed – Not approved to install or construct any part of gas infrastructure.
2. Initial Training only completed – can complete all tasks within the procedure (AGA-SWI-CO28) under direct supervision of a competent person.
3. Initial Training and WPA completed – can complete all tasks within the procedure deemed as a competent person.
4. Refresher course completed - can complete all tasks within the procedure.

NOTE: Direct Supervision is **100%** supervision by a person who has been and is deemed as a competent person (approved by ATCO).

1.5 How to Register for ATCO Training

To ensure we are able to continue to build, operate and maintain the Gas Distribution Network, ATCO schedules regular training courses throughout the year for our key contractors, their employees and any subcontractors.

- Registrations for training courses will only be accepted from key contractors
- Learners need to be registered at least two (2) working days prior to the commencement of the course
- Cancellations are to be received at least two (2) working days prior to the commencement of the course
- These training courses have maximum limits; once reached, then an alternative date will be offered
- Registrations can occur via email to: tmailbox@atco.com.

For any additional enquiries related to ATCO Training, please telephone Training Coordinator on (08) 6163 5236, or email Manager Training michael.broomhead@atco.com.

Warning: A printed copy of this document may not be the current version. Please refer to the BMS to verify the current version

1.6 Workplace Assessments

A WPA will be undertaken after training and will be completed at the candidate's place of work, on site. This ensures the assessment decision made is fair and consistent with real work conditions. Assessments consist of both theory and practical components for all candidates (operatives) as part of establishing candidates' competency in building the gas network in new subdivisions.

The employer will request a WPA through the assessment@atco.com mailbox detailing their works location and attach the proposed plan. The assessment **Must** take place within six (6) months of the training and be at the Pigging stage of the installation.

NOTE: If a candidate is unsuccessful, they will be given a second opportunity at the time of assessment. If they are unsuccessful after two (2) attempts, they will be given feedback on how they can achieve competencies and then the above process starts again.

Once a candidate has successfully completed the course, an ID card will be issued, restricted to a Trained Only status. Once the assessment takes place, a new ID card will be issued. The ID card is confirmation of accreditation and shall be valid for a period of three (3) years from the date of issue. To maintain accreditation, a refresher course (no WPA required) will need to be completed on or before the expiry of the ID card.

For any additional enquiries related to ATCO Assessment, email assessment@atco.com

1.7 Safety and Personal Protective Equipment

ATCO's approach and commitment to maintaining the highest levels of Health and Safety performance is deeply embedded in business practices, operations and culture. ATCO puts the safety of people first. As a business we understand that safe operations depend not only on sound operational practices, but on every person taking a responsible and active approach to the wellbeing of themselves, their peers and the general public.

All learners attending any of the courses at ATCO will be required to ensure they have the necessary PPE as listed below. Additionally, it is the responsibility of the learner to ensure their PPE is in good condition and fit for purpose for the activities to be undertaken. Any learner who attends site without the correct PPE may not be able to commence training.

1.7.1 Minimum PPE Requirements

- Safety footwear (AS/NZS 2210)
- Long pants (Fire retardant or natural fibres) (AS/NZS ISO 2801, AS/NZS 4602 and AS/NZS 4399)
- High visibility long-sleeved shirts (Fire retardant or natural fibres) (AS/NZS ISO 2801, AS/NZS 4602 and AS/NZS 4399)
- Eye protection – Safety goggles and/or Safety glasses with UV protection (AS/NZS 1337)
- Approved hand protection (e.g., safety gloves) (AS 2161)

Warning: A printed copy of this document may not be the current version. Please refer to the BMS to verify the current version

1.8 Training Calendar

Please refer to **Appendix A**; this table provides an overview of the calendar year, other events are added on demand and all dates are subject to change.

Please contact ATCO via the training mailbox (tmailbox@atco.com) for confirmation of all course dates.

Warning: A printed copy of this document may not be the current version. Please refer to the BMS to verify the current version

Document No: AGA-CM-GL03

Revision No: 4

Issue Date: 28/01/2022

2. COMMON TRENCH INITIAL COURSE

2.1 Common Trench Gas Infrastructure Overview

This course will introduce learners on how to construct, pig and test gas distribution mains in new subdivisions when installed in a common trench. This course is designed to be hands-on and allow learners to put their theory-based learning into practice.

Table 1 Overview

Units	Length of Course		
	Study	Theory Assessment	Practical Training
AGA-SWI-CO28	8.5 hours	1 hour	5.5 hours

2.2 Content

- OHS requirements
- Planning and preparation
- DBYD Plans
- Gas Pipe Jointing Techniques including practical application
- Constructing the Gas Distribution Network
- Installing a PE Gas Main including practical application
- Pigging including practical application
- Pneumatic Testing including practical application
- Completion

2.3 Prerequisites

- White Card
- Application to be made by approved key contractors

2.4 Session Duration and Location

- 2 days (15 hours)
- Commencing 8.00 am (registration at 7.45 am)
- Location – 81 Prinsep Rd, Jandakot

2.5 Maximum Course Numbers

- Theory - 12
- Practical – 6

2.6 Post-training Requirements

- On-site WPA are required after completion of training, approximately 4 hours

Warning: A printed copy of this document may not be the current version. Please refer to the BMS to verify the current version

3. COMMON TRENCH REFRESHER COURSE

3.1 Common Trench Gas Infrastructure Overview

This course will refresh operatives on how to construct, pig and test gas distribution mains in new subdivisions when installed in a common trench. This course is designed to be theory and hands-on to update and remind learners of ATCO's requirements. On completion of training, a summative theory assessment will take place.

Table 2 Overview

Units	Length of Course	
	Study	Theory Assessment
AGA-SWI-CO28	6.5 hours	1 hour

3.2 Content

- OHS requirements
- Planning and preparation
- DBYD Plans
- Gas Pipe Jointing Techniques including practical application
- Constructing the Gas Distribution Network
- Installing a PE Gas Main
- Pigging
- Pneumatic Testing
- Completion

3.3 Prerequisites

- Valid accreditation for Common Trench Infrastructure (at time of booking)
- Can be completed up to three (3) months prior to expiry of competency

3.4 Session Duration and Location

- 1 day (7.5 hours)
- Commencing 8.00 am (registration at 7.45 am)
- Location – 81 Prinsep Rd, Jandakot

3.5 Maximum Course Numbers

- 12

Warning: A printed copy of this document may not be the current version. Please refer to the BMS to verify the current version

4. DOCUMENT APPROVAL

	Title	Name	Date
Owner:	Manager Training	M Broomhead	28/01/2022
Reviewer:	Acting Manager New Mains and Services Program	S Oler	07/12/2021
Approver:	Manager Training	M Broomhead	28/01/2022

5. DOCUMENT HISTORY

Rev	Date	Amended By	Reason for Change
0	26/02/2018	M Broomhead	New Document
1	29/03/2018	M Broomhead	Change to Appendix A and section 2 in regards to course numbers and duration
2	07/02/2020	J Pentecost/ M Broomhead	Update calendars and course detail information for 2020
3	18/12/2020	K Cave/ M Broomhead	Update calendars and course detail information for 2021. Change to Workplace Assessment procedure included
4	28/01/2022	K Cave/ M Broomhead	Update calendars and course detail information for 2022. Change to Workplace Assessment procedure included

Warning: A printed copy of this document may not be the current version. Please refer to the BMS to verify the current version

APPENDIX A. 2022 COMMON TRENCH TRAINING CALENDAR

A.1 Initial Course

Course	Max Numbers	Date given is the commencement date of the course, all courses run continuously for their duration (Unless stated otherwise in the confirmation email)												
		Length Days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Common Trench (Initial) Theory	12	2	24 th	14 th	14 th	27 th	18 th	20 th	20 th	29 th	21 st	24 th	23 rd	12 th
Practical	6		25 th or 27 th	15 th or 16 th	15 th or 16 th	28 th or 29 th	19 th or 20 th	21 st or 22 nd	21 st or 22 nd	30 th or 31 st	22 nd or 23 rd	25 th or 26 th	24 th or 25 th	13 th or 14 th

A.2 Refresher Course

Course	Max Numbers	Date given is the commencement date of the course, all courses run continuously for their duration (Unless stated otherwise in the confirmation email)													
		Length Days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Common Trench (Refresher)	12	1		25 th	28 th			2 nd 30 th	24 th	29 th	22 nd	27 th	31 st		2 nd

Dates are subject to change

Warning: A printed copy of this document may not be the current version. Please refer to the BMS to verify the current version