

NEW	Section Name: OH&S, Human Resources	Document Control System Document No: MANOHS005.02 Issue date: 16 September 2008
------------	--	--

PRE-SITE TOUR INFORMATION FOR VISITORS MANUAL



PRE-SITE TOUR INFORMATION FOR VISITORS TOURING NORTH EAST WATER SITES

North East Water (NEW) welcomes visitors by arrangement from schools and other community groups to our treatment plants and other sites for educational guided tours. To help ensure that your tour goes smoothly, we would like you to take note of the following:

1. Tours will be conducted between the hours of 11:00am and 3:00pm during weekdays by appointment.
2. We request that the following student/teacher ratios be observed during your visit:

Students under 16 -	1 adult group leader/helper per 6 students
	1 NEW staff member per 10 students
Students over 16 -	1 adult group leader/helper per 10 students
	1 NEW staff member per 15 students
Adults -	1 NEW staff member per 20 Adults
3. A Treatment Plant Booking Form must be completed and returned to North East Water 24hrs Prior to attending the site.
4. Closed in footwear (no sandals/high heels) and appropriate clothing must be worn when on site.
5. Once your group arrives on site a North East Water Representative will discuss the following information site protocols with the group.
 - Site Assembly area
 - No go Zones
 - Alarms
 - OHS
 - Toilet facilities
6. On the day of the tour when you arrive at the site you must provide a list of people attending the tour who must be marked off prior to the tour commencing and once the tour has been completed.

North East Water only permits students from Grade 3 and above to take treatment plant site tours.

We thank you for your cooperation and hope that you enjoy your visit.