



HYGIENE STANDARD SPECIFICATION FOR WATER SUPPLY

WWMS-ST-804



Location of Controlled Hard Copies	1. Document Controller
	2. Wastewater Treatment Plant
	3. Water Treatment Plant
Responsible	Manager Three Waters Networks
Accountable	Three Waters Manager
Consulted	Treatment Plant Leads Water Treatment Technicians Water Network Coordinator
Informed	N/A
Process Expert	Manager Three Waters Networks
Process Owner	Three Waters Manager

Ver.	Date	Pages	Description	By	Awareness Review Req.
1	April 2006	All	First Issue	RH/GM/JR	N/A
2	February 2007	All	Amendments to reflect re-introduction of the blue card	LC/BM/JR	N/A
3	July 2007	3, 9	Amendment re vaccination requirements as per MoH	BM	N/A
4	July 2009		Initiation of Blue Card Process	Tracey Mitchell	N/A
5	Oct 2009	All	Final amendments before roll out	JS/LW	N/A
6	Sept 2016	All	Replaces WWMS-G-112	Henry Claasen	Yes
7	August 2022	All	Full review	HC	Yes

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1.0 PURPOSE

The purpose of this document is to define hygiene responsibilities and accountability for the New Plymouth District Council (NPDC or Council). This is to ensure a high level of security against contamination of the Council's potable water supply and to meet the highest standards required by the Ministry of Health - Drinking-Water Standards for New Zealand 2005 (revised 2008).

It is vital that all personnel working with potable water supplies take the strictest possible precautions to avoid any contamination which may endanger public health.

2.0 SCOPE

This standard specification applies to all work undertaken by reticulation contractors and staff on the Councils water supply pipes and equipment.

3.0 RESPONSIBILITIES & ACCOUNTABILITY

All Blue Card holders are expected to be fully aware of its contents and must comply with the requirements at all times.

4.0 STANDARD SPECIFICATION

4.1 Personnel Blue Card Approval

All Approved Connections Contractors must ensure that all of their employees who will be working on network connections are certified with NPDC Blue Card status in accordance with [WWMS-PR-802 Water, Sewer or Stormwater Connections Contractor Approval Process](#). The [WWMS-FM-802b Approved Connections Contractor Personnel Application Form \(Blue/Green Card\)](#) must be completed for each employee.

Once approval has been given by Council a Blue Card with photo ID card will be issued and the employee must have it available at all times for on-site inspection when working on network connections.

The NPDC Reticulation Lead maintains a register of all Blue Card holders in the Connection Contractors Blue/Green Card Holders Register WWMS-R-802b ECM ID 988674. Blue Card status will be reviewed every three years for each individual Blue Card holder.

Upon completion of employment or contract for the Council Blue Cards must be returned to the Manager Three Waters.

4.2 Reporting of Illness

Blue Card Holders must report to their supervisor if:

- They or any member of their household have suffered from diarrhoea, with or without vomiting, requiring medical attention or resulting in absence from work for five (5) working days or more.

Blue Card Holders must also report if:

- They have been in contact with any case of typhoid or paratyphoid fever.
- They have contracted jaundice, typhoid, paratyphoid or a prolonged feverish condition.
- They have suffered from gastroenteritis.
- Members of their household have suffered from gastroenteritis.
- They have suffered from gastroenteritis or food poisoning while abroad or on return to this country.

When an employee reports any of these conditions, the following actions must be taken:

1. The Company must ensure the employee does not work on water connection activities until further medical clearance has been obtained.

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2. The Company must inform the NPDC Manager Three Waters Networks immediately who shall ensure the Blue Card status for that employee is temporarily revoked.
3. Once medical clearance is given, proof shall be forwarded to the NPDC Network & Customer Lead who will ensure the Blue Card status of the employee is re-invoked.

At any point, NPDC reserves the right to send an employee to an NPDC doctor to verify health.

**IT IS OF UTMOST IMPORTANCE TO COUNCIL THAT ALL EMPLOYEES
MAINTAIN A HIGH STANDARD OF PERSONAL HYGIENE**

4.3 Vaccination Requirements

All Blue Card applicants must provide certificates signed by a Registered Medical Practitioner providing proof of testing for and vaccination against the following diseases:

- Hepatitis A*
- Hepatitis B *
- Tetanus**
- Typhoid***
- Poliomyelitis

* *Exact levels of immunity to be confirmed with a blood test. If there is no immunity vaccination will be required.*

** *Revaccination for Tetanus should follow the NZ immunisation schedule*

*** *Immunity cannot be confirmed with a blood test. Vaccination is required every three years.*

Retesting and re-vaccination (as appropriate) is required for the three yearly review of Blue Card status.

4.4 Hygiene Requirements for Categories of Work/Equipment

There are three categories of activity or working area within the water supply function; Restricted, De-restricted & Non-restricted.

	Explanation	Example of Relevant Work Areas in Reticulation Network	Example of Equipment Installed	Requirements for work
Restricted	<p>This includes all activities involving direct or reasonably foreseeable contact with water supplied either during or after disinfection or in the supply and distribution system. Such activities will demand a high level of hygiene practice as operational requirements will usually mean an immediate return to supply on completion of the work.</p>	<ul style="list-style-type: none"> • All water mains repairs • New connections to mains • Swabbing and scouring water mains • Tie-ins to water mains • Connect new mains to existing mains • Repairs under positive pressure • Repairs to mains where loss of pressure 	<ul style="list-style-type: none"> • Back-flow Preventors • Restrictors • Meters 	<ul style="list-style-type: none"> • Work must only be undertaken by Approved Connections Contractors. • All contractor employees must possess a valid Blue Card. • Equipment that is likely to come into direct contact with potable water must not be used for any other purpose, eg. pipe cutters, by-pass hoses, pumps, sensors and hand tools. All such equipment must be cleaned and disinfected immediately before use. • Items of plant, vehicles and equipment used in direct contact with potable water must be identified and stored away from any contact with sewage and sewage sludge, and equipment that has been in contact with these materials. • All vehicles used for restricted activities shall be cleaned and disinfected on a monthly basis • Under exceptional circumstances where it is necessary to hire equipment, every effort must be made to obtain plant which has only been used previously for potable water use. However, because of the uncertain history of such equipment, particular care must be taken over cleaning and disinfection prior to use. • The work must conform to WWMS-P-803 Water, Sewer or Stormwater Service Connections Policy, the Land Development and Subdivision Infrastructure Standard based on NZS4404:2010 with local amendments and all other Specifications and Codes of Practice provided by NPDC. • Clean protective clothing assigned to “Restricted working only” must be worn.

De-restricted	<p>Activities where less stringent hygiene practices can apply because there is effective isolation from water supply and a rigid procedure to ensure bacteriological testing and clearance before returning to service.</p>	<ul style="list-style-type: none"> • Laying new mains • Repair to decommissioned service reservoirs • Re-lining water mains 	<ul style="list-style-type: none"> • Valves • Hydrants 	<ul style="list-style-type: none"> • The structure must be securely and effectively isolated from supply. • Proper work procedures must be adopted. Extra precautions are required for water retaining structures. • Plant, tools and equipment must be cleaned before use. • Disinfection must be carried out after work is completed in accordance with the New Plymouth District Council Standard Specification and the Reticulation Engineer or nominated representative informed to arrange for bacteriological testing. • Bacteriological clearance must be obtained before structure or main is returned to/put into supply, and clearance obtained from an approved testing laboratory.
Non-restricted	<p>These are activities where the work can be effectively isolated from water supply and less stringent hygiene practices are permitted.</p>	<ul style="list-style-type: none"> • Cleaning valves • Operating valves • Painting hydrants 	<ul style="list-style-type: none"> • New valve covers 	<ul style="list-style-type: none"> • Basic hygiene procedures are necessary. Precautions must be taken to eliminate the possibility of persons or tools and equipment coming into contact with potable water. • Chemicals such as pesticides, weed killers and fuels must not be used near boreholes and on the tops of service reservoirs. If a spillage occurs on a water supply site, the chemical must be contained and contaminated soil removed from the site.

The NPDC Three Water Manager will arbitrate on activities or working areas not obviously identified above.



5.0 REFERENCES

[WWMS-PR-802 Water, Sewer or Stormwater Connections Contractor Approval Process.](#)

[WWMS-FM-802b Approved Connections Contractor Personnel Application Form \(Blue/Green Card\)](#)

[WWMS-P-803 Water, Sewer or Stormwater Service Connections Policy](#)

[NPDC Land Development and Subdivision Infrastructure Standard](#)