Complete this form to request a concession from existing HSEAA Process requirements. Please complete Section 1 to 4, and then send to the SEAA Branch Management Systems Team on SEAABManagementSystems@watercorporation.com.au

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| **Section 1. Request** – *to be completed by the Contractor, Region and/or Alliance requesting the concession*  |
| Name:       | Role:       | Site:      |
| Name of the document from which concession is sought: |  |
| Define specific section or clause, including headings. | *Transcribe the wording from the document to which the requested concession relates to.* |
| Reason for the request : *Explain why the HSEAA requirement cannot be met* | *Provide background information in support of the requested concession* |
| Propose alternative to meet the criteria:*Describe advantages or disadvantages of the proposed alternative.* |  |
| *Detail the duration and location of the concession.* | Permanent [ ] Temporary [ ]  | Start date: | Completion date:  | Comments: |
| **Section 2. Alternatives considered -** *Detail the alternatives considered and exhausted before requesting the concession* |
| Outline alternatives considered:*Include details of impact of HSEAA risk/alternatives considered* |  |
| Proposed approach if concession is granted*What is different? Have additional risks been introduced? How are they being controlled?* |  |
| **Section 3. Risk Assessment- Refer to** [**S389 Risk Assessment Criteria**](http://aqua/link/?doc=621047)*Include details of the HSEAA impacts and risks for the proposed alternatives and controls allocated to reduce the risk to ALARP* |
| **Activity** | **Hazard***What could harm workers?* | **Initial Risk Rating** | **Controls***What can be done to reduce the risk?* | **Residual Risk Rating** | **Further mitigation/actions***Required to reduce risk to ALARP* |
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| **List of documents that support the concession or that are affected by this concession:** (attach documents) |
| Document title: |
| Document title: |
| Document title: |
| **Section 4. Review and Submission –** *Local review of the request before submitting it to the SEAA Branch*  |
| ☐ Accepted☐ Accepted with comments☐ Rejected | Reviewer No.1 – SME/OSH Coordinator/ Environmental Coordinator’s signature:*Insert Aqua link to email* Date: | Reviewer No.2 – Region Manager/ Site Manager/ Project Manager / Contract Manager’s signature:*Insert Aqua link to email* Date: | Comments or reason for rejection : |
| **Section 5. Impact Assessment –** *to be completed by the SEAA Branch Section Manager* |
| ☐ Safety | ☐ Health | ☐ Environment | ☐ Aboriginal Affairs |
| ☐ Financial | ☐ Quality | ☐ Time | ☐Training |
| ☐ People | ☐Equipment | ☐Material | ☐ Other |
| **Comments** |
| **Section 6. Approval and Endorsement-** *Select type of concession to be considered Minor or Major, refer to* [*Management of concessions from HSEAA requirements Procedure*](http://aqua/link/?doc=15861029) *for further explanation.* |
| **Minor Concession**(Approval No. 1 and 2 signatures required) | ☐ Accepted☐ Accepted with comments☐ Rejected | Approval No.1 - SEAA Section Manager’s signature:*Insert Aqua link to email* Date: | Approval No. 2 - Contract Manager/Project Manager/Regional Manager’s signature:*Insert Aqua link to email* Date: |
| Must not : [ ]  Result in an increase in the risk of injury/illness or environmental impact |
| Plus three of the following must apply:[ ] Industry accepted approach[ ] Intent of the requirement is being met[ ] No additional controls are required[ ] High level controls in place[ ] Not known incidents* [ ] Administrative or support process
 |
| **Major Concession**(All four approval signatures required) | ☐ Accepted☐ Accepted with comments☐ Rejected | Approval No. 3 - SEAA Branch Manager’s signature:*Insert Aqua link to email* Date: | Approval No. 4 – General Group Manager’s Signature:*Insert Aqua link to email* Date: |
| Additional instructions |  |
| Comments or reason for rejection |  |