

## Thames Water TWOSA's



### Introduction :

The purpose of this tool box talk is to ensure that any employee, or sub-contractor, employed by MITIE for undertaking work on the Thames Water Estate fully understand the importance of Thames Water's requirements relating to Primary Authorisations (for example TWOSA's and TOCOP's – (Transfer of Control of Premises)).

### What is a TWOSA ?

TWOSA is an acronym for:  
**Thames Water Operational Safety Authorisation.**

It is a form used by Thames Water to ensure suitable safety considerations have taken place, prior to any work being undertaken at a Thames Water location.

Thames Water has an absolute requirement for all contractors to possess a TWOSA before any work is undertaken on their premises. Thames Water should only issue a TWOSA directly to MITIE and NOT to a sub-contractor of MITIE.

### Information: Purpose

The primary purpose of the TWOSA, is to ensure the contractor has notified Thames Water of the work they intend to undertake, and that Thames Water have notified the contractor of potential hazards that may exist on site which they should take account of prior to carrying out the work.

### Who issues a TWOSA?

A TWOSA is only issued by specifically trained appointed Thames Water staff, which may include: process controllers, project manager representatives, M&E Managers and process team managers

### Why is a TWOSA so critical?

It ensures the Appointed Person is made aware, in advance, of what work is about to be undertaken on their site and that a suitably **approved** method statement and risk assessment has been provided before the work commences.

The form prompts the Appointed Person to ask specific questions about the type of work you are proposing to undertake, the type of tools & equipment you are proposing to use, the materials you are bringing onto their site and consideration is given to the requirement of Permits.

It enables the Appointed Person to inform the person undertaking the work, of the hazards and restrictions involved with the work proposed in a specific location, along with the general rules of the site.

By signing the attendance sheet for this Tool Box Talk you understand that it is your responsibility to ensure a TWOSA is in place prior to any work being undertaken and that you have been issued with a copy of the Thames Water Contractors Health & Safety Handbook F 16 A.

### CONCLUSION:

**You** must always ensure MITIE have been provided with a valid TWOSA, applicable for the work being carried out, **before commencing work**. If a Thames Water Representative instructs you to proceed without a TWOSA, you must discuss this with your MITIE Line Manager before work commences.

NOTE: If you have any questions regarding this information, please contact your Line Manager.