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TIP-SOP-130 - Tipping at Thornleigh Concrete Plant

Sop Title:	Tipping at Thornleigh Concrete Plant	Sop No:	TIP-SOP-130
Sop Location:	23 Sefton Road, Thornleigh NSW 2120	Associated Documents:	TIP-SWMS-005 Tipping - General TIP-SWMS-007 Unloading Live Bottom Semi-Trailer TIP-SOP-005 Tipping – General TIP-SOP-007 Unloading Live Bottom Semi-Trailer
Date of Issue:	11/04/2025	Next Review Date:	11/04/2027
Issue Version:	1.0	Authorised By:	Jeremy Wee
Frequency:	Every load		
Purpose:	Safe delivery of aggregate materials as per plant demand		
Responsibility:	Tipper driver	Requirements:	Correct PPE - High Visibility clothing - Long Pants & Sleeves - Hard Hat - Safety Glasses - Gloves - Safety boots
Compliance:	PPE Requirements:		
<ul style="list-style-type: none">- WHS Act 2011- WHS Regulation 2017- HVNL Act 42a 2013			

Step	Activity	Safety/ Quality/ Performance Notes	Photo
1.	Driver approaches concrete plant	<ul style="list-style-type: none">- Contact batch office on UHF 9 and inform of your fleet number and product on-board- Receive confirmation and directions from batch relating to other movements onsite- If no answer from the plant do not drive in the plant- Notify batch office if you are not site inducted- Site operational hours Monday to Friday 7:00am – 5:00pm. Saturday 8:00am – 1:00pm	
2.	Driver to enter concrete plant	<ul style="list-style-type: none">- Enter from Sefton Road entrance gate No.1<ul style="list-style-type: none">- Shared entrance with Tankers- Be aware of pedestrians	

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Step	Activity	Safety/ Quality/ Performance Notes	Photo
3.	Position dog trailer or live bottom semi-trailer for unloading	<ul style="list-style-type: none"> - Position the last axle on the edge of concrete or as directed by the site personnel - Ensure to get clear instructions from site personnel when to start unloading 	
4.	Unloading Dog Trailer/ Live bottom semi-trailer	<ul style="list-style-type: none"> - Follow TIP-SOP-005 Tipping – General or TIP-SOP-007 Unloading Live Bottom Semi-Trailer - Ensure the batcher is guiding you when tipping due to limited bin capacity - Raise body in small increments and monitor product flow <ul style="list-style-type: none"> - Batcher may ask you to stop tipping at any point to allow the bin to empty - If communication is lost, stop unloading immediately - Should the material overflow at any point, contact the batcher <ul style="list-style-type: none"> - At no point is the driver to shovel product - Once unloaded move forward 300-500mm - Clean the tailgate locks and sweep the ground bin as per normal procedure 	 
5.	Positioning and unloading the truck	<ul style="list-style-type: none"> - Follow TIP-SOP-005 Tipping - General - Refer to step 4 to unload the truck - Clean the tailgate locks, drawbar and sweep the ground bin - Should the material overflow at any point, contact the batcher <ul style="list-style-type: none"> - At no point is the driver to shovel product - Clean the tailgate locks and sweep the ground bin as per normal procedure 	
6.	Exit the site	<ul style="list-style-type: none"> - Positive communication - Follow site TMP - Exit site via gate 2 	



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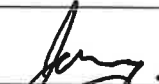
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Prepared By / Review Team

Name	Position	Signature	Date
Marko Kasap	Driver Trainer / Safety Committee Member		11/04/2025
Victoria Piserchia	Supervisor		11/04/2025

Authorisation

I have checked this Standard Operating Procedure (SOP) and confirm that it is authorised for use.

Person supervising the work	Signature	Date
Jeremy Wee		11/04/2025