





# Site Standard Operating Procedure (SOP) HSEQ-2-08-F03

<b>Sop Title:</b>	Gypsum Deliveries to Knauf Matraville	<b>Sop No:</b>	TIP-SOP-0015
<b>Sop Location:</b>	31 Military Rd Matraville NSW	<b>Associated SWMS:</b>	General Tipping - Stockpile Tipping Truck before Dog
<b>Date Of Issue:</b>	08/10/2024	<b>Next Review Date:</b>	08/10/2026
<b>Issue Version:</b>	2	<b>Authorised By:</b>	Lindsay McAulley
<b>Frequency:</b>	Gypsum Delivery as per plant demand		
<b>Purpose:</b>	Safe Delivery of Gypsum		
<b>Responsibility:</b>	Tipper Driver	<b>Requirements:</b>	<ul style="list-style-type: none"> <li>HC Licence minimum</li> </ul>
<b>Compliance:</b>		<b>PPE Requirements:</b>	
<ul style="list-style-type: none"> <li>WHS Act 2011</li> <li>WHS Regulations 2017</li> <li>NSW Roads and Traffic Act</li> </ul>			

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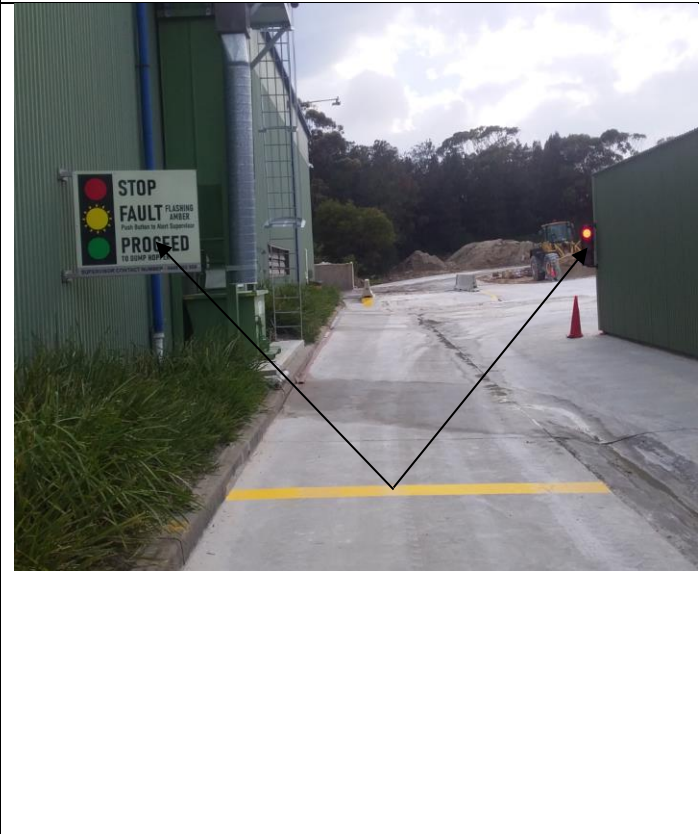
Activity	Safety/Quality/Performance Notes	Photo
Arrive at site.	<ul style="list-style-type: none"> <li>Adhere to site speed limit</li> <li><b>Ensure correct PPE is worn.</b></li> </ul>	 
Proceed ahead towards first set of traffic lights.	<ul style="list-style-type: none"> <li>Follow traffic light signals.</li> <li>If red stop at yellow hold line.</li> <li>If green proceed safely.</li> <li>If flashing amber stop at yellow hold line press button on traffic light box post or call supervisor. Follow any directions from supervisor.</li> </ul>	 <p><b>STOP</b></p> <p><b>FAULT FLASHING AMBER</b></p> <p>Push Button to Alert Supervisor</p> <p><b>PROCEED TO DUMP HOPPER</b></p> <p>SUPERVISOR CONTACT NUMBER - 0449 903 559</p>

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Activity	Safety/Quality/Performance Notes	Photo
		The 'Photo' column contains two photographs. The top photograph shows the rear of a white Boral truck parked at a loading dock. A red door and yellow stairs are visible on the left. The bottom photograph shows a green corrugated metal building with a 'STOP FAULT PROCEED' sign. The sign has a red stop sign, a yellow fault sign, and a green proceed sign. A yellow line is painted on the asphalt road in front of the building.

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Activity	Safety/Quality/Performance Notes	Photo
<p>On green light proceed around road and place truck and dog in position to drive under conveyor belt system.</p>	<ul style="list-style-type: none"> <li>Keep to the right next to gutter turn under conveyor belt.</li> <li><b>Vehicles over 3.6 metres in height can not deliver to site.</b></li> </ul>	
<p>Follow one way laneway until second set of traffic lights.</p>	<ul style="list-style-type: none"> <li>Follow traffic light signals.</li> <li>If red stop.</li> <li>If green proceed safely.</li> <li>If flashing amber stop press button on traffic light box post or call supervisor. Follow any directions from supervisor.</li> </ul>	



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Activity	Safety/Quality/Performance Notes	Photo
Drive on to hopper.	<ul style="list-style-type: none"> <li>If trained in SWMS tip truck before dog, position truck on front edge of hopper.</li> </ul>	
Check beacon on right hand side on front of shed.	<ul style="list-style-type: none"> <li>If green beacon is rotating to indicate dump hopper conveyor is running then commence tipping truck.</li> <li>Fully lower body before proceeding forward.</li> </ul>	

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Activity	Safety/Quality/Performance Notes	Photo
Position dog trailer.	<ul style="list-style-type: none"> <li>Stop with rear axle on hopper and commence tipping dog trailer. Fully lower dog trailer body before proceeding to sweep off area.</li> </ul>	

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Activity	Safety/Quality/Performance Notes	Photo
Sweep off drawbar and tailgates.	<ul style="list-style-type: none"> <li>▪ Drive around to concreted area in front of covered bins to sweep off draw bar</li> <li>▪ Place delivery docket in letterbox.</li> </ul>	
If directed to tip in front of covered bins.	<ul style="list-style-type: none"> <li>▪ Proceed around to concreted area in front of covered bins &amp; tip according to your general tipping procedure</li> <li>▪ Tip outside of storage sheds only. <b>(Never tip inside shed)</b></li> </ul>	

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## Purpose

This SOP is used for:

- **WHS risk controls** - SWMS requirements have been converted into this SOP with the SWMS referenced and maintained as evidence of risk assessment being completed
- **Environmental risk controls** – captured from the site aspects and impacts register for day to day operational activities to minimise impact on the environment
- **Quality Assurance** – evidence that our control procedures conform to essential standards for safety and quality
- **Training** – reference document for trainee and trainer
- **Monitoring** – a means of ensuring that the actual method concurs with the standard and is common across operators and shifts
- **Improvement** – documents and locks in the current best practice and provides the scaffold for future improvement
- **LEAN** - to document the 'lowest repeatable time' taken for the step or activity, that has been observed and signed off by all workers involved in the site based task, allowing identification of efficiency opportunities (muda-free) in work sequences.
  - **(\* note: the 'lowest repeatable time' indicated for each task is not a defined or required timeframe, it is only used to identify potential work flow bottlenecks)**

## Training record

Once workers have been trained in the tasks or activities of the SOP, a record of training and competency must be completed and the workers skill matrix updated accordingly. The training competency record must also be forwarded to the Learning @ Boral team.

<b>Sop No:</b>	<Insert SOP Name - <Site code>		
<b>Employee / Contractor:</b>	Name		
	Signature		
<b>Date Training Completed:</b>			
<b>Training Recognised By:</b>	Name		
	Signature		
<b>Date Sent To HR:</b>			
<b>CHRIS 21 Training Code:</b>			

## Revision History

This section should record all changes to facilitate skill updates of experienced users, to allow back-tracking of changes, and as evidence of continuous improvement. The next full review of this SOP is due no later than three (3) years from the date of issue.

Updates/Improvements Since Last Issue Date			
Change	Page(s)	By	Date