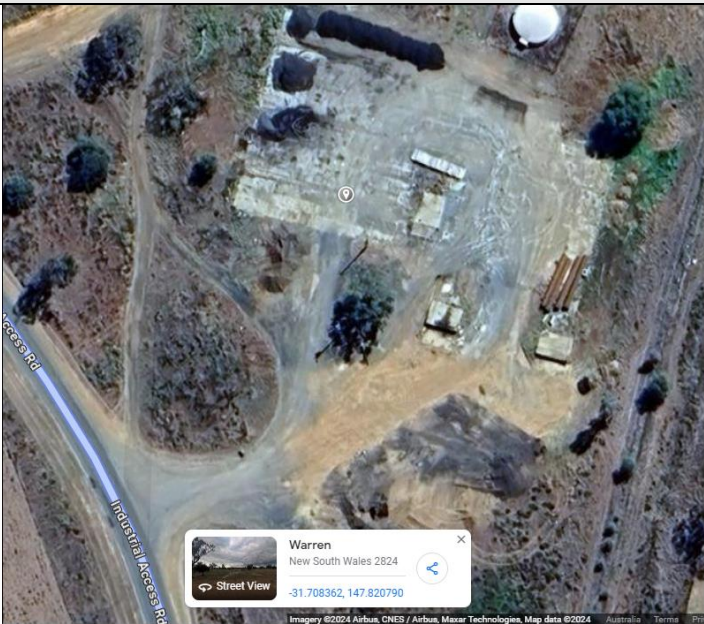




Site Standard Operating Procedure (SOP) HSEQ-2-08-F03


Sop Title:	Pre Coat Deliveries	Sop No:	TIP-SOP-0056
Sop Location:	Multiple Sites	Associated SWMS:	General Tipping Stockpile
Date Of Issue:	18/04/2024	Next Review Date:	18/04/2026
Issue Version:	1	Authorised By:	Craig Tildesley
Frequency:	Pre coat aggregate delivery as per customer demand		
Purpose:	Safe Delivery of pre coated aggregates		
Responsibility:	Tipper Driver	Requirements:	<ul style="list-style-type: none"> Applicable Drivers Licence
Compliance:	PPE Requirements:		
<ul style="list-style-type: none"> WHS Act 2011 WHS Regulations 2017 NSW Roads and Traffic Act 2014 			

Activity	Safety/Quality/Performance Notes	Photo
Arrive at site.	<ul style="list-style-type: none"> Location to be sent via Allocator determining the as close as possible tipping location. This could be by distance from a town or intersection. Or from an electronic map Pin Drop. Pull into tip site and evaluate where the load needs to be tipped. Conduct Take 5. Check for hazards: Power lines, over hanging trees, soft or uneven ground. If this is the first load at the site: Ensure no rubbish is on the site. If so, take a photo and contact your Allocator for further instructions. Allocator can escalate to Boral weighbridge or Management. 	

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

Activity	Safety/Quality/Performance Notes	Photo
	<ul style="list-style-type: none"> Adhere to site speed limit Ensure correct PPE is worn. 	
Prepare to tip	<ul style="list-style-type: none"> If the site is clean, then tip in the far corner of the site. Leave at minimum 2 metres behind and to the side of bund walls or existing/older material or any other potential contaminates. Do not allow material to be tipped on any grass or older gravel material etc. If unsure contact Boral weighbridge or your allocator. If you are first on site and do not think stockpile site is prepared, large enough or too unsafe to tip, STOP please contact Boral weighbridge ASAP, therefore other loads can be stopped, then escalate to your allocator. If unsure of size of material vs what you are loaded with to avoid contamination leave a minimum of 2 metres from previous tip DO NOT TIP ON TOP OF MATERIAL IF UNABLE TO CONFIRM SIZE. Ensure trailer and truck are straight before tipping material. Attempt to not spread the material out to far so more material can be tipped at the site. Drivers must ensure 15 metre exclusion zones are maintained throughout the tipping process. If tipping closer to live traffic driver must put body in hold position until safe to continue tipping. 	

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

Activity	Safety/Quality/Performance Notes	Photo
Tipping completed	<ul style="list-style-type: none"> ▪ Mark with paint the material size so as the next truck to tip does not contaminate with a different size material. ▪ Take a photo of the tipped material for evidence of your tipped load. ▪ Sweep off drawbars and tailgates 	
Exit Site	<ul style="list-style-type: none"> ▪ Ensure tailgates are closed ▪ Ensure bodies are fully lowered before exiting site. ▪ Exit site in a safe manner. 	

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

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.

Sop No:	SOP-TIP-0056	
Employee / Contractor:	Name	
	Signature	
Date Training Completed:		
Name and Signature:		
Name and Signature:		
Name and Signature:		
Name and Signature:		
Name and Signature:		
Name and Signature:		
Name and Signature:		
Name and Signature:		
Name and Signature:		
Training Recognised By:	Name	
	Signature	
Date Sent To HR:		



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

CHRIS 21 Training Code:	
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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