







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



<b>Sop Title:</b>	Gypsum Deliveries to CSR Wetherill Park.	<b>Sop No:</b>	TIP-SOP-0047
<b>Sop Location:</b>	Frank St Wetherill Park NSW	<b>Associated SWMS:</b>	General Tipping at a Plant
<b>Date Of Issue:</b>	08/04/2024	<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>Applicable Drivers Licence</li> </ul>
<b>Compliance:</b>	<b>PPE Requirements:</b> <div> <ul style="list-style-type: none"> <li>WHS Act 2011</li> <li>WHS Regulations 2017</li> <li>NSW Roads and Traffic Act (2014)</li> </ul>  </div>		

Activity	Safety/Quality/Performance Notes	Photo
Approach to site via Davies Rd, Elizabeth St, Frank St. <b>ONLY</b>  Arrive at site.	<ul style="list-style-type: none"> <li>Drivers to establish poss. comms on UHF – 46. Approach along Davies Rd.</li> <li>Only two (2) trucks permitted on site at any one time.</li> <li>If more than Two (2) trucks on site drivers must seek a safe, legal parking position until tipping vehicle has left site.</li> <li>Entry to CSR is right turn from Frank St, Wetherill Park (<b>ONLY</b>)</li> <li>Adhere to site speed limit</li> <li>All drivers must obey all site signage.</li> <li><b>Ensure correct PPE is worn.</b></li> </ul>	 

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<p>Position dog trailer in Gypsum receivable area.</p> <p>Close both gates</p>	<ul style="list-style-type: none"> <li>▪ If FEL or forklifts are working in the area, tipper drivers must give way at all times and maintain exclusion zones.</li> <li>▪ Ensure that product can fit into ground bin. Place delivery docket into letter box.</li> <li>▪ <u>Start conveyor belts by pressing START button. (If conveyor belt does not start contact CSR staff.)</u></li> <li>▪ Return to vehicle.</li> <li>▪ To ensure light and heavy vehicles do not enter from left hand side and creating a hazard, by encroaching within tipper exclusion zone (15 metre side, 5 metre front &amp; rear) drivers must ensure both gates are closed before starting tipping procedure.</li> </ul>	  

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Activity	Safety/Quality/Performance Notes	Photo
Start tipping procedure	<ul style="list-style-type: none"> <li>▪ Dog trailer must be tipped first on the right-hand side of the ground bin.</li> <li>▪ Tip Dog Trailer (if this unit is being used)</li> <li>▪ Drivers must disconnect dog trailer from truck</li> <li>▪ Tip the truck on the left-hand side of the ground bin.</li> <li>▪ Reconnect Dog trailer to Truck.</li> </ul>	 
. Clean Up	<p>Ensure no spillage of gypsum product in tipping area. ( any spillage MUST be cleaned up)</p> <ul style="list-style-type: none"> <li>▪ Any other spillage other than product (e.g. Hydraulic oil, Coolant, Fuel)</li> <li>▪ <b>Must be reported immediately. DO NOT LEAVE SITE.</b> If safe, attempt to contain spillage.</li> <li>▪ <b>N.B. ALL SPILLAGES MUST BE REPORTED TO BORAL MANAGEMENT.</b></li> <li>▪ <b>Incident spillage forms to be completed and returned to Boral Manager.</b></li> </ul>	