

Work Instruction for Tipping Inward Recyclable Material

Description and Purpose of Task

Northern Quarries accepts inward recyclable material, namely clean rock and broken concrete. This material is delivered to site in tipper trucks by customers or their sub-contractors.

All drivers must comply with this procedure, its purpose is to protect your safety and the safety of others in the quarry. Persons found not complying with this procedure will be ordered to leave the site immediately and not be allowed to return.

Potential Hazards

Potential hazards when carrying out this task include:

- Collisions with other mobile equipment or stationary objects in the quarry;
- Damage to truck axles or other truck components when backing up to stockpiles;
- Danger of high quarry faces;
- Danger from hydraulic hammer/excavator operating in vicinity;
- Crush injuries resulting from material falling from truck when releasing tailgate;
- Truck instability caused by material becoming lodged in raised truck bodies;
- Serious injury could occur if a truck driver was to climb onto truck bodies and subsequently fall;
- Material may fall in front of the tyres, causing a problem when the truck goes to drive off.

Pre-Task Preparation

Manager's approval required: No person is to proceed beyond the Quarry Entrance Communication Point without the approval of the acting Weighbridge Officer

Conundrum Holdings reserves the right to refuse entry to any trucks or loads that appear unsafe, un-roadworthy or contaminated (with rubbish, fill etc.)

Supervision required: Constant supervision by a competent quarry employee will be required until such time that a truck driver is approved as competent in this tipping procedure (this will usually involve an employee observing the driver tipping off their first load)

Required Number of persons: One (the truck driver), but only after they have been approved as competent

Required PPE:

- Hard hat
- Steel capped boots
- High visibility vest **or** clothing
- Safety glasses
- Riggers gloves

Required permits: Nil

Plant isolation: N/A

Area preparation: N/A

Required tools: Nil

Steps to Completing Task

1. Once you have been inducted and have signed in on the *Register for Visitors* [CH 4.iii.1445], proceed with caution to the applicable stockpile (rock or concrete) keeping clear of any other mobile equipment and **driving below the signed speed limits to minimise dust and risk of collision,**
2. Check that the ground is level, stable and free of rocks that may damage your tyres before reversing,
3. Position the truck or trailer at least **3 m from the stockpile,** at least **5 m from any quarry face or other truck,** and at least **50m from any hydraulic hammer in operation,**
4. Release tailgate from within the truck's cabin if possible,

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Date printed:	13 Mar 2009		Page 1 of 4		Form: 4002

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5. For side release tail gates:

i. Unlock the tail gate standing beside the truck (or trailer) body:



NEVER STAND BEHIND THE TAIL GATE WHEN RELEASING

ii. Swing the tail gate, being watchful for any material falling from the truck (or trailer),



iii. When you are sure that the load in the body is stable, proceed to fully open the tail gate and secure.

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6. Raise body and progressively dump the load,



7. If bridging occurs (material gets stuck in body) and you cannot release it while remaining inside the cabin:
- Immediately lower truck body,
 - Contact a Quarry Manager or the Weighbridge Office (CB channel 15 or phone 9408 7566) or signal to a quarry operator,
 - Await further instruction: **DO NOT ATTEMPT TO FREE THE MATERIAL YOURSELF**,
 - Once material is free, proceed as normal.
- TO REDUCE THE POSSIBILITY OF MATERIAL BRIDGING ENSURE THAT THE ROCK IS CLEAN AND NO GREATER THAN 900mm.**
8. Don't drive off until the body is fully lowered, and watch out for any material that may have fallen in front of the wheels,
9. Do not close tailgate until the body is fully lowered,
10. Proceed with caution to the Weighbridge Office and sign out on the *Register for Visitors* [CH 4.iii.1445].

Clean Up, Storage and Disposal

N/A

Related Company Documents

Register for Visitors [CH 4.iii.1445]

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Other Reference Material

N/A

Consultation During Document Development

This document was developed by Tom Kerr, Tony Tamburro

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