STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF THE WATER TRUCK

Candidate:	Assessor:	Date:

Business Unit:	Assessment: 1 ( ) 2 ( ) 3 ( )	Competent: ( )	Date of Competency:

EVIDENCE OF COMPLIANCE	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
Qualifications Required: (Certifications sighted where appropriate, e.g. Driver's Licence)			
1. Class C Drivers Licence required for street access.			
2. On the Job Training by Bankstown City Council.			

Personal Protective Equipment PPE: Is the follow PPE being used correctly -	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Eye protection (for sun and impact)			
2. Safety boots (steel capped)			
3. Sunscreen (as appropriate)			
4. Hat			
5. Gloves			
6. Long sleeved shirt, trousers, or approved design shorts			

Other Tools & Equipment: Are the following tools and equipment available for use -	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Standard Operating Procedure			
2. First Aid Kit - Type "C"			
3. Stand pipe			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF THE WATER TRUCK

Pre-use - Have the checks identified by the procedure been performed by the operator prior to use of the unit? Did these include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Lights and indicators			
2. Hydraulic oil level			
3. Tyre pressure and condition			
4. Radiator coolant level			
5. The mirrors			
6. The horn operates			
7. Fuel and oil level			
8. Brakes and brake lights are working - forward and reverse.			
9. Steering - forward and reverse.			

Start-up - Has the operator performed start-up as per the procedure? Did this include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Getting into the vehicle safely			
2. Starting the engine properly			
3. Adjusting the seat correctly			
4. Using the seat belt			
5. Being able to explain why the seat must be adjusted and the site speed limit must be observed			
6. Switching on the amber rotating beacon.			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF THE WATER TRUCK

Operation - Is the operator operating the unit as per the procedure? Did this include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Does the operator understand his responsibilities when operating?			
2. Does the operator understand the responsibilities of the team leader?			
3. Does the operator watch out for pedestrians?			
4. Does the operator abide by the speed limits?			
5. Does the operator start the water pump motor properly?			
6. Does the operator wet down the required areas?			
7. Does the operator wind up the windows of the vehicle if the water tank is empty?			
8. Does the operator use correct manual handling techniques?			
9. Does the operator park close to the hydrant when filling?			
10. Does the operator fit the stand pipe to the hydrant?			
11. Does the operator fill the tank?			
12. Does the operator stop filling when it is indicated?			
13. Can the operator explain the reasons for the above steps?			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF THE WATER TRUCK

Close down	**COMPETENT**	**NOT YET COMPETENT**	**NOT ASSESSED**
1. Does the operator watch for pedestrians and comply with site speed limits?			
2. Does the operator drive to the compound?			
3. Does the operator leave the engine to idle for approximately 2 minutes?			
4. Does the operator turn off the engine and remove the key?			
5. Does the operator exit the cabin safely?			
6. Does the operator lock the cabin?			
7. Does the operator drain the air tank, keeping clear of the valve?			
8. Does the operator place the keys in a secure location?			
9. Can the operator explain the above steps?			

End of Job:	**COMPETENT**	**NOT YET COMPETENT**	**NOT ASSESSED**
1. Did the operator explain cleaning in a competent manner?			
2. Did the operator lubricate all grease nipples?			
3. Did the operator refuel safely?			
4. Can the operator explain who to report faults and problems to?			

Emergency:	**COMPETENT**	**NOT YET COMPETENT**	**NOT ASSESSED**
1. Is the operator aware of what actions to take during an emergency?			
2. Is the operator aware of how to stop the unit during an emergency?			
3. Is the operator aware of the types of emergency likely to occur?			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF THE WATER TRUCK

Environmental Management	**COMPETENT**	**NOT YET COMPETENT**	**NOT ASSESSED**
1. Is the operator aware of how to obtain the Spill Kits?			
2. Has the operator been trained to manage spills?			
3. Did the operator know how to dispose of all wastes properly?			
4. Has all plant and equipment been operated with environmental control mechanisms in place? Eg. Noise/dust suppression devices.			
5. Was cleaning and maintenance carried out without causing pollution of the environment? Eg. Cleaned in the designated area away from stormwater system.			
6. Were chemicals, oils, and fuels handled, stored, and transported correctly to avoid pollution of the environment?			
7. Was the plant and equipment operated so as to avoid excessive dust and noise?			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF THE WATER TRUCK

Additional Comments/Actions:

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Date Actions met:.....

Signed: Assessor: ..... Date: ..... Assessment 1

Candidate:.....

Assessor: ..... Date: ..... Assessment 2

Candidate:.....

Assessor: ..... Date: ..... Assessment 3

Candidate:.....

*Note: The candidate is signing that the feedback took place and not that they are in agreement with the decision.

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A BULLDOZER

Candidate:	Assessor:	Date:

Business Unit:	Assessment: 1 ( ) 2 ( ) 3 ( )	Competent: ( )	Date of Competency:

EVIDENCE OF COMPLIANCE	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
Qualifications Required: (Certifications sighted where appropriate, e.g. Driver's Licence)			
1. On the Job Training by Bankstown City Council.			

Personal Protective Equipment PPE: Is the follow PPE being used correctly -	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Hearing protection (ear muffs)			
2. Eye protection (for sun and impact)			
3. Safety boots (steel capped)			
4. Sunscreen			
5. Hat - wide brim			
6. Gloves			
7. Long sleeved shirt and trousers or shorts of approved design			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A BULLDOZER

Other Tools & Equipment: Are the following tools and equipment available for use -	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Standard Operating Procedure			
2. First Aid Kit - Type "C"			
3. "Spud" bar			
4. Small spade			
5. Grease gun			

Pre-use - Have the checks identified by the procedure been performed by the operator prior to use of the unit? Did these include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Lights and indicators			
2. Hydraulic oil level			
3. Radiator coolant level			
4. Fuel level			
5. Brakes and brake lights are working - forward and reverse.			
6. Steering - forward and reverse.			

Start-up - Has the operator performed start-up as per the procedure? Did this include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Getting into the bulldozer			
2. Starting the engine properly			
3. Adjusting the seat correctly			
4. Using the seat belt			
5. Understanding why the seat must be adjusted and the 40kph speed limit must be observed			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A BULLDOZER

Operation - Is the operator operating the unit as per the procedure? Did this include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Understanding his responsibilities when operating			
2. Understanding the responsibilities of the team leader			
3. When covering garbage, looking out for any pedestrians			
4. When covering garbage, explaining the dangers posed by large obstacles or contamination and what to do about them			
5. When building cell walls, keeping the mound to the set maximum dimensions			
6. When building cell walls, create a cell at maximum 3m x 4m			
7. When building cell walls, keeping clear of reversing soil trucks			
8. When building cell walls, properly compact cells and remove large objects			

Close down - Did the operator:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Park the bulldozer correctly			
2. Watch out for pedestrians			
3. Allow the engine to idle for 2 minutes before switching off			
4. Remove the key and operate isolation switch			
5. Get off bulldozer safely			
6. Lock up the shed			
7. Explain the reason for the above actions			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A BULLDOZER

End of Job - Did the operator:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Clean the bulldozer in a competent manner			
2. Lubricate all the grease nipples			
3. Use caution when removing the radiator cap			
4. Wash down the radiator			
5. Clean the tracks with the "Spud" bar and spade at the tip			
6. Use the correct manual handling techniques			
7. Refuel correctly			
8. Explain who to report faults and problems to			

Emergency:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Is the operator aware of what actions to take during an emergency?			
2. Is the operator aware of how to stop the unit during an emergency?			
3. Is the operator aware of the types of emergency likely to occur?			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A BULLDOZER

Environmental Management	**COMPETENT**	**NOT YET COMPETENT**	**NOT ASSESSED**
1. Is the operator aware of where to find the Spill Kits?			
2. Has the operator been trained to manage spills?			
3. Did the operator know how to dispose of all wastes properly?			
4. Has all plant and equipment been operated with environmental control mechanisms in place? Eg. Noise/dust suppression devices.			
5. Was cleaning and maintenance carried out without causing pollution of the environment? Eg. Cleaned in the designated area away from stormwater system.			
6. Were chemicals, oils, and fuels handled, stored, and transported correctly to avoid pollution of the environment?			
7. Was the plant and equipment operated so as to avoid excessive dust and noise?			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A BULLDOZER

Additional Comments/Actions:

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Date Actions met:.....

Signed: Assessor: ..... Date: ..... Assessment 1

Candidate:.....

Assessor: ..... Date: ..... Assessment 2

Candidate:.....

Assessor: ..... Date: ..... Assessment 3

Candidate:.....

*Note: The candidate is signing that the feedback took place and not that they are in agreement with the decision.

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A WASTE TIP TRUCK

Candidate:	Assessor:	Date:

Business Unit:	Assessment: 1 ( ) 2 ( ) 3 ( )	Competent: ( )	Date of Competency:

EVIDENCE OF COMPLIANCE	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
Qualifications Required: (Certifications sighted where appropriate, e.g. Driver's Licence)			
1. Class C Drivers Licence required for street access.			
2. On the Job Training by Bankstown City Council.			

Personal Protective Equipment PPE: Is the follow PPE being used correctly -	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Safety boots (steel capped)			
2. Sunscreen (when working outside the cabin)			
3. Hat - wide brim (when working outside the cabin)			
4. Gloves (when required)			
5. Long sleeved shirt and trousers or shorts of approved design			

Other Tools & Equipment: Are the following tools and equipment available for use -	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Standard Operating Procedure			
2. First Aid Kit - Type "C"			
3. Standard tool kit			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A WASTE TIP TRUCK

Pre-use - Have the checks identified by the procedure been performed by the operator prior to use of the unit? Did these include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Lights and indicators			
2. Hydraulic oil level			
3. Tyre pressure and condition			
4. Radiator coolant level			
5. The mirrors			
6. The horn operates			
7. Fuel level			
8. Brakes and brake lights are working - forward and reverse.			
9. Steering - forward and reverse.			
10. Reversing beeper			

Start-up - Has the operator performed start-up as per the procedure? Did this include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Getting into the vehicle safely			
2. Starting the engine properly			
3. Understanding the reason for waiting for the buzzer to stop and what to do if it doesn't			
4. Adjusting the seat correctly			
5. Using the seat belt			
6. Understanding why the seat must be adjusted			
7. Observing the speed limit			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A WASTE TIP TRUCK

Operation - Is the operator operating the unit as per the procedure? Did this include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Does the operator understand his responsibilities when operating?			
2. Does the operator understand the responsibilities of the team leader?			
3. Does the operator understand the need to limit to 4 the number of scoops of the front end loader so as not to overload the tray?			
4. Does the operator check that all persons are clear before reversing or driving off?			
5. Does the operator understand and demonstrate the correct sequence of PTO disengagement and use of the cabin lever to raise the tray?			
6. Does the operator disengage the PTO before attempting to move forward and empty the tray?			
7. Does the operator lower the tray properly?			

Close down	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Does the operator park in the correct location and use the handbrake?			
2. Does the operator allow the engine to idle for 2 minutes before switching off?			
3. Does the operator remove the key after locking the vehicle?			
4. Does the operator use the handles to exit the vehicle?			
5. Does the operator place the key in secure stowage?			

End of Job:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Does the operator refuel the vehicle properly?			
2. Does the operator know who to report faults and problems to?			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A WASTE TIP TRUCK

Emergency:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Is the operator aware of what actions to take with regard to the vehicle during an emergency?			
2. Is the operator aware of how to stop the unit during an emergency?			
3. Is the operator aware of the types of emergency likely to occur?			

Environmental Management	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Is the operator aware of where to find the Spill Kits?			
2. Has the operator been trained to manage spills?			
3. Did the operator know how to dispose of all wastes properly?			
4. Has all plant and equipment been operated with environmental control mechanisms in place? Eg. Noise/dust suppression devices.			
5. Was cleaning and maintenance carried out without causing pollution of the environment? Eg. Cleaned in the designated area away from stormwater system.			
6. Were chemicals, oils, and fuels handled, stored, and transported correctly to avoid pollution of the environment?			
7. Was the plant and equipment operated so as to avoid excessive dust and noise?			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A WASTE TIP TRUCK

Additional Comments/Actions:

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Date Actions met:.....

Signed: Assessor: ..... Date: ..... Assessment 1

Candidate:.....

Assessor: ..... Date: ..... Assessment 2

Candidate:.....

Assessor: ..... Date: ..... Assessment 3

Candidate:.....

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STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A FRONT END LOADER

Candidate:	Assessor:	Date:

Business Unit:	Assessment: 1 ( ) 2 ( ) 3 ( )	Competent: ( )	Date of Competency:

EVIDENCE OF COMPLIANCE	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
Qualifications Required: (Certifications sighted where appropriate, e.g. Driver's Licence)			
1. National Certificate of Competency Class LB - Front End Loader/Back Hoe			
2. Class C Drivers Licence required for street access.			
3. On the Job Training by Bankstown City Council.			

Personal Protective Equipment PPE: Is the follow PPE being used correctly -	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Eye protection (for sun and impact)			
2. Safety boots (steel capped)			
3. Sunscreen (when working outside the cabin)			
4. Hat - wide brim (when working outside the cabin)			
5. Gloves where required			
6. Long sleeved shirt and trousers or approved design shorts			

Other Tools & Equipment: Are the following tools and equipment available for use -	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Standard Operating Procedure			
2. First Aid Kit - Type "C"			
3. Standard tool kit			
4. Grease			

5. Stilson spanner (adjustable)			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A FRONT END LOADER

Pre-use - Have the checks identified by the procedure been performed by the operator prior to use of the unit? Did these include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Lights and indicators			
2. Hydraulic oil level			
3. Tyre pressure and condition			
4. Radiator coolant level			
5. The mirrors			
6. The horn operates			
7. Fuel level			
8. Brakes and brake lights are working - forward and reverse.			
9. Application of grease to the self greaser of the vehicle			
10. Reversing beeper working			
11. Steering - forward and reverse			

Start-up - Has the operator performed start-up as per the procedure? Did this include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Getting into the vehicle safely			
2. Starting the engine properly			
3. Adjusting the seat correctly			
4. Using the seat belt			
5. Understanding why the seat must be adjusted and the 40 kph speed limit must be observed			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A FRONT END LOADER

Operation - Is the operator operating the unit as per the procedure? Did this include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Understanding his responsibilities when operating			
2. Understanding the responsibilities of the team leader			
3. Lifting the load with the bucket			
4. "Crowding" the bucket correctly			
5. Looking for pedestrians or other vehicles before reversing or driving off			
6. Emptying the bucket			
7. Using the bucket at the correct angle (45 degrees) and profile (teeth down) to spread out the waste			
8. Explaining why the bucket is always to be left lowered onto the ground when the machine is unattended or stationary			

Close down	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Did the operator park in the correct place?			
2. Did the operator allow the engine to idle for 2 minutes before switching off?			
3. Did the operator lower the bucket with teeth down before switching the engine off?			
3. Did the operator exit the vehicle in a safe manner?			
4. Did the operator remove the key and leave it in the secure location?			
5. Did the operator explain the reasons for the above actions?			

End of Job:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Did the operator clean the vehicle in a competent manner?			
2. Did the operator refuel the vehicle safely?			
3. Did the operator know who to report faults and problems to?			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A FRONT END LOADER

Emergency:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Is the operator aware of what actions to take during an emergency?			
2. Is the operator aware of how to stop the unit during an emergency?			
3. Is the operator aware of the types of emergency likely to occur?			

Environmental Management	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Is the operator aware of where to find the Spill Kits?			
2. Has the operator been trained to manage spills?			
3. Did the operator know how to dispose of all wastes properly?			
4. Has all plant and equipment been operated with environmental control mechanisms in place? Eg. Noise/dust suppression devices.			
5. Was cleaning and maintenance carried out without causing pollution of the environment? Eg. Cleaned in the designated area away from stormwater system.			
6. Were chemicals, oils, and fuels handled, stored, and transported correctly to avoid pollution of the environment?			
7. Was the plant and equipment operated so as to avoid excessive dust and noise?			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A FRONT END LOADER

Additional Comments/Actions:

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Date Actions met:.....

Signed: Assessor: ..... Date: ..... Assessment 1

Candidate:.....

Assessor: ..... Date: ..... Assessment 2

Candidate:.....

Assessor: ..... Date: ..... Assessment 3

Candidate:.....

*Note: The candidate is signing that the feedback took place and not that they are in agreement with the decision.

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A COMPACTOR

Candidate:	Assessor:	Date:

Business Unit:	Assessment: 1 ( ) 2 ( ) 3 ( )	Competent: ( )	Date of Competency:

EVIDENCE OF COMPLIANCE	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
Qualifications Required: (Certifications sighted where appropriate, e.g. Driver's Licence)			
1. On the Job Training by Bankstown City Council.			

Personal Protective Equipment PPE: Is the follow PPE being used correctly -	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Eye protection (for sun and impact)			
2. Safety boots (steel capped)			
3. Sunscreen (when working outside the cabin)			
4. Hat - wide brim (when working outside the cabin)			
5. Gloves (when required)			
6. Long sleeved shirt and trousers or shorts of approved design			

Other Tools & Equipment: Are the following tools and equipment available for use -	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Standard Operating Procedure			
2. First Aid Kit - Type "C"			
3. Standard tool kit			
4. Grease gun			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A COMPACTOR

Pre-use - Have the checks identified by the procedure been performed by the operator prior to use of the unit? Did these include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Lights and indicators			
2. Hydraulic oil level			
3. Radiator coolant level			
4. The mirrors			
5. The horn operates			
6. Fuel level			
7. Brakes and brake lights are working - forward and reverse.			
8. Steering - forward and reverse.			

Start-up - Has the operator performed start-up as per the procedure? Did this include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Getting into the vehicle safely			
2. Explaining the self diagnostic action of the vehicle on start up and what to do if the buzzer and light do not switch off after 20 seconds			
3. Starting the engine properly			
4. Adjusting the seat correctly			
5. Using the seat belt			
6. Understanding why the seat must be adjusted			
7. Switching on the amber rotating beacon			
8. Lifting the blade			
9. Looking out for any persons when driving off			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A COMPACTOR

Operation - Is the operator operating the unit as per the procedure? Did this include:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Understanding his responsibilities when operating			
2. Understanding the responsibilities of the team leader			
3. Using the blade to correctly spread the rubbish			
4. Compacting rubbish correctly			
5. Explaining the dangers posed by pipes/timber and how to deal with them			

Close down - Did the operator:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Park the vehicle nose into the shed			
2. Lower the blade to the floor			
3. Allow the engine to idle for 2 minutes			
4. Switch off the engine and remove the key			
5. Lock the cabin and exit safely			
6. Turn off the "Kill Switch"			
7. Put the key in a secure location			
8. Lock the shed gates			
9. Explain the reason for the above activities			

End of Job - Did the operator:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Explain the cleaning of the backhoe in a competent manner			
2. Lubricate all the grease nipples			
3. Demonstrate correct refuelling techniques			
4. Explain who to report faults and problems to			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A COMPACTOR

Emergency:	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Is the operator aware of what actions to take during an emergency?			
2. Is the operator aware of how to stop the unit during an emergency?			
3. Is the operator aware of the types of emergency likely to occur?			

Environmental Management	COMPETENT	NOT YET COMPETENT	NOT ASSESSED
1. Is the operator aware of where to find the Spill Kits?			
2. Has the operator been trained to manage spills?			
3. Did the operator know how to dispose of all wastes properly?			
4. Has all plant and equipment been operated with environmental control mechanisms in place? Eg. Noise/dust suppression devices.			
5. Was cleaning and maintenance carried out without causing pollution of the environment? Eg. Cleaned in the designated area away from stormwater system.			
6. Were chemicals, oils, and fuels handled, stored, and transported correctly to avoid pollution of the environment?			
7. Was the plant and equipment operated so as to avoid excessive dust and noise?			

STANDARD ASSESSMENT CHECKLIST FOR THE OPERATION & USE OF A COMPACTOR

Additional Comments/Actions:

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Date Actions met:.....

Signed: Assessor: ..... Date: ..... Assessment 1

Candidate:.....

Assessor: ..... Date: ..... Assessment 2

Candidate:.....

Assessor: ..... Date: ..... Assessment 3

Candidate:.....

*Note: The candidate is signing that the feedback took place and not that they are in agreement with the decision.

WOLLONGONG CITY COUNCIL
EMPLOYEE CONTRACTOR LEACHATE POND INDUCTION

WOLLONGONG
City of Innovation

EMPLOYEE/CONTRACTOR

NAME_____

ρ ☐ Site Layout

ρ ☐ Overview of Operations

ρ ☐ Site Access / Parking

ρ ☐ Site Specific Hazards

ρ ☐ Advise of location of underground services (power & leachate)

ρ ☐ Advise leachate valve pit as confined space.

ρ ☐ Advise of leachate pond liner hazard. (no operations without harness and safety line)

ρ ☐ Equipment operations

ρ ☐ Personal Protective Equipment

ρ ☐ Vehicle Movement

ρ ☐ Environmental Requirements

ρ ☐ Advise electrical and securing cable disconnection only, to be undertaken from pontoon.

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Employee Signature_____ Date_____

Inductor Signature_____ Date_____

INDUCTION FOR CONTRACTORS WORKING AT

WHYTES GULLY WASTE DISPOSAL DEPOT

TABLE OF CONTENTS

WHYTES GULLY WASTE DISPOSAL DEPOT
CONTRACTOR INDUCTION MANUAL

1. INTRODUCTION

Welcome to Whytes Gully Waste Disposal Depot. Any contract you enter into with us requires you and your employees and subcontractors to act according to this document.

Companies, and the contractors they employ, are legally responsible for ensuring the health and safety of all employees on-site. In many cases a company may also be held responsible for the safety of a contractor's employee working on a company site.

The impact of operations on others, eg., members of the public and even trespassers, must also be taken into account.

2. OCCUPATIONAL HEALTH AND SAFETY

Every employer shall ensure the health, safety and welfare at work of all employees. Health and safety legislation sets down strict health and safety duties on all people within the workplace including contractors. We expect you to know what these requirements are and to carry them out. We include here, as a reminder, a brief summary of the main provisions relating to contractors. (The term "safety" as used in this document incorporates "health and safety".) Your duties as a contractor under the Occupational Health and Safety Act are summarised as follows:

- To provide your employees and subcontractors with a safe place of work.
- To provide your employees and subcontractors with safe work systems.
- To provide your employees and subcontractors with safety training.
- To ensure that your employees and subcontractors use the safety equipment required.
- To provide your employees and subcontractors safety information, instruction, training, and supervision.

Your employees and subcontractors responsibilities under the Occupational Health and Safety Act are summarised as follows:

- To co-operate with your managers on health and safety matters.
- To use the safety equipment you provide.
- To correct or report unsafe situations to you.
- To report incidents and injuries to you.
- To follow safety rules and safe operating procedures agreed upon as follows.

WorkCover penalties apply to breaches of the OH&S Act.
For further information please refer to the OH&S Act, Section 19.

3. BEHAVIOUR FOR CONTRACTORS

- Report any hazard that is beyond your control (eg., a change to the original job that has introduced new unexpected danger).

- Use the correct safety equipment and protective clothing for the job (eg., welding screens, breathing protection, eye protection, hearing protection, foot protection, tags, flashing lights, guards, electrical earth leakage devices, fire equipment, fall restraints, etc.).

- Obey rules, signs, and instructions and only use equipment that you are authorised to use (obey signposts and warning notices; obtain work permits for jobs with special risks; comply with special rules developed for specific work areas).

- Use safe lifting tactics with easy loads, and get help or mechanical assistance for heavy loads (use fork lift trucks, cranes and hoists rather than manual handling).

- Know our emergency procedures (find out what to do in the event of a substance leak, fire, or other possible emergency; learn where the emergency shower and eyewash stations are; learn where the evacuation control point is; know how to raise the emergency alarm and how to telephone for help).

- Ask if you are in doubt about any health or safety procedure .

4. ADMINISTRATIVE PROCEDURES

- Contractors are to sign on and off at the Weighbridge Office or agreed location and shall provide the company name, time of start and finish. They must inform the Whytes Gully Waste Disposal Depot (WGWDD) Leading Hand (or nominee) of their location of work so they can be contacted in the event of an emergency or evacuation.

- Contractors will be issued a contractor / visitors identification card which is to be worn at all times whilst on site.

- A service report shall be submitted to the WGWDD Leading Hand or nominated officer on completion of work. Failure to comply with this requirement may result in payment being withheld and contractors contract being reviewed.

- Contractors are to be aware that noise restrictions may apply due to waste depot's activities.

5. EVACUATION OF PREMISES

WGWDD aims to maintain its premises in a safe condition and without risk to health and to provide a safe means of access or egress. In the event that an emergency situation occurs, emergency procedures are to be maintained to ensure that all staff, customers and visitors (including contractors) act efficiently and safely. Contractors shall take directions off the WGWDD Leading Hand (or nominee) in the event of an evacuation. Contractors should turn off all machinery and ensure hazards are isolated before evacuating the site.

Contractors working on site shall pick up a copy of the evacuation plan for the WGWDD and make themselves familiar with the site.

Contractors shall ensure all access ways are kept clear at all times.

6. SECURITY OF PREMISES

All contractors are responsible for securing their place of work to areas that have been unlocked or opened for their benefit.

7. ELECTRICAL SAFETY

Contractors are to comply with industry standards regarding the tagging of plant and equipment, and electrical installations by using the **"Danger Tag"** to eliminate the risk to employees while working on plant and equipment and the **"Out Of Service Tag"** to identify the defective or damaged equipment.

- Contractors are to comply with the WorkCover Regulations for the testing and tagging of electrical appliances and leads, ie., all electrical tools and leads must be regularly inspected by a licensed electrician.
- All electrical installations shall comply with the SAA Wiring Rules.
- Always make sure your site is protected by an earth leakage device.
- All electrical work shall be carried out by a licensed electrician.
- All fittings to an extension cord to be either non re-wirable (moulded) or transparent. Extension cords must be supported above any work area and passageway to provide clear access for personnel and vehicles, and to prevent damage to them.
- Extension cord to be heavy duty according to AS 3199.
- Double adapters and "piggy back" connections shall not be used.

8. SMOKING

Wollongong City Council has a policy that does not allow smoking inside any buildings under Council's care and control.

9. NOTIFICATION OF ACCIDENTS AND FIRST AID

- If you are injured on site you must report any incident, near miss or hazard to the WGWDD Leading Hand (or nominee) as soon as possible. The Accident/Incident report form shall be used to record all injuries and work related illnesses experienced by all staff, customers and visitors (this includes contractors). In some situations, an internal investigation into an accident will be carried out by the contractor and/or Council, for the purpose of taking preventative action. A copy of the report is to be provided to Council at the conclusion of the investigation

10. PERSONAL PROTECTION

- Approved hearing / eye protection to be worn at all designated areas where appropriate safety signs are displayed and when operating any machinery, eg., angle grinders, power saws, lawn mowers, edge trimmers, etc.

- Approved safety footwear must be worn by contractors at all times.

- Hard hats must be worn at all times in areas designated as a “construction site”.

- In dusty conditions, wear an approved dust mask or respirator.

11. BARRICADES / SCAFFOLDING

- Contractors are to ensure workers and the general public are protected on, or adjacent to, construction sites by the effective use of barricades, temporary fencing, and overhead protection.

- When working on or at 1.8 metres of height, contractors are to ensure all work is performed in accordance with the WorkCover Code of Practice for safe work on roofs.

- Ladders must be in good condition, free from splits, or broken or loose rungs.

- When constructing scaffolding, ensure foundations are adequate to take the load.

- Scaffolding must be tied to the building every 3.6 metres (maximum) of height and length and adequately braced in all directions.

- Ensure handrails and kickplates are provided on all working platforms and provide safe access to all working platforms more than two metres high.

- Mobile scaffolds should have lockable castor wheels, which must be locked when the scaffold is in use.

- Ensure metal scaffolding is at least 4.6 metres from bare electrical conductors.

12. TRENCHES AND EXCAVATIONS

When working with trenches and excavations the following precautions should be taken:

- Check with appropriate authority the location of underground services.

- Provide and secure a suitable barrier or guardrails around any excavation.

- If a worker is required to be in a trench greater than 1.5 metres (less in unstable ground) the sides of the trench must be shored according to WorkCover requirements.

13. HARASSMENT

The WGWDD has policies on the prevention of harassment. The policy aims to encourage a harassment free environment for staff, customers and visitors. The policy covers all forms of harassment, including sex-based, racial, disabilities, and marital status. All staff and contractors have a general responsibility to maintain acceptable standards of conduct and promote a harassment free environment. Harassment is a breach of proper standards of conduct and professional behaviour and in extreme cases may constitute a criminal offence under Federal and NSW legislation.

14. HAZARDOUS SUBSTANCES

Contractors shall comply with the Occupational, Health and Safety (Hazardous Substances) Regulation 1996. The object of this regulation is to minimise the risks to health due to exposure to hazardous substances in places of work. This regulation includes the following:

- ensuring that hazardous substances are correctly labelled, material safety data sheets are maintained, and substances are correctly stored.

This regulation applies to and in respect of self-employed persons in the same way as it applies to and in respect of employers.

When using poisons or corrosives, ensure you read and understand the label before you start. Work in a well-ventilated area or wear an approved respirator. Use personal safety protection recommended by the manufacturer.

15. CONFINED SPACES

The WGWDD has adopted the Occupational, Health and Safety (Confined Spaces) Regulation 1990 and AS 2865 - Safe Working in Confined Spaces as the minimum standard for confined spaces.

A confined space is a compartment or area with a limited opening for access and usually no alternative escape route, which a person may enter at any time or be allowed to enter and where the atmosphere or environment may be hazardous to those who are required to enter the confined space. This regulation is to ensure workers are not placed at risk of injury or illness.

Contractors operating at the WGWDD site must comply with the confined space regulations.

16. OUTDOOR WORKERS

Skin cancers are very common in Australia among people exposed to the sun. One type of skin cancer that can be caused by exposure to the sun is melanoma. It is a particularly aggressive cancer, and causes many deaths. People working in the sun should wear wide brimmed hats or neck covers under hard bats, blackout sunscreen, and long sleeve shirts. Sunglasses complying with AS 1067 should be worn to provide protection against the sun.

17. CLEANING UP OF SITE

All visible external and internal surfaces, including fittings, fixtures, and equipment, shall be free of marks, dirt, dust, vermin, and unwanted materials, as a condition of completion.

I / we have read the above conditions agree to comply with the requirements as detailed in the Induction for Contractors Manual.

Print Name: _____

Signature: _____ Date: _____

Company Name: _____

Copy to file
Copy to Contractor

WOLLONGONG
City of Innovation

WOLLONGONG CITY COUNCIL
EMPLOYEE INDUCTION

EMPLOYEE NAME_____

- ρ ☐Overview of Operations
- ρ ☐Work Team Structure
- ρ ☐Site Layout & Amenities
- ρ ☐Site Access / Parking
- ρ ☐Incident / Accident Emergency Management including Site Evacuation
- ρ ☐Incident / Accident Reporting
- ρ ☐Responsibilities
- ρ ☐Site Specific Hazards (Use risk identification sheet)
- ρ ☐Safe Work Method Statements
- ρ ☐Personal Protective Equipment
- ρ ☐Traffic Control Plans & Vehicle Movement Plans
- ρ ☐Plant Requirements
- ρ ☐First Aid
- ρ ☐Environmental Requirements
- ρ ☐Leachate ponds induction

Employee Signature_____ Date_____

Inductor Signature_____ Date_____

PROCEDURE

How to conduct Daily Inspections at Whytes Gully Waste Depot

There are two (2) Operational Checklists that must be completed Daily + 1 Leading Hand Inspection

- Daily Operational Checklist - TRIM Z11/121137
  - Tip Face Control - Inspection
  - Transfer Station

- Daily Operational Checklist - TRIM Z11/121176
  - Leachate Ponds Inspection
  - Ammonia Plant Inspection
  - Settling Ponds Inspection
  - Weighbridge

1. Tip Face Control Inspection

Tip Face Control inspection must be conducted prior to opening of the Waste Depot

- Loader operative conducts his daily plant inspection – see plant inspection daily checklist
- Refer to Flowchart Plant Preparation & Reporting TRIM Z11/106557
- Loader Operator drives to Tip Face and conducts Tip Face inspection as per the Daily Operational Checklist – Tip Face Control

COPY OF CURRENT TRAFFIC CONTROL PLAN & DAILY OPERATIONAL TIP FACE CONTROL CHECKLIST MUST BE LOCATED IN THE LOADER

2. Leachate, Ammonia Plant, Settling Ponds, Inspections

This inspection must be completed daily

- The Inspection is conducted by Additional Waste Operative
- Conduct inspection and complete the checklist daily

INSPECTION CHECKLISTS MUST BE COMPLETED AT TIME OF INSPECTION

LEADING HAND TO ENSURE BOTH DOCUMENTS ARE COMPLETED

- Rectify any actions required if safe to do so.
- Document the problem and action taken on the inspection sheet.
- Record and report outstanding actions to Leading Hand for further consideration.

Questions
What are they checking for when:

- Inspecting dust and noise control in place
- Leachate pond levels (what should they be)
- General faults and safety issues (examples)
- Daily flow meter reading litre/second (do we need a procedure for this and where is this info documented and filed?
- Monthly meter reading Leachate to sewer (should this be put on the I&T register and matrix? Where is this info documented and filed?

What needs t be inspected at green waste, recycled and developed Areas ? Any monitoring/reporting to be conducted and who need this information? Where are the documents stored

1. If an inspection identifies a non conformance/not acceptable (cross on the inspection sheet) What do we do about it? Is info recorded on the sheet or in the Operative's diary? If control cant be implemented at local/site level when is the issue escalated to next level and how is this done? Should these issues be raised at team brief and minuted and escalated to Operational manager/Waste manager/Divisional manager for action depending on delegated authority?

WASTE SERVICES OH&S RECORDS KEEPING PROCEDURE

The OH&S records management system is used to effectively store, maintain and destroy important documents that are used and referred to regularly in the work area. This procedure outlines the function of the OH&S "Table of Contents" document and provides a step-by-step process to the safekeeping and retracing of such documents.

Refer to OHS Records Management and Divisional Document Control + OHS Records Management Procedures on the intranet.

TABLE OF CONTENTS/(SITE RECORDS CONTENT LIST)

The Table of Contents page is the primary list of all OHS documents kept on a site. It should be referred to whenever a document is to be filed, recalled, forwarded to Information Management Section; or destroyed. This sheet should be kept as a hardcopy in a file directory or other reference folder that is available to be accessed by all employees. Whytes Gully hard copy is located on the board near the Verification Matrix. The electronic copy is filed in TRIM Z11/103359 ; Glengarry TRIM Z11/35094

The Table of Contents table has seven (7) columns for each document registered on the list; this includes: Record type, location, responsibility, confidentiality, storing time, destroying method and comments. Each document that is to be kept on site (hence, must be on the Table of Contents sheet) must have all columns filled before it is stored in its location. At Glengarry the Waste Business Support & Systems Operator is responsible for ensuring the Table of Contents is kept up to date and is reviewed monthly to ensure documents are destroyed when required.

Record Type

The record type column is the documents name that is to be filed. This name should contain as much detail as possible for ease of reference when locating records later. E.g. Building Evacuation Test Drills 1/1/2010 to (date)

Location

This lists the exact location of the document(s) within the workplace. If it belongs to another division, that division/building (that holds the document) may be listed. Each division should have their own respective file directories and listing the building on the table of contents page will link that document to that building's own OHS records register.

For those records kept in the immediate workplace a direct path is required for listing the location of the record. All shelves, drawers and cabinets are labelled with a reference code for filing purposes. The location column of the Table of Contents contains a systematic directory to finding the OHS record

Note: Some documents may have more than one location. For example Safety Committee meeting minutes are stored on site as a hardcopy and an electronic copy filed on the intranet. In such cases; both locations are noted and separated by a comma.

Responsibility

Each document that is added to the Table of Contents is allocated with a person that is responsible for storing it in the correct location as well as maintaining/sorting and destroying the document where necessary. The employee position allocated with responsibility is dependent on the document and its purpose. Responsibility may also be established by file location and should be assigned to an employee *position* and not an individual, hence persons acting in job positions are also given responsibility of the documents. For e.g. responsibility might be assigned to "Works Coordinator", and not an individual's name, on the sheet.

Although one person is allocated as having responsibility for the document, others may also retrieve or view documents. The ability to view any such documents is subject to the respective confidentiality category, defined hereafter.

Confidentiality

Confidentiality is an important factor in the storing of documents. This column on the Table of Contents sheet is labelled on a "yes/no" basis, where applicable. It should be noted that if a document *is* confidential then it should be filed appropriately in a locked cabinet or secure folder etc.

Documents that are labelled with a yes in the "Confidentiality Required" column are only to be retrieved by, or with permission from, the person outlined in the Responsibility column. Confidential records are kept in the locked storage room at South Depot.

Records to be Kept

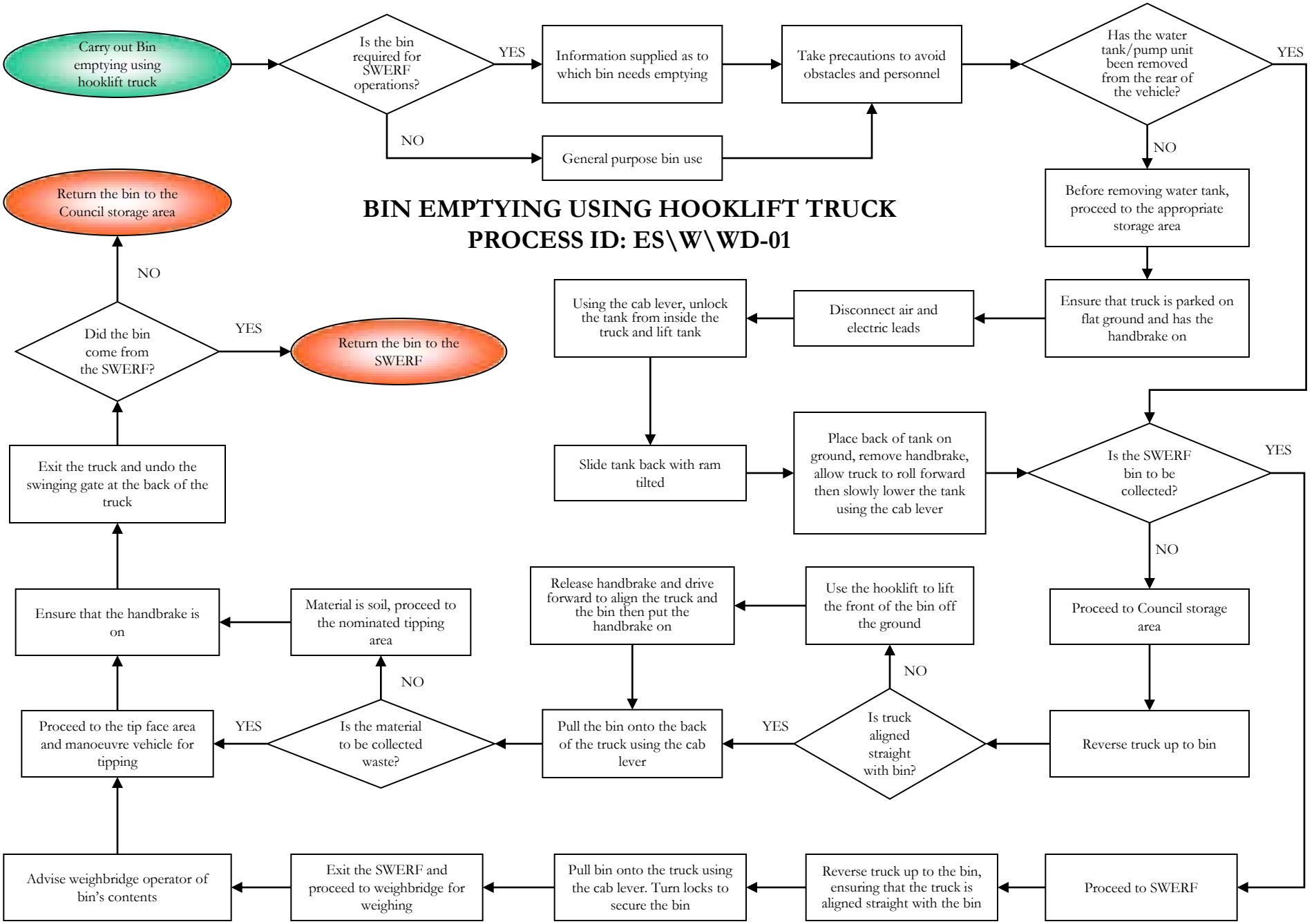
This column indicates the period of time that the document(s) are to be kept in the relating work area and what is to be done with them after expiry. Depending on the document, after it has been stored on site for a period it may then be forwarded into Information Management Section for permanent filing or destroyed.

How Records are Destroyed

The generic method for destroying documents is shredding. This column will be labelled with either "Secure Shredding" or "Non Secure Shredding" depending on the documents confidentiality (or otherwise).

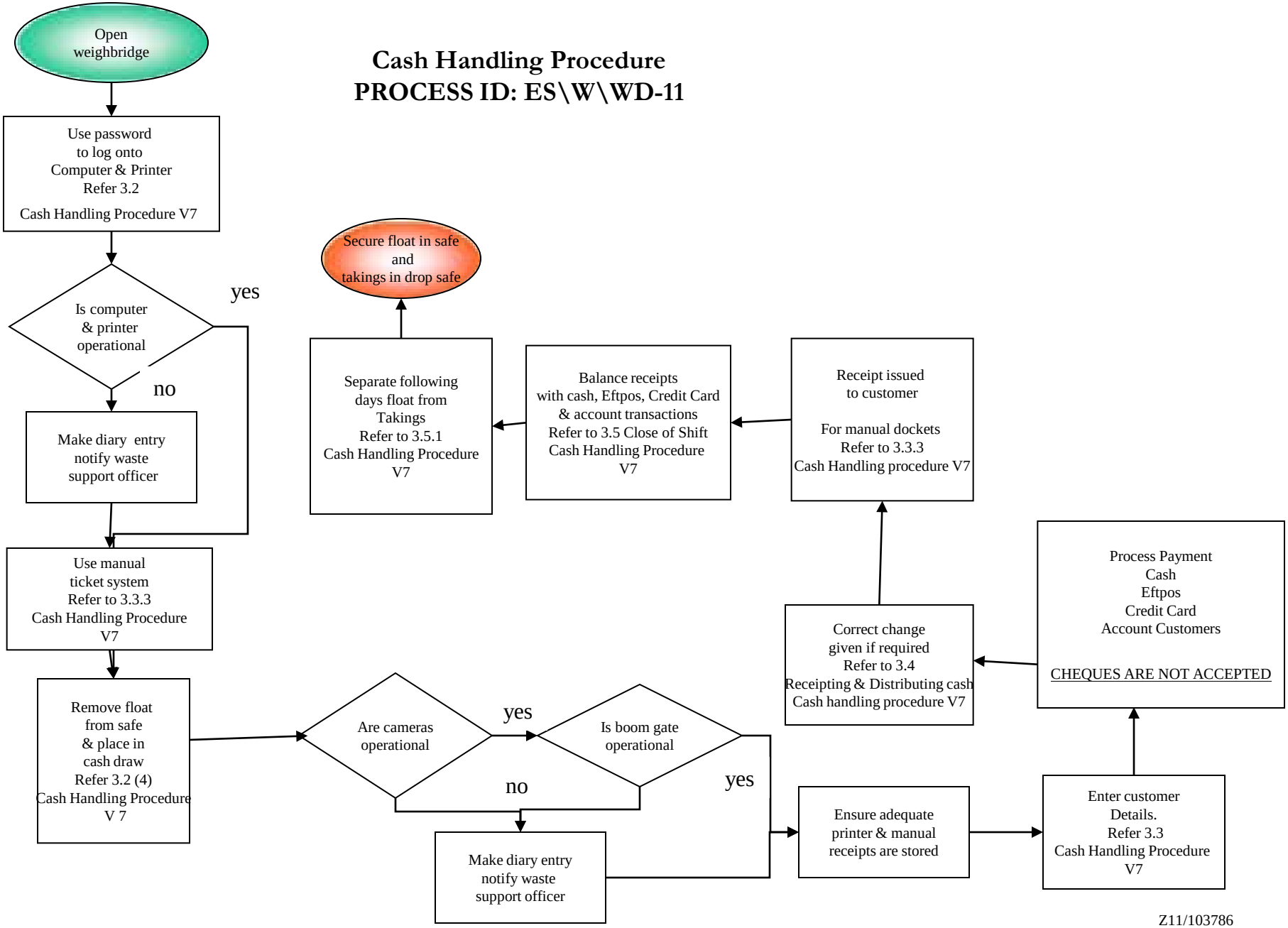
Comments

The comments column provides a space to put any notes regarding the filing, maintaining or destroying of the documentation. This section may also be used to briefly define the document or place any other comments as appropriate.

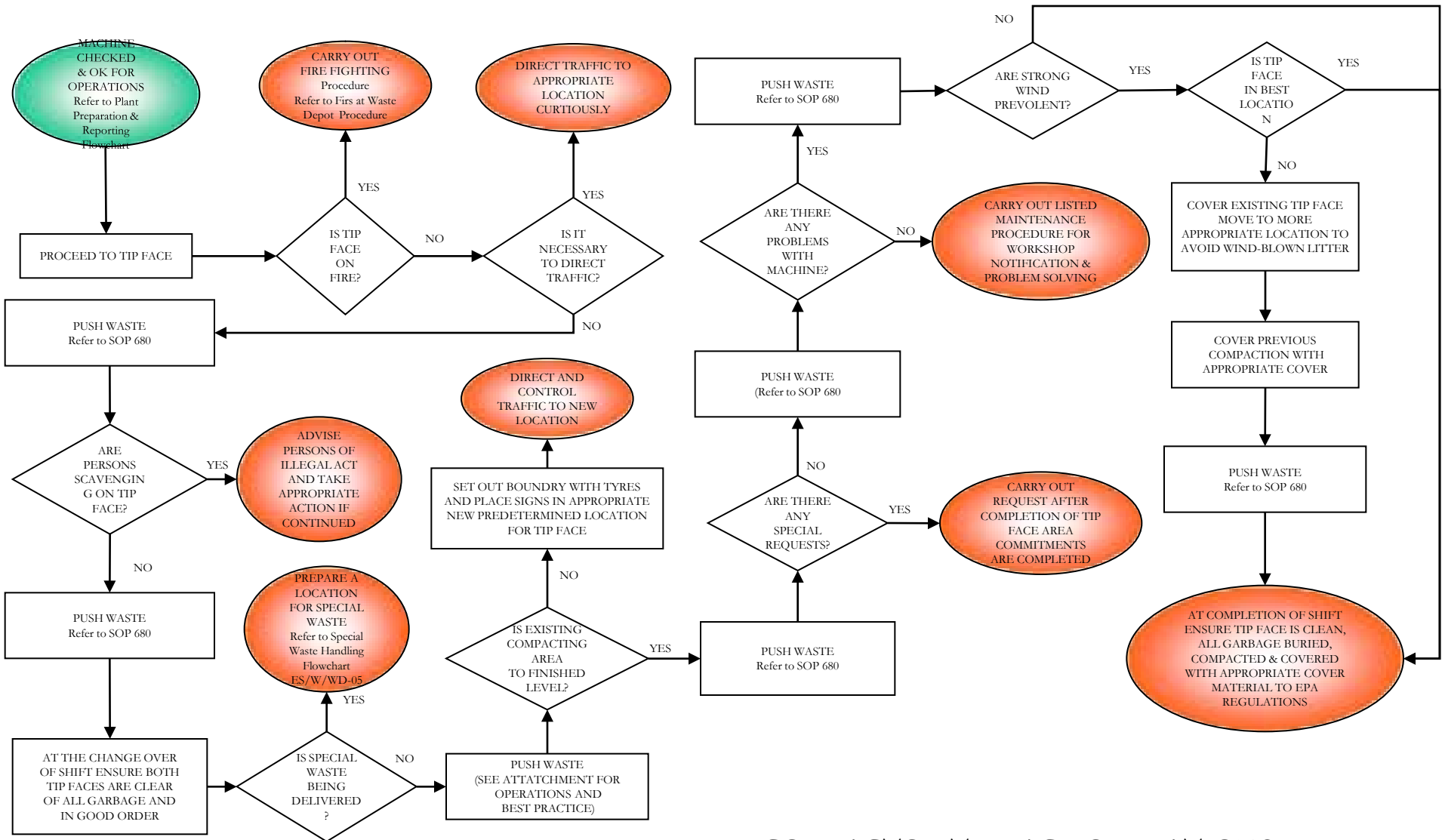

BIN EMPTYING USING HOOKLIFT TRUCK
PROCESS ID: ES\W\WD-01
Carry out Bin emptying using hooklift truck
Is the bin required for SWERF operations?
YES
NO
Information supplied as to which bin needs emptying
General purpose bin use
Take precautions to avoid obstacles and personnel
Has the water tank/pump unit been removed from the rear of the vehicle?
YES
NO
Before removing water tank, proceed to the appropriate storage area
Ensure that truck is parked on flat ground and has the handbrake on
Disconnect air and electric leads
Using the cab lever, unlock the tank from inside the truck and lift tank
Slide tank back with ram tilted
Place back of tank on ground, remove handbrake, allow truck to roll forward then slowly lower the tank using the cab lever
Is the SWERF bin to be collected?
YES
NO
Proceed to Council storage area
Reverse truck up to bin
Is truck aligned straight with bin?
YES
NO
Use the hooklift to lift the front of the bin off the ground
Release handbrake and drive forward to align the truck and the bin then put the handbrake on
Pull the bin onto the back of the truck using the cab lever
Is the material to be collected waste?
YES
NO
Material is soil, proceed to the nominated tipping area
Ensure that the handbrake is on
Proceed to the tip face area and manoeuvre vehicle for tipping
Exit the truck and undo the swinging gate at the back of the truck
Did the bin come from the SWERF?
YES
NO
Return the bin to the SWERF
Return the bin to the Council storage area
Proceed to SWERF
Reverse truck up to the bin, ensuring that the truck is aligned straight with the bin
Pull bin onto the truck using the cab lever. Turn locks to secure the bin
Exit the SWERF and proceed to weighbridge for weighing
Advise weighbridge operator of bin's contents

Z11/103783

Cash Handling Procedure
PROCESS ID: ES\W\WD-11



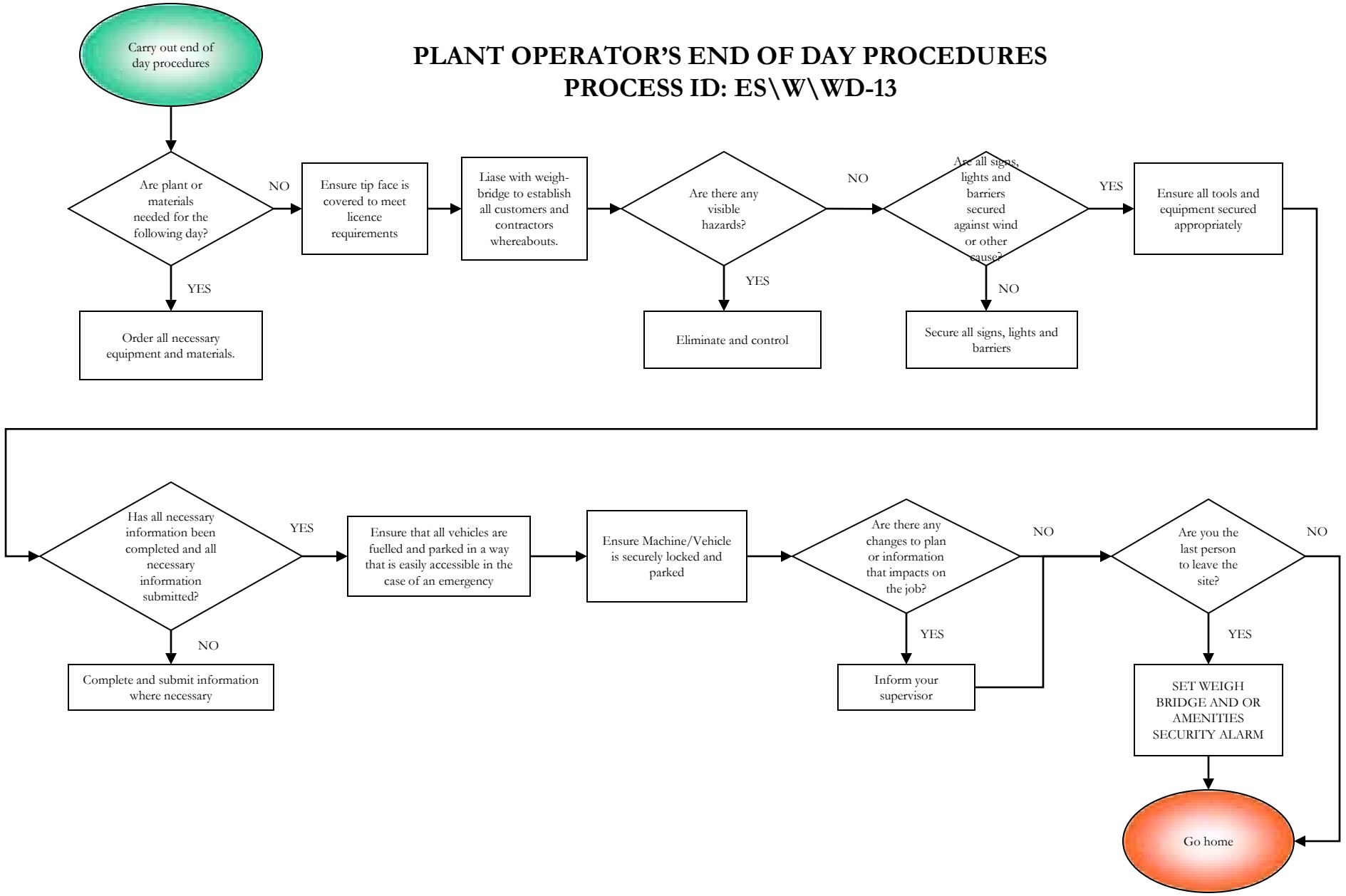
Z11/103786



COMPACTOR TIP FACE OPERATIONS
PROCESS ID: ES\W\WD-04

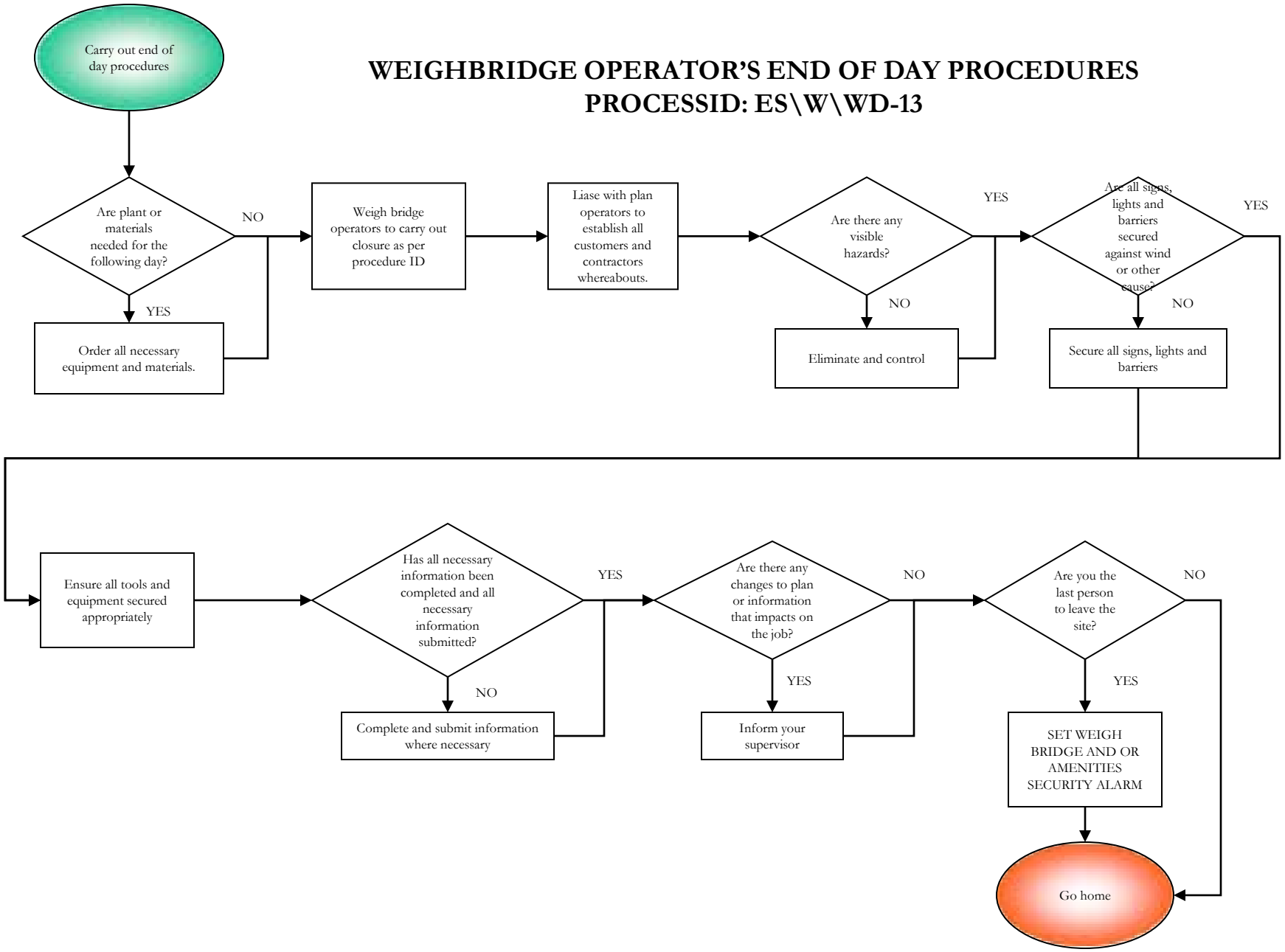
TRIM Z11/103787

PLANT OPERATOR'S END OF DAY PROCEDURES
PROCESS ID: ES\W\WD-13



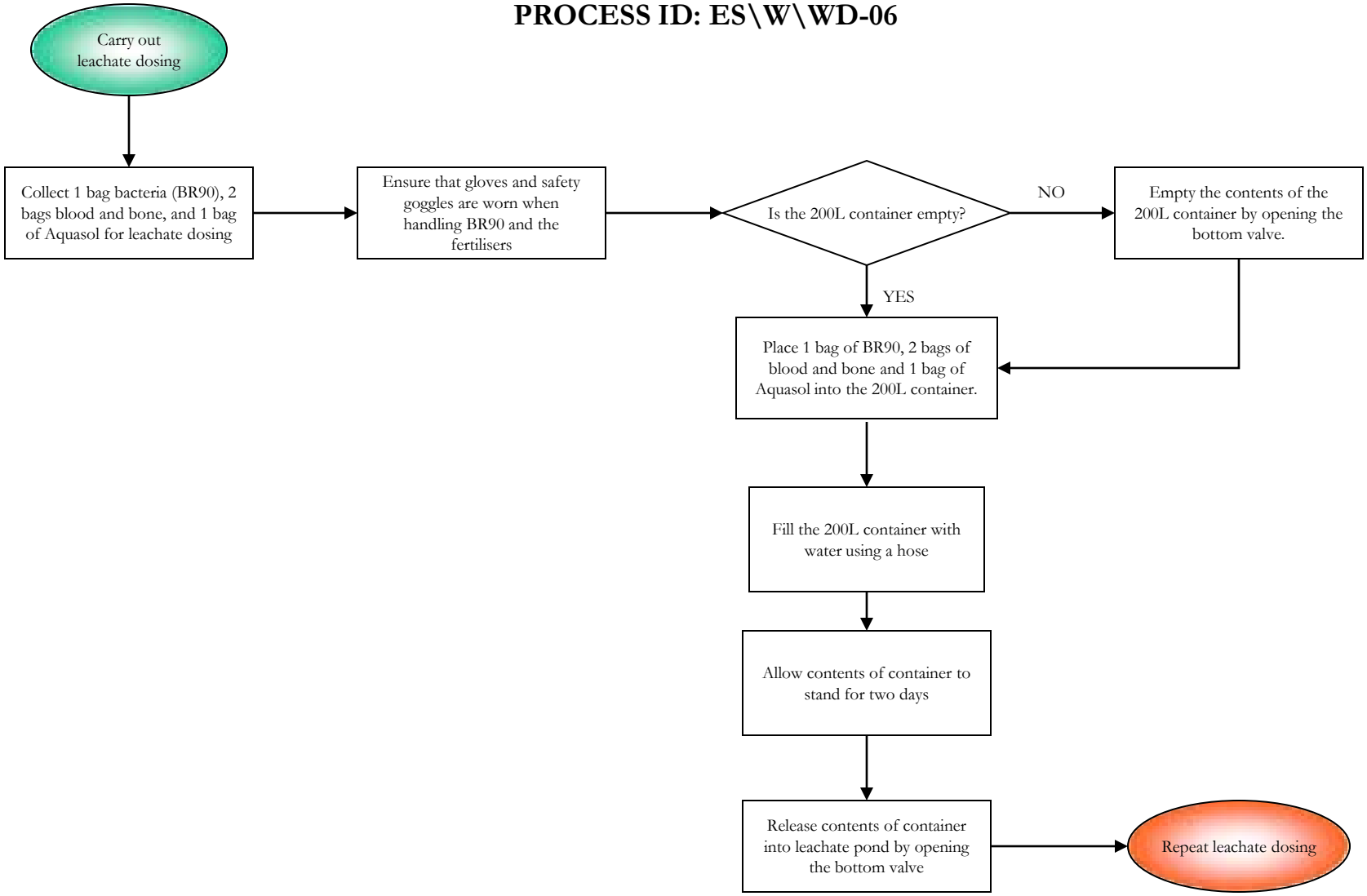
TRIM Z11/103790

WEIGHBRIDGE OPERATOR'S END OF DAY PROCEDURES
PROCESSID: ES\W\WD-13

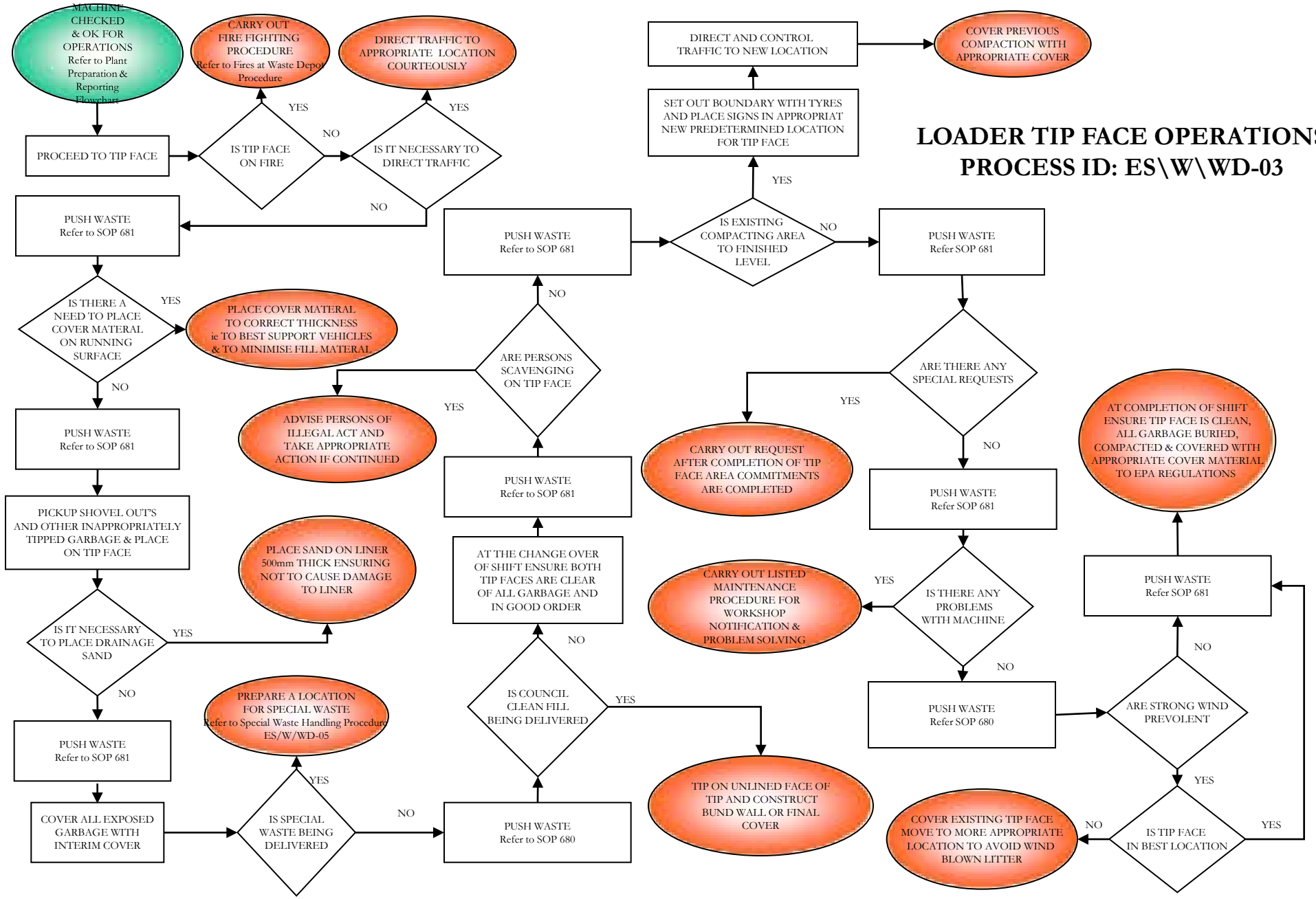


TRIM Z11/103791

LEACHATE DOSING
PROCESS ID: ES\W\WD-06

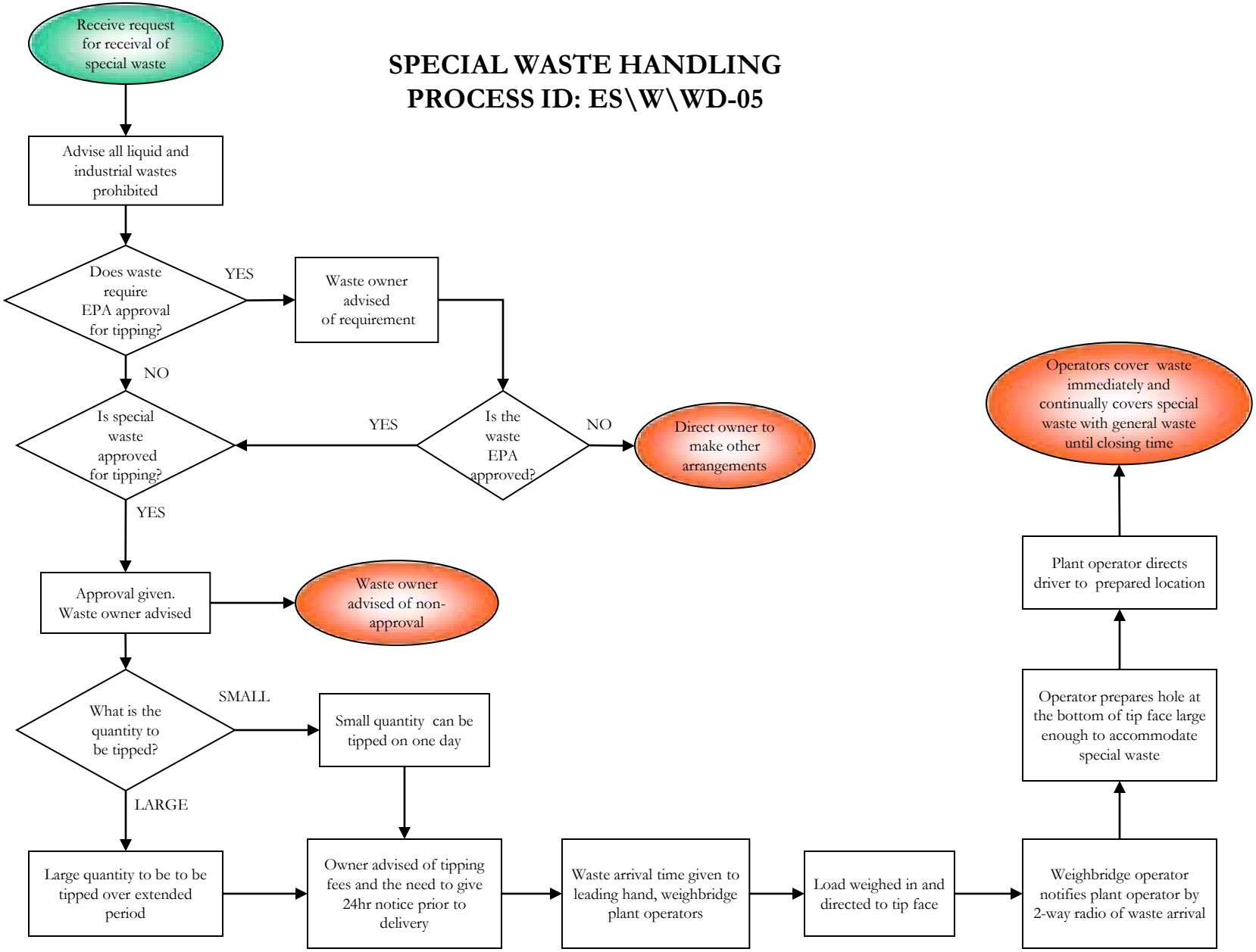


LOADER TIP FACE OPERATIONS
PROCESS ID: ES\W\WD-03



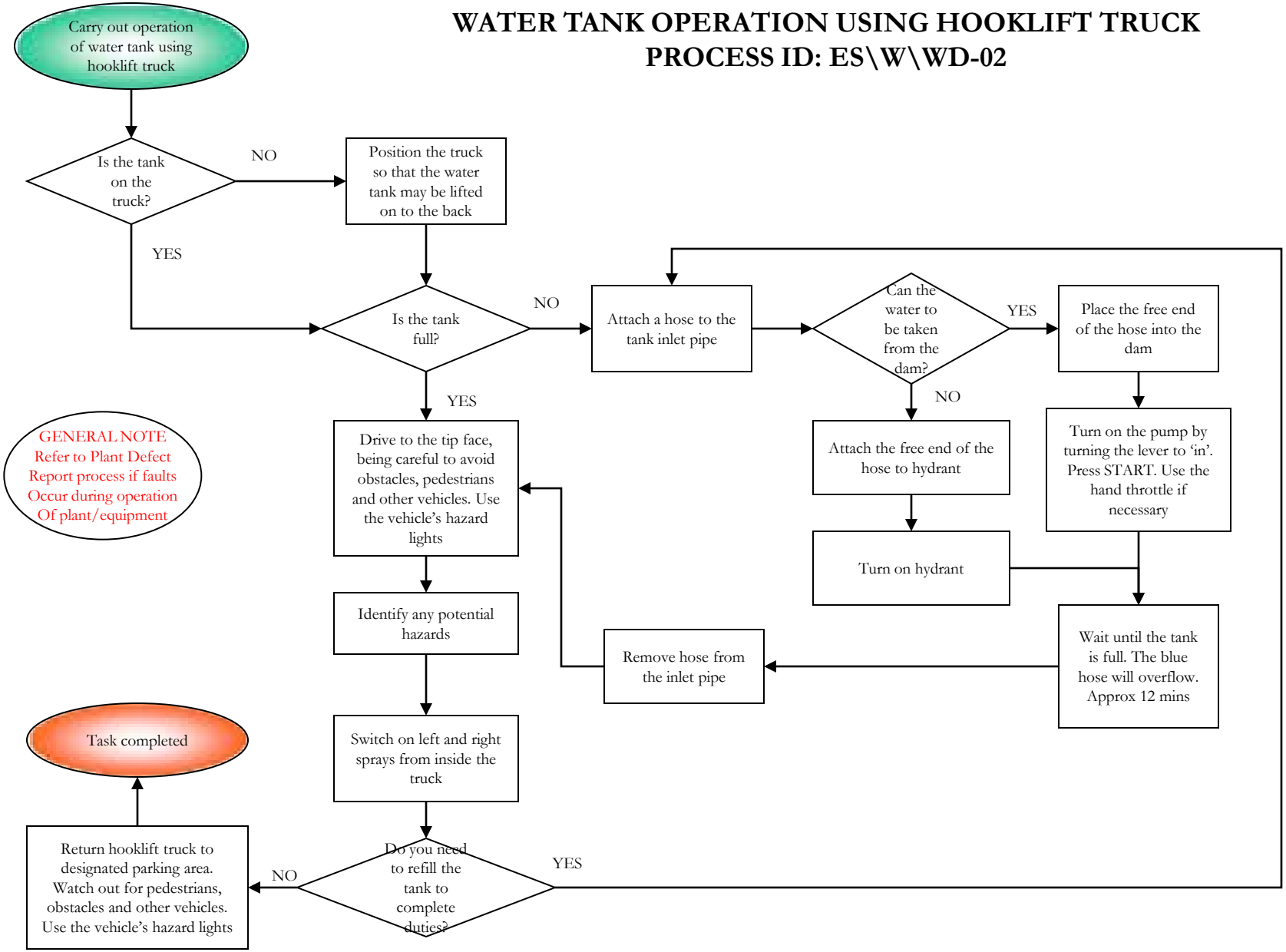
Z11/103795

SPECIAL WASTE HANDLING
PROCESS ID: ES\W\WD-05



Z11/103797

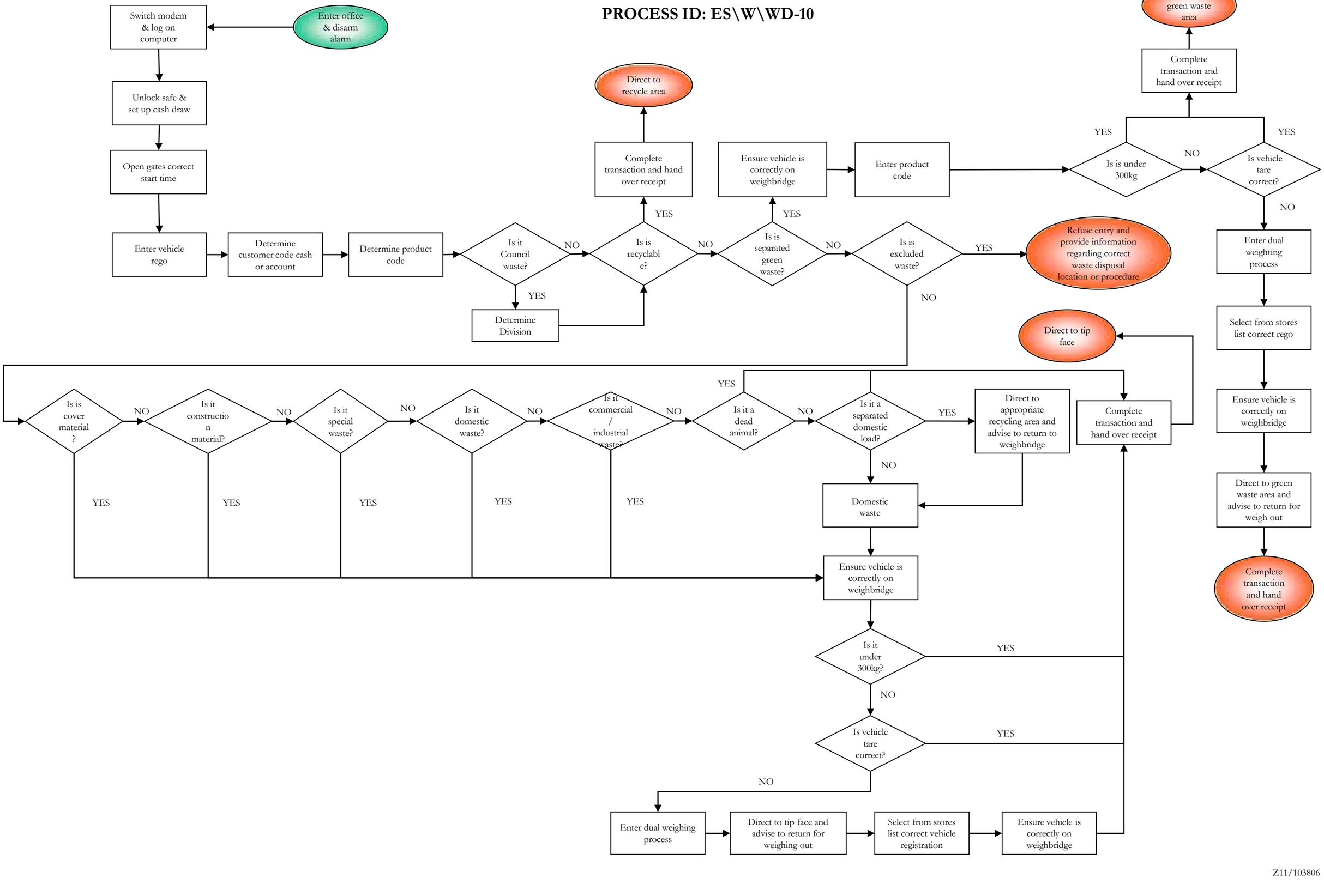
WATER TANK OPERATION USING HOOKLIFT TRUCK
PROCESS ID: ES\W\WD-02



Z11/103804

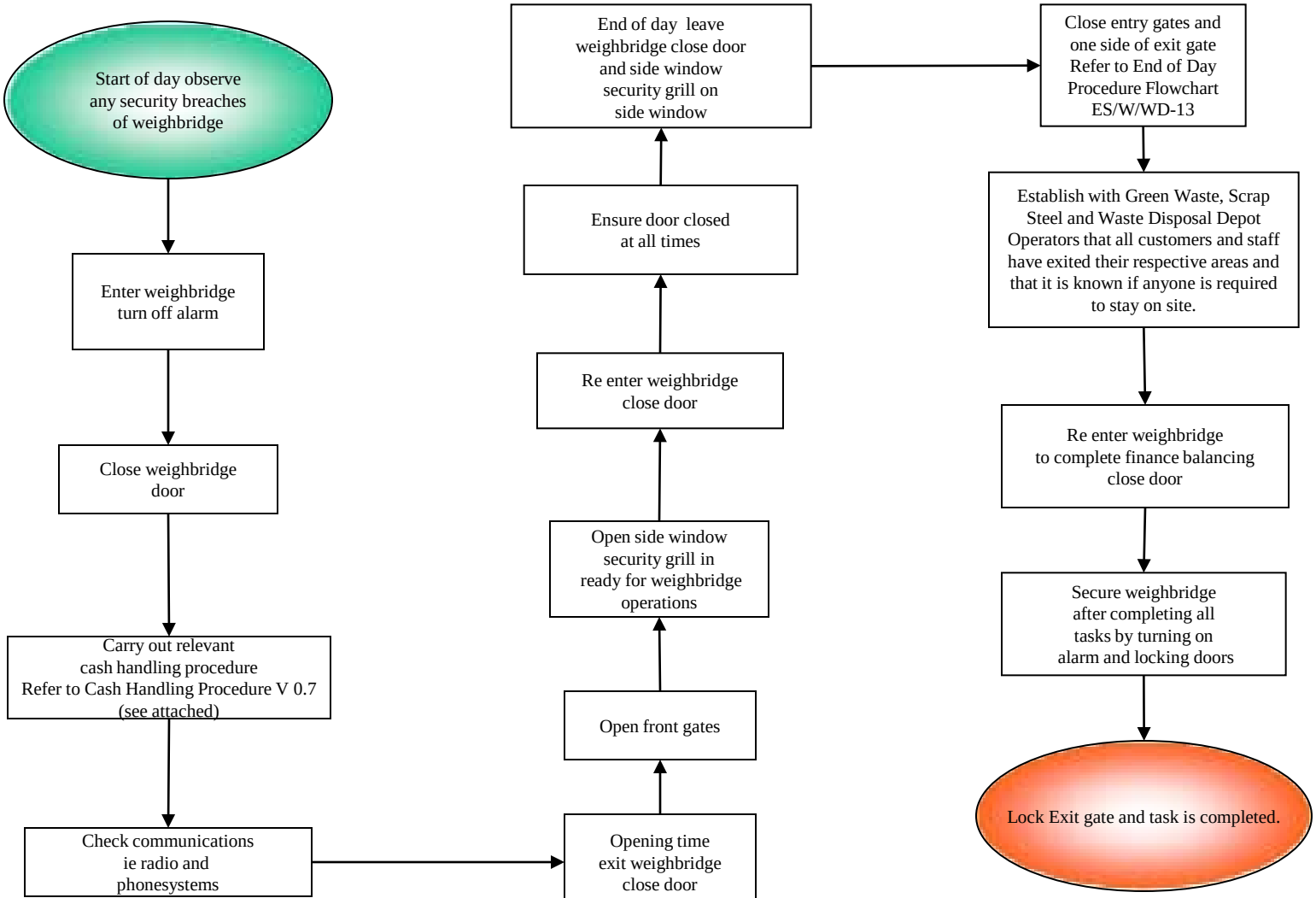
WEIGHBRIDGE PROCEDURE

PROCESS ID: ES\W\WD-10



Z11/103806

WEIGHBRIDGE SECURITY PROCEDURE
PROCESS ID: ES\W\WD-12



TRIM Z11/103808

OPERATING PROCEDURE - BIN EMPTYING USING HOOKLIFT TRUCK

NAME OF PROCEDURE: **BIN EMPTYING USING HOOKLIFT TRUCK**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-01**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES:	

Purpose

To provide a regular bin service to the SWERF facility and the Whytes Gully disposal depot while ensuring maximum safety to Council and SWERF employees as well as the general public.

Boundaries

The boundaries for this operation are limited to those activities necessary for the proper management of waste, through the servicing of bins.

Equipment Options

Equipment options are inclusive of all Council plant and equipment as well as any other equipment deemed necessary, which can be dry-hired or supplied by contract. This area is constrained only by availability, suitability, training and safety.

Materials Options

Materials options are constrained only by availability, training, safety and suitability. They must comply with Council or Australian standards and not breach any EPA guidelines. If hazardous they must be accompanied by an appropriate Materials Safety Data Sheet (MSDS) and any use is dependent on full safety compliance inclusive of protective clothing, environmental impact assessment and accredited training.

Team Skills Required

- Manual handling
- Traffic control
- OH&S.
- Working with hand tools
- Working with mechanical plant
- Environmental awareness
- Handling hazardous materials
- Risk analysis
- Appropriate licenses, training and certification
- Plant operators

Team Skills Desirable

- Engineering materials
- Understanding of common law
- First aid certificate

Working References

- Occupational health and safety
- AS 1742.3 Traffic Control Devices For Road And Pedestrian Works
- Plant operator's manuals
- Plant safety policy
- WCC works procedures
- WCC plant safe operating procedures
- EPA requirements

Documentation

- Consultation
- Daily time sheets
- Asset management record
- Work as executed data
- Estimated costs
- Cost dissection numbers
- Traffic management plan
- Pre-construction risk assessment
- EPA management plan

Intervention Level

- As directed

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedure

- Complete all vehicle safety checks (see plant operator's manual)
- Receive information as to which bin requires emptying.
- Ensure that the handbrake is on and that the air and electrical leads are disconnected, before attempting to remove the water tank from the back of the truck.
- To remove tank from truck, use the lever in the cab to unlock and lift the tank. Slide the tank back with the ram tilted, and place the back of the tank on the ground.
- Let truck roll forward by removing the handbrake, then slowly lower the tank using the cab lever.
- Drive to the bin to be emptied, being careful to avoid obstacles, pedestrians and other vehicles
- If waste is collected from the SWERF, load must be weighed at the weighbridge before proceeding to the tipping site.

- If material is soil, proceed to the nominated area for tipping.
- To tip the material, exit the truck and undo the swinging gate at the back of the truck.
- Return bin to the place that it was picked up.
- Tasks completed.

Appendices

OPERATING PROCEDURE - WATER TANK OPERATION USING HOOKLIFT TRUCK

NAME OF PROCEDURE: **WATER TANK OPERATION USING HOOKLIFT TRUCK**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-02**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES:	

Purpose

To provide a dust-free tip site that complies with EPA requirements, while ensuring the safety of crew and the public.

Boundaries

The boundaries for this operation are limited to those activities necessary to ensure safety and productivity prior to commencing on site works

Equipment Options

Equipment options are inclusive of all Council plant and equipment as well as any other equipment deemed necessary, which can be dry-hired or supplied by contract. This area is constrained only by availability, suitability, training and safety.

Materials Options

Materials options are constrained only by availability, training, safety and suitability. They must comply with Council or Australian standards and not breach any EPA guidelines. If hazardous they must be accompanied by an appropriate Materials Safety Data Sheet (MSDS) and any use is dependent on full safety compliance inclusive of protective clothing, environmental impact assessment and accredited training.

Team Skills Required

- Manual handling
- Traffic control
- OH&S.
- Working with hand tools
- Working with mechanical plant
- Environmental awareness
- Handling hazardous materials
- Risk analysis
- Appropriate licenses, training and certification
- Plant operators

Team Skills Desirable

- Engineering materials
- Understanding of common law
- First aid certificate

Working References

- Occupational health and safety
- AS 1742.3 Traffic Control Devices For Road And Pedestrian Works
- Plant operator's manuals
- Plant safety policy
- WCC works procedures
- WCC plant safe operating procedures
- EPA requirements

Documentation

- Consultation
- Daily time sheets
- Asset management record
- Work as executed data
- Estimated costs
- Cost dissection numbers
- Traffic management plan
- Pre-construction risk assessment
- EPA management plan

Intervention Level

- HP (supervisor approval necessary to extend works)
- As directed

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedure

- Complete all vehicle safety checks (see plant operator's manual)

- Attach and secure one end of the hose to inlet pipe on the water tank, and place the other end in the dam or hydrant from where water is to be collected. Ensure that hose is straight (ie that there are no kinks in the hose).

- On the water pump, turn the lever to 'in', and press start, using the hand throttle on the pump if necessary.

- The tank usually takes about 12 minutes to fill to 10000L. Once it is full the blue hose will overflow, and then the pump is switched off.

- The hose is then removed from the inlet pipe.

- Truck is then driven up to the tip face, ensuring that hazard lights are switched on and working, taking care to avoid public vehicles, loaders and compactors.

- Switch on left and right sprays, from control panel inside the truck to avoid getting wet, and water down the tip face – this procedure is usually repeated daily, depending on weather conditions.

- If required, return to dam or hydrant and fill tank with more water in order to complete duties.

- Tasks completed.

Appendices

OPERATING PROCEDURE - SPECIAL WASTE HANDLING

NAME OF PROCEDURE: **SPECIAL WASTE HANDLING**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-05**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES:	

Purpose

To ensure that special wastes are disposed of quickly and efficiently, while guaranteeing maximum safety for employees and public

Boundaries

The boundaries for this operation are limited to those activities necessary to ensure safety of Council employees and members of the public during the burial of special wastes.

Equipment Options

Equipment options are inclusive of all Council plant and equipment as well as any other equipment deemed necessary, which can be dry-hired or supplied by contract. This area is constrained only by availability, suitability, training and safety.

Materials Options

Materials options are constrained only by availability, training, safety and suitability. They must comply with Council or Australian standards and not breach any EPA guidelines. If hazardous they must be accompanied by an appropriate Materials Safety Data Sheet (MSDS) and any use is dependent on full safety compliance inclusive of protective clothing, environmental impact assessment and accredited training.

Team Skills Required

- Manual handling
- Traffic control
- OH&S
- Working with hand tools
- Working with mechanical plant
- Environmental awareness
- Handling hazardous materials
- Risk analysis
- Appropriate licenses, training and certification
- Plant operators

Team Skills Desirable

- Engineering materials
- Understanding of common law
- First aid certificate

Working References

- Occupational health and safety
- AS 1742.3 Traffic Control Devices For Road And Pedestrian Works
- Plant operator's manuals
- Plant safety procedure
- WCC works procedures
- WCC plant safe operating procedures
- EPA requirements

Documentation

- Consultation
- Daily time sheets
- Asset management record
- Work as executed data
- Estimated costs
- Cost dissection numbers
- Traffic management plan
- Pre-construction risk assessment
- EPA management plan

Intervention Level

- HP (supervisor's approval necessary to extend works)
- As directed

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedure

- Receive request for the receival of special waste and advise that all industrial and liquid wastes are prohibited in the tip.

- If the waste requires EPA approval and advise the owner of this requirement. If the EPA does not approve of the special waste tipping, direct the owner to make other arrangements.

- If the waste does not require approval from the EPA or the EPA has approved the tipping of this material, find out what quantity is required for tipping. Small loads can be tipped on the same day. Large quantities must be tipped over an extended period of time.

- Owner should be advised of the tipping fees and that they need to give the tip 24 hours notice prior to the wast arriving.

- Waste arrival time given to leading hand, weighbridge and plant operators

- The waste is weighed on arrival and directed to the tip face. The weighbridge operator notifies plant operator by 2-way radio of waste arrival.

- Operator prepares hole at the bottom of the tip face that is large enough to accommodate special waste

- Plant operator directs owner to prepared position and when then covers the waste immediately and continually until closing time.

Safety Procedures

- Ensure all regulations are adhered to and then special waste is handled in the safest possible way.

- When using plant equipment, operate at slow speed when working at tip face.

- When using plant equipment, (compactor etc) travel no closer than 2m to other vehicles.

- When using plant equipment, ensure that at all times no vehicles are at rear of machine, check rear-vision mirrors when reversing.

Appendices

OPERATING PROCEDURE - LEACHATE DOSING

NAME OF PROCEDURE: **LEACHATE DOSING**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-06**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES:	

Purpose

To ensure proper treatment of bacteria used for the dosing of leachate.

Boundaries

The boundaries for this operation are limited to those activities necessary to ensure the proper treatment of the bacteria, while ensuring the safety of employees and public.

Equipment Required

- Correct PPE (including gloves, goggles, facemask, high visibility clothing and steel capped boots)
- 200 litre drum with tap at the bottom

Equipment Options

Equipment options are inclusive of all Council plant and equipment as well as any other equipment deemed necessary, which can be dry-hired or supplied by contract. This area is constrained only by availability, suitability, training and safety.

Materials Required

- Bacteria
- Fertiliser
- Water

Materials Options

Materials options are constrained only by availability, training, safety and suitability. They must comply with Council or Australian standards and not breach any EPA guidelines. If hazardous they must be accompanied by an appropriate Materials Safety Data Sheet (MSDS) and any use are dependent on full safety compliance inclusive of protective clothing, environmental impact assessment and accredited training.

Team Skills Required

- Manual handling
- Traffic control
- OH&S.
- Working with hand tools
- Handling hazardous materials
- Risk analysis
- Appropriate licenses, training and certification
- Environmental awareness

Team Skills Desirable

- Engineering materials
- Understanding of common law
- First aid certificate

Working References

- Occupational health and safety
- AS 1742.3 Traffic Control Devices For Road And Pedestrian Works
- Plant operator's manuals
- Plant safety policy
- WCC works procedures
- WCC plant safe operating procedures
- EPA requirements

Documentation

- Consultation
- Daily time sheets
- Asset management record
- Work as executed data
- Estimated costs
- Traffic Management Plan
- Pre-construction risk assessment
- EPA management plan

Intervention Level

- As directed

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedure

- Ensure that there is sufficient crew to perform the task satisfactorily.

- Correct PPE must be worn and used, including safety glasses and gloves, when mixing and applying the bacteria.

- 2 bags of fertiliser (blood and bone), 1 bag of bacteria, and 1 bag of stabilising agent are placed into the 44-gallon drums.

- The drums are then topped up with water and left to react for 2 days.

- After reaction time is complete, the tap is opened and the liquid runs into the leachate ponds.

- The use of leachate dosing is limited to three days a week (Monday. Wednesday and Friday) and on the weekend the worker is to only check and take measurement.

Appendices

OPERATING PROCEDURE - 18 LITRE HAND SPRAY PUMP

NAME OF PROCEDURE: **18 LITRE HAND SPRAY PUMP**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-07**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES:	

Purpose

To ensure the safe and proper operation of an 18 litres hand spray pump for the spraying of herbicide and the safety of crew and the public.

Boundaries

The boundaries for this operation are limited to those activities necessary to ensure that weeds are controlled at the waste depots, while guaranteeing the safety of the crew, the public and the environment. The extent of the process is from determining the boundary of task and storage of equipment after cleaning.

Equipment Required

- 18L hand spray pump
- Correct PPE (Gloves, sun hat, sunscreen, safety goggles, high-visibility clothing and face mask)

Equipment Options

Equipment options are inclusive of all Council plant and equipment as well as any other equipment deemed necessary, which can be dry-hired or supplied by contract. This area is constrained only by availability, suitability, training and safety.

Materials Required

- Herbicide (Roundup)
- Water

Materials Options

Materials options are constrained only by availability, training, safety and suitability. They must comply with Council or Australian standards and not breach any EPA guidelines. If hazardous they must be accompanied by an appropriate Materials Safety Data Sheet (MSDS) and any use are dependent on full safety compliance inclusive of protective clothing, environmental impact assessment and accredited training.

Team Skills Required

- Manual handling
- Traffic control
- OH&S.
- Working with hand tools
- Working with mechanical plant
- Environmental awareness
- Handling hazardous materials
- Risk analysis
- Appropriate licenses, training and certification
- Plant operators

Team Skills Desirable

- Engineering materials
- Understanding of common law
- First aid certificate

Working References

- Occupational health and safety
- AS 1742.3 Traffic control devices for road and pedestrian works
- Plant operator's manuals
- Plant safety policy
- WCC works procedures
- WCC plant safe operating procedures
- EPA requirements

Documentation

- Poisons handling ID sheet
- Daily time sheets
- Work as executed data
- Traffic management plan
- Pre-construction risk assessment
- EPA management plan

Intervention Level

- As directed

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedure

- Fill out the poisons handling identification sheet
- During windy or rainy weather, herbicide is not to be used.
- Precaution should be taken to ensure that persons do not contact with herbicide directly.

- Carry out work site assessment plan
- Crew exit the vehicle, picks up necessary equipment and materials from the back of the truck, ensuring that the correct PPE is worn (refer to EQUIPMENT REQUIRED of this SOP).
- Put up "herbicide spraying in progress" signs to warn the public.
- Make sure that the pump is lubricated before mixing chemicals
- Mix the herbicide in the 18L tank as per the manufacturer's directions displayed on the herbicide container. Add indicator dye as necessary.
- Close the lid and ensure that it is on securely
- Wash hands after touching chemicals or equipment used in mixing.
- To carry, grip the top handle and place the tank one side from your body and hold the gun with the other hand.
- To operate, first pressurise the tank using the handle.
- When operating sprayer, stand up-wind and keep well away from the nozzle of the sprayer.
- To complete the job, retract lever of the handgun until no more poison comes out. Ensure poison in the container is washed out with water thoroughly.
- If required, fill tank with more herbicide solution, mixed as per manufacturer's directions, to complete duties. The operating procedure is repeated if necessary.
- Ensure that the area is left clean and that all personnel and equipment are removed from the area.
- Job to be finished by checking all tools is appropriately secured in the truck before leaving the area.
- Task completed

Appendices

OPERATING PROCEDURE - VICTA LAWN MOWERS

NAME OF PROCEDURE: **VICTA LAWN MOWERS**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-08**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES:	

Purpose

To ensure the safe and proper operation of Victa lawnmowers.

Boundaries

This procedure covers the safe operation and minor field maintenance necessary for the safe and effective utilisation of this machine by Council staff.

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedure

IMPORTANT

White finger disease

Prolonged use of this machine can cause white finger disease due to the vibration. This condition reduces the hand's ability to feel and regulate temperature, produces numbness and burning sensations and can cause nerve and circulatory damage. Monitor closely the condition of your hands and fingers and if any of the above symptoms appear stop work and seek immediate medical advice.

- Never use mower unless grass catcher and/or guards are correctly assembled and fitted.

CAUTION!

- Before cleaning blockages, removing grass catcher, inspection mower or carrying out adjustment, maintenance and repair = STOP engine, disconnect plug lead from spark plug and wedge it between cylinder fins.

- Do not use mower unless guards or grass catcher supplied by Victa are in place.

- Stop the engine whenever you leave the mower.

- Do not run the machine in a poorly ventilated area.
- Never work on, or carry mower when running.
- Do not add fuel while the engine is funning or hot – spilling gasoline on a hot engine may cause fire or explosion.

Before Starting

1. Ensure all risk assessment, traffic management, EPS and other relevant planning has been completed in accordance with council policy.
2. Establish extent of works.
3. Secure site inclusive of clean, clear work area.
4. Visually inspect mower to ensure blades, blade bolts, and cutter assembly are not worn or damaged. Always replace damaged or worn blades and bolts in sets to preserve correct balance.
5. Ensure fuel tank is full and that engine oil is at required levels.
6. Ensure surface dust is cleaned away especially around the carburettor and fuel lied area.
7. Check for grass build up around the engine and muffler, which could cause over heating or a fire hazard.
8. Ensure the area is well ventilated.
9. Ensure protective clothing is worn, inclusive of:

Steel capped boots	Long sleeved shirt/long trousers
Gloves	Helmet (optional)
Face shield (optional)	Safety glasses
Hearing protection	Dust mask

1. Ensure handles are dry, clean and free from oil and fuel.
2. Adjust mower height to suit conditions and add catcher if required.
3. Assess area to be mown and remove all sticks, stones, wire and other debris prior to commencing mowing.
4. Be aware of local conditions, particularly the noise component of mowing. If work is to be undertaken in an area that amplifies the sound or members of the public may be subjected to extensive exposure to noise consider adjusting mowing program to lessen impact.
5. Only a fully trained operator is authorised to use this machine.

Starting

1. Place mower on level ground free of any objects that could contact the blade.
2. Turn the fuel lever to 'on'.
3. Move the throttle lever to run then back to start in one smooth movement.
4. (cold engine) Press the primer three times pausing between each press.
5. (warm engine) Priming may not be necessary.
6. Pull start grip slowly until you feel the starter engage, then give the grip a brisk, strong pull.
7. Do not pull the start cord out more than 70cm (28 inches) and do not allow it to snap back, instead guide it slowly back into the housing.
8. Run engine in 'Start' position for 10 seconds then move throttle lever to 'Run'.

Operation

- Keep throttle position in 'Run' position for all mowing conditions.
- Ensure you have good footing.
- Do not over reach.
- Do not carry machine, or work on it while it is running.
- Good light is essential for safe, effective mowing.
- Do not tilt mower when starting or operating.
- Mow across the face of a slope, never up and down.
- Never mow by pulling the mower towards yourself. You may slip and pull the mower on top of yourself.
- Always hold firmly with both hands.
- Always walk, never run.

Stopping

- Moving the throttle to the 'Stop' position stops the engine.
- Turn fuel tap to 'Off'.

Cleaning Up

- Ensure all rubbish is collected for proper disposal.
- Ensure area is left clean and safe.
- Ensure usage time is recorded for charging.

Maintenance

- All maintenance (other than cleaning and fuelling) to be undertaken by workshop staff.

Appendices

OPERATING PROCEDURE - JOHN DEERE RIDE-ON MOWERS

NAME OF PROCEDURE: **OPERATING JOHN DEERE RIDE-ON MOWERS**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-09**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES: **GENERIC PROCEDURES** **OH&S PROCEDURES**	

Purpose

To ensure the safe and proper operation of John Deere Ride-On Lawn Mowers.

Boundaries

This procedure covers the safe operation and minor field maintenance necessary for the safe and effective utilisation of this machine by Council staff.

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedure

CAUTION!

- Refer to operator's manual for highlighted cautions with symbol for operations.
- Move the vehicle to an outside area before running the engine. **DO NOT** run the engine in an enclosed area without adequate ventilation.
- Only a fully trained operator is authorised to use this machine.
- Before backing up, disengage the mower and carefully check the area around the machine.
- Machine to be attended by operator at all times, once removed from storage container, except for instances of machine breakdown. Operator to obtain assistance to transport machine to storage container this time to be kept to the utmost minimum.
- Operator to follow breakdown notification procedure if machine needs repairs.
- Machine to be secured in storage container after operations and clean-up.

Fuel vapours are explosive and flammable

- Do not smoke while handling fuel.
- Keep fuel away from flames and sparks.
- Shut off engine before servicing.
- Cool engine before servicing.
- Work in a well-ventilated area.
- Clean up spilled fuel immediately.
- Run the machine only long enough to move to or from storage
- **DO NOT** store machine in a building where fumes may reach an open flame or spark.
- Allow the engine to cool before storing the machine in an enclosure.

DO NOT add fuel while the engine is running or hot – spilling gasoline on a hot engine may cause fire or explosion.

BEFORE STARTING

- Refer to operator's manual for operating instructions

- Ensure all risk assessment, traffic management, EPA and other relevant planning has been completed in accordance with Council policy.

- Establish extent of works.

- Secure site inclusive of clean, clear work area.

- Ensure completion of hand mowing around dams, trees and other obstacles with hand mower and weed-eater, also entire areas under all groups of trees.

- Assess area to be mown and remove all sticks, stones, wire and other debris prior to commencing mowing to reduce hazard to persons and machine

- Visually inspect mower to ensure blades, blade bolts, and cutter assembly are not worn or damaged. Always replace damaged or worn blades and bolts in sets to preserve correct balance.

- Check for grass build up around the engine and muffler, which could cause over heating or a fire hazard.

- Ensure sun protective clothing and sunscreen is worn.

- Ensure protective clothing is worn, inclusive of:

Steel capped boots	Long sleeved shirt/long trousers
Gloves	Helmet (optional)
Hearing protection	Safety glasses
	Dust mask (optional)

- Be aware of local conditions, particularly the noise component of mowing. If work is to be undertaken in an area that amplifies the sound or members of the public may be subjected to extensive exposure to noise consider adjusting mowing program to lessen impact.

STARTING

- Refer to the operator's manual for start up operation.
- Move the machine from storage container to an outside area.
- Carry out all inspections.
- Adjust mower height to suit conditions.

OPERATION

- Refer to operator's manual for operating instructions
- Good light is essential for safe, effective mowing.
- Mow up and down slope never across the face of a slope.
- Operator to be aware of traffic movement on access roads, whilst moving between job sites.

CLEANING UP

- Refer to operator's manual for operating instructions.
- Ensure machine is comprehensively cleaned and serviced at the end of usage. (approx. 30min to be set aside)
- Ensure all rubbish is collected for proper disposal.
- Ensure area is left clean and safe.
- Ensure usage time is recorded for charging.

MAINTENANCE

- Refer to operator's manual for operating instructions.
- All maintenance (other than cleaning and fuelling) to be undertaken by workshop staff.

Appendices

OPERATING PROCEDURE - WEIGHBRIDGE OPERATIONS

NAME OF PROCEDURE: **WEIGHBRIDGE OPERATIONS**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-10**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES: **ES\W\WD-11, ES\W\WD-12**	

Purpose

To ensure the safe operation of the weighbridge and boom gate

Boundaries

The boundaries for this operation are limited to those activities necessary to ensure safety and security of Council staff and the public.

Team Skills Required

- Manual handling
- Traffic control
- OH&S.
- Working with hand tools
- Working with mechanical plant
- Environmental awareness
- Handling hazardous materials
- Risk analysis
- Appropriate licenses, training and certification
- Plant operators

Team Skills Desirable

- Engineering materials
- Understanding of common law
- First aid certificate

Working References

- Occupational health and safety
- AS 1742.3 Traffic Control Devices For Road And Pedestrian Works
- Plant operator's manuals
- Plant safety policy
- WCC works procedures
- WCC plant safe operating procedures
- EPA requirements

Documentation

- Consultation
- Daily time sheets
- Asset management record
- Work as executed data
- Estimated costs
- Cost dissection numbers
- Traffic management plan
- Pre-construction risk assessment
- EPA management plan

Intervention Level

- As directed

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedure

- Conduct a visual audit to assess any potential hazards and take measures to eliminate or control these.
- Ensure area is signed in accordance with traffic management plan and that all lights, barriers, signs etc are secured and can be easily viewed by the customers.
- Enter the office and disarm the alarm.
- Switch on the modem and log onto the computer.
- Unlock the safe and set up the cash draw.
- Open the gates at the correct start time.
- As vehicle proceeds onto the weighbridge, note the registration number using the television screen and enter it into the computer database.
- Ensure that only one vehicle is on the weighbridge at any one time.
- Determine customer code, and whether it will be a cash or account transaction.
- Ask customer as to the contents of the load and enter information into the computer.
- If required, collect any money charged based on the load type and weight of the material. Provide a receipt if requested.
- If suspicious about load and a vehicle inspection is required, advise the customer in a pleasant and polite manner, and exit the office to proceed to the vehicle. Conduct visual

examination, carefully checking under any covering material for any material not allowed in the tip site.

- If any prohibited material is found, inform the customer that they must not enter the tip site, and instruct them how to safely exit the site.

- For vehicles with at tare weight of more than 300kg, determine whether the tare weight is correct. If it is not correct, enter the transaction as a dual weighing process. Advise the customer to return for weighing out.

- When asked, provide clear directions to customers as to areas to proceed for dumping of rubbish.

APPENDICES

OPERATING PROCEDURE – CASH HANDLING PROCEDURE

NAME OF PROCEDURE: **CASH HANDLING PROCEDURE**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-11**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES: **ES\W\WE-10**	

Purpose

To ensure that the financial transactions occurring at the waste disposal depots are handled in the best, most efficient method and that the correct income is received.

Boundaries

The boundaries of this operation are restricted to those activities that require the exchange of money between the customer and the weighbridge operator.

Material Options

Materials options are constrained only by availability, training, safety and suitability. They must comply with Council or Australian Standards and not breach any EPA guidelines. If hazardous they must be accompanied by an appropriate Materials Safety Data Sheet (MSDS) and any use is dependent on full safety compliance inclusive of protective clothing, environmental impact assessment and accredited training.

Team Skills Required

- Manual handling
- Traffic control
- OH&S.
- Working with hand tools
- Working with mechanical plant
- Environmental awareness
- Handling hazardous materials
- Risk analysis
- Appropriate licenses, training and certification
- Computer and numeracy skills

Team Skills Desirable

- Engineering materials
- Understanding of common law
- First aid certificate

Working References

- Occupational health and safety
- AS 1742.3 Traffic Control Devices For Road And Pedestrian Works
- Plant operator's manuals
- Plant safety policy
- WCC works procedures
- WCC plant safe operating procedures
- EPA requirements

Documentation

- Consultation
- Daily time sheets
- Asset management record
- Work as executed data
- Estimated costs
- Cost dissection numbers
- Traffic management plan
- Pre-construction risk assessment
- EPA management plan

Intervention Level

- HP (supervisor approval necessary to extend works as directed)
- As directed

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedures

- Open weighbridge and use password to log onto computer and printer
- If the computer is not operational make a diary entry and notify waste support officer and use the manual ticket system until computer problem has been rectified.
- Remove float from safe and place in cash draw
- Ensure that the camera's and boom gate are operational and if not make diary entry and notify waste support officer.
- Ensure an adequate supply of manual or printed receipts.
- When a customer arrives enter customer details as per weighbridge procedure.
- If the customer elects to pay by cash, ensure correct change is given and give customer receipt for transaction.

- If the customer elects to pay with cheque, determine if it will be for single or multiple loads. If the cheque is for a single load, supply customer with a receipt. If the customer supplies a signed blank cheque for multiple loads, ensure all receipts are pinned to the blank cheque and at the end of the multiple loads the total is tallied and that the customer is suppled with a final receipt.

- Balance receipts with cash, cheques and account customers. Separate following days float from takings.

- Secure float and takings in safe.

APPENDICES

OPERATING PROCEDURE - END OF DAY PROCEDURES

NAME OF PROCEDURE: **END OF DAY PROCEDURES**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-13**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES: **ES\W\WD-10, ES\W\WD-11, ES\W\WD-12**	

Purpose

To ensure safety and security through the attention to detail of work sites at day's end.

Boundaries

The boundaries for this operation are limited to those activities necessary to ensure safety and security of Council work sites

Material Options

Materials options are constrained only by availability, training, safety and suitability. They must comply with Council or Australian Standards and not breach any EPA guidelines. If hazardous they must be accompanied by an appropriate Materials Safety Data Sheet (MSDS) and any use is dependent on full safety compliance inclusive of protective clothing, environmental impact assessment and accredited training.

Team Skills Required

- Manual handling
- Traffic control
- OH&S.
- Working with hand tools
- Working with mechanical plant
- Environmental awareness
- Handling hazardous materials
- Risk analysis
- Appropriate licenses, training and certification
- Plant operators

Team Skills Desirable

- Engineering materials
- Understanding of common law
- First aid level certificate

Working References

- Occupational health and safety
- AS 1742.3 Traffic Control Devices For Road And Pedestrian Works
- Plant operator's manuals
- Plant safety policy
- WCC works procedures
- WCC plant safe operating procedures
- EPA requirements

Documentation

- Consultation
- Daily time sheets
- Asset management record
- Work as executed data
- Estimated costs
- Cost dissection numbers
- Traffic management plan
- Pre-construction risk assessment
- EPA management plan

Intervention Level

- HP (supervisor approval necessary to extend works as directed)
- As directed

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedures

Weighbridge

- Conduct a visual audit to assess any potential hazards and take measures to eliminate, or control them.
- Inform supervisor of any changes to plan or other information that impacts on the job.
- Adherence to the works procedure "depot security" should be followed if working back or the last one to leave the depot. If finishing on site then an adaptation of this should be followed.
- Consider weather conditions and take appropriate action to negate potential problems.
- Ensure area is signed in accordance with traffic management plan and that all lights, barriers, signs etc are secured to prevent being tipped over by the wind or other cause. This inspection must be recorded in your diary and on the traffic management documentation

Plant Operators

- Conduct a visual audit to assess any potential hazards and take measures to eliminate, or control them.

- Ensure area is signed in accordance with traffic management plan and that all lights, barriers, signs etc are secured to prevent being tipped over by the wind or other cause. This inspection must be recorded in your diary and on the traffic management documentation.

- If applicable, check that all tools and equipment are cleaned and appropriately secured.

- Ensure all machinery is as secure from vandalism as is possible and correctly stopped and parked in accordance with the stopping and parking requirements as listed in the plant SOPs (ES\W\WD-01 through ES\W\WD-04).

- All loads must be properly secured for transport

- All measuring up and recording of information must be completed and if necessary submitted

- Waste material should be tipped at the appropriate site (remember recycling) unless it is more appropriate to do in the morning. Do not leave heavy loads on the vehicle over night if it can be avoided, as this can be detrimental to vehicle's suspension.

- For the next day, order all necessary plant equipment and materials as required and arrange collection time or delivery.

- If applicable, fuel all vehicles and park in a manner that will allow their quick and easy removal in case of use in an out of hours-emergency situation.

- Inform supervisor of any changes to plan or other information that impacts on the job.

- Adherence to the works procedure "depot security" should be followed if working back or the last one to leave the depot. If finishing on site then an adaptation of this should be followed.

- Consider weather conditions and take appropriate action to negate potential problems.

Appendices

OPERATING PROCEDURE – USE OF HEBICIDES

NAME OF PROCEDURE: **USE OF HERBICIDES**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-14**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES:	

Purpose

To provide an aesthetically pleasing waste depot by controlling weeds, via the use of a herbicide.

Boundaries

The boundaries for this operation are limited to those activities necessary to ensure adequate cleanliness of the waste depot, while ensuring the safety of the crew, public and environment. The extent of the process is from determining the boundary of task and storage of equipment after cleaning.

Equipment Required

- Correct PPE (Gloves, sun hat, sunscreen, safety goggles, high-visibility clothing and face mask)
- Herbicide (**Roundup**)
- Water
- Container

Material Options

Materials options are constrained only by availability, training, safety and suitability. They must comply with Council or Australian Standards and not breach any EPA guidelines. If hazardous they must be accompanied by an appropriate Materials Safety Data Sheet (MSDS) and any use is dependent on full safety compliance inclusive of protective clothing, environmental impact assessment and accredited training.

Team Skills Required

- Manual handling
- Traffic control
- OH&S.
- Working with hand tools
- Working with mechanical plant
- Environmental awareness
- Handling hazardous materials
- Risk analysis
- Appropriate licenses, training and certification
- Plant operators

Team Skills Desirable

- Engineering materials
- Understanding of common law
- First aid certificate

Working References

- Occupational health and safety
- AS 1742.3 Traffic Control Devices For Road And Pedestrian Works
- Plant operator's manuals
- Plant safety policy
- WCC works procedures
- WCC plant safe operating procedures
- EPA requirements

Documentation

- Consultation
- Daily time sheets
- Asset management record
- Work as executed data
- Estimated costs
- Cost dissection numbers
- Traffic management plan
- Pre-construction risk assessment
- EPA management plan

Intervention Level

- HP (supervisor approval necessary to extend works as directed)
- As directed

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedures

- When using Herbicide adhere to manufacturer directions for usage, safety directions, first aid, storage and disposal.

- Ensure that there is sufficient crew to perform the tasks satisfactorily.
-
- Herbicide (**Roundup**) is only mixed up as required in the correct ratios as instructed on the container by the manufacturer.

- Herbicide is placed into container.

- Herbicide is spot sprayed on any weeds forming in cracks in the pavement and around edges.
-
- During windy or rainy weather, herbicide is not to be used.
-
- Correct PPE must be worn and used, including facemasks, when mixing and applying the poison.
-
- If in any doubt stop and ask for clarification from your supervisor before proceeding.
-

Appendices

OPERATING PROCEDURE – VISITOR INDUCTION

NAME OF PROCEDURE: **VISITOR INDUCTION**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-15**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES:	

Purpose

To minimise risk and dangers associated with visitors operating within Wollongong City Council's waste disposal depots by inducting them to the site and potential hazards.

Boundaries

The boundaries for this operation are limited to those activities necessary to ensure adequate induction and instruction of visitors to the waste disposal depots.

Equipment Required

- Correct PPE (Gloves, sun hat, sunscreen, safety goggles, high-visibility clothing and face mask)

Material Options

Materials options are constrained only by availability, training, safety and suitability. They must comply with Council or Australian Standards and not breach any EPA guidelines. If hazardous they must be accompanied by an appropriate Materials Safety Data Sheet (MSDS) and any use is dependent on full safety compliance inclusive of protective clothing, environmental impact assessment and accredited training.

Team Skills Required

- Manual handling
- Traffic control
- OH&S.
- Working with hand tools
- Working with mechanical plant
- Environmental awareness
- Handling hazardous materials
- Risk analysis
- Appropriate licenses, training and certification
- Plant operators

Team Skills Desirable

- Engineering materials
- Understanding of common law
- First aid certificate

Working References

- Occupational health and safety
- AS 1742.3 Traffic Control Devices For Road And Pedestrian Works
- Plant operator's manuals
- Plant safety policy
- WCC works procedures
- WCC plant safe operating procedures
- EPA requirements

Documentation

- Consultation
- Daily time sheets
- Asset management record
- Work as executed data
- Estimated costs
- Cost dissection numbers
- Traffic management plan
- Pre-construction risk assessment
- EPA management plan

Intervention Level

- HP (supervisor approval necessary to extend works as directed)
- As directed

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedures

- Vehicle enters the Waste Depot and visitor asks for advice or instructions from the gate keeper.

- A determination is made as to whether the visitor wishes to go to either the scrap steel area or to the green waste area.

- If the visitor wishes to go to the scrap steel area, the SWERF Facility or the Green Waste Area the gatekeeper will advice on the direction to take and contact the appropriate person and alert them to the visitors impending arrival.

SWERF – Direct to gates and intercom
Green Waste Soil Co – Site Person Steve
Metal Recyclers Metal Corp – Site Person Mark

- If the request is to travel elsewhere within the Waste Disposal Depot it is necessary to determine if the person is required to carry out work inspections, visiting staff or site for council, before directing them to the designated parking area to await for induction and instruction.

- The weighbridge attendant is to personally induct or request another member of staff to induct visitor.

Appendices

OPERATING PROCEDURE - COMPACTOR TIP FACE OPERATIONS

NAME OF PROCEDURE: **COMPACTOR TIP FACE OPERATIONS**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-04**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES:	

Purpose

To ensure the efficient compaction of tipped rubbish while guaranteeing maximum safety for employees and public

Boundaries

The boundaries for this operation are limited to those activities necessary to ensure safety of Council employees and members of the public during the compaction of rubbish at the tip face.

Equipment Options

Equipment options are inclusive of all Council plant and equipment as well as any other equipment deemed necessary, which can be dry-hired or supplied by contract. This area is constrained only by availability, suitability, training and safety.

Materials Options

Materials options are constrained only by availability, training, safety and suitability. They must comply with Council or Australian standards and not breach any EPA guidelines. If hazardous they must be accompanied by an appropriate Materials Safety Data Sheet (MSDS) and any use is dependent on full safety compliance inclusive of protective clothing, environmental impact assessment and accredited training.

Team Skills Required

- Manual handling
- Traffic control
- OH&S.
- Working with hand tools
- Working with mechanical plant
- Environmental awareness
- Handling hazardous materials
- Risk analysis
- Appropriate licenses, training and certification
- Plant operators

Team Skills Desirable

- Engineering materials
- Understanding of common law
- First aid certificate

Working References

- Occupational health and safety
- AS 1742.3 Traffic Control Devices For Road And Pedestrian Works
- Plant operator's manuals
- Plant safety policy
- WCC works procedures
- WCC plant safe operating procedures
- EPA requirements

Documentation

- Consultation
- Daily time sheets
- Asset management record
- Work as executed data
- Estimated costs
- Cost dissection numbers
- Traffic management plan
- Pre-construction risk assessment
- EPA management plan

Intervention Level

- HP (supervisor's approval necessary to extend works)
- As directed

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedure

- Complete all plant safety checks and ensure that machine is in proper working order.

- Proceed to tip face

- Identify potential hazards, such as fire or lack of traffic control.

- Compactor to continuously spread & compact received garbage to ensure even amounts of waste are placed to best optimise odour control, wind blown litter and compaction of waste in layers, approx 0.3m thick.

- Construct compaction area of no wider than 50m x 2½ times compactor width in 3 x 1m layers to finish at a level, approx 3m high.

- Exposed face to be constructed to a slope by building garbage up in layers of 1m, stepping in 1m for next 1m lift and so on to finished level. First layer to have longitudinal edge compacted at 45° (to provide access for loader for the placement of cover material) and ramping one end for compactor and loader access.

Safety Procedures

- Operate at slow speed when working at tip face.
- Travel no closer than 2m to other vehicles.
- Ensure at all times no vehicles are at rear of machine, check rear-vision mirrors when reversing.

Appendices

OPERATING PROCEDURE - LOADER TIP FACE OPERATIONS

NAME OF PROCEDURE: **LOADER TIP FACE OPERATIONS**	
DIVISION: **ENGINEERING SERVICES/WASTE**	PROCESS ID: **ES\W\WD-03**
RESPONSIBLE POSITION:	
REVISION:	ISSUE: **DECEMBER 2002**
RELATED PROCESSES:	

Purpose

To ensure the efficient compaction of tipped rubbish while guaranteeing maximum safety for employees and public

Boundaries

The boundaries for this operation are limited to those activities necessary to ensure safety of Council employees and members of the public during the compaction of rubbish at the tip face.

Equipment Options

Equipment options are inclusive of all Council plant and equipment as well as any other equipment deemed necessary, which can be dry-hired or supplied by contract. This area is constrained only by availability, suitability, training and safety.

Materials Options

Materials options are constrained only by availability, training, safety and suitability. They must comply with Council or Australian standards and not breach any EPA guidelines. If hazardous they must be accompanied by an appropriate Materials Safety Data Sheet (MSDS) and any use is dependent on full safety compliance inclusive of protective clothing, environmental impact assessment and accredited training.

Team Skills Required

- Manual handling
- Traffic control
- OH&S.
- Working with hand tools
- Working with mechanical plant
- Environmental awareness
- Handling hazardous materials
- Risk analysis
- Appropriate licenses, training and certification
- Plant operators

Team Skills Desirable

- Engineering materials
- Understanding of common law
- First aid certificate

Working References

- Occupational health and safety
- AS 1742.3 Traffic Control Devices For Road And Pedestrian Works
- Plant operator's manuals
- Plant safety policy
- WCC works procedures
- WCC plant safe operating procedures
- EPA requirements

Documentation

- Consultation
- Daily time sheets
- Asset management record
- Work as executed data
- Estimated costs
- Cost dissection numbers
- Traffic management plan
- Pre-construction risk assessment
- EPA management plan

Intervention Level

- HP (supervisor's approval necessary to extend works)
- As directed

Cost Recording Procedure

It is essential that an accurate assessment of time, materials, plant and labour be recorded to benchmark and establish unit costs. The individual breakdowns are listed on the particular works procedure.

Work Procedure

- Complete all plant safety checks and ensure that machine is in proper working order before proceeding to the tip face.

- Identify potential hazards, such as fire or lack of traffic control.

- Push waste at tip face to compactor continually to ensure even amounts of waste are placed to best optimise odour control, wind blown litter and compaction of waste in layers, approx 300mm thick. Ensure that inappropriately placed garbage is moved to the tip face.

- Construct tipping area no wider than 50 metres.

- Place drainage sand where necessary, to a thickness of 500mm, making sure not to damage the liner.

- If cover material is required, place 150mm thickness.

- Special waste (such as animal carcasses) should be placed at a prepared location.

- Clean fill may be tipped on an unlined section of the tip and shall have a bund wall or final cover constructed.

- Any persons found scavenging at the tip shall be informed that it is an illegal act and shall be dealt with appropriately if they persist.

- When existing compacted area reaches finished level, all traffic should be diverted to the next predetermined tipping area. Set out the new boundary using tyres and place signs appropriately.

- When shift is complete, make sure that the tip face is clean and that all garbage has been buried, compacted and covered with appropriate covering material to EPA regulations.

- Task complete.

Safety Procedures

- Operate at slow speed when working at tip face.

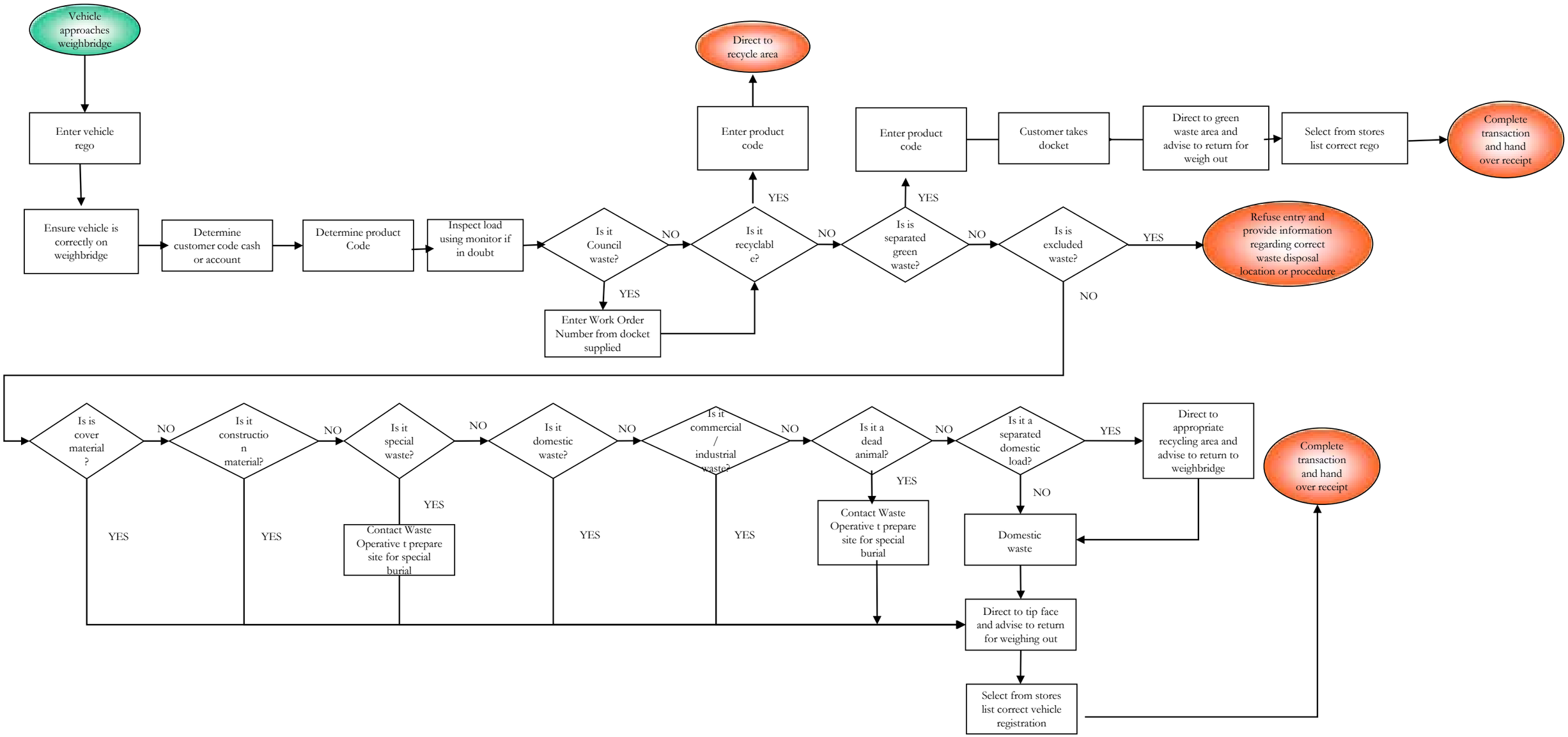
- Travel no closer than 2 metres to other vehicles.

- Ensure that at all times no vehicles are at rear of machine, check rear-vision mirrors when reversing.

Appendices

WEIGHBRIDGE – Identifying incoming waste & determining product code PROCEDURE

PROCESS ID: ES\W\WD-10A



PROCEDURE SHEET FOR FIRES AT COUNCIL'S RESOURCE RECOVERY CENTRE

The following are steps to be taken in case of fire:

Please Remember

All RESOUCE RECOVERY CENTER'S (RRC) fires are to be treated as toxic and potentially dangerous.

IN THE INSTANCES OF FIRES, ALL DESIGNATED STAFF WORKING IN THE VICINITY OF THE TIP FIRE SHALL ACTIVATE THEIR PORTABLE BREATHING APPARATUS AND WEAR THEIR PROTECTIVE CLOTHING

THE FOLLOWING STEPS ARE TO BE CARRIED OUT

1 The Leading Hand (RRC) will assume control of all actions and decisions until the arrival of a Supervisor.

2 The Leading Hand will ensure the nearest Fire Brigade is contacted (through 000) and appropriate Supervisor notified.
Whytes Gully (000 details nearest cross road West Dapto Rd & Reddalls Rd and right turn at Resource Recovery Centre sign)
Hellensburgh (000 details , Bottom end of Parkes St, right Into Halls Rd, then Right Into Nixon Place)

3 The entry gate will be closed immediately, and the public will be asked to vacate the RRC. All staff will be moved to a safe location.

4 All RRC staff available and not engaged in actual fire fighting will be used to control the movement of the public.

5 The Leading Hand/Supervisor will liaise with the attending Fire Brigade who on arrival will take control of fire fighting duties. **Whytes Gully RRC** (Closest Hydrant West Dapto Rd south of Reddalls Rd at Rail Crossing West side) **Helensburgh RRC** (Closest Hydrant, Gardners Place, turn right at Halls Rd then left into Gardners Place)

6 In the event of a request from the attending Fire Brigade for the provision of Plant/Equipment for fire fighting purposes, the Leading Hand/Supervisor is to arrange for the supply of such items.

7 At the conclusion of the fire fighting activities, and after consultation with the attending Fire Brigade Officers, the Leading Hand/Supervisor will decide as to when the RRC is ready to be reopened to the public.

8 The Supervisor will contact the Manager Waste Services to arrange for any necessary media releases and the notification to DCC.

COMPACTOR TRUCK FIRES/TRAILER FIRES

These fires are to be treated as toxic and potentially dangerous and the following procedures should be adopted.

1 The Gatekeeper/Leading hand shall direct the vehicle to an appropriate location away from the tip face. (Consideration being given to wind, public & ability for best fire control)

2 The Leading Hand will ensure the nearest Fire Brigade (through 000) is notified and activate his portable breathing apparatus and supervise the discharge of the load.

3 After assessment by the RRC Leading Hand, the load on fire will be attempted to be smothered with cover material using RRC machinery. The operator of any machinery in this situation will be required to wear breathing apparatus and suitable protective clothing.

NOTE:

At all times the attending Fire Brigade will take control of Fire Fighting activities.

******

10 July 1995
ES.IKF/GS

WOLLONGONG CITY COUNCIL
DAILY SITE INSPECTION SHEET
Tip Face

WOLLONGONG
City of Innovation

DATE _____ Name(conducting inspection) _____

Indicate in the following manner:

✓ **Acceptable** ✘ **Not Acceptable** ***N/A*** **Not Applicable** ***N/C*** **Not Checked**

- Rectify any actions required if safe to do so.
- Document the problem and action taken on this inspection sheet.
- Record and report outstanding actions to Leading Hand for further consideration.

TIP FACE CONTROL		**ACTION REQ'D**
• Work area free from rubbish & obstructions (ie reinforcement/puncture)	☐	☐
• Clear and safe entry and exit from the tip face and transfer stations	☐	☐
• Signage and devices erected according to the traffic control plan	☐	☐
• Traffic signs uncovered and in correct place	☐	☐
• Dust Controls in place	☐	☐
• Appropriate barricades, in place	☐	☐
• Transfer station block clearly painted and in place	☐	☐
• Transfer station barricades in place	☐	☐
• Check for general faults or safety issues	☐	☐

ACTIONS

_____

_____

_____

_____

_____

Signed _____ **Dated** _____

WOLLONGONG CITY COUNCIL
DAILY SITE INSPECTION SHEET
Leachate Ponds; Ammonia Plant; Settling Ponds and Weighbridge

DATE _____ Name(conducting inspection) _____

Indicate in the following manner:

✓ **Acceptable** ✘ **Not Acceptable** ***N/A*** **Not Applicable** ***N/C*** **Not Checked**

- Rectify any actions required if safe to do so.
- Document the problem and action taken on this inspection sheet.
- Record and report outstanding actions to Leading Hand for further consideration.

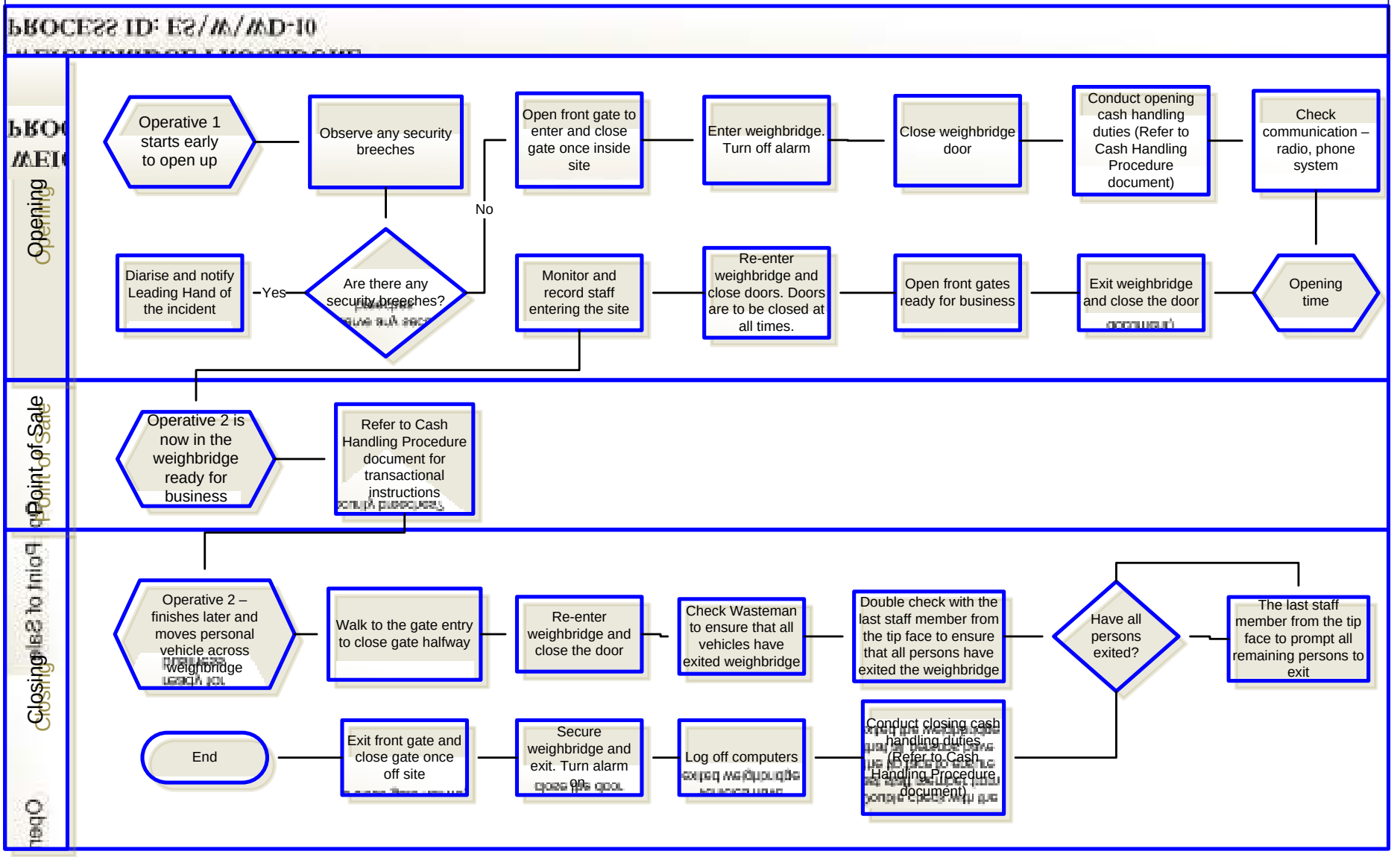
LEACHATE PONDS INSPECTION			**ACTION REQ'D**
• Inspect fencing and gates for damage or illegal entry	☐		☐
• Inspect aerators for funtionalilty	☐		☐
• Inspect suction pump is operational	☐		☐
• Check leachate ponds level, report if at high levels	☐		☐
• Record daily Flow metre reading litre/second accumulative and in to ponds. • compile weekly report each Sunday	☐	Litre/Sec _____ Volume _____	☐
• Visual inspection for extensive foaming	☐		☐
• Leachate pit not overflowing	☐		☐
AMMONIA PLANT INSPECTION			
• Visual inspection for foam and solids overflow	☐		☐
• Meter reading Leachate to Sewer	☐	Volume _____ Time _____	☐
• Filter bin not overflowing, geotube in place	☐		☐
• SBR Ammonia Plant free of excessive foam	☐		☐
SETTLING PONDS			
• Inspection for overflow after rain at pit outlet to creek	☐		☐
• Meter reading Leachate to Sewer	☐		☐
• Ponds not overflowing	☐		☐
• Ponds free of excessive foam	☐		☐
WEIGHBRIDGE INSPECTION			
• Check 2 way radios, all plant and equipment	☐		☐
• Check function of traffic control devices eg lights & boomgates.	☐		☐
• Check for general faults or safety issues	☐		☐

(Continued Next Page)

ACTIONS

Signed_____Date_____

WEIGHBRIDGE PROCEDURE
PROCESS ID: ES\W\WD-10



VISITOR TO WASTE DEPOT
PROCESS ID: ES\W\WD-15