

Appendix D

Standard Operating Procedures



WESTON GROUP - SOP LISTING

QUALITY

- Risk Assessment Procedure
- Legal & Other Regulatory Requirements
- Document Control & Records
- Design and Development Procedure
- Control of Externally Provided Products and Services
- Production and Service Provision
- Nonconformance & Corrective Action
- Emergency Preparedness & Response
- Operational Planning & Control
- Participation Process
- Emergency Procedure
- Internal Audit
- Internal Audit Program
- Management Review
- Procedure and Document Change Request

ENVIRONMENT & ALTERNATIVE MATERIALS

- Environmental Responsibilities
- Sampling of Alternative Materials
- Sampling of Baghouse 5 Waste Materials
- Composite Dust_Ash Sample Preparation and Laboratory Submission
- HF Data Compilation for Publication
- Preparation of NGER Reports
- Downloading Baghouse 5 Lime Dosing Logger Data
- Entering Emissions Testing Data into Database
- Modifying Emissions Testing Summary Database
- Waste Management Protocol
- Power Monitoring
- Procedure for Nepheflux Sampling and Assessment

PRE-PROCESSING PLANT

- Normal Operation of Processing Plant
- Operation of Processing Plant - Grind-Out Mode

REVERBERATORY FURNACE OPERATION

- Job Instruction Chain Preparation
- Job Instruction Loading Base metal –Reverb
- Job instruction Puck Casting
- Job Instruction Reverb Furnace

ROTARY FURNACE OPERATION

- GSK Pharmaceutical Waste Processing - Supplementary Procedure
- HIRAW - Dross Storage, Handling & Processing
- HIRAW - Rotary Feedstock Storage, Handling & Processing
- HIRAW - SPL Storage, Handling & Processing
- Job Instruction Sow Mould Selection and Preheating
- Job Instruction-Weighing Sows
- Rotary Furnace Operations - Illicit Drug Destruction
- Rotary Furnace Operations - Pharmaceutical Waste Destruction
- Sampling Sows
- Loading Scoops Preparation
- Rotary furnace operation

THERMAL WASTE TREATMENT

- Thermal Processing Operations - Spill Management
- Receipt, Storage, Handling and Treatment of Toxic and Infectious Substances
- Thermal Processing Operations - Handling and disposal of sharps
- Thermal Ash Management and Downstream Processing
- Thermal Processing Operations - Sorting and Packing chemicals for incineration
- Sorting and Packing Lab chemicals for incineration
- Treatment Facility Contamination Control Procedure
- Thermal Processing Operations - Process Washdown

MISCELLANEOUS - PRODUCTION

- Molten Metal Sample
- MRM OPERATION
- Cooler Operation
- Treatment of Blocked MRM Vessels

WORKPLACE HEALTH & SAFETY

- Work Permit Guidelines
- Control of Safety, Health and Environmental Records Procedure
- WHS Committee Procedure

- Communication Procedure
- Transport Driver and Visitor Safety Procedure
- Purchasing of Services, Materials & Equipment Procedure
- Issue Resolution Procedure
- Disposal of Materials & Equipment
- Workplace Inspections & Audits Procedure
- Drugs and Alcohol Procedure
- Office Safety Procedure
- Laboratory Safety Procedure
- Hazard Identification, Risk Assessment & Control (HIRAC) Procedure
- Risk Management Procedure
- Isolation, Tag and Lockout Procedure
- Housekeeping Procedure
- Working in Isolated Areas Procedure
- Contractors Procedure
- Working in Heat Procedure
- Spills and Leaks Procedure
- Outdoor Work Procedure
- Safe Work Permits Procedure
- Hot Work Procedure
- Working at Heights Procedure
- Confined Spaces Procedure
- Hazardous Substances Procedure
- Molten Metals Procedure
- Fire Safety Procedure
- Pressure Vessels procedure
- Electrical Safety Procedure
- Machine Guarding Procedure
- Plant Safety Procedure
- Forklift Trucks Procedure
- Manual Handling Procedure
- Noise and Vibration Control Procedure
- PPE Procedure
- Signage Procedure
- Hazard Alert Procedure
- Incident Report and Investigation Procedure
- Injury Management and Occupational Rehabilitation
- Change Management Procedure
- Pre Start-up Safety Review Procedure
- Receipt, Storage and Handling of Toxic and Infectious Substances Procedure

- Process Washdown and Management Procedure
- Treatment Facility Contamination Control Procedure
- Manual Handling Policy and guidelines
- Contractor Management
- Damage Policy and Procedure
- Workplace Bullying and Harassment Policy
- WHS Policy
- Rehabilitation and Return to Work Policy and Procedure
- Workplace Drug and Alcohol Misuse Prevention Policy
- Fatigue Management Policy
- Heat Management Policy
- Health Monitoring Policy
- Isolation and Electrical Safety Policy and Procedure
- Take 5 Policy and Procedure
- Two Way Radio Policy and Procedure
- Workers Compensation Policy and Procedure

OTHER

- Site Security Patrol