

## ONE PAGE SAFETY LESSON

No:	Systems and Procedures Man.	Head of Compliance	Date:	Rev. Date:	Ver. #:
OPL-YA029	Matthew Collaros	Jim Sarkis	18/04/2016	18/04/2018	1
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### Storage of Hazardous Chemicals - Waste

Wastes that contain "hazardous chemicals" (hazchem) must be stored in accordance with WHS, Environment and Dangerous Good requirements. New regulations require hazardous substances and dangerous goods to be reclassified as a single classification called "hazardous chemicals" (hazchem). These chemicals are hazardous to workers, human health and the environment. The following are Bingo minimum standards for storage of waste materials containing hazardous chemicals.

#### Used lead acid batteries (ULAB e.g. car batteries)

- ULAB contain hazchem (lead, lead dioxide and sulfuric acid)
- Must have a designated storage area and separated by at least 3 metres from other hazchem
- Storage area must be managed relevant to the risks associated with the hazchem they contain.
- Storage area must have signage indicating the hazchem classification, relevant pictogram and signal words
- Storage areas must be impervious, bunded and roofed with materials being compatible for the hazchem in the event of a leak or spill.
- Storage area must be fully protected from the weather and secure from access by unauthorised persons
- Any transport of ULAB must comply with the Australian Dangerous Goods (Road and Rail Transport) Code
- A dangerous goods (DG) driver's licence is not required for LAB or ULAB as these are regarded as 'packages' (regardless of the quantity being carried). However ULAB are hazardous waste, and depending on the quantity a trackable waste licence may be required.

#### Gas bottles.

- Gas bottles must be kept 5 metres from most other hazchem
- Storage area must have signage indicating the hazchem classification, relevant pictogram and signal words
- Indoor storage should be avoided whenever possible and limits to indoor storage apply.
- Store in a well ventilated area: NOTE - LPG is heavier than air and collects in low areas instead of dissipating and it dissipates slowly
- Store away from any flame, heat or other ignition source.
- Gas bottles-cylinders must always be stored upright with valves closed. (NOTE: the pressure relief valve needs to be in the vapour section of the cylinder)
- Gas bottles must be prevented from falling and protected from impact and damage.
- Storage limits may apply and placarding may be required (placard currently required at 50 litres or more).
- Indoor storage has the following limits: 45 kg per 50 m<sup>2</sup> floor area / maximum total quantity of 180 kg / maximum gas bottle size of 45kg. NOTE: conversion 1 kilogram of LPG = 1.96 litres / 1 litre = 0.51kilograms
- All cylinders full / partially full / empty should be treated as containing gas. (NOTE: Only cylinders purged with inert gas are considered empty)
- Never open the valve of any unconnected LPG cylinder. Do not open the valve to release remaining gas.

#### Fire extinguishers

- Fire extinguishers now only come in three varieties, water filled, gas filled and chemical filled.
- Water filled and gas filled extinguishers are inert and are not harmful.
- Dry chemical extinguishers can cause irritation.
- Any extinguishers under pressure if crushed, can explode
- Once the extinguisher is discharged (i.e. there is no more pressure), there is no potential of an explosion.
- Residual contents can be safely discharged to relieve remaining pressure. This must be done well away from any dangerous goods or hazardous substances and wearing appropriate PPE to prevent irritation.
- Fire extinguishers are to be kept separate from gas bottles – Note gas bottle requirements above
- Any yellow fire extinguisher is illegal - remove from all other waste, isolate, and contact the Compliance Team.

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No:	Systems and Procedures Man.	Head of Compliance	Date:	Rev. Date:	Ver. #:
OPL-YA030	Matthew Collares	Jim Sarkis	18/04/2016	18/04/2018	1
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### Storage of Hazardous Chemicals – Special Waste

'Special waste' is a class of waste that has unique regulatory requirements. The potential environmental impacts of special waste need to be managed to minimise the risk of harm to the environment and human health.

For the purpose of classifying waste "Special waste" means any of the following:

- Clinical and related waste
- Asbestos waste
- Waste tyres
- Anything classified as special waste under an EPA gazettal notice.

The following are two types of special waste that may be found in loads of mixed waste brought to site

#### **Asbestos**

- Asbestos is prohibited on site.
- Asbestos is dangerous to human health if inhaled.
- There are a number of procedures that relate to unexpected finds of non-complying waste on site.
- All sites must have stock of asbestos bags.
- All sites must have an allocated 240 litre garbage bin dedicated to small unexpected finds of suspected asbestos containing material.
- The dedicated bin must have appropriate signage, be lined with plastic at all times.
- Finds of fibrous cement sheets and other asbestos containing materials suspected or with potential of asbestos content are to be handled as asbestos and in accordance with site procedures and with necessary PPE.
- Small finds are to be wetted down, placed in the asbestos bag and the bag placed in the allocated bin.
- The bin is to be secured at all times when not in use and located away from other site activities / waste.
- Follow site procedures for unexpected finds of Non Complying Waste (NCW).

#### **Tyres**

- Tyres are highly flammable and give off toxic gases when burnt.
- Tyres are to be kept separate to all ignition and flame sources and other waste materials and are not to be stored on site.
- Tyres are special waste and are prohibited in our recycling yards and need therefore to be rejected when spotted or tipped in inbound loads.
- If spotted after customer has left the site - store separately, transport separately and comply with trackable waste requirements when transported.
- Tyres have the same tracking requirements as asbestos if more than 20 tyres or 200kg (whichever is the lesser) are to be transported in the same load.

Confirm transport requirements for special waste with the Compliance Team prior to transport.





## STANDARD OPERATING PROCEDURE

No:	Dept. Manager	Sys. and Proc. Manager	CEO
SOP-YA003	Darin Anderson	Matthew Collaros	Daniel Tartak

Revision No.	Date:	Revision Date:
01	07/07/2015	07/07/2017

### Asbestos at Recycling Centres

#### Standard Operating Procedure Distribution List

Managers are responsible for ensuring that all the relevant employees are trained in new or revised procedures and that the training is logged.

#### Distribution

Department	Mark "X" below if relevant to department
Operations (OP)	
Transport (TR)	
Customer Service (CS)	
Finance (FI)	
Compliance (COM)	
Driver (DR)	
Yard (YD)	X
Workshop (WS)	
Sales (SA)	
Management (MAN)	

#### SOP History:

Revision #	Issue Date	Nature of Revision	Training Required Yes/No
00	30/03/2015	Creation of SOP	Yes
01	07/07/2015	Updated logo, company name and formatting	No

## **Asbestos at Recycling Centres**

### **PURPOSE**

The purpose of this SOP is to outline what to do if asbestos (or a material suspected to be asbestos) is discovered –

- At a Bingo weighbridge
- On a Bingo Recycling Centre tipping floor or in a stockpile

### **SCOPE**

This procedure applies to all staff working at Bingo Recycling Centres.

### **RESPONSIBILITY**

Weighbridge operators/traffic controllers have a responsibility to visually inspect each load entering a Bingo Recycling Centre and report to site managers/supervisors if there is any suspicious material in the load.

All yard staff have a responsibility to report to site managers/supervisors if there is any suspicious material on the tipping floor or any stockpiles.



## **General information on Asbestos**

WHAT IS ASBESTOS? Asbestos is a naturally occurring fibrous mineral that became a popular building material in the 1950s. It is still found in many buildings, including hospitals, schools and homes and was manufactured up till 1994. It can therefore still be found in buildings and materials made anytime prior to 1987. Asbestos was widely used as an insulation and fire proofing solution. In particular, it found its way into products like ceiling tiles, pipe insulation, boilers, sprayed coatings and garage roof tiles.

### **Inhaling loose asbestos fibres is known to cause several serious and even fatal lung diseases.**

WHAT DOES ASBESTOS LOOK LIKE? Asbestos comes in all shapes, sizes and colours. There are three types of asbestos - blue, brown and white. It was often mixed with other materials so it can be hard to know if you've found it or not.

You must check for an fibro/fibrous cement. Some asbestos containing products are shown in the table below (there are also pictures over the page) -

Hardiflex 1981*	Super Six 1985*
Hardiplank 1981*	Highline 1985*
Villaboard 1981*	Shadowline 1985*
Versilux 1982*	Coverline 1985*
Harditherm 1984*	Roofing Accessories 1985*
Compressed 1984*	Pressure Pipe 1987*
Drain Pipe 1984*	*Date when product stopped being manufactured in Aust.

It pays to protect yourself. Wear eye protection and a facemask – especially if your job is likely to produce dust.

## **Procedure**

### **What to do when a load enters a recycling centre -**

The weighbridge operator or traffic controller should visually inspect EACH LOAD that enters the yard.

If the weighbridge operator or traffic controller sees any suspicious material they should clear the area and notify the site manager/supervisor immediately who will ensure that a trained person makes an assessment of the material and how to handle it.

If there is deemed to be asbestos in a customers truck/bin, the truck should be moved to the side (allowing the operation to function properly) until a trained person can make an assessment.

### **What to do if you believe asbestos is on the tipping floor or in any stockpiles -**

If anyone sees any suspicious material they should notify those working around them to stop work immediately, clear the area and then speak to the site manager/supervisor who will ensure that a trained person makes an assessment on how to handle it.

If the material is identified as asbestos the load in question will be segregated and the asbestos handling procedure will commence.

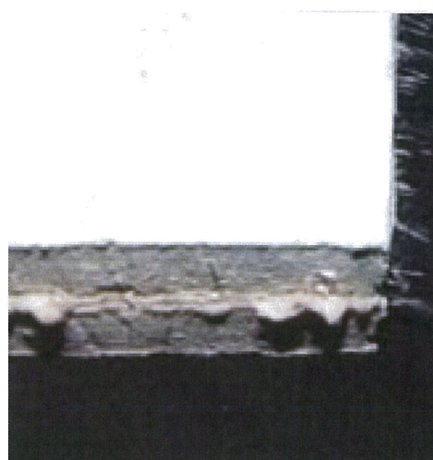
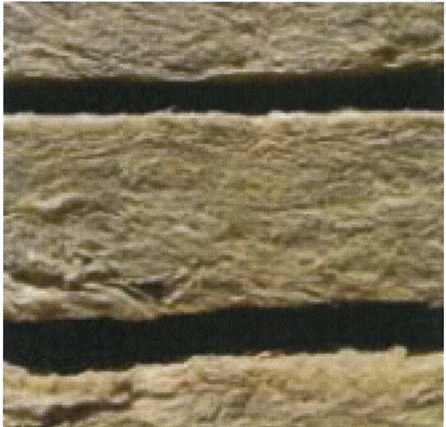
- Procedure for the Management of Asbestos Contaminated Stockpile or Area
- Procedure for the Management of Unexpected Asbestos Finds – Site
- Procedure for the Management of Unexpected Asbestos Finds Transport
- Procedure for Unexpected Asbestos Find in Transported or Tipped Load

In essence, the following things will happen –

1. Load once identified will be isolated to ensure it is not mixed with any non contaminated material
2. Load will be reloaded onto customers truck/bin
3. Non conforming load paperwork will be filled out
4. Reload fee will apply.

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## Examples of Asbestos





## STANDARD OPERATING PROCEDURE

No:	Systems and Procedures Manager	Head of Recycling
SOP-YA017	Matthew Collaros	Darin Anderson

Revision No.	Date:	Revision Date:
00	29/04/2016	29/04/2018

### Visual Inspection of Inbound Waste

#### Standard Operating Procedure Distribution List

All recipients as nominated please sign for their copy of the new or reviewed SOP.

The personnel listed in the table below are responsible for an SOP master file (hard copy) and as such should ensure that new or re-issued SOP's are filed immediately. Any obsolete SOP's in these files must be removed and destroyed so that only current issue copies are available at any time.

Managers are also responsible for ensuring that all the relevant employees are trained in new or revised procedures and that the training is logged.

#### Distribution

Department	Mark "X" below if relevant to department
Operations (OP)	
Transport (TR)	
Customer Service (CS)	
Finance (FI)	
Compliance (COM)	X
Driver (DR)	
Yard (YD)	X
Workshop (WS)	
Sales (SA)	
Management (MAN)	
Information Technology (IT)	

#### SOP History:

Revision #	Issue Date	Nature of Revision	Training Required Yes/No
00	29/04/2016	Creation of SOP	Yes



## Visual Inspection of Inbound Waste

### PURPOSE

Bingo Industries acknowledges that various tasks within our business have a high risk component to them. Guidelines on risk management are an essential component of the workplace health and safety management system. It is an essential part of our control measures that workers take control of their environment and ensure that all equipment used is fit for use and only used for the purpose provided. Additionally, timely and efficient reporting on hazards, incidents and other occurrences with an adverse risk to health and safety and environmental protection are required to be in place so that risk assessment and appropriate corrective action can be taken.

These guidelines should be read in conjunction with the Incident Reporting Investigation and Review Procedure.

### SCOPE

This procedure applies to all employees of Bingo Industries, and of its subsidiaries and associate companies (together referred to in this policy as **Workplace**) including -

- Permanent full-time and part-time employees
- Employees on a fixed term or fixed task contract
- Casual employees
- Temporary employees

And all individual contractors, suppliers and employees of incorporated contractors or suppliers engaged by Bingo (together referred to in this procedure as **employees**).

This policy is not contractual and does not give you enforceable rights.

### RESPONSIBILITIES

**Supervisors and Managers** are responsible for:

- Ensuring that both themselves and employees within their department/workplace comply with the requirements of this procedure
- Participating in risk assessments
- Ensuring that risk items and assessments for their department/workplace are reviewed and updated accordingly
- Ensure that all maintenance is carried out on equipment when due or required

**Workers** are responsible for:

- Ensure you have read and fully understand the operation manual before operating the sweeper
- Ensuring equipment is inspected (Pre-Start) before every use
- Ensure PPE is used on every occasion
  - High Vis Clothing
  - Safety Glasses
  - Safety footwear
  - Close fitting cloths
  - Safety Gloves
- Report any faults or incidents to your Supervisor immediately

### DEFINITIONS

**Visual inspection:** means a sight based assessment. It does not involve manual handling of waste. It may involve mobile site equipment moving waste to expose more of the load for a better view of what is in the load.

### REFERENCES

Nil

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## PPE

All relevant precautions must be taken to prevent personal contact with waste. The following personal protective equipment (PPE) should be worn:

- Puncture resistant gloves.
- Steel capped safety boots.
- Fluorescent safety vest.
- Hard hat
- Eye protection. (if necessary)\*
- For bag inspections gloves and eye protection are compulsory and only the tools provided are to be used – i.e. grab tool and rake

\*Increased personal protective equipment may be required such as a P2 dust mask where asbestos or other hazardous materials are found. Please refer to the relevant procedure for further instructions.

## OTHER RESOURCES

- Movement on waste by hand should be avoided where possible.
- Utilise excavators and loaders where possible to move waste.

## PROCEDURE

Visual inspection of waste is a requirement of the site to ensure that prohibited materials are detected early and are prevented from contaminating other waste. Waste is a valuable resource that is able to be recovered for recycling and reuse where it has not been contaminated.

Contamination can take the form of food waste, asbestos, liquids, hazardous chemicals or other materials that are restricted which may even include green waste. We also need to be sure that materials are not brought onto site that are not permitted on site due to a legal restriction such as the conditions of an Environment Protection Licence.

Visual inspection of waste is a continuous process on site. Staff should be constantly on the lookout for problematic and prohibited materials.

Problem / prohibited materials include for example:

- Asbestos
- Tyres
- Car batteries
- Pressure vessels such as spray cans, gas bottles, fire extinguishers
- Bagged waste
- Food and other putrescible waste (such as household garbage containing nappies and other items that may rot or smell)
- Clinical waste – e.g. syringes and bandages



1. Waste should at first be inspected either before or while on the weighbridge.
2. Either the traffic controller or weighbridge officer must determine what materials are being brought onto the site. This is done by a visual scan of the exposed materials on top of the load. The person completing this assessment must not use their hands to move materials to get a better view.
3. The driver must always be asked to nominate the materials being carted on to site. Where there is no traffic controller at the weighbridge or the weighbridge officer has no clear view of the load from a safe vantage point, the weighbridge officer is to confirm with the driver that there are no prohibited items in the load of waste to be tipped.
4. The driver will be directed to the tip floor and may tip the load following the directions of the traffic controller.
5. The traffic controller and other staff are to inspect the load that has been tipped BEFORE it is moved and BEFORE the driver has left the tip floor.

6. Where there is a safety risk due to the suspected contents Take 5. Site staff are to look for (without touching) prohibited items and items that cannot be easily identified (e.g. bagged waste where the contents cannot be seen) before the load is pushed up into the main stockpile by a loader or excavator. Staff are also to look for materials that can be easily separated.
7. Where asbestos is suspected staff are to cease activity in the area and the load inspected more thoroughly without touching the waste. If asbestos is suspected then the traffic controller must let the driver know that the load is to be rejected. The Reject Load and Asbestos Procedures are to be followed.
8. Where other prohibited items are found the Site Supervisor is to be contacted. The Site Supervisor is to decide whether the load is to be rejected or whether the prohibited materials can be safely separated from the load and reloaded.
9. Bagged waste that is found in a load is to be set aside for closer inspection to determine contents. The bag is not to be opened manually. At an appropriate time inspect the bags by using the procedures and tools provided.
10. Both yellow and light blue plastic bags should not be found on site. If at any time yellow or light blue bags are found they may contain high risk or medical / hazardous waste and are not to be opened under any circumstances. These bags must be placed in a dedicated bin for classification and disposal at an appropriate facility. Use appropriate tools and ensure gloves are worn. Refer to point 8 above in relation to prohibited items if found.
11. Bagged waste is to be carefully opened using rakes and grab tools. If contents are not prohibited on site then waste can be managed as per site procedures. If prohibited materials are found they are to be set aside and managed in accordance with site procedures. Putrescible waste (e.g. food waste) is to be separated and placed into a commercial waste bin for collection and proper disposal.
12. Containers which may contain liquids are to be removed from the load by an excavator. If the contents are determined to be hazardous chemicals or dangerous goods then manage as for site procedures for all of these types of substances.
13. If a hazardous chemicals or dangerous goods container has been punctured and liquid has leaked into the waste, keep the waste and the container separate from other waste, load into a bin and dispose of as per the waste classification.
14. The Site Supervisor is to contact the Compliance Team for further advice if required.





## STANDARD OPERATING PROCEDURE

<b>No:</b>	<b>Systems and Procedures Manager</b>	<b>Head of Recycling</b>
SOP-YA018	Matthew Collaros	Darin Anderson
		

<b>Revision No.</b>	<b>Date:</b>	<b>Revision Date:</b>
00	2/05/2016	2/05/2018

### Rejecting Loads of Non Complying Waste / Prohibited Materials

#### Standard Operating Procedure Distribution List

All recipients as nominated please sign for their copy of the new or reviewed SOP.

The personnel listed in the table below are responsible for an SOP master file (hard copy) and as such should ensure that new or re-issued SOP's are filed immediately. Any obsolete SOP's in these files must be removed and destroyed so that only current issue copies are available at any time.

Managers are also responsible for ensuring that all the relevant employees are trained in new or revised procedures and that the training is logged.

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Finance (FI)	
Compliance (COM)	X
Driver (DR)	
Yard (YD)	X
Workshop (WS)	
Sales (SA)	
Management (MAN)	
Information Technology (IT)	

#### SOP History:

Revision #	Issue Date	Nature of Revision	Training Required Yes/No
00	29/04/2016	Creation of SOP	Yes

## **Reject Loads of Non Complying Waste / Prohibited Materials**

### **PURPOSE**

Bingo Industries acknowledges that various tasks within our business are high risk. Guidelines for control of identified risks are necessary to realise the workplace health and safety, environmental and quality objectives. It is essential that waste materials that have the potential to contaminate resources that can be recovered from waste for reuse or recycling or that may contravene site licences, permits or approvals are kept out of the waste to be accepted and processed on site. These materials are generally referred to as prohibited materials.

Whilst procedures and standards are in place to prevent prohibited materials from coming onto site, from time to time, they are found either in loads entering the site or on the tip floor. On rare occasions they may also be found in material stockpiled on site.

The purpose of this procedure is to provide guidance as to how to manage prohibited materials if found on site prior to or during tipping of a load of inbound waste.

### **SCOPE**

This procedure applies to all Bingo facilities that accept waste for any purpose.

This procedure applies to all employees of Bingo Industries, and of its subsidiaries and associate companies (together referred to in this policy as **Workplace**) including -

- Permanent full-time and part-time employees
- Employees on a fixed term or fixed task contract
- Casual employees
- Temporary employees

And all individual contractors, suppliers and employees of incorporated contractors or suppliers engaged by Bingo (together referred to in this procedure as **employees**).

This policy is not contractual and does not give you enforceable rights.

### **RESPONSIBILITIES**

**Supervisors and Managers** are responsible for ensuring:

- both themselves and employees within their department/workplace comply with the requirements of this procedure;
- participation in risk assessments; and
- risk items and assessments for their department/workplace are reviewed and updated accordingly.

**Workers** are responsible for ensuring:

- you have read and fully understand the procedure for reject loads and prohibited materials before undertaking related work
- PPE is used on every occasion
  - High Vis Clothing
  - Safety Glasses
  - Safety footwear
  - Close fitting cloths
  - Safety Gloves
- incidents are reported to your Supervisor immediately.

### **DEFINITIONS**

**Non complying waste / Prohibited material:** means any material that due to its nature, waste type or contents cannot be either lawfully accepted on site or managed on site with minimal risk to workers or the environment.

**Reject:** means to refuse to accept by either preventing tipping of prohibited material or requiring the customer to remove prohibited materials from site.

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## REFERENCES

- SOP-YA017 Visual Inspection of Inbound Waste

## PPE\*

All relevant precautions must be taken to prevent personal contact with waste. The following personal protective equipment (PPE) should be worn:

- Puncture resistant gloves.
- Steel capped safety boots.
- Fluorescent safety vest.
- Hard hat
- Eye protection. (if necessary)

\*Increased personal protective equipment may be required such as a P2 dust mask where asbestos or other hazardous materials are found. Please refer to the relevant procedure for further instructions.

## OTHER RESOURCES

- Movement on waste by hand should be avoided where possible.
- Utilise excavators and loaders where possible to move waste.

## PROCEDURE

From time to time the site will need to reject a load of inbound waste. It is essential that prohibited material is detected prior to entry to site and tipping to prevent potential contamination of other waste. Waste is a valuable resource that is able to be recovered for recycling and reuse where it has not been contaminated.

Prohibited materials can take the form of food waste, asbestos, tyres, liquids, hazardous chemicals or other materials that are to be restricted on site due to our Environment Protection Licence (EPL) or other legal restrictions and could include green waste or soils that are subject to government control orders. We also need to be sure that materials are not brought onto site that are not permitted on site due to other restrictions such as worker safety, environment protection or impact of quality of the recovered materials.

Visual inspection of waste is a continuous process on site. Staff should be constantly on the lookout for problematic and prohibited materials and these materials must be rejected where they are prohibited.

Problem / prohibited materials include for example:

- Asbestos
- Tyres
- Car batteries
- Pressure vessels such as spray cans, gas bottles, fire extinguishers
- Bagged waste
- Food and other putrescible waste (such as household garbage containing nappies and other items that may rot or smell)
- Clinical waste – e.g. syringes and bandages

1. Refer to SOP-YA017 Visual Inspection of Inbound Waste.
2. If prohibited materials are found the materials are to be rejected.
3. Note that use of mobile phones and other devices are prohibited on site except for authorised purposes by authorised staff. However, if it is possible to take photographs of the reject material safely, take a photo of the material. Note that close up photos assist with the identification of asbestos but are not conclusive.

## Prohibited Materials Detected Prior to Weighbridge

4. Visually inspect the inbound load.
5. Where prohibited material is found or suspected (in the case of asbestos) ensure that you show the driver of the vehicle what you have seen.
6. Advise the driver that the load is being rejected and the reason.

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7. Weighbridge Officer to complete form **SF106 Notification of Non-Complying Waste and Reload/Rejected Load**. Ensure that the form notes that the load did not enter the site and that the driver was handed a completed copy of SF055.
8. File the completed form in the site **Reject Load Register**.
9. Weighbridge Officer to complete SF055 Reject Load Certificate and hand to the driver as formal advice that the load contains materials that cannot be accepted.

#### Prohibited Materials Detected at the Weighbridge

10. Vehicle on the inbound weighbridge is found or suspected of having prohibited materials in the waste.
11. Where prohibited material is found or suspected (in the case of asbestos) ensure that you show the driver of the vehicle what you have seen.
12. Advise the driver that the load is being rejected and the reason.
13. Weighbridge Officer to complete form **SF106 Notification of Non-Complying Waste and Reload/Rejected Load**. Ensure that the form notes that the load did not enter the site and that the driver was handed a completed copy of **SF055**.
14. File the completed form in the site **Reject Load Register**.
15. Weighbridge Officer to complete **SF055 Reject Load Certificate** and hand to the driver as formal advice that the load contains materials that cannot be accepted.
16. All details are to be recorded in Tipwatch for the load on weighbridge.
17. The load / job is to be cancelled. Under no circumstances is the record / load to be deleted.
18. Note that the Tare Weight should be "0.00".
19. A comment is to be made in the "Comments" section confirming the reason for rejecting and cancelling the load.
20. Ensure that if the prohibited material is suspected to be asbestos that the "Asbestos Reload" button is also checked if the load was tipped before the suspected asbestos was detected.

The screenshot displays the Tipwatch software interface. On the left, a table lists waste delivery records with columns for Docket, Time In, Time Out, Customer, Rego, Material, and Charge B. The right side shows a detailed 'WASTE DELIVERY' form for a specific record.

Docket	Time In	Time Out	Customer	Rego	Material	Charge B
228996	4:04 PM	4:12 PM	Mercon Group Pty Ltd	BR24UC	Mixed Waste	Weight
228994	3:52 PM	3:59 PM	Redband Constructors Pty Ltd	YHP995	Mixed Waste	Weight
228992	3:47 PM	3:53 PM	Data Environmental Services Pty Ltd	B81NC	Mixed Waste	Weight
228991	3:45 PM	3:56 PM	Nass Excavations Pty Ltd	CG11TX	Brick/Concrete Mix	Weight
228983	3:00 PM	3:09 PM	Hicon Building Pty Ltd	CD50TP	Mixed Waste	Weight
228982	2:54 PM	3:08 PM	Local Clearing	CE09KU	Mixed Waste	Weight
228981	2:51 PM	3:04 PM	Dunmain	BS51HG	General Solid Waste	Weight
228980	2:48 PM	2:59 PM	Mercon Group Pty Ltd	CD95BZ	Mixed Waste	Weight
228977	2:36 PM	2:50 PM	COD (Credit Card)	BU26HB	Brick/Concrete Mix	Weight
228976	2:34 PM	2:35 PM	Bingo Recycling	BAU76TW	Clean Heavies	Weight
228975	2:31 PM	2:32 PM	Bingo Recycling	B8Y27NW	Clean Heavies	Weight
228973	2:24 PM	2:33 PM	Ri Pacific Pty Ltd T/A Mann Group New	AU19MP	General Solid Waste	Weight
228968	2:01 PM	2:16 PM	Cms Plant Hire Pty Ltd	BZ02HA	Mixed Waste	Weight
228966	1:56 PM	2:11 PM	Bulk Transport Solutions	BUS70K	Mixed Waste	Weight
228965	1:51 PM	2:07 PM	Skip Bin Guys	CD10KE	Brick/Concrete Mix	Weight
228962	1:46 PM	1:59 PM	Joe Demolition & Excavation	S88888	Mixed Waste	Weight
228961	1:45 PM	2:19 PM	COD (Credit Card)	EN20S9	Brick/Concrete Mix	Weight
228960	1:41 PM	2:13 PM	Bca Basic Contracting	CA10TB	Mixed Waste	Weight
228958	1:31 PM	1:50 PM	Data Environmental Services Pty Ltd	CF60CN	Brick/Concrete Mix	Weight
228957	1:30 PM	1:48 PM	Platinum Building Supplies Pty Ltd	DA44ZY	Mixed Waste	Weight
228954	1:20 PM	4:44 PM	Urban Civil	CC72RB	Mixed Waste	Weight
228952	1:14 PM	1:26 PM	Data Environmental Services Pty Ltd	B81NC	Mixed Medium Buildin...	Cubic Met
228948	12:56 PM	1:10 PM	Amscorp Pty Ltd	AZF17Y	Mixed Waste	Weight
228947	12:55 PM	1:05 PM	Data Environmental Services Pty Ltd	CF60CN	Mixed Heavy Building...	Cubic Met
228946	12:42 PM	12:48 PM	Mercon Group Pty Ltd	BZ75WV	Mixed Waste	Weight
228939	12:02 PM	12:09 PM	Data Environmental Services Pty Ltd	CC74RL	Mixed Waste	Weight
228933	11:32 AM	11:41 AM	Data Environmental Services Pty Ltd	CF60CN	Mixed Waste	Weight
228932	11:30 AM	11:40 AM	Australia's Best Bins	BIN24U	Mixed Waste	Weight
228930	11:23 AM	11:31 AM	Skip Bin Guys	CD10KE	Mixed Waste	Weight
228929	11:16 AM	11:21 AM	Data Environmental Services Pty Ltd	AY76Z0	Mixed Heavy Building...	Cubic Met

The 'WASTE DELIVERY' form on the right includes fields for Customer (Urban Civil), From Site (No Specific Site), Time In (01:20 PM), Time Out (09:14 AM), Rego (CC72RB), Customer's Order No., Waste Stream (Construction and demolition waste), Sub Stream (N/A), Material Group (Mixed Waste), Tipped Where? (Tip Face), Truck Type (Own Truck), and Vehicle Type (N/A). It also features a 'Comments' section with 'ASBESTOS RELOAD' and buttons for 'Cancel Load', 'Manual Entry', 'No Charge', 'Asbestos Reload', 'Add Charge', 'Delete Charge', 'Levy Status', 'Reportable', 'Payment Details', 'Not Selected', and 'Is Paid'.

### Prohibited Material Detected on Tip Floor after Tipping

21. Vehicle has tipped material on tip floor that is found to or is suspected of having prohibited materials in the waste.
22. Where prohibited material is found or suspected (in the case of asbestos) ensure that you show the driver of the vehicle what you have seen.
23. Advise the driver that the load is being rejected and the reason.
24. If the material is suspected asbestos:
  - a. Site asbestos procedures are to be followed. Before material is moved put on PPE, move other workers away from the area and wet the material to ensure that there will be no likelihood of dust.
  - b. The material is to be reloaded by site loader into the vehicle it arrived on site in.
  - c. Before reloading the driver of the vehicle and any other person accompanying the driver must either return to their vehicle if safe to do so during loading or move to a safe location as indicated by the traffic controller, away from the material and the loader.
  - d. Site staff must be on hand when reloading and wearing appropriate PPE including P2 dust mask. Site staff are to ensure that the load remains wet when reloading.
  - e. The load is to be immediately covered and secured by the driver to prevent escape of waste including dust.
25. If hazardous or dangerous items are detected:
  - a. Each item is to be dealt with according to the level of risk assessed at the time.
  - b. The Site Supervisor is to be called to determine if the entire load is to be rejected or just the hazardous or dangerous item.
  - c. Hazardous or dangerous items are to be handled according to the risk and the controls identified during the risk assessment.
  - d. Soils that have come into contact with hazardous chemicals or dangerous goods are to be rejected.
26. Other prohibited materials are to be dealt with according to the risk associated with the material concerned, for example:
  - a. Food waste is to be separated from waste if in small amounts and placed in the commercial waste container on site. If load contains more than 1% food waste consider rejecting a portion of or the entire load due to potential contamination of other materials.
  - b. Items such as mattresses, car batteries, tyres, gas bottles and green waste that present lower risks are accepted at the discretion of the Site Supervisor and only if permissible by the site EPL. Acceptance must be on the basis that the site is able to safely manage the item and has procedures in place for management of that item.

### Weighbridge Procedures

27. Site staff notify weighbridge that load associated with vehicle is being rejected and reason for rejecting load.
28. Weighbridge Officer to complete form **SF106 Notification of Non-Complying Waste and Reload/Rejected Load**.



29. Ensure that the form notes that the load was tipped and reloaded and where relevant incurred a reload fee. Note on the form that the driver has been handed a SF055 Reject Load Certificate. Ensure that the driver / customer signs the form.
30. File the completed form in the site **Reject Load Register**.
31. Weighbridge Officer to complete **SF055 Reject Load Certificate** which is to be handed to the driver as formal advice that the load contains materials that cannot be accepted and has been rejected following reload on site.
32. All details recorded in Tipwatch are to be maintained.
33. The load / job is to be cancelled. Under no circumstances is the load / Tipwatch record to be deleted.
34. Note that the Tare Weight should be "0.00".
35. A comment is to be made in the "Comments" section of Tipwatch confirming the reason for rejecting and cancelling the load.
36. Ensure that if the prohibited material is suspected to be asbestos that the "Asbestos Reload" button is also checked.
37. Review Tipwatch record to ensure all details have been completed and complete customer transaction.



