

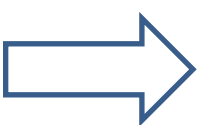
1 Purpose

To ensure the receipt of packaged waste is done in an efficient, safe manner and does not adversely impact on the environment.

2 Risk Analysis (use Procedure 6.3 Risk Analysis)

2.1 Environmental Aspects and Impacts

Risk 24880, 30723

INPUT	ASPECT	IMPACT	RISK		OUTPUT	ASPECT	IMPACT	RISK
Packaged waste	Leaks and spills	Storm water/ ground contamination	4		Stored waste	Leak/ spill	Storm water/ ground contamination	6
	Solid/ powder spill		8				Air emissions	6
	Unstable load dropped	Air pollution odour	9					

2.2 Workplace Health and Safety Risks

Risks 24879, 24881

Risk	Consequence	Residual Risk Score
Waste spill contact with skin/eyes	Chemical burns & irritation to the skin, Redness of eyes, Inhalation of vapours.	5
Struck by forklift or dropped load	Personnel injury	9

2.3 Business & Quality

Risk	Consequence	Residual Risk Score
Accepting waste outside license requirements	Fines/ loss of license	9

2.4 Risk Control (WH&S and Environmental)

2.4.1 Protecting the Environment

Trucks must be in the hardstand bunded area before any unloading takes place
 All materials storage areas are contained with a bunded area.
 Storm water exit valve is closed during operating periods and water tested before release to the storm water system

2.4.2 PPE

Standard work uniform of long sleeve shirt, long pants, steel capped safety boots and high visibility must be worn.
 Appropriate gloves are to worn when handling any wastes
 Safety glasses must be worn at all times.
 Sun screen and a hat are recommended to protect against long term UV damage.

3 Process

3.1 Procedure for packaged waste receipt

1. Receive the truck as per WI08-04-01
2. Check paperwork – **no Works Order and WTC, no unloading**

If no paperwork, instruct driver to wait and contact the Sales Manager to discuss

3. If paperwork OK, instruct forklift operator to begin unloading truck to the quarantine area
4. Notify the Storeman / Logistics Manager of the arrival so they can arrange sampling, labelling and transfer to the appropriate storage area
5. Fill in details on the Waste Receival - Daily Operations Log sheet
6. Fill in & sign WTC Part C as per WI08-04-04
7. Keep Yellow & White copies of WTC & attach to the Waste Receival clipboard
8. Return other copies to the driver
9. Finish transferring waste to the Quarantine area
10. Send the truck on its way

4 Skill Requirements

Forklift license

WI08-04-04 Completing Waste Transport Certificates

5 Records

Record	Where Stored	Responsibility	Retention	Disposal
Waste Transport Certificates	Site Admin office	Operator	7 years	Trash
Works Orders	Site Admin office	Operator	7 years	Trash
Laboratory Test Results	Laboratory	Chemist	7 years	Trash
Waste Receival - Daily Operations Log	Site Admin office	Operator	7 years	Trash

6 Current Revision Status

Issue #	Changes	Authorisation	Date
1	New	James Macdonald	15/6/16
1.1	Updated records required, minor changes to wording and formatting	James Macdonald	7/2/17