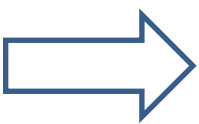


1 Purpose

To ensure the unloading of trucks carrying bulk loads of wastewater at the Darwin facility is completed in a safe and efficient manner and that the load is transferred to the appropriate storage tanks.

2 Risk Analysis (use Procedure 6.3 Risk Analysis)

2.1 Environmental Aspects and Impacts

INPUT	ASPECT	IMPACT	RISK		OUTPUT	ASPECT	IMPACT	RISK
Waste	Spill	Storm water/ ground contamination	3		Stored Waste	Leak	Storm water/ Ground contamination	3
	Fumes	Air pollution Odour	4					

2.2 Workplace Health and Safety Risks

Risk	Consequence	Residual Risk Score
Waste spill contact with skin/eyes	Chemical burns & irritation to the skin, Redness of eyes, Inhalation of vapours.	

2.3 Business & Quality

Risk	Consequence	Residual Risk Score
Accepting waste outside license requirements	Fines/ loss of license	
Waste transferred to the wrong tank and incompatible materials are mixed.	Uncontrolled chemical reactions	

2.4 Risk Control (Business, WH&S and Environmental)

Risks with ratings of High or Extreme (16+) require specific steps in the process to address the risk.

Tankers must be in the bunded area before any valves are opened.

All pipes and tanks are contained within a bunded area.

All bunds to be kept isolated unless actively discharging clean stormwater.

Storm water exit valve is by default closed and accumulated water is checked daily before release to the storm water system

2.4.1 PPE

Standard work uniform of long sleeve shirt, long pants, steel capped safety boots and high visibility must be worn.

Appropriate gloves are to be worn when handling the valves, hoses and reducers

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 Receive the truck as per WI08-04-01

3.2 Direct the driver to park so the discharge point is adjacent to the wastewater discharge point.

3.3 Select the shortest possible hose to connect the truck. Use the reducers provided if needed to connect to the truck fittings.

3.4 Instruct the driver to open the truck valve slightly (just crack it open) to trickle out some waste and collect a sample as per WI08-04-02.

3.5 Complete Pre-acceptance testing as per WI08-04-03

3.6 If the waste matches the specification, then follow the following steps. If the waste does not match the specification, please contact the relevant Sales Director as per WI08-04-01.

3.7 In the PLC:

- Select the desired receival tank
- Set the pump at starting rate of 40Hz
- Instruct the truck driver to open the truck valve
- Press the Auto Start Button

When the truck is empty, complete the unloading process by:

- Press the Auto Stop button on the PLC
- Instruct the driver to shut the truck valve
- Disconnect hose from truck, drain any waste in hose into the discharge point

If truck wash out is required – send truck to Sludge Bay. If truck wash is not required, send truck on its way.

4 Skill Requirements

WI08-04-01– Bulk Truck Receival
 WI08-04-02– Collecting a sample from Bulk Tankers
 WI08-04-03-Pre-acceptance Testing
 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
1.0	New	James Macdonald	10/8/17