


1 Purpose

To ensure that the arrival and handling of trucks carrying bulk loads of liquid waste at the Darwin facility is conducted in a safe and efficient manner, that our license allows us to accept the waste, the load is suitable for processing and that it 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 vapors.	

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 with 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 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

All wastes delivered to the site must be booked in.

Sales Managers will complete a Works Order when a job is booked in.

Works Orders and other supporting documentation for the wastes expected each day will be available from the Site Admin office at the beginning of each shift.

- Determine if the job is Booked or not

No Works Order – No Unloading.

The Sales Director must be informed immediately if an un-booked load arrives on site. Procedure 8.1 Determining Customer Requirements is followed.

When a Works Order, with accompanying documentation is received, the load can be handled as per a Booked job.

2. Identify load type.

It must match the Works Order details

3. Check driver has correct paperwork

No Waste Transport Certificate, No unloading

4. Direct driver to correct unloading bay

Bulk washwaters, Glycols and Oils – Main Bay

Liquid with high sediment or solids content – Sludge Unloading Bay

5. Get appropriate Waste Receival - Daily Operations Log clipboard from the front portable or control room
6. Collect sample jars from the Control Room
7. Take a sample as per WI08-04-02
8. Test sample in the lab as per WI08-04-03 or provide sample to Chemist for pre-acceptance testing if chemist is available

If within expected range, begin unloading truck to the appropriate tank as per WI08-04-05, WI08-04-06, WI08-04-07

9. Unacceptable Test Results

Reject waste.

Inform the Sales Director of the rejection, including a copy of the analysis.

The Sales Director may determine the waste can be processed, using an alternative method and elect to provide a quote to the originator of the waste, following procedure 8.1 Determining Customer Requirements.

10. Fill in details in Waste Receival - Daily Operations Log
11. Fill in & sign WTC Part C as per WI08-04-04,
12. Keep GRR copies & put in the clipboard with the Waste Receival - Daily Operations Log
13. Return other copies to the driver
14. Finish transferring waste to selected tank
15. Close all valves
16. Disconnect truck, being careful to minimize spilled material from the hoses
17. Send the truck on its way.

4 Skill Requirements

WI08-04-02– Collecting a sample from Bulk Tankers

WI08-04-03-Pre-acceptance Testing

WI08-04-05,06 & 07 – Bulk Truck unloading procedures

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

WI08-04-01 Bulk Truck Receival

Issue #	Changes	Authorisation		Date
1.0	New	James Macdonald		10/8/1