

Procedure:	Mass Control	SOP FL-005																																																		
1.0 Purpose:	This Safe Operating Procedure (SOP) is developed to fulfill the requirements of the Work Health and Safety Legislation and relevant Codes of Practice and Australian Standards. This SOP forms part of the FOLEY LOGISTICS Work Health and Safety Management System.																																																			
2.0 Scope:	This instruction applies to all Team Members, contractors and representatives of FOLEY LOGISTICS. This procedure shall be read in association with other Safe Operating Procedures and the Work Health and Safety Management System.																																																			
3.0 Related Documents:	<ul style="list-style-type: none"> • Work Health and Safety Legislation • Work Health and Safety Management System 																																																			
4.0 Location of Task:	FOLEY LOGISTICS locations where installed.																																																			
5.0 Equipment Requirements:	High Visibility Vest/coat, safety footwear, safety gloves																																																			
6.0 Procedure Steps:	<p>Risk Assessment (Pre-cursor)</p> <ul style="list-style-type: none"> • Conduct a Risk Assessment of the load mass and loading position, and identify: <ul style="list-style-type: none"> ○ Does the load match the meet the permits for the vehicle? ○ Is the total mass correct for the vehicle capacity? ○ Can the tare of the vehicle be verified? ○ Is the vehicle loaded in a safe and stable manner? ○ Does the mass distribution of the load meet axle mass requirements? ○ Is the equipment in good order? • Use chart to calculate Risk Level • Lodge risk assessment & SWMS • Conduct random CoR check using “CoR Safety Declaration Form” on 10% of all trucks <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5">RISK LEVEL</th> </tr> <tr> <th colspan="5">Likelihood</th> </tr> <tr> <th colspan="2"></th> <th>Very likely</th> <th>Likely</th> <th>Possible</th> <th>Unlikely</th> <th>Highly Unlikely</th> </tr> </thead> <tbody> <tr> <th rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Consequences</th> <th>Fatality</th> <td style="background-color: #ff0000; color: white;">25 - Extreme</td> <td style="background-color: #ff9900;">20 - High</td> <td style="background-color: #ffcc00;">15 - High</td> <td style="background-color: #ffff00;">10 - High</td> <td style="background-color: #99ff00;">5 - Medium</td> </tr> <tr> <th>Major Injury</th> <td style="background-color: #ff9900;">20 - High</td> <td style="background-color: #ffcc00;">16 - High</td> <td style="background-color: #ffff00;">12 - High</td> <td style="background-color: #99ff00;">8 - Medium</td> <td style="background-color: #00ff00;">4 - Medium</td> </tr> <tr> <th>Minor injury</th> <td style="background-color: #ff9900;">15 - High</td> <td style="background-color: #ffcc00;">12 - Medium</td> <td style="background-color: #ffff00;">9 - Medium</td> <td style="background-color: #99ff00;">6 - Medium</td> <td style="background-color: #00ff00;">3 - Low</td> </tr> <tr> <th>First Aid</th> <td style="background-color: #ff9900;">10 - Medium</td> <td style="background-color: #ffcc00;">8 - Medium</td> <td style="background-color: #ffff00;">10 - Medium</td> <td style="background-color: #99ff00;">4 - Medium</td> <td style="background-color: #00ff00;">2 - Low</td> </tr> <tr> <th>Negligible</th> <td style="background-color: #ff9900;">5 - Medium</td> <td style="background-color: #ffcc00;">4 - Medium</td> <td style="background-color: #ffff00;">3 - Low</td> <td style="background-color: #99ff00;">2 - Low</td> <td style="background-color: #00ff00;">1 - Low</td> </tr> </tbody> </table>				RISK LEVEL					Likelihood							Very likely	Likely	Possible	Unlikely	Highly Unlikely	Consequences	Fatality	25 - Extreme	20 - High	15 - High	10 - High	5 - Medium	Major Injury	20 - High	16 - High	12 - High	8 - Medium	4 - Medium	Minor injury	15 - High	12 - Medium	9 - Medium	6 - Medium	3 - Low	First Aid	10 - Medium	8 - Medium	10 - Medium	4 - Medium	2 - Low	Negligible	5 - Medium	4 - Medium	3 - Low	2 - Low	1 - Low
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6.1	General																																																			
	<ul style="list-style-type: none"> • Ensure vehicle is in a safe and accessible position • Ensure all forklift activity has stopped when around the vehicle 																																																			

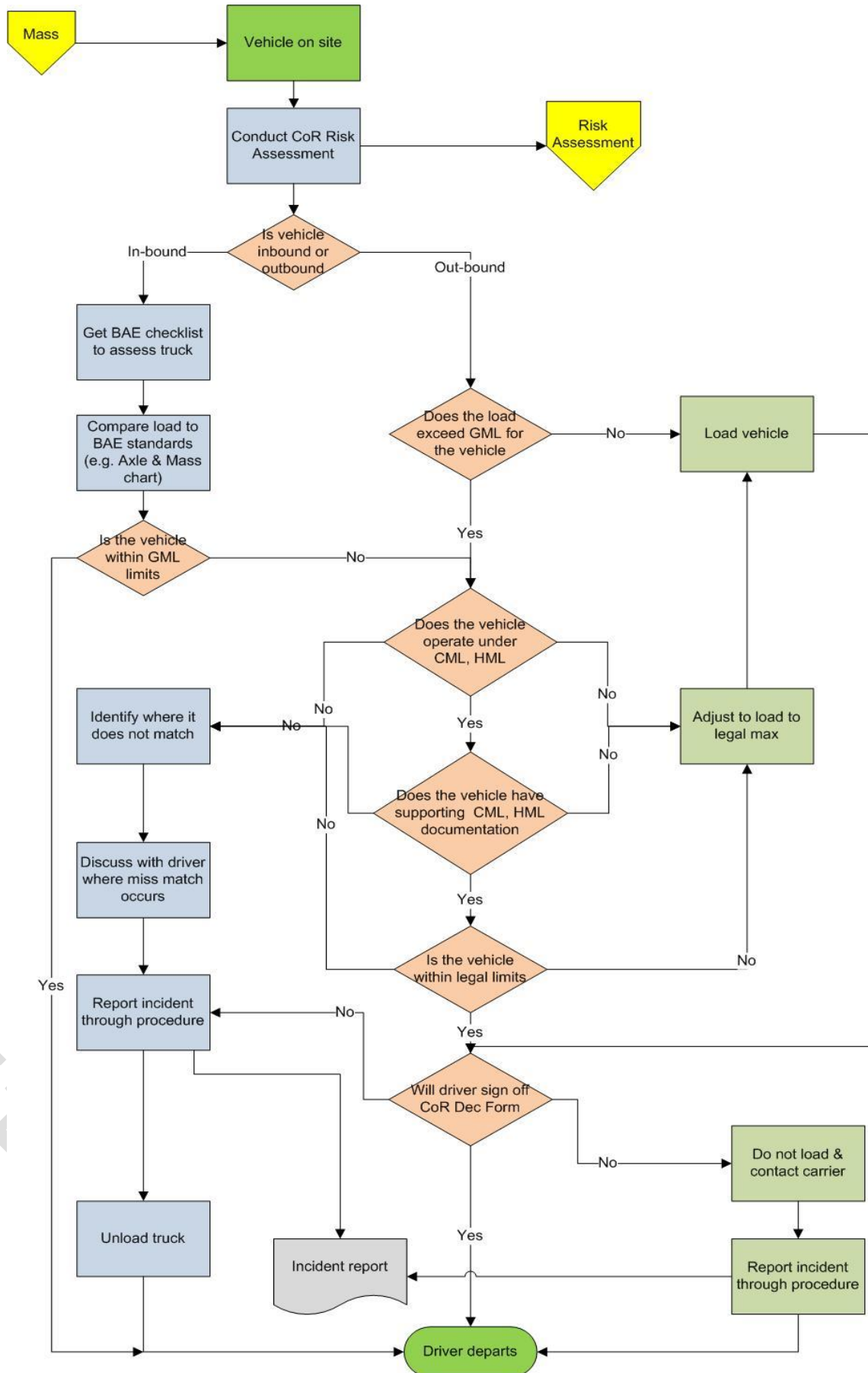
	<ul style="list-style-type: none"> ● Wear your PPE at all times 	
<p>6.2</p>	<p>Situation Appraisal</p> <ul style="list-style-type: none"> ● Inbound Loads <ul style="list-style-type: none"> ○ Conduct “Random CoR Check” if due ○ Observe the vehicle and look for things that may indicate mass issue: <ul style="list-style-type: none"> ■ Tyres look flat ■ Tyres scraping on mudguards ■ Engine labouring to move vehicle ○ Check documentation/manifest for overall mass <ul style="list-style-type: none"> ■ Check if manifested GVM/GCM is legal for that vehicle type ■ Check NHVR Mass chart ■ Check certification of vehicle GML, CML, HML ○ Check GVM/GCM if concerned: <ul style="list-style-type: none"> ■ Ask for weighbridge ticket ■ Or ■ Get Vehicle Weight Declaration ○ Photograph any failed loads ○ Discuss failure with driver ○ Commence Corrective Action Procedure ○ Issue “CoR Infringement notice” to Driver ○ Unload vehicle 	
<p>6.3</p>	<ul style="list-style-type: none"> ● Outbound Loads <ul style="list-style-type: none"> ○ Check documentation/manifest for overall mass <ul style="list-style-type: none"> ■ Check if manifested GVM/GCM is legal for that vehicle type ■ Check NHVR Mass chart ■ Check certification of vehicle GML, CML, HML ○ Check GVM/GCM if concerned: <ul style="list-style-type: none"> ■ Get weighbridge ticket ■ Or 	

	<ul style="list-style-type: none"> ■ Get Vehicle Weight Declaration ○ Load vehicle to correct axle weights <ul style="list-style-type: none"> ■ Ask driver of their preferred position for various items ■ Document driver's requests ○ Photograph any failed loads ○ Discuss failure with driver, loader or planner ○ Commence Corrective Action Procedure ○ Issue "CoR Infringement notice" to Driver, loader or planner ○ Once rectified load vehicle ○ Retrain driver / Loader/planner 	
6.4	<p>Corrective Action -</p> <ul style="list-style-type: none"> ● Issue #1 detected <ul style="list-style-type: none"> ○ Issue discussed with relevant party (Driver, loader etc) ○ Issue CoR Infringement Notice #1 <ul style="list-style-type: none"> ■ Details of CoR breach on infringement notice ○ Infringement noted in record book ○ Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention. ● Issue #2 detected <ul style="list-style-type: none"> ○ Issue discussed with relevant party ○ Issue CoR Infringement Notice #2 <ul style="list-style-type: none"> ■ Details of CoR breach on infringement notice ○ Infringement noted in record book ○ Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention. ○ Escalation to more senior level ● Issue #3 detected <ul style="list-style-type: none"> ○ Issue discussed with relevant party ○ Issue CoR Infringement Notice #3 <ul style="list-style-type: none"> ■ Details of CoR breach on infringement notice ○ Infringement noted in record book 	

	<ul style="list-style-type: none"> ○ Relevant FOLEY LOGISTICS representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention. ○ Escalation to executive level ○ Party notified of formal actions <ul style="list-style-type: none"> ■ Internal party = disciplinary cation ■ External party = banned for site for set period 	
6.5	<p>DO</p> <ul style="list-style-type: none"> ● DO make sure vehicle can legally carry the load allocated ● DO make sure if permits are stated (CML/HML) the permits are viewed and recorded ● DO check NHVR Load Mass chart for legal capacities of various vehicles ● DO get a weighbridge docket where ever possible ● DO ensure loads are positioned so that axle weights are not breached 	
6.6	<p>DO NOT</p> <ul style="list-style-type: none"> ● DON'T accept the mass limits stated by the driver without documentary back up ● DON'T overload a vehicle by any amount ● DON'T assume all trucks can carry the same load. 	
<p>7.0 Skill / Training Requirements:</p>		<p>8.0 Personal Protective Equipment:</p>
<p>All required Team Members will be trained (or supervised under training) to operate all relevant plant and equipment required for this task.</p> <p>FOLEY LOGISTICS: Mass Control</p>		<p>This protective equipment MUST BE WORN for this procedure:</p> <div style="text-align: center;"> </div>
9.0 Records	<p>Hard copy of all Safe Operating Procedures will be available on the Intranet at all times. Evidence will be maintained for all training undertaken in Safe Operating Procedures.</p>	



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