



Pontrilas Sawmills Ltd

Safe Working Procedures

SWP: CON-18

Issue No: 1

Review Date: June 2021

Location area: Treatment Plant

Risk Assessment No: CON-18

Completed By: Sara Withers

Date: 08-06-2020

Checked By: Andrew Morris / Martin Bogacz

Date: 10-06-2020

Task/ activity: Safe Bulk delivery of Tanalith Product

PPE to be used: Safety boots, high visibility vest, chemical gauntlets, apron, face shield / visor

Task or work process:

RECEIVE AND IDENTIFY PRODUCT:

1. Ensure the area is sufficiently cordoned off in preparation for arrival of the tanker.
2. Where necessary, move packs of timber to ensure the bulk tanker has enough room to safely manoeuvre into position.
2. Ensure a Treatment Plant Operative is available to oversee and manage the product delivery.
3. Monitor the tanker driver to park in the correct location and position.
4. Ensure the delivery date and product volume to be unloaded is correct as per the delivery paperwork.

MATCH UP:

1. Ensure there is sufficient spare capacity within the storage tank to transfer the amount of product being delivered by checking on the chemical plant PC system.
2. Check the method of product transfer including pumps.
3. Ensure the correct transfer point is identified to match up the product delivery with the correct storage facility see picture below .



Task or work process:

UNLOAD:

1. Monitor the tanker driver to ensure to ensure he/she is following the suppliers standard safety procedures with the tanker—full grounding of the vehicle, chocking of wheels where appropriate and brakes set.
2. Ensure the tanker driver has kept the offloading point valve closed until full match up procedures have been approved.
3. The tanker driver can then make the relevant hose connections from the tanker to the offloading point before opening the valve and transferring the product.

NOTE: The treatment plant operative must, as far as practicably possible, carry out a visual check also to ensure all hose connections are secure before commencement of unloading.

4. The treatment plant operative **MUST** go to the Plant office and press the start button on the plant computer screen to allow transfer of product to commence.
5. Go to the pump house and carry out a second visual check of the hose connection to ensure no leaks are present.
6. On completion of the product transfer, monitor the tanker driver to ensure that he / she checks the supply valve, on the supply tank, is firmly closed and the hose couplings are safe to disconnect .
7. Once declared safe, the tanker driver can disconnect the hose from the valve and make sure the valve is fully closed and secure.
8. Safely contain any unintended product spills or leaks from the transfer process in order to protect the environment. Note; Absorbent Granules should be used where the spillage does not lead to a collection tank.

DELIVERY CHECK:

1. On completion of the unloading task, check the delivery note and confirm that the specified quantity has been delivered.
2. Carry out a visual check to confirm that there are no product leaks or contamination.
3. Note any deviation from the expected delivery on the paperwork provided.

IN THE EVENT OF A SPILLAGE:

1. Any spillages should be washed into the waste collection tank—Where required, absorbent granules should be used to contain/divert the spillage to a safe area.
2. Any spillages should be reported, immediately, on a near miss card which are positioned outside the Treatment Plant Office

Task or work operation:

Emergency Procedures:

Fire:

1. Shut off the unloading process, leave the area and go to the designated assembly point.

Mechanical Failure:

1. Stop the unloading process and report fault to supervisor / shift manager
2. Do not attempt to repair the fault.
3. Only restart the process when you have been informed by your manager / supervisor or maintenance engineer that it is safe to do so.

Electrical Failure:

1. Stop the unloading process and report fault to shift manager / supervisor.
2. Do not attempt to repair the fault.
3. Do not touch any electrical equipment that may have become faulty.
4. Only restart the process when you have been informed by your manager / supervisor or maintenance engineer that it is safe to do so.

PONTRILAS SAWMILLS LTD

Training Record and Re-Assessment Sheet For: SAFE BULK DELIVERY OF TANALITH PRODUCT CON-18

Trainees Name:- _____ Training start date:- _____

Training completion date:- _____

Instructed or Assessed By:- PRINT _____ SIGN:- _____

Interpreted By:- PRINT _____ SIGN:- _____

THE TRAINEE MUST SIGN ALL RELEVANT SECTIONS BELOW ON COMPLETION OF TRAINING

PPE TO BE USED _____

RECEIVE AND IDENTIFY PRODUCT _____

MATCH UP _____

UNLOAD _____

DELIVERY CHECK _____

IN THE EVENT OF A SPILLAGE _____

EMERGENCY PROCEDURES _____

The content of this document was verbally interpreted to me by a company representative. I confirm that I fully understand its content. English

Signed.....

Содержание этого документа было устно переведено мне представителем компании. Я подтверждаю, что я полностью понимаю его содержание. Russian

Signed.....

Zawartość tego dokumentu słownie została objaśniona mi przez przedstawiciela firmy. Potwierdzam, że w pełni rozumiem jego zawartość Polish

Signed.....

Sio dokumento turinys zodziu buvo isverstas mano, kompanijos atstovo . As patvirtinu, kad pilnai suprantu jo turini. Lithuanian

Signed.....

Continutul acestui document mi-a fost verbal interpretat de catre reprezentantul acestei companii. Confirm ca am inteles im totalitate continutul acestuia Romanian

Seminaura.....

Re Assessment Date	Assessed By	Issue Number
10-06-2020	Sara Withers / Andrew Morris / Marcin Bogacz	Issue 1