

WORKPLACE INSTRUCTION 8/2010

PRESTART AND POST OPERATIONS CLEAN AT RAIL DUMP BULK CONVEYOR SYSTEM

Version	Date	Reason for Change	Document/ Para Ref	Made By	Description of Change
1.0	12 May 2010	Initial Version		Terry O'Connor	Initial Version – approved by Terry O'Connor (GMLO)

Prelude:

The following is a summary of mandatory controls and corrective actions applicable to the identified risk. All stated corrective actions or safety directions stated below must be complied with to ensure that all known risks are controlled.

The summary has been prepared in accordance with the requirements of Regulation 39 of the WORKPLACE HEALTH AND SAFETY REGULATIONS *as in force at 1 July 2008*

Introduction:

The pre start and post clean down of the Rail Dump bulk conveyor system requires that all due care is taken prior to starting and clean up of spilled product following operations.


Instruction:

The handover of the rail dump to and from the exporters contractor is to be documented.

The attached Standard Operating Procedure is to be adhered to in regards Pre Start and Post operational cleaning.

The attached check list is to be completed on completion of operation.

ISSUED TO: Patricks Stevedores
P&O Stevedores
DPC Cargo
DPC Maintenance

DARWIN PORT CORPORATION	Issue Status	Issue 1
	Issue Date	Thursday 12 May 2010
	Authorisation	Terry O'Connor
	Signed	

SOP-CAR017

STANDARD OPERATING PROCEDURE FOR PRE START UP AND COMPLETION OF OPERATIONS AT RAIL DUMP BULK CONVEYOR SYSTEM

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1.0	Friday 12 May 2010	Initial Version		Terry O'Connor	Initial Version – approved by Terry O'Connor (GMLS)

1.1 Purpose

The purpose of this document is to define the procedure to be followed for the operation of the rail dump bulk conveyor system at the East Arm Wharf bulk ore stock piles.

1.2 Scope

This procedure applies to all operators of the rail dump and DPC personnel who work within the maintenance and cargo section at East Arm.

1.3 Procedure

1. Prior to start up, a full walk thru of the conveyor system is to be undertaken to ensure all guards are in place, all hopper access doors closed and nothing is obstructing the belt.
2. Ensure walkways are clear of trip hazards.
3. Ensure no unauthorized persons are in the vicinity of the conveyor system.
4. Start dust extractor and allow warm up (Minimum of 20 mins warm up prior to unloading commencing)
5. Start Conveyor and allow warm up (Minimum of 5 Mins warm up prior to commencing unloading).
6. Walk belt system and check for any unusual noise/vibration and correct belt alignment.
7. If no issues, commence unloading rail wagons.

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8. When running, regular checks are to be undertaken of the equipment to ensure that no blockages have occurred and all equipment is serviceable.
9. Defects are to be reported to the DPC Duty Cargo Officer.
10. On completion of the unloading, all areas are to be cleaned. (DPC Cargo to be informed to enable hand back of facility to DPC)
11. All safety guards are to be replaced
12. Access gates are to be locked and keys returned on completion of activity.

Always be sure that all personnel are clear of the equipment before starting it.

Always wear appropriate protective equipment such as hi-vis clothing, safety glasses, safety boots, hearing protection, dust masks and hard hats.

Always keep chemical and flammable material away from electrical or operating equipment.

Always maintain a safe work area that is free from slipping and tripping hazards.

Never continue to operate any equipment if unusual or excessive noise or vibration occurs.

Never operate any equipment while any part of the body is in the proximity of potentially hazardous areas.

Never allow the operation of equipment by untrained personnel.

Never climb or stand on equipment when it is in operation.

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Rail Dump Bulk Handling System

Post Use Check List

Inspection Date _____

Inspection by _____
(On behalf of the DPC)

Inspected by _____
(On behalf of Exporter)

Control Room

Yes No Non Compliances

1. Has the area been cleaned to required standard
2. Are all lights working
3. Is there any damage to the building
4. A/C working & in good order
5. Are stock pile cameras functioning correctly

Dust Extraction Unit

1. Has the area been cleaned to required standard
2. Is the equipment working correctly
3. Any obstruction under or around unit
4. Any damage to the 4 flex extraction hoses
5. Any oil leaks around gearboxes & motors

Rail & Shed Area

1. Has the area been cleaned to required standard
2. Are there any wear & impact plates missing
3. Have safety covers been placed over hoppers
4. Are fire hoses working and in good order
5. Are all lights working
6. Is emergency shower working correctly
7. Is fencing and gates in good working order
8. Any damage to building or hoppers
9. Has all spillage along rail tracks been removed
10. Are there any loose rail track bolts around hoppers
11. Are overhead cameras functioning correctly
12. Rail signal lights operational (man in hopper)

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Hopper & Feeder Room

Inspection Date _____

Inspection by _____
(On behalf of the DPC)

Inspected by _____
(On behalf of Patrick's)

No1 Feeder

Yes No Non Compliances

1. Is feeder operating correctly
2. Are there any damage feeder supports
3. Are product skirts in place
4. Are there any missing bolts or nuts from feeder
5. Are there any signs of wear or damage to feeder

No2 Feeder

1. Is feeder operating correctly
2. Are there any damage feeder supports
3. Are product skirts in place
4. Are there any missing bolts or nuts from feeder
5. Are there any signs of wear or damage to feeder

Feeder Room

1. Has the area been cleaned to required standard
2. Are all lights working
3. Are sump pumps operating correctly
4. Is sump screen cover clean
5. Are pump controls & indication lights working
6. Are safety guard & barriers in place
7. Are all access points closed
8. Any damage to the flex extraction hoses
9. Any oil leaks around gearboxes & motors

Feeder Conveyor to Top of Tunnel

1. Has the area been cleaned to required standard
2. Has all spillage under conveyor been removed
3. Do warning alarms sound before conveyor start
4. Is conveyor operating correctly
5. Are there any noisy rollers or bearings
6. Is belt tracking correctly
7. Are there any cuts or damage to the conveyor
8. Are there any missing bolts or nuts from conveyor
9. Are all lights working along conveyor tunnel
10. Is weighing equipment operating correctly

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Transfer Station & Conveyor

Inspection Date _____

Inspection by _____
(On behalf of the DPC)

Inspected by _____
(On behalf of Patrick's)

Conveyor Top of Tunnel to Transfer Station Yes No Non Compliances

1. Has the area been cleaned to required standard
2. Are there any noisy rollers or bearings
3. Is there any spillage from conveyor
4. Are there any missing bolts or nuts from conveyor
5. Are belt covers in place
6. Are OH&S signs in place and clean
7. Are safety guard & barriers in place
8. Is the self closing gate operational

Transfer Station Top

1. Has the area been cleaned to required standard
2. Are all lights working
3. Are safety guard & barriers in place
4. Are product skirts in place
5. Do warning alarms sound before conveyor start
6. Is the scraper working correctly
7. Has the transfer chute been clean
8. Are there any missing bolts or nuts
9. Are there any wear & impact plates missing
10. Any oil leaks around gearboxes & motors
11. Is there any spillage from conveyor

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