

Collie Battery Energy Storage Project Loading and Unloading Guidance Note

These guidelines are applicable to all SCEE sites and storage facilities.

It is the responsibility of the SCEE Representatives, or Contractor Representative who arranges a delivery or pick up of material to or from site to ensure that the transport company used is pre-qualified and familiar with site and these transport requirements, including:

- Correct access routes and procedures are met;
- All documentation is completed (hazardous goods, permit to work, etc); and
- Vehicle is loaded and unloaded correctly.

Loading /Unloading

On arrival at the designated unloading area, a competent person should be responsible for fully inspecting and assessing the load, to identify the unloading method prior to the driver releasing the load restraints.

This inspection should include the following:

- Conduct a walk around inspection of the cargo from all sides;
- Look for any movement that may have occurred during transit;
- Look for any binding chains or straps under excessive tension;
- Look for any movement that may happen when the load is untied or lifted;
- Check for broken or missing dunnage;
- Review the JHA;
- Barricade area to stop unauthorised personnel and vehicles from moving into the restricted area.
- Look for any spills or leakage

In the event that the person assessing the load has concerns that unloading cannot be completed safely due to the manner in which the load has been placed, the nature or content of the load or if the load has slipped in transit, and the risk cannot be controlled or eliminated then:

- The load restraints should NOT be removed;
- The vehicle should be parked up in a safe area, demarcated;
- The JHA/SWP should be discussed and agreed with the equipment operators and crew prior to the commencement of unloading. Work should NOT commence until the JHA has been completed or an SWP is in place for the task;
- The Driver should not form part of the working group unless they are:
 - appropriately assessed;
 - appropriately qualified;
 - authorised by a SCEE Representative; and
 - signed onto the JHA or assessed as competent for the SWP for loading and unloading materials.

The SCEE Representative should be informed and requested to take appropriate action to have the vehicle removed from site and/or the load made safe.

The unloading crew should ideally not exceed two (2) active personnel: one crane/ forklift/telehandler operator with one dogman/ rigger, and one (1) spotter/ supervisor. This allows for clear communications, both verbal and hand gestures.

Take care when opening doors, gates, side curtains, removing lashings and/or tarpaulins as the loads may have shifted during the journey and could dislodge and cause injury.

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When releasing the tension in lashings, be cautious of any sudden uncontrolled movement of handles, sharp steel strapping and hooks on lashings and elastic straps.

Platform ladders may be used to gain access into the trailer. Ladders are to be secured to the side of the trailer to prevent the ladder from moving.

Edge protection is to be maintained at all times whilst personnel are on the trailer, e.g. trailer gates are to remain on the trailer whilst unloading.

No person is to access onto any part of a load on a truck. If a person accesses the back of a truck, they must remain on the decking within the restraint of gates.

Personnel are NOT to remain in the trailer whilst the load is lifted or moved from the trailer.

Only qualified and competent personnel are to operate machinery (crane / forklifts etc) and act as dogman or rigger.

Specialised vehicles manufactured, intended or designed to carry and unload the following materials, should be unloaded by the Driver specifically trained for that task while remaining under the general supervision of the appropriate site personnel:

- Heavy plant; or
- Bulk materials, such as dangerous goods, bulk chemicals, cement, waste or liquids.
- In all cases, a JHA or safe work procedure will be used.
- Tag lines must be attached to loads that require steadying or guidance while suspended above 300mm.
- The load must be well secured and properly balanced in the sling or lifting device.

All completed JHA's and/ or Take 5's shall be retained by the SCEE Representative or authorised person for audit evidence.

Load Design

All materials and loads sent to a SCEE site/project shall be in a manner that allows them to be loaded/unloaded by mechanical load shifting equipment (forklift, multi-tool carrier with fork tynes attachment, crane etc). Materials and loads are to be in an engineered state that makes them secured, balanced and palletised (able to be safely moved/relocated via mechanical load-shifting equipment).

All mobile equipment utilised for the loading/unloading process shall be subject to a pre-start inspection and have a detailed risk assessment (JHA) conducted for its general safe use and operation. The JHA shall also incorporate the type of freight items being loaded / unloaded (i.e. palletised freight / non-palletised freight, casing, stillage's, cages, etc).

Loading and Unloading Requirements

The load should always be packed, located and restrained in a way that allows its safe loading and unloading.

When throwing lashings over a vehicle, be cautious that no-one is standing on the other side. Before throwing the lashings, check there is no obstruction above the vehicle and electric cables that could come into contact with the lashings.

Mobile plant operations are a major cause of injury to drivers and loaders. When a vehicle is being loaded or unloaded by the equipment operator, the driver shall either be in the vehicle cabin or be escorted to a designated safe zone (crib room, rest area or other secure area).

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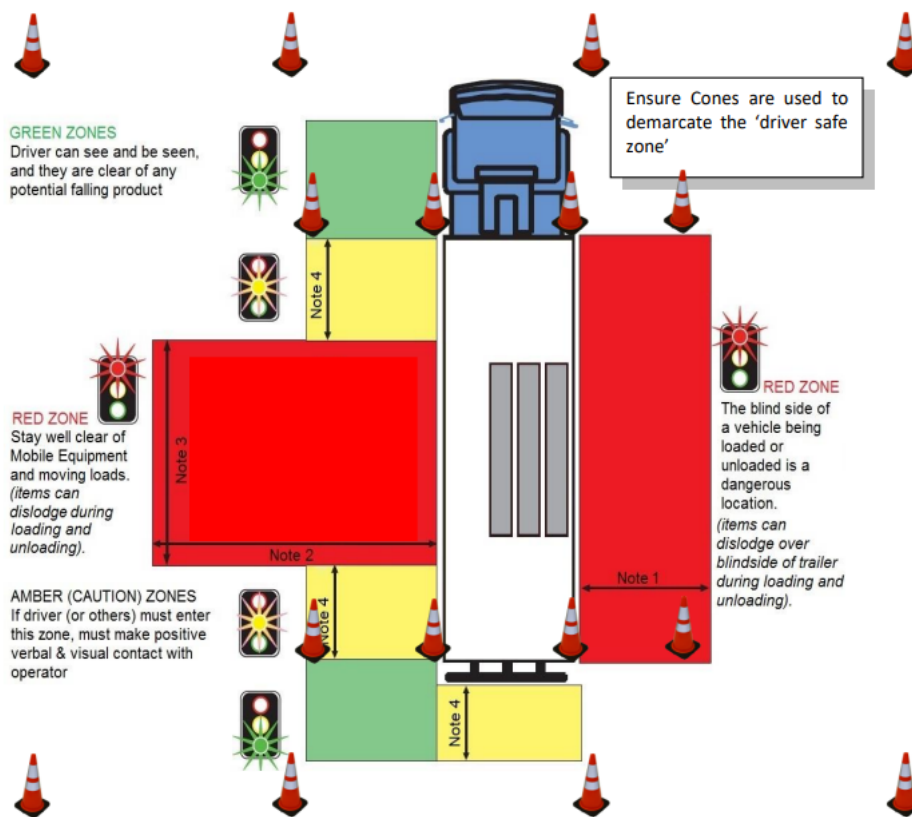
Personnel shall not stand or work on one side of the vehicle if the other side is being loaded or unloaded. Part of the load may be pushed across the tray during the loading or unloading operations.

Demarcation zones around vehicles

DO NOT enter an area where a loading or unloading activity is taking place without authorisation for the operator. These exclusions apply the same for pedestrians, vehicles or mobile plant.

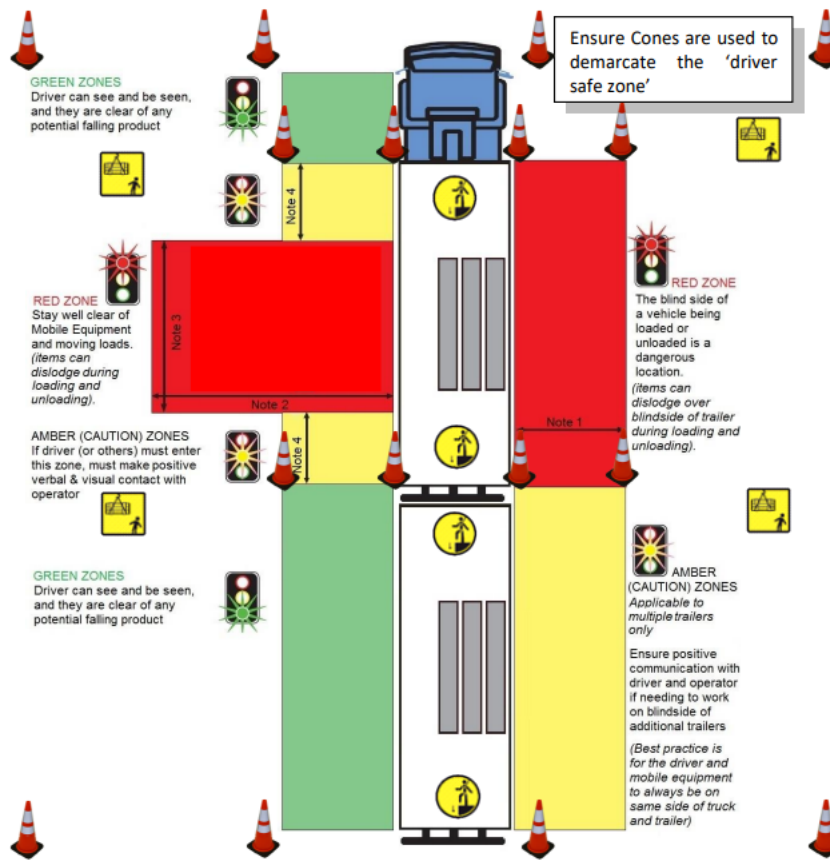
Should an exclusion zone be breached the operator must stop their activity, safely lower the load (if applicable) and address any non-compliance before proceeding.

Single Trailer Configuration



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Multiple Trailer Configuration



Notes:

- Note 1 The Red Exclusion Zone should be at least as wide as the height of the load above the ground. At a minimum it needs to be 3m.
- Note 2 The distance from the trailer should be enough to allow the mobile equipment to back away from the trailer and turn in any direction.
- Note 3 The Red Exclusion Zone should be as large as required as to keep people at least 3m from any mobile equipment or moving load.
- Note 4 If the driver must go into the Amber (Caution Zone), they should not go any closer than 3m clear of any moving load (i.e. for the full length load such as 12m long beams, the whole length of the trailer would become a red zone)