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## CS ENERGY PROCEDURE

# DISPATCH FOR TRANSPORT OF DANGEROUS GOODS CS-OHS-15

Responsible Officer: Health and Safety Specialist  
Responsible Manager: Head of Health, Safety and Environment  
Responsible Executive: Executive General Manager Plant Operations

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### DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
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Transferred to new format due to corruption of old Word document. Content not updated.	S Collard			20/05/2016
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## CONTENTS

1	<b>PURPOSE</b> .....	3
2	<b>SCOPE</b> .....	3
3	<b>RESPONSIBILITIES AND ACCOUNTABILITIES</b> .....	3
	3.1 Site Manager .....	3
	3.2 Dispatch Personnel .....	3
4	<b>ACTIONS</b> .....	3
	4.1 General .....	3
	4.2 Road and Rail Transport .....	3
	4.3 Training .....	4
	4.4 Records .....	4
5	<b>DEFINITIONS</b> .....	5
6	<b>REFERENCES</b> .....	5
7	<b>RECORDS MANAGEMENT</b> .....	5
8	<b>ATTACHMENTS</b> .....	6
	8.1 Attachment A – Road and Rail Documentation .....	6

## 1 PURPOSE

This procedure defines the requirements for the packaging and labelling of dangerous goods, and the documentation and training required for their dispatch and transportation.

## 2 SCOPE

This procedure shall apply to CS Energy operations associated with the dispatch and transport of dangerous goods by road and rail.

## 3 RESPONSIBILITIES AND ACCOUNTABILITIES

### 3.1 Site Manager

Site Managers are responsible for ensuring that:

- All legislative requirements are met.
- All relevant safety information is obtained, provided and available to all employees, contractors and third party transport contractors.
- Appropriate training requirements are met.

### 3.2 Dispatch Personnel

Dispatch Personnel are responsible for ensuring that:

- Records are kept.

## 4 ACTIONS

### 4.1 General

The transport of dangerous goods shall meet the state and national regulatory requirements (Refer Section 6).

Dangerous goods to be despatched by CS Energy employees shall be:

- identified to dispatch personnel
- identified to the transport carrier

**SAMPLES SHALL NOT BE DESPATCHED THROUGH THE INTERNAL MAILBAG SYSTEM.**

### 4.2 Road and Rail Transport

Documentation, packaging, and labelling of dangerous goods shall be appropriate for the materials being transported. To ensure compliance:

- Packages to be transported by road or rail shall comply with the Australian Code for the Transport of Dangerous Goods by Road and Rail (as applicable).
- All packages shall be labelled / marked irrespective of the quantities being despatched. Labelling shall comply with the Australian Code for the Transport of Dangerous Goods by Road and Rail.
- Contractors employed for the transport of dangerous goods shall be provided with current Safety Data Sheet to ensure the legislative requirements for transportation are met (Refer Section 6 and Attachment A).

### **4.3 Training**

Training needs shall be identified and all persons despatching dangerous goods by road or rail shall undertake an accredited training course.

Training records shall be kept in LMS.

### **4.4 Records**

A Dangerous Goods Register shall be kept at each dispatch site and shall contain:

- copies of completed dangerous goods consignment notes and shipping documents;
- EPG's of all dangerous goods despatched;
- SDS's for all dangerous goods.

## 5 DEFINITIONS

Term	Definition
<b>Dangerous Goods</b>	Are substances classified under the United Nations Recommendations on the Transport of Dangerous Goods or The Australian Code for the Transport of Dangerous Goods by Road and Rail.
<b>Sample</b>	E.g. The chemicals or products generally obtained for laboratory testing. These are usually despatched in minor quantities. Particular attention is directed to those chemicals or products which may be harmful to humans and property when a loss of containment occurs

## 6 REFERENCES

Reference No	Reference Title	Author
	Carriage of Dangerous Goods by Road Act 1984	Qld Govt
	Carriage of Dangerous Goods by Road Regulations 1989	Qld Govt
	Australian Code for the Transport of Dangerous Goods by Road & Rail (Edition 7.8, 2022)	Commonwealth Govt
	Recommendations on the Transport of Dangerous Goods	United Nations
AS2931	Selection and Use of Emergency Procedure Guides for the Transport of Dangerous Goods	Standards Aust
AS1678	Emergency Procedure Guide – Transport	Standards Aust

## 7 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two-yearly basis or at intervals specified by legislative or regulatory requirements. Review of registered documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

Government Owned Corporations must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.

## 8 ATTACHMENTS

### 8.1 Attachment A – Road and Rail Documentation

Employees despatching dangerous goods for transport by road or rail shall provide to the transport company the following documentation. The documentation is to accompany each consignment.

#### 1. Dangerous Goods Shipping Document

**The following information shall be provided:**

- a) Correct Shipping Name of Dangerous Goods
- b) Class designation and where applicable the Subsidiary Risk designation
- c) UN Number
- d) Consignor's Name
- e) Packaging Group designations
- f) Emergency contact information
- g) the aggregate net quantity of each substance
- h) the number of packages of each type
- i) the type of outer packaging eg. box, carton, cylinder

The name, Class and UN number shall appear first on the document. Additional requirements for some Dangerous Goods of Class 4 and 5.2 may apply.

**The following additional information shall be provided for all consignments of dangerous goods shipped by rail:**

- a) the rail station from which the goods are to be despatched and the rail station to which the goods are consigned
- b) full name and address of the consignor and consignee
- c) the total number of packages and their gross mass

#### 2. Dangerous Goods Transport Company Consignment Notice

The consignment note shall be completed by the dispatch person and given to the transport driver on collection of the dangerous goods.

#### 3. Emergency Procedure Guide (EPG)

- a) An EPG describing the appropriate procedures to be followed in the case of an emergency shall be provided to the road transport company and rail authorities for every dangerous good irrespective of the quantities despatched.
- b) EPG's are available from Standards Australia.