



CS ENERGY PROCEDURE FOR DISPATCH FOR TRANSPORT OF DANGEROUS GOODS CS-OHS-15

Responsible Officer: Health and Safety Specialist
Responsible Manager: Head of Health and Safety
Responsible Executive: Executive General Manager People and Safety

DOCUMENT HISTORY

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CONTENTS

DOCUMENT HISTORY	1
1 PURPOSE	3
2 SCOPE	3
3 RESPONSIBILITIES AND ACCOUNTABILITIES	3
3.1 Site Manager	3
3.2 Dispatch Personnel	3
4 ACTIONS	3
4.1 General	3
4.2 Road and Rail Transport	3
4.3 Air Transport	4
4.4 Training	4
4.5 Records	4
5 DEFINITIONS	5
6 REFERENCES	5
7 RECORDS MANAGEMENT	5
8 ATTACHMENTS	6
8.1 Attachment A – Road and Rail Documentation	6
8.2 Attachment B – Dangerous Goods Forbidden in Aircraft under any circumstances ..	7
8.3 Attachment C – Hidden Dangerous Goods	8



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, rail and air.

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 company

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 written advice and information relevant to the materials, their properties, and hazards, in order to ensure the legislative requirements for transportation are met (Refer Section 6 and Attachment A).

4.3 Air Transport

A Transport by Air - Dangerous Goods Form (S1791) **must** be faxed to MARAIR FREIGHT PTY LTD detailing the dangerous goods consignment.

MARAIR FREIGHT PTY LTD will provide documentation, labels, packaging and instructions on packaging based on the information in S1791. **THESE INSTRUCTIONS MUST BE COMPLIED WITH ABSOLUTELY.**

FREIGHT CONTAINING PROHIBITED DANGEROUS GOODS MUST NOT BE TRANSPORTED BY AIR. (refer to Attachment B)

NOTE: Particular attention must be paid to items (machinery, equipment etc) which may contain dangerous goods which are not apparent (eg. lubricants in machinery). Every effort must be made to identify these substances and where the substance is unknown, the item cannot be despatched by air. (Attachment C).

4.4 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 SAP.

Persons despatching dangerous goods by air shall follow the procedures outlined in 4.3 Air Transportation.

4.5 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;
- copies of completed Transport by Air - Dangerous Goods Forms (S1791);
- instructions issued by MARAIR FREIGHT PTY LTD;
- EPG's of all dangerous goods despatched.



5 DEFINITIONS

Term	Definition
Dangerous Goods	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.
Sample	eg. 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 and Rail (Sixth Edition)	Cmwth Govt
	Recommendations on the Transport of Dangerous Goods	United Nations
	Dangerous Goods Regulations	International Air Transport Association (IATA)
AS2931	Selection and Use of Emergency Procedure Guides for the Transport of Dangerous Goods	Standards Aust
AS1678	Emergency Procedure Guide – Transport	Standards Aust
"B/D/14/511"	Form - S1791 - Transport by Air - Dangerous Goods	CS Energy

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 where it has been identified that there are changes in technology, legislation, standards, regulations 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.

CS Energy 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 CS Energy 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) the aggregate net quantity of each substance
- g) the number of packages of each type
- h) 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 notice shall be completed by the dispatch person and given to the transport driver on collection of the dangerous goods.

3. Emergency Procedure Guide (EPG)

- 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.
- EPG's are available from Standards Australia.



8.2 Attachment B – Dangerous Goods Forbidden in Aircraft under any circumstances

- Explosives which ignite or decompose when subjected to a temperature of 75⁰C for 48 hours.
- Explosives containing both chlorates and ammonium salts.
- Explosives containing mixtures of chlorates with phosphorus.
- Solid explosives which are classified as extremely sensitive to mechanical shock.
- Liquid explosives which are classified as moderately sensitive to mechanical shock.
- Any article or substance, as presented for transport which is liable to produce a dangerous evolution of heat or gas under the conditions normally encountered in air transport.
- Flammable solids and organic peroxides having, as tested, explosive properties and which are packed in such a way that the classification procedure would require the use of an explosives label as a subsidiary risk label.

For particular dangerous goods refer International Air Transport Association (IATA) Dangerous Goods Regulations

8.3 Attachment C – Hidden Dangerous Goods

Goods to be transported by air may contain hazardous articles that are not apparent. The items to be consigned must be checked against the class definitions in the International Air Transport Association (IATA) Dangerous Goods Regulations.

Examples include;

- automobile parts, may contain wet batteries, shocks/struts with nitrogen.
- breathing apparatus containing cylinders of compressed air or oxygen
- electrical equipment containing magnetised materials or mercury in switch gear and electron tubes.
- instruments concealing barometers, manometers, mercury switches, rectifier tubes, thermometers etc containing mercury.
- laboratory/testing equipment, may contain dangerous chemicals.
- machinery parts, may contain adhesives, paints, sealants, solvents etc.
- switches in electrical equipment or instruments, may contain mercury.
- tool boxes, may contain explosives (power rivets), compressed gases or aerosols, flammable gases (butane cylinders), flammable adhesives or paints, corrosive liquids, etc.