

CS ENERGY PROCEDURE

DISPATCH FOR TRANSPORT OF DANGEROUS GOODS CS-OHS-15

Responsible Officer: Health and Safety Specialist
 Responsible Manager: Head of Health and Safety
 Responsible Executive: Chief Operating Officer (COO)

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
Remove Air Transport. Update references.	M Paton	L Hartley B Kerr K Rose	B Prain	14/08/2023
Update procedure including references added Section 4.5 Information to be carried.	G Smith	L Hartley	T Preston	17/12/2025

CONTENTS

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 Training	4
	4.4 Emergency Information to be Carried.....	4
	4.5 Records	4
5	INCIDENT & REGULATORY NOTIFICATIONS (TRANSPORT).....	4
6	DEFINITIONS.....	4
7	REFERENCES	5
8	RECORDS MANAGEMENT	5

1 PURPOSE

This procedure defines the requirements for the packaging and labelling of dangerous goods, and the documentation and training as per ADG Code Chapter 1.3 Training that is 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 Emergency Information to be Carried

Carry either:

- a) the ANZ-ERG in full, or
- b) individual Emergency Procedure Guides (EPGs) for each DG plus the mandatory EPG for Vehicle Fire.

Emergency information must be immediately accessible to the driver/crew.

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;
- EPG's of all dangerous goods despatched;
- SDS's for all dangerous goods.

Retention: Keep transport documentation, training records, restraint calculations (where used), and emergency information version/edition references with the consignment file for the period specified by corporate policy or regulator direction.

5 INCIDENT & REGULATORY NOTIFICATIONS (TRANSPORT)

In an incident, follow site emergency actions and the guidance in the ANZ-ERG carried with the vehicle, then make statutory notifications as required by Queensland DG road/rail regulations and contractual arrangements with the prime contractor/rail operator.

6 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.
HVNL	Heavy Vehicle National Law
Sample	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
TORUM Act	Transport Operations (Road Use Management) Act

7 REFERENCES

Reference No	Reference Title	Author
	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
TORUM Act	<i>Transport Operations (Road Use Management—Dangerous Goods) Regulation</i>	Qld Govt
	Australian Code for the Transport of Dangerous Goods by Road & Rail (ADG Code)	Aust Govt
	Transport Infrastructure (Dangerous Goods by Rail) Regulation	Qld Govt
	Heavy Vehicle National Law (Queensland)	Qld Govt
	WHS Act	Qld Govt
	NHVR Load Restraint Guide	Aust Govt

8 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.