
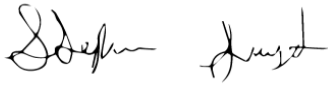
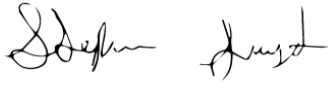




**Concrete Slabs/Retaining Walls
Standard Operating Procedure
QEHS P 050 (V1)**

The signatures below certify that this Quality Manual has been reviewed and accepted and demonstrate that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Signature	Position	Date
Prepared by		EHS Manager	20/02/2024
Reviewed by		Director	20/02/2024
Approved by		Director	20/02/2024

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Date	Version	Context	Initial
22/02/2024	1	Procedure implemented into Management System	BG

P 050 Concrete slabs/Retaining walls

Quality, Environment, Health & Safety

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1.0 Introduction/Purpose

Concrete slabs must be added and removed at storage facilities when storing biosolids. The purpose of this procedure is to define the safe process for adding and removing retaining walls at storage facilities.

2.0 Scope/Application

The scope of this procedure is focused on adding and removing retaining walls at the company's storage facilities.

3.0 Reference Documentation

Reference	Document Title	version

4.0 Terms & Definitions

Term	Definition
Document	Information & supporting medium
Procedure	Specified way to carry out an activity or process
Record	Document stating results or data relating to activities performed
Specification	Document stating requirements

5.0 Responsibility

The management representative shall ensure that this procedure is supplied to any staff involved in adding or removing the concrete slabs used for closing off the storage shed.



6.0 Process

When storage facilities are nearly full, concrete retaining wall slabs are used to close the opening of the concrete banded storage shed.

When the storage period is over, these slabs must be removed to gain access to the biosolids.

Concrete retaining wall slabs are to be lifted using the teleporter and chains. (Only trained staff to use teleporter and chains).(Chains to be certified and checked for damage before use)

This is a 2-man job and should not be attempted by one individual.

PPE must be worn at all times.

Placing concrete slabs into position

- Secure the lifting chains to the teleporter. (Ensure chains are certified before use)
- Position the teleporter over the concrete slab and shackle the chains.
- Using the teleporter, transport the slab into position.
- Unshackle the chains and using the bucket of the teleporter, load biosolids behind the slab to ensure it is held in position.
- Repeat the steps for the 2nd slab and again load biosolids behind slab to ensure it is held in position.
- Repeat the steps for the 3rd slab.
- When the 3rd slab is in position, an operative will need to climb a ladder to unshackle the chains. (Only trained individuals to use the ladder) (ensure ladder is on level ground and set at the right angle, 1m out 4m up)
- Load biosolids behind slab to hold it in position.

Removing concrete slabs

- When the storage period is over, the concrete retaining slabs must be removed to gain access to the biosolids.
- Secure the lifting chains to the teleporter. (Ensure chains are certified before use)
- Position the teleporter chains over the concrete slab.
- The operative must set up the ladder on a firm level ground to access the lifting eyes on the slab.
- The operative must climb the ladder and shackle the chain to the lifting eyes.
- The operative is to remove the ladder and stand clear while the teleporter lifts the concrete slab out of the doorway.
- To remove the second slab, shackle the lifting chains to the second slab and using the teleporter, remove the second slab.
- Repeat the step for slab 3.
- Ensure all concrete slabs are placed in a safe and secure position outside of the storage area.

When finished with the chains, they should be washed and checked for stress or damage. Damaged chains must be replaced with new certified chains.

7.0 Review

This document is to be reviewed on an annual basis or as required.