

Written Safe Working Procedure

Company:	Cretemix Mixed Concrete cc
Division:	Cato Ridge Plant
Document Number:	WSWP-CC005
Date of Issue:	31 st August 2010
Revision:	1
Review Date:	31 st August 2012

Title:

Cleaning of Aggregate Feed Conveyors

Description:

The safe cleaning and maintenance of the aggregate feed conveyors.

Associated Risk/s:

- Exposure to moving machinery.
- Exposure to heights.

Description of Activity/Process:

Cleaning of Aggregate Conveyor and Associated Equipment.

1. Ensure conveyor is turned off and electrically locked out.
2. Place lockout key in designated lockout box.
3. Ensure trip switch for conveyors is set to "tripped" position.
4. Remove belt and pulley guards.
5. Use correct leaning tools to scrape rollers and re-grease as required.
6. Use correct tools to adjust belt tension and tracking guides.
7. Manually move conveyors to access other areas requiring cleaning.
8. Remove all tools.
9. Replace all guards.
10. Set trip switch to "engaged" position.
11. Remove lockout keys from lockout box and remove lockouts.
12. Test conveyor once all personnel have been removed from local area.

Resources Required to Undertake Activity:

Personal Protective Equipment:

Gloves
Safety Goggles

Other Equipment:

Mechanical scrapers.
Tools

Documentation:

Batching sheets

Potential Hazards:**Safety:**

Exposure to pinch and nip points.
Exposure to moving conveyors.

Environmental:

None.

Other:

None.

Emergency Instructions/Shutdown:

In the event of any emergency, the following steps must be undertaken.

1. Stop all work and remove personnel from site.
2. Report to Plant Supervision.

Clean Up and Waste Disposal:

Sweep up surrounding areas and dispose of all discarded material as appropriate to designated waste facilities.

Approval:

SHEQ Co-ordinator



Plant Manager

Written Safe Working Procedure

Company:	Cretemix Mixed Concrete cc
Division:	Cato Ridge Plant
Document Number:	WSWP-CC002
Date of Issue:	31 st August 2010
Revision:	1
Review Date:	31 st August 2012

Title:

Cleaning Out of Concrete Mixer Drums

Description:

The safe cleaning out of concrete mixer drums as required.

Associated Risk/s:

- Injury due to moving machinery,
- Injury due to presence of compressed gasses,
- Injury due to flying materials,
- Exposure to noise,
- Exposure to corrosive dusts.

Description of Activity/Process:

Preliminary Procedure

1. Park mixer truck in designated workbay.
2. Remove keys from ignition and place keys in designated lock box.

Concrete Removal

1. Jackhammer hardened concrete from inside of drum,
2. Remove all tools from inside drum after concrete removed,
3. Ensure all workers have exited to drum after working,
4. Collect keys from designated lock box,
5. Start truck and position truck in designated wash bay area.
6. Remove loose concrete by rotating mixer drum.

Resources Required to Undertake Activity:

Personal Protective Equipment:

Gloves
Dust Mask
Ear Protection
Safety Goggles

Other Equipment:

Jackhammer
Hammer
Chisel

Documentation:

None

Potential Hazards:

Safety:

Exposure to corrosive cement dust.
Exposure to excessive noise during concrete removal.
Exposure to flying debris.

Environmental:

None

Other:

None

Emergency Instructions/Shutdown:

In the event of any emergency, the following steps must be undertaken.

1. Stop jackhammer work.
2. Remove all personnel from mixer drum.
3. Ventilate drum as appropriate.
4. Report to Plant Supervision.

Clean Up and Waste Disposal:

Remove all loose debris from the mixer and dispose off according to local legislation.

Approval:

SHEQ Co-ordinator



Plant Manager

Written Safe Working Procedure

Company:	Cretemix Mixed Concrete cc
Division:	Cato Ridge Plant
Document Number:	WSWP-CC004
Date of Issue:	31 st August 2010
Revision:	1
Review Date:	31 st August 2012

Title:

Batching of Concrete into Concrete Mixers

Description:

The safe batching of concrete into concrete mixer trucks.

Associated Risk/s:

- Exposure to moving machinery.
- Exposure to heights.
- Exposure to noise.
- Environmental impact due to dust.

Description of Activity/Process:

Batching of Concrete into Concrete Mixers

1. Align mixer vehicle into parking bay underneath batching hopper.
2. Ensure that vehicle drum opening is underneath discharge hopper and duct skirts are in place.
3. Ensure that the drum is rotating at the correct speed and direction.
4. Turn on the dust suppression sprinklers and ensure are all operating and mist is fine and correctly directed.
5. Start aggregate conveyor to begin loading aggregate in to the mixer truck.
6. Discharge cement and water into the mixer truck.
7. Ensure that cement is discharged at a rate that does not exceed feed capacity of the mixer truck.
8. Run out aggregate feed hopper and cement hopper.
9. Visually check concrete slump and adjust water as necessary.
10. Turn off dust suppression sprinklers.
11. Slow mixer truck drum rotation and instruct driver to exit the batching plant.
12. Check and clean loading bay to ensure any spillages are attended to.

Resources Required to Undertake Activity:

Personal Protective Equipment:

Dust Mask
Safety Goggles

Other Equipment:

Broom
Waste product bags

Documentation:

Batching sheets

Potential Hazards:**Safety:**

Exposure to corrosive cement dust.
Exposure to unguarded heights.
Exposure to moving conveyors.

Environmental:

Corrosive dust arisings from batching.
Incorrect disposal of waste.

Other:

None

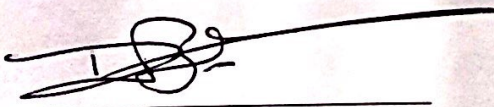
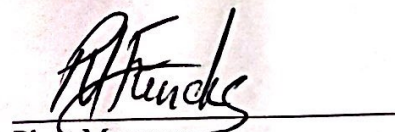
Emergency Instructions/Shutdown:

In the event of any emergency, the following steps must be undertaken.

1. Stop all material flow by tripping aggregate feed conveyor.
2. Push emergency pneumatic valve controller to close flow of cement.
3. Ventilate area as appropriate.
4. Report to Plant Supervision.

Clean Up and Waste Disposal:

Sweep up surrounding areas and dispose of all discarded material as appropriate to designated waste facilities.

Approval:
SHEQ Co-ordinator
Plant Manager