

1. Purpose

To describe the process of identification and control of risks associated with Materials, Transport, Handling and Storage of materials at the City of Greater Dandenong (CGD).

2. Scope

This procedure applies to all employees, contractors and volunteers at CGD workplaces.

3. Definitions

Hazard: A source or a situation with a potential for harm in terms of injury or illness, damage to property, damage to the environment or a combination of these.

Health and Safety Representative (HSR): An employee elected by the DWG to represent them on matters relating to OHS.

Safe Operating Procedure (SOP): A document that provides step by step guidance for workers completing a specified task so that health and safety is maintained.

SOPs state what the potential hazards are and the precautions that need to be taken.

4. Responsibilities

For general OHS responsibilities refer to the CGD OHS Responsibility Procedure. Team Leader Risk Management & OHS is responsible for:

- ensuring the Procedure is implemented and reviewed, as required.

Managers are responsible for:

- implementing the Procedure in their area of responsibility;
- ensuring persons comply with transport, handling and storage of materials hazard control requirements.

5. Procedure

5.1 Identification of transport, handling and storage of materials risks

All hazards and risks associated with material storage and transportation will be assessed and managed in accordance with CGD OHS Risk and Change Management Procedure.

Identification can occur through:

- legislation, codes of compliance, Australian Standards and CGD requirements
- health and safety audits and inspections ref. CGD OHS Workplace Inspection Procedure
- hazard identification and reporting from employees, contractors etc.

5.2 Control of transport, handling and storage of materials risks

The Manager and/or relevant Supervisor in consultation with the HSR and employees are to ensure suitable controls are selected and implemented where transport, handling and storage of materials risks are identified, refer to the CGD OHS Risk and Change Management Procedure.

The Manager will ensure that task specific Safe Operating Procedures (SOP's) are developed as required.

Refer to following procedures for specific guidance:

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- CGD OHS Asbestos Procedure
- CGD OHS Chemical Management Procedure
- CGD OHS Height Safety Procedure
- CGD OHS Manual Handling Procedure
- CGD OHS Plant Safety Procedure
- CGD OHS Traffic Management Procedure

Note: Certain items should only be transported by appropriate vehicles or qualified/licenced transporters

5.3 Reviewing Risks

Control measures should be reviewed by the Manager at regular intervals to ensure that they have the desired effectiveness in reducing transport, handling and storage of materials risks to an acceptable level.

5.4 Training

Relevant employees will be provided with, training and/or instruction relating to the hazards that exist that may include:

- hazards and the potential risk to health
- reasons for particular control measure/s, application and how they are maintained
- manual handling
- access – traffic management and pedestrians
- storage and transporting of materials within warehousing environments, e.g. racking, pallets, stack heights, designated storage areas and safe working loads
- hazardous chemicals, storage, signage, segregation, handling and emergency
- material handling equipment (MHE), operating and licencing requirements, inspection, safe use and reporting of damaged equipment.

6. References

- *National self-insurer OHS management system audit tool (NAT), version 3 – criteria 3.10.21*
- *Occupational Health and Safety Act 2004*
- *Occupational Health & Safety Regulations 2017*

7. Related Documents

CGD OHS Policy

CGD OHS Communication, Consultation and Issue Resolution Procedure

CGD OHS Responsibility Procedure

CGD OHS Workplace Inspection Procedure

CGD OHS Asbestos Procedure

CGD OHS Chemical Management Procedure

CGD OHS Height Safety Procedure

CGD OHS Manual Handling Procedure

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CGD OHS Traffic Management Procedure

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8. Document History

Version Number	Issue Date	Approved	Description of Change
0.1			1 st Draft from MAV/JLT
0.2		05.12.2019	Accepted by OHS Policy Sub-Committee
0.3		20.01.2020	14 Day Employee Consultation
1.0		Feb 2020	Approved by OHS Oversight Team