

BDD Storage, Handling and Transportation of Dangerous & Hazardous Goods Policy

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1. Purpose

This policy establishes the procedures for the safe storage, handling, and transportation of dangerous and hazardous goods within Black Diamond Drilling Services Australia. The aim is to minimize risks to employees, customers, the environment, and the public.

2. Scope

This policy applies to all employees, contractors, and third-party service providers involved in the storage, handling, and transportation of dangerous and hazardous goods at Black Diamond Drilling Services Australia.

3. Definition

- **Dangerous Goods:** Substances that pose a risk to health, safety, property, or the environment.
- **Hazardous Goods:** Items that are flammable, explosive, toxic, corrosive, oxidizing, or otherwise harmful.

4. Regulation Compliance

- All activities involving dangerous and hazardous goods must comply with **Dangerous Goods Safety Act 2004**, **Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007**, **Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007**, and any other regulation relating to the activities.
- Regular audits and inspections will be conducted to ensure compliance.

5. Storage Procedure

- **Segregation:** Dangerous and hazardous goods must be stored separately from non-hazardous materials and incompatible substances.
- **Labelling:** All hazardous goods must be clearly labelled with appropriate warning signs, including the type of hazard and any handling precautions.
- **Ventilation:** Storage areas must be well-ventilated to prevent the accumulation of toxic or flammable gases.
- **Temperature Control:** Goods requiring specific temperature conditions must be stored in climate-controlled areas.
- **Containment:** Secondary containment measures must be in place to manage spills or leaks.
- **Access Control:** Only authorized personnel are permitted to enter storage areas containing dangerous and hazardous goods.

6. Handling Procedure

- **Training:** Employees must receive proper training on handling hazardous goods, including the use of Personal Protective Equipment (PPE).
- **PPE:** Appropriate PPE, such as gloves, goggles, and respirators, must be worn when handling hazardous goods.
- **Equipment:** Only approved equipment should be used for handling hazardous materials. Equipment must be regularly inspected and maintained.
- **Spill Response:** A spill response plan must be in place, and employees must be trained in spill containment and cleanup procedures.

7. Transportation Procedures

- **Packaging:** Dangerous and hazardous goods must be packaged according to regulations to prevent leaks, spills, or reactions during transportation.
- **Documentation:** Proper documentation, including Safety Data Sheets (SDS) and transportation permits, must accompany all shipments.
- **Labelling:** Transport vehicles and containers must be clearly labelled with appropriate hazard symbols and handling instructions.
- **Driver Training:** Drivers must be trained in the safe transport of hazardous goods, including emergency response procedures.
- **Route Planning:** Routes should be planned to minimize risk, avoiding heavily populated areas when possible.
- **Emergency Procedures:** Emergency contact information and procedures must be provided to drivers and transport personnel.

8. Emergency Response

- **Emergency Plan:** An emergency response plan must be in place, detailing procedures for handling spills, fires, explosions, or other incidents involving hazardous goods.
- **Reporting:** All incidents involving hazardous goods must be reported immediately to Operations Manager, and appropriate regulatory bodies must be notified.

9. Record Keeping

- Detailed records of all hazardous goods, including inventory, storage conditions, handling procedures, and transportation routes, must be maintained.
- Records must be kept for a minimum of three years and be readily accessible for audits and inspections.

10. Training and Awareness

- All personnel involved with dangerous and hazardous goods must undergo regular training and certification.
- Refresher training sessions must be conducted annually or as required by regulations.

11. Continuous Improvement

- This policy will be reviewed annually, or as needed, to ensure it remains effective and compliant with all relevant regulations.

- Employees are encouraged to provide feedback on the policy to identify potential improvements.

12. Responsibilities

- **Management:** Ensure compliance with this policy and provide necessary resources for its implementation.
- **Employees:** Follow the procedures outlined in this policy and report any concerns or incidents related to hazardous goods.
- **Safety Officer:** Oversee the implementation of this policy, conduct regular audits, and provide training and guidance to employees.