

# **CONVOY**

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T R A N S P O R T

**CONVOY TRANSPORT PTY LTD**

**Occupational Health and Safety**



Amendmen  
t Record

Standard Operating Procedures  
Policy

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Managing Director

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Managing Director

## Standard Operating Procedures Policy

### Objective:

The purpose of this policy is to outline a process to assist with the development of workplace-specific Standard Operating Procedures (SOP) for tasks and processes that have the potential to cause harm to people, equipment or the environment.

### Policy:

Convoy Transport Pty Ltd is committed to the use of SOP when their use is indicated as a result of a risk assessment. Where the requirement for a SOP is identified, a SOP will be developed and maintained by those undertaking the activity (*developed in consultation with workers*).

SOP will be used as the format to write safety instructions for hazardous tasks. SOP will be site/task specific and detail all steps involved in the task.

A SOP for Convoy Transport Pty Ltd will be used to

- Outline a safe method of work for a specific activity;
- Provide an instructional document that workers must read and understand before commencing the activity;
- Assist in meeting legal requirements;
- Provide evidence in auditing and inspection;
- Satisfy contractual requirements.

### Responsibilities:

At Convoy Transport Pty Ltd takes responsibility for ensuring that workers are aware of, trained in, and understand the contents of the SOP.

OHSMS Manager/Supervisors - arrangements will be put in place to follow SOP. These include:

- Workers are aware of, trained in, and understand the contents of SOP;
- Make sure adequate resources are available;
- Make all SOP available;
- Adequate supervision;

- Consultation, information and training;
- Worker competency assessments;
- Periodic reviews of the SOP are carried out and updated where necessary.

Workers are responsible for complying with all rules and regulations concerning safe work practices and all requirements stated on the SOP.

**Procedure:**

SOPs will be developed in consultation with all relevant persons and risk assessment/controls will be developed following the risk management protocols outlined in this manual. Everyone involved in the task will be trained in the content of the SOP and all risk controls detailed therein.

Should the task/activity be new or involve use of new plant/equipment external expertise may be required to complete the SOP and this should be sought where applicable. Elected HSR will be consulted where applicable.

SOP will be written in a concise, logical, step-by-step, easy-to-read format with sufficient detail to ensure that someone with limited experience can successfully carry out the procedure in a safe manner when unsupervised. The SOP may reference other material such as operating manuals or another SOP.

For each step in the work task, list the most appropriate risk control measure that will eliminate or minimise the risk to the workers completing the work task.

The SOP should be written by a member of staff who has good knowledge of the task and has performed the particular task. Consultation with others involved in the task is recommended.

The SOP should include:

- The name and purpose of the task/process;
- Definition of any acronyms or specialised terms;
- Potential hazards and associated risks of the task/process;
- Clear and simple instructions for undertaking the task/process in a safe manner;
- Any PPE required to be worn while undertaking the task;
- Emergency procedures and shutdown.

All SOP will be reviewed on a regular basis and if necessary, revised:

- If the results of consultation indicate that a review is necessary, or if a health and safety representative request a review;
- After an incident or near-miss (control measure was not effective in controlling the risk);
- If the task/activity changes;
- When a new hazard or risk is identified;
- Where the equipment or plant used in the SOP changes;

- If there is a change to legislation, standards or codes of practice.

A SOP Register will be used to track the number and type of SOP and review timeframes.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300007	Standard Operating Procedure Template <i>(OHSMS Recording Forms)</i>
Document #: OHSF300057	SOP Register <i>(OHSMS Recording Forms)</i>
Document #:	
Document #:	