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Document Title	Gravel Haulage Procedure
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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to ensuring quarry products are transported safely, accurately and in accordance with company, client and quarry requirements.

This procedure establishes the requirements for the haulage of quarry products and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all Brendan McKenna Earthmoving employees and contractors responsible for transporting quarry products from commercial and company-operated quarries.

Each quarry operates under its own induction and site rules. Workers shall complete all required quarry inductions and comply with individual quarry requirements before undertaking haulage activities.

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources and systems are available to support safe quarry haulage operations.
Operations Manager	Coordinate haulage activities, monitor compliance with this procedure and ensure haulage records are maintained.
Supervisors	Verify drivers have completed required quarry inductions and monitor compliance with site requirements.
Health & Safety Representative (HSR)	Participate in consultation and assist with identifying opportunities to improve quarry haulage safety.
Drivers / Plant Operators	Comply with quarry requirements, complete all documentation accurately and follow this procedure at all times.

Procedure

Brendan McKenna Earthmoving shall ensure all quarry haulage activities are completed safely, accurately and in accordance with quarry, client and company requirements.

1. Complete Quarry Induction and Prepare for Haulage

Workers shall complete the required quarry induction before entering or operating within any quarry.

This shall include:

- Completing the quarry induction process applicable to the site.
- Following all quarry traffic management and site rules.
- Complying with all quarry speed limits, traffic management plans and designated travel routes.
- Wearing the required personal protective equipment.
- Confirming the required quarry product before loading.
- Complying with all instructions issued by quarry personnel.

2. Haul Quarry Product

When collecting quarry products from commercial quarries (including Holcim, Sunrock and Four Mile), drivers shall ensure the correct material is loaded and documented.

This shall include:

- Arriving at the quarry and requesting the required product.
- Checking that the quarry docket matches the product requested before leaving the quarry.
- Immediately notifying the weighbridge if the product shown on the docket is incorrect.
- **Drivers shall not leave the quarry with an incorrect product under any circumstances. Any discrepancy between the ordered product and the quarry docket shall be reported immediately to the weighbridge for correction before leaving the site.**
- Calculating the total truck loads and tonnage for the day.
- Recording total loads and tonnage on the Daily Work Docket.

3. Company-Operated Quarry Haulage Requirements

When collecting material from Brendan McKenna Earthmoving-operated quarries (including Bauple Pit and Red Ridge Pit), haulage records shall be completed accurately.

This shall include:

- Recording the number of loads removed.
- Recording the product type.
- Recording the quarry name.
- Completing all required Daily Work Docket information.

4. Complete Documentation

All haulage documentation shall be completed before the end of each working day.

This shall include:

- Completing the Daily Work Docket through the MCK Group App where available.
- Completing a paper Daily Work Docket where mobile coverage is unavailable.
- Emailing paper dockets to **dockets@mckgroup.com.au** once adequate mobile service is available.
- Sending copies of commercial quarry dockets to **dockets@mckgroup.com.au** or by text to **0418 717 154** before the end of the day.
- Completing all required Pre-start Inspections, Personal Risk Assessments (Take 5) and any Job Hazard Analysis (JHA) required for work outside the scope of this procedure.

5. Personal Protective Equipment and Compliance

Drivers and operators shall ensure all required personal protective equipment (PPE) is worn, maintained in good condition and used correctly throughout all quarry haulage activities.

This shall include:

- Approved safety footwear.
- Approved work clothing.
- Approved eye protection.
- Approved hard hat.
- Approved hand protection.
- Reporting hazards, incidents and near misses in accordance with company procedures.

Records

The following records may be retained where relevant to gravel haulage activities.

Record	Responsibility	Retention Location
Daily Work Dockets	Drivers / Plant Operators	Administration / Finance Records
Quarry Dockets	Drivers / Plant Operators	Administration Records
Pre-start Inspection Records	Drivers / Plant Operators	Inspection & Audit Register
Personal Risk Assessments (Take 5)	Drivers / Plant Operators	MCK Group App
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- HS-PR-003 Personal Risk Assessment (Take 5) Procedure
- HS-PR-001 Risk Assessment Procedure
- HS-PR-005 Incident Investigation & Reporting Procedure
- Daily Work Docket
- Pre-start Inspection Checklist
- Inspection & Audit Register
- Incident / NCR / Corrective Action Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, organisational changes, incidents, audit findings or identified improvement opportunities.