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Document Title	Stripping Soil Procedure
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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to undertaking stripping soil activities in a safe, efficient and environmentally responsible manner. This procedure establishes the requirements for planning, preparing and conducting stripping soil operations to protect workers, the environment, underground services, cultural heritage and surrounding vegetation.

This procedure supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld), Environmental Protection Act 1994 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all Brendan McKenna Earthmoving employees and contractors undertaking stripping soil operations using earthmoving equipment at any company worksite.

It applies to activities involving:

- Initial site preparation.
- Topsoil stripping.
- Stockpiling of stripped material.
- Earthmoving operations.
- Environmental protection measures.
- Associated plant and equipment.

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources, equipment and systems are available to support safe stripping soil operations.
Operations Manager	Plan stripping soil activities, verify environmental and operational requirements and ensure this procedure is implemented.
Supervisors	Coordinate stripping soil activities, verify compliance with this procedure, conduct inspections and ensure hazards and environmental controls are effectively managed.
Health & Safety Representative (HSR)	Participate in worker consultation, assist with hazard identification and support continual improvement of stripping soil activities where required.
Employees / Plant Operators	Follow this procedure, operate plant safely, comply with environmental controls and report hazards, incidents and equipment defects.
Spotter / Catcher	Safely identify, capture and relocate wildlife where required in accordance with legislative requirements, project approvals and environmental controls.

Procedure

Brendan McKenna Earthmoving shall ensure all stripping soil activities are undertaken safely, efficiently and in a manner that protects workers, the environment, underground services, cultural heritage and surrounding vegetation.

1. Planning and Site Preparation

Prior to commencing stripping soil operations, personnel shall ensure all planning activities have been completed and the work area has been assessed.

This shall include:

- Completing all required site inductions.
- Participating in the daily pre-start meeting.
- Completing a Personal Risk Assessment (Take 5) where required.
- Reviewing the relevant Safe Work Method Statement (SWMS) where applicable.
- Identifying underground and overhead services in accordance with Dial Before You Dig (1100) information and site investigations regardless of the size of the operation.
- Checking the work area for cultural heritage items or artefacts. If any are identified, work shall cease immediately and the Site Manager shall be notified.
- Checking for protected vegetation. Where uncertainty exists, clarification shall be obtained from the Site Manager before work commences.
- Using a spotter/catcher where required to safely remove wildlife in accordance with applicable legislation.
- Clearly demarcating and delineating the approved work area.
- Confirming access routes, haul roads and stockpile locations.

No person shall enter an area where stripping soil operations are being undertaken unless authorised by the Site Manager.

Only trained and competent personnel shall undertake stripping soil activities.

2. Stripping Soil Operations

Stripping soil shall be undertaken systematically to ensure efficient removal of topsoil while maintaining safe work practices and protecting the surrounding environment.

As a general rule, stripping shall be undertaken to a depth of approximately **150 mm**, however the required depth may vary depending on site-specific requirements, client specifications or environmental conditions.

Personnel shall continually monitor:

- Ground conditions.
- Underground services.
- Plant interaction.
- Public and worker exclusion zones.
- Environmental controls.
- Weather conditions.
- Condition and stability of stockpile areas.

Any unsafe condition shall be reported immediately to the Site Manager.

3. Plant Operating Methods

Stripping soil shall be completed using suitable plant and equipment appropriate for the work activity.

Plant and equipment that may be utilised includes:

- Dozer
- Excavator
- Scraper
- Truck
- Grader
- Posi-Track

The following operating methods shall be followed:

Dozer Operations

During stripping activities using a dozer, strip a small trial area initially and push material to the nominated stockpile area to allow efficient stockpiling and minimise unnecessary disturbance.

Grader Operations

Where a grader is utilised, material shall be cut into windrows or rills to enable efficient loading by the scraper.

Excavator Operations

During excavation activities, strip an area that allows sufficient working room to excavate and throw material behind the excavator. This allows suitable elevation to be achieved for efficient loading of trucks.

Scraper Operations

When operating a scraper, commence by taking cuts in a straight line. Each pass shall overlap the previous pass to ensure complete coverage of the stripping area. Material shall then be carted directly to the designated stockpile area.

Operators shall continually maintain awareness of surrounding personnel, mobile plant and changing ground conditions throughout stripping operations.

4. Stockpiling and Environmental Controls

Topsoil stockpiles and stripped areas shall be managed to minimise erosion, sediment movement and environmental impacts.

This shall include:

- Transporting stripped material to the designated stockpile area.
- Constructing stockpiles in approved locations only.
- Preventing unnecessary disturbance outside the approved work area.
- Maintaining separation of topsoil from other materials where required.
- Monitoring stockpiles for signs of erosion or instability.
- Installing a silt fence around the stripped area and stockpile area immediately upon completion of stripping activities.
- Maintaining erosion and sediment controls throughout the duration of the works.
- Reporting environmental incidents, spills or failures of environmental controls immediately to the Site Manager.

5. Documentation and Completion

All stripping soil activities shall be documented and completed in accordance with company requirements.

This shall include:

- Completing Pre-start Inspections for all plant and equipment used.
- Completing a Personal Risk Assessment (Take 5) through the MCK Group App where available.
- Completing paper versions of the Pre-start Inspection and Personal Risk Assessment where mobile coverage is unavailable and forwarding completed records once adequate signal is available.
- Completing a Job Hazard Analysis (JHA) where activities fall outside the scope of this procedure or where additional risks have been identified.
- Reporting hazards, incidents, near misses and equipment defects in accordance with company procedures.
- Confirming stripping activities, environmental controls and stockpile protection measures have been completed in accordance with site specifications before leaving the work area.

Records

The following records may be retained where relevant to stripping soil activities.

Record	Responsibility	Retention Location
Personal Risk Assessments (Take 5)	Employees and Contractors	MCK Group App / Site Records
Plant Pre-start Inspection Records	Operators	Plant Records
Daily Work Dockets (where applicable)	Operators	Administration Records
Environmental Inspection Records	Supervisors	Inspection & Audit Register
Incident and Hazard Reports	Employees and Supervisors	Incident Records
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- HS-PR-001 Risk Assessment Procedure
- HS-PR-003 Personal Risk Assessment (Take 5) Procedure
- HS-PR-005 Incident Investigation & Reporting Procedure
- OP-PR-018 Spill Response & Management Procedure
- HS-SWMS-006 Mobile Plant Operations SWMS
- HS-SWMS-007 Excavation & Earthworks SWMS (or your applicable Earthworks SWMS)
- Environmental Management Plan (where applicable)
- Inspection & Audit Register
- Environmental Aspects & Impacts Register
- Incident / NCR / Corrective Action Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Environmental Protection Act 1994 (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.