

Wool Warehouse FIPASS Standard Operating Procedures

D.o.A Responsibilities:

- ❖ To ensure the D.o.A forklift is in safe working order
- ❖ All D.o.A employees using the forklift have a ticket of competency
- ❖ Ensure the test weights are moved in a safe and correct manner
- ❖ Ensure that staff activities do not cause harm to other persons using the facility
- ❖ Encourage and emphasise spatial awareness of all core sampling participants
- ❖ Strongly advise against the attendance of persons of 16 years and under for the duration of the core sampling operation
- ❖ To bring to the attention of the FIPASS manager of any defects/problems within the wool warehouse occasioned during core sampling
- ❖ To identify which vessel/s, if it is indeed a vessel, adversely affects the bale scales and advise farmers as on those days it/they are alongside no coring will take place
- ❖ Set out clear procedures for the activity of the forklift around the bale scales and coring activity to minimise the possibility of bales being moved and falling onto someone and minimise the risk of someone being hit/run over by the forklift

Farmer Responsibilities:

- ❖ To notify D.o.A staff at least 48 hours in advance (but preferably 5 working days) of their intention to core sample
- ❖ All individuals involved in the coring have a reasonable level of strength and fitness
- ❖ To provide an adequate number of fit and healthy persons for the coring procedure
- ❖ To contact Byron McKay and F.I.C to ascertain if there will be any ship loading/unloading or bale handling activity on the days of coring and if there is, advise the D.o.A as there will be no coring until all ship activity has finished
- ❖ Book the forklift for that days coring activity with Byron McKay
- ❖ When convenient, to obtain a ticket of competency for the forklift

General Responsibilities:

- ❖ Encourage all users of the D.o.A forklift to obtain a ticket of competency
- ❖ Encourage safe use of **all** vehicles in and around wool warehouse
- ❖ Ensure/encourage safe and careful handling of the bale scales and test weights
- ❖ If any damage/defect occurs to the forklift, the D.o.A is informed as soon as possible
- ❖ Encourage safe handling of bales, either with the forklift or manually

Standard Operating Procedures For Manual Coring of Wool At Goose Green, North Arm and Foxbay

D.o.A Responsibilities:

- ❖ Ensure the test weights are moved in a safe and correct manner
- ❖ Ensure that staff activities do not cause harm to other persons using the facility
- ❖ Encourage and emphasise spatial awareness of all core sampling participants
- ❖ Strongly advise against the attendance of persons of 16 years and under for the duration of the core sampling operation
- ❖ To bring to the attention of the F.I.G representative of any defects/problems within the transit warehouse (Foxbay) occasioned during core sampling.
- ❖ Set out clear procedures for the activity around the bale scales and coring activity to minimise the possibility of bales being moved and falling onto someone and minimise the risk of someone being hit by bales (which are being rolled)

Farmer Responsibilities:

- ❖ To notify D.o.A staff **at least 5** working days in advance of their intention to core sample and more for those intending to core at Foxbay as F.I.G.A.S flights need to be booked
- ❖ All individuals involved in the coring have a reasonable level of strength and fitness
- ❖ To provide an adequate number of fit and healthy persons for the coring procedure

General Responsibilities:

- ❖ Encourage safe use of **all** vehicles in and around transit warehouse/wool sheds
- ❖ Ensure/encourage safe and careful handling of the bale scales and test weights
- ❖ Encourage safe handling of bales, either with the forklift or manually