

# STANDARD OPERATING PROCEDURE

**Towing Light Vehicles**

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## TOWING LIGHT VEHICLES

*[Signature]* 12/22/20

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*The following is a step by step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.*

## 1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to towing light vehicles.

## 2.0 SCOPE AND APPLICATION

- This document applies to all company Heavy Construction Mining operations. Ensure all site specific requirements are being met or exceeded before performing the task.

## 3.0 HAZARDS AND CONTROLS

- Unsafe or inadequate ground conditions.
  - Check for obstacles along towing path i.e. slippery spots, soft spots, lumps, rock, traffic, etc.
  - Be aware of uneven ground conditions and obstacles when walking to vehicle to be towed.
  - Always wear required PPE when on ground in vicinity of equipment.
- Inadequate or defective tow rigging.
  - Use slings of sufficient length and approved load rating for the towing task.
  - Only use shackles approved for the load rating appropriate for the towing task.
  - Inspect slings and shackles for damage and wear prior to use.
  - Once rigging is used for towing it shall be clearly labeled as "Towing Only" and will not be stored with lifting rigging or used for lifting purposes.
  - Task specific gloves must be worn when working with wire rope slings.
  - Only use approved tow slings. Nylon or chain slings cannot be used to tow vehicles or equipment.
  - Ground personnel will remain a minimum of 1.5x the tow sling length away from it while the vehicle is being towed/recovered.

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- Inappropriate anchor points.
  - Only use approved towing eyes/hooks that have been inspected prior to use.
  - If hooks/eyes are unavailable attach to frame locations rated as tow attachment points.
  - All workers involved are to be instructed in proper attachment points.
  - Ensure trailer and pintle hitches are in proper working order when using as tow points i.e. pins are in place with keepers.
- Pulling or towing improperly.
  - Pull in a straight line whenever possible.
  - Clear the area of unnecessary personnel.
  - Pull slowly with even force (do not jerk or put undue stress on tow rigging).
  - Do not allow the towing vehicle to be pulling from its front as the cable may whip at the cab.
  - For long tows, use a tow bar rather than a cable or load onto a flatbed truck.
- Inadequate notification and communication.
  - Call a supervisor when vehicle is stuck or stalled.
  - A supervisor must be present for procedure.
  - Maintain verbal and/or visual communication between towing and towed vehicle and ground personnel.
  - Utilize spotters as required.
- Pinch point between vehicles.
  - Ground personnel will not position themselves between vehicles.
  - Park brake and emergency brake must be applied as well as the operator must be out of the cab prior to attaching tow rigging to either vehicle.

## 4.0 CHECKLIST

- Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOP's for the job).
- Complete FLRA cards before starting the work.
- Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's

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- Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- Standard of Training required for working on this job: On-the job training.**

## 5.0 DEFINITIONS

### 5.1 Company

- North American Construction Group (NACG) divisions, departments, or subsidiaries.

## 6.0 PROCEDURE

- 1) The towing vehicle will be operated by the designated driver of that vehicle. No personnel not directly associated with the company shall operate a company vehicle in a towing capacity. Conduct a pre-operational inspection (including radio checks) of equipment prior to commencement of towing operation.
- 2) The operator of the vehicle being towed will occupy the driver seat of that vehicle, place the transmission in either drive (if the vehicle is operational) or neutral (if it is disabled) and steer the vehicle in manner to facilitate the towing action.
- 3) Use a spotter to assist the towing vehicle operator. Spotter will observe and advise when the correct amount of tension has been applied to the towline or cable. Spotter must remain a minimum of 1.5x the length of the tow cable away from it.
- 4) When taking up the slack in the line or cable between two vehicles a slow and gradual speed will be used to apply force to the cable in a safe a manner as possible.
- 5) The operator of the towing vehicle must be able to maintain visual observation of the load being towed at all times through either rear view mirrors or direct eyesight.
- 6) When going down an incline, the towing vehicle/equipment is attached to the rear to maintain restraint. If only one unit is used, there must be distinct steps (IE: wheel chocks) to secure the units every time the cable is detached and attached.
- 7) Once the stress/slack is taken up on the rigging, the towing vehicle will apply only enough force to extract the load/stuck vehicle in a manner that presents no danger to vehicles, their operators or any personnel near the towing location. When the towed vehicle is clear of the obstruction or condition the towing vehicle will immediately stop, put the vehicle in park and apply the emergency brake to ensure no possible movement by that vehicle.
- 8) In the case where there is limited light available or where terrain and road conditions present hazards from oncoming traffic, traffic control, barricades or other warning devices such as flares and signs shall be posted to provide warning to approaching traffic.

## 7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP** and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

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## 8.0 REFERENCES

- 950C-C-056 Towing Code

## 9.0 APPENDICES

No appendices.