

# STANDARD OPERATING PROCEDURE

Claiming Equipment & Pre-Operation Inspection

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Revision Number: 4

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## CLAIMING EQUIPMENT & PRE-OPERATION INSPECTION

01-20-20

*[Handwritten Signature]*

4	APP	Jan 16, 2020	Approved	T. Siver	T. Siver	B. Palmer
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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 claiming equipment and pre-operation inspection.

## 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

- Movement of equipment while operator is on the ground completing pre-operation inspection.
  - Equipment is parked on flat, level ground; all implements are lowered (if applicable).
  - Operator approaches from equipment's front cab side; visually confirms park brake indicator light (if applicable - located outside of cab on haul trucks) is illuminated and Operator out of Cab sign is in place. Operator visually confirms that cab is unoccupied. If cab is occupied or park brake light is not on, operator will not approach equipment and will contact supervisor immediately.
  - Operator will approach no closer than 10 metres for loaded haul trucks and 3 metres for empty haul trucks. Operators may approach closer than 3 metres for tracked or smaller rubber tired support equipment providing equipment has been claimed as per this procedure and the operator does not walk under the equipment.
  - Operator will not walk under equipment to complete pre use inspection unless it is locked out and isolated from movement (i.e. wheel chocks).
- Equipment claimed by more than one operator.
  - Operator visually confirms cab is unoccupied and Operator out of Cab sign is in front window.
  - Equipment is considered claimed / assigned to other personnel by the presence of any personal belongings (i.e. backpack/lunch bag/PPE) on or near the equipment's boarding ladder.
- Material falling from equipment while operator is completing pre use inspection.
  - Operator will inspect equipment for unstable material and overhangs.
  - Operator will complete a wide walk around of equipment approaching no closer than 10 metres for loaded haul trucks and 3 metres for empty haul trucks.
  - Operator will not walk under equipment to complete pre use inspection unless it is locked out and isolated from movement (i.e. wheel chocks) and the equipment is not loaded.

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## 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
- 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) Operator approaches equipment from the front cab side, visually confirms park brake indicator light (if applicable - located outside of cab on haul trucks) is illuminated, Operator out of Cab sign is in place and cab is unoccupied.
- 2) Operator places backpack/lunch bag/PPE or other personal belongings on or near boarding ladder.
- 3) Operator visually inspects equipment for unstable material and overhangs.
- 4) Operator completes a wide walk around of equipment (3 m for empty haul trucks / 10 m for loaded haul trucks) visually inspecting the unit for obvious mechanical problems as indicated by leaks, cracks and damage. Operator will also inspect tires, operating and marking lights, and any other item that can affect operating safety. Refer to NACG Equipment Checklist for a complete list of items. Operator will observe for equipment clearances, closeness to other equipment and structures, and other workers who may be at risk.
- 5) Operator boards equipment.
- 6) Operator records issues on pre use inspection log and notifies supervisor of any immediate safety concerns.
- 7) Operator completes brake and steering checks as per OEM procedures and/or company procedures. Equipment will be stopped, parked safely and supervision notified immediately if there are any brake or steering issues with the equipment.

**NOTE:** After equipment has been claimed as per this procedure and is set up in a safe manner, an operator may conduct general/routine, nonhazardous, short duration duties. Examples of these duties may include but are not limited to: cleaning windows, tracks, lights and equipment cabs; checking fire extinguishers; placement/removal of spill trays; wheel chock placement and turning on/off air valves. These duties must be documented on a hazard assessment (i.e. FLRA or JSA).

## 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

- NACG 950C-C-028 Hazardous Energy Isolation Code
- NACG 962C-SOP-037 Securing Disabled or Parked Equipment in an Operating Environment
- NACG 960C-SOP-019 Slip, Trip and Fall Hazard Prevention
- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 19, Section 256, Powered Mobile Equipment – Operator Responsibilities}
- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 19, Section 257, Powered Mobile Equipment – Visual Inspection}
- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 15, Section 212, Managing the Control of Hazardous Energy – Isolation}
- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 15, Section 214, Managing the Control of Hazardous Energy – Securing by Individual Workers}

## 9.0 APPENDICES

No appendices.