

STANDARD OPERATING PROCEDURE

Operating Haul Trucks General		Document Number: 962C-SOP-016
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OPERATING HAUL TRUCKS GENERAL



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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 operating haul trucks (including articulating trucks).

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

- Road conditions causing haul truck damage or preventing the safe operation of the equipment.
 - Operators will adjust travel speeds according to road conditions to accommodate safe travel.
 - Report any debris, obstructions or soft spots to supervisor for removal, repair or barricading.
 - Haul roads should be adequately graded and/or sanded to ensure safe travel conditions.
 - Proper signage will be installed on haul roads indicating intersections, ramp grades, speed limits, travel patterns, etc. as required.
 - Water trucks will be provided for dust control when required.
 - Maximum travel speed on a haul road is 70 km/h or as otherwise posted or determined by site or location.
 - Avoid driving over spill rock or lumps.
- Adverse weather conditions.
 - Operators will adjust operating speeds to compensate for rain, snow, ice, fog, dust, etc.
 - If conditions are deemed unsafe for driving, operator will stop vehicle.
 - Operators will utilize defensive driving techniques.
 - Operators will ensure that lights, wipers, washer fluid is maintained in good working order.
 - Windows and lights will be kept clean to ensure adequate visibility.
 - Do not use "automatic retarder" and turn off front brakes (using front brake on/off switch), if equipped, to reduce wheel lockup in slippery conditions.
- Visibility.
 - Adequate lighting will be provided in areas of low visibility, at dumps and loading areas.
 - Light towers should project downward or away from equipment to prevent light blinding of operators.

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- Operators will adjust operating speeds to compensate for rain, snow, ice, fog, dust, sun glare, etc.
- Operators will safely stop if they cannot see where they are operating.
- Wear shaded glasses if sunlight presents a visibility hazard.
Do not turn blind side from a parked position. Use a spotter or request clearance before making a blind side turn from a parked position.
- Personnel around equipment when starting or moving.
 - Claim equipment as per procedure 962C-SOP-040 Claiming Equipment & Pre Use Inspection.
 - Sound the horn and wait five (5) seconds before starting.
 - Sound the horn once then wait several seconds before moving forward and twice before moving back, when outside of normal operating parameters (backing up to loading equipment, backing up to dump spotting equipment or backing up to dump pockets).
- Operator injury from mounting or dismounting equipment.
 - Follow procedure 960C-SOP-020 Slip, Trip and Fall Hazard Prevention and 960C-SOP-013 Three Point Contact while Climbing.
 - Use 3x4 point contact when mounting or dismounting equipment. Do not jump from equipment.
 - Ensure ladder is safe to use and has not been damaged. Report all damages to supervision.
- Fall hazard when walking on deck, cleaning windows/mirrors or transitioning from boarding ladders to deck.
 - Use handrails and hand grabs when transitioning from boarding ladder to deck platform. Ensure 3x4 contact and good grip.
 - Inspect guardrails and confirm they have not been damaged.
 - Do not stand beside access ladder openings to manually clean windows. Keep at least one arm length or one metre away from ladder opening. Use handholds around the window for additional grip and protection.
 - Do not lean/place body outside of guardrails to clean mirrors. Always use handholds and or hold onto guardrails when cleaning mirrors.
- Reversing equipment and contacting unknown hazards.
 - Operator must be aware of surroundings before reversing and check both mirrors to confirm no hazards exist.
 - Operators must get positive radio confirmation that it is safe to back up in any situation other than backing up to be loaded, dumping or parking in an approved marshalling area. If radio confirmation cannot be obtained, the operator must visually confirm the area is safe by exiting the cab.
- Passing parked or slow moving equipment.
 - Unless dictated by site rules, passing of moving haul trucks is not permitted.
 - Passing a parked haul truck is only permitted if the parked unit has its four-way flashers on.

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- Passing of grader or tracked equipment is allowed only when:
 - (i) Grader is actively blading or scarifying, OR
 - (ii) Tracked equipment is walking for the purpose of moving to another work area, OR
 - (iii) Verbal clearance has been received from the unit.
- Operators must yield to oncoming traffic. Ensure there are no obstructions in the roadway ahead.
- Do not pass when road or weather conditions present a hazard.
- Reduce speed and provide as wide a berth as possible when passing parked equipment.
- Contacting other equipment or berms on roadway.
 - Maintain a minimum following distance of four (4) haul truck lengths, or greater if conditions dictate, at all times. (Haul truck length is determined by the largest truck in the fleet onsite.)
 - Use radio communication when entering narrow sections of road where you cannot see if the section is clear.
 - Yield to traffic in narrow sections by waiting until traffic way is clear. Empty haul trucks will yield to loaded haul trucks on narrow roads unless otherwise dictated by site rules. When in doubt, use radio communication to confirm right of way.
 - Maintain safe distance from road shoulder to avoid contact. Increase this distance in soft conditions to avoid being “sucked” in.
 - Avoid distractions while operating equipment.
- Intersections.
 - Reduce speed when approaching intersections to a maximum of 30 km/h or as otherwise posted or determined by site or location.
 - Utilize appropriate traffic patterns specific to the job site and yield the right-of-way appropriately (i.e. highway traffic rules, blind side rules).
 - Never accept or give courtesy right of way.
 - Stay on the right side of tire islands and soil meridians unless dictated differently by site rules.
 - Maintain a distance of one (1) haul truck length behind a stopped haul truck at an intersection or two (2) haul truck lengths behind a stopped light vehicle at an intersection.
- Light vehicles.
 - Watch for light vehicles on approach.
 - Look for buggy whips and strobe beacons in your blind spots.
- Personnel working along haul roads.
 - Report crews working along haul roads to supervisor.
 - Ensure drivers are made aware of crews working along their traffic routes.
 - Reduce speed to 10 km/h or less and give as wide a berth as possible when passing work crews.
 - Ensure work crews are aware of haul truck traffic in the areas where they are working.

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- Defective equipment.
 - Conduct pre-operational equipment inspections at the beginning of shift or prior to operating equipment. Complete pre use equipment inspection checklist.
 - Perform a walk around inspection following break periods and servicing prior to moving equipment.
 - Report any mechanical or safety problems to supervisor prior to operating equipment.
- Overhead obstructions.
 - Identify and mark overhead obstructions along haul routes.
 - Ensure adequate and safe clearances for any and all equipment on travel routes.
 - Operators will not travel beneath overhead obstructions without sufficient clearance confirmed prior to approach.
 - Spotters must be used when safe limits of approach to powerlines cannot be maintained.
- Blind corners.
 - Ridge or berm material will be cut back or lowered if possible to improve visibility.
 - Blinds corners shall be marked and illuminated during night operations.
 - Operators will reduce speed and approach blind corners with caution.
- Congested work areas.
 - As required, spotters are to be used in congested work areas.
- Noise and dust hazards.
 - Avoid silica dust exposure by closing windows in equipment or wearing an N95 particulate mask where silica dust is a hazard.
 - Avoid noise hazards by closing windows in equipment and or wearing hearing protection appropriate to the noise exposure level.
- Inexperienced or fatigued operators.
 - Only competent operators will be allowed to operate equipment without direct supervision.
 - Inexperienced operators will only operate haul trucks under the direct supervision of a competent person.
 - Attend work well rested and fit for duty. Notify supervisor immediately if fatigue is a hazard. Safely stop equipment until fit to resume operation.
- Parking equipment.
 - Do not park on corners, ramps or intersections unless the equipment is broke down or needing repair. Park where you will not interfere with normal production or traffic movements.
 - Where possible, park so that the first move of equipment is in the forward direction.
 - Park twice the face height away from the dig face or cut.

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- Follow supervisor directed parking pattern. Ensure a single truck width is maintained between equipment parked side by side and two truck lengths between equipment parked in a linear row. Where possible, stagger parked haul trucks so that operators can see equipment parked behind them.
- Apply park brake and install “Operator out of Cab” sign.
- Haul trucks may not park “cab to cab” at any time, including breaks.
- Parking on haul roads is not permitted unless it is shift change, lunch or coffee break time, or in emergencies.
 - (i) Four way flashers must be used in all situations with the exception of being parked for emergencies.
 - (ii) When parking equipment for shift change, haul trucks must leave their 4-way flashers activated and headlights off.
- Equipment rollover, upset, or becoming stuck.
 - Follow equipment operating manual. Do not exceed allowable conditions.
 - Ensure edges or drop offs have berms. Do not use berms as a stopping block.
 - Notify supervision when stuck.
 - Avoid soft spots.
 - If using an articulated truck, do not reverse trailer onto lift or uneven ground. Slow down when travelling around corners.
- Operator injury from sudden equipment movement.
 - Operator must wear seatbelt.
 - Operator must inspect seat prior to operating equipment. Report all deficiencies to supervisor immediately.
 - Operator will slow down when travelling through rough and undulating (rolling) roads. All four tires must maintain contact with the road when travelling.
 - Be prepared for being loaded. Maintain good posture and brace your hands on the steering wheel for any unexpected impact. Do not bend or twist your body while being loaded.
- Uncontrolled movement of haul truck.
 - Park brake must be applied when the haul truck is stopped with no immediate intention to travel in the forward or reverse direction. This includes but is not limited to stopping on a haul road, waiting in lineups at the dump or loading area, loading and dumping.
 - **Exception** – Electric Haul Trucks will use the Wheel Lock brake when dumping, being loaded or having material removed from the box. Do NOT use the park brake in these situations.
 - Park brake must be applied before leaving the cab of the equipment.
 - Park brake must be applied before leaving the haul truck cab controls unattended. This includes but is not limited to when cleaning the cab or windows, adjusting the seat, looking for objects, doing paperwork, eating, etc.

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- Equipment health and emergencies.
 - Understand and follow vehicle health warning systems:
 - (i) Stage 1 Indicator – alert indicator will illuminate or gauge needle will be in the red – adjust operating behaviour and notify supervisor.
 - (ii) Stage 2 Indicator – alert indicator will illuminate and red action light will flash – adjust operating behaviour, find a safe spot to stop, park and shut down the engine then notify supervisor.
 - (iii) Stage 3 Indicator – audio and visual alarm – immediately stop, park and shut down the engine then notify supervisor.
 - Ensure fire suppression system and fire extinguishers are working.
 - In the event of a fire, pull over and safely stop the truck before the fire suppression system is automatically deployed (there may be up to a 15-30 second delay once automatically activated).
 - Depending on the fire location, manual activation of the fire suppression system may be required. Fire suppression systems can be manually activated on the equipment bumper and in the cab.
 - Do not attempt to fight a fire if personal safety is at risk.
 - Never attempt to fight a tire fire. Safely dismount and walk in a straight line away from the front of the truck.

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

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

5.2 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees and third party processors.

5.3 HSE

Refers to the Health, Safety & Environment department.

5.4 Blind Side Rule

When two pieces of equipment, from the same right of way category, meet at an uncontrolled intersection, the vehicle on the right always yields to the vehicle on the left (blind side).

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6.0 PROCEDURE

- 1) Complete equipment pre use inspection and checklist prior to operating equipment. Report deficiencies to supervisor.
- 2) Conduct hazard assessment (i.e FLRA) prior to beginning task and ensure traffic patterns, haul routes, horn signals and radio channels are understood.
- 3) Perform radio check to ensure radio is operating properly.
- 4) Supervisors will inspect haul routes, loading and dump areas to ensure standards for safe operation are met prior to start of shift. Operators will continually monitor throughout shift and notify supervision of deficiencies.
- 5) Sound horn and wait five (5) seconds.
- 6) Safely start equipment. Perform brakes and steering checks.
- 7) Drive haul truck to loading or dumping area; dump or load truck as required.
- 8) Arrange for fuel and lube as required. Follow 960C-SOP-212 Field Servicing Procedures.
- 9) Safely stop and park equipment. Apply park brake and install "Operator out of Cab" sign in window.

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.

8.0 REFERENCES

- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 19, Powered Mobile Equipment}
- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 36, Mining}
- 960C-SOP-012 Driving in the Mine Procedures
- 960C-SOP-019 Slip, Trip and Fall Hazard Prevention
- 960C-SOP-212 Field Servicing of Equipment
- 962C-SOP-032 Recovery of Stuck or Immobile Equipment
- 962C-SOP-035 Haul Truck Loading Procedures
- 962C-SOP-036 Haul Truck Dumping Procedures
- 962C-SOP-037 Securing Disabled or Parked Equipment
- 962C-SOP-040 Claiming Equipment & Pre Use Inspection

9.0 APPENDICES

No appendices.