

STANDARD OPERATING PROCEDURE

Light Vehicle Towing & Recovery

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LIGHT VEHICLE TOWING & RECOVERY

5	APP	Jan 10, 2024	Approved	T. Siver	C. Obrigewitch	C. Nauta
4	APP	Dec 22, 2020	Approved	L. Norris	T. Siver	B. Palmer
3	APP	Aug 15, 2018	Approved	Aimee Letendre	Tammy Siver	Barry 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 towing and or recovering 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.
 - Ensure adequate lighting is available in the area.
 - Wear traction aids when walking on icy or slippery ground.
- Inadequate or defective rigging and equipment.
 - Only use rigging that is a minimum of two (2) times the gross vehicle weight of the stuck vehicle / vehicle being towed. Always consider any cargo or vehicle load when determining GVW. Note:
 - A 5/8 inch diameter wire rope sling has a vertical lift strength of 7,800 lbs.
 - A one (1) inch diameter wire rope sling has a vertical lift strength of 19,600 lbs.
 - Only use wire rope slings with minimum length of 20 feet. Do not use nylon or chain slings for vehicle towing or recovery.
 - Only use shackles approved for the load rating appropriate for the towing task.
 - Inspect slings and shackles for damage and wear prior to use. Do not use any damaged or defective rigging.
 - Wire rope slings used for towing must have the manufacturer supplied identification tags removed to prevent them from being used in a lifting application.
 - 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. Other means of identifying the sling or shackle as a towing rigging may be utilized, such as the use of "Safety Orange" spray paint on collars or hardware.

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- Task specific gloves must be worn when working with wire rope slings. Refer to 950C-C-049 PPE General Code.
- Use only approved or designated anchor points for vehicle recovery. Do not use pintle hitches or trailer balls for vehicle recovery.
- When using trailer and pintle hitches for towing, ensure the receiver tube size is compatible with the hitch size (ie. 2 inch receiver tube accepts a 2 inch pintle or ball mount). A hitch adapter must be used for un-matched sized receiver tube and ball or pintle mount.
- Only pull with a vehicle roughly the same size or larger than the stuck vehicle. Do not use a lighter vehicle to pull out a larger and heavier vehicle.
- Inappropriate anchor points.
 - Only use approved towing eyes or hooks that have been inspected prior to use when recovering vehicles. Do not use welded on hooks or eyes that have not been engineered and approved for towing use.
 - If towing hooks or eyes are unavailable attach to frame locations rated as tow attachment points.
 - Follow up with supervision or maintenance if unsure of anchor points.
- Pulling or towing improperly.
 - Pull in a straight line whenever possible.
 - Do not side load shackles.
 - 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.
 - Consider that additional force may be required to overcome terrain (i.e. mud, snow and inclines). Steep terrain creates additional hazards, including the vehicle losing traction and sliding downhill as well as the increased load of pulling a vehicle uphill. Use a hazard assessment (i.e. FLRA or JSA) to determine the appropriate controls prior to starting the recovery or towing task.
- Inadequate notification and communication.
 - Notify supervision when vehicle is stuck or stalled. A supervisor or their designate must be present for all towing of light vehicles.
 - Any towing of third-party light vehicles or third parties towing Company light vehicles requires the development of a task specific JSA. The third-party supervisor or their designate should be present.
 - Maintain verbal and/or visual communication between towing and towed vehicle and ground personnel.
 - A spotter must be used to tow light vehicles.
- Line of fire during towing or recovery task.
 - Ground personnel will not position themselves between vehicles.
 - Park brake must be applied as well as the operator must be out of the cab prior to attaching tow rigging to either vehicle.

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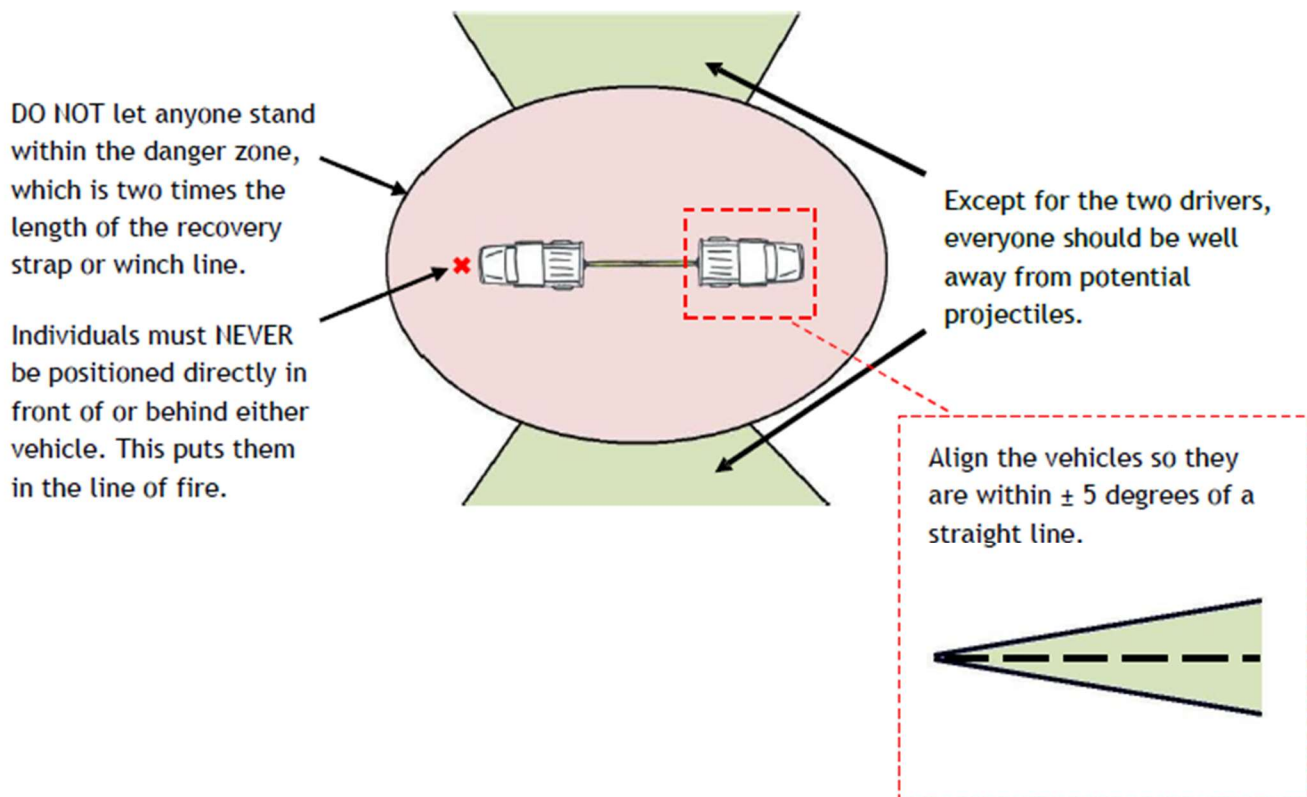
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- Never step over the tow cable once it is connected to the vehicles.
- Ground personnel will remain a minimum two (2) times the length of the tow sling away from it while the vehicle is being towed/recovered.
- Refer to the following figure from Energy Safety Canada regarding danger zones when recovering or towing equipment.



- Carbon monoxide poisoning due to covered exhaust pipes.
 - Clear snow or debris from around the engine exhaust prior to the task.
- Congested work area or high traffic area.
 - If the vehicle recovery is on or near a roadway, implement a traffic warning or traffic control system. Use barricades, pylons, signage, reflective flares. Notify area supervisor to control traffic.

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

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.

6.0 PROCEDURE

- 1) Complete a hazard assessment (i.e. FLRA) for the task. Confirm communication signals with all personnel involved in the task.
- 2) Conduct a pre-operational inspection (including radio checks) of equipment and vehicles prior to commencing the task. If the vehicle being towed has any mechanical issues preventing the safe operation of the vehicle, additional controls will be needed based on the hazard assessment (i.e. braking system not working).
- 3) Install additional lighting as required and place traffic controls to identify area if needed. Traffic controls can include but are not limited to signage, flares, pylons, and barricades. Notify area supervisor to control traffic.
- 4) Determine the gross vehicle weight of the vehicle being towed or recovered and select the appropriately sized rigging for the task. Rigging must be rated a minimum of two (2) times the GVW of the vehicle being recovered.
- 5) Confirm designated and approved attachment points for the recovery or towing task. If unsure, follow up with maintenance.
- 6) Clear out mud, sand or snow from under and around the stuck vehicle, specifically in front of the tires and in the direction of the pull.
- 7) Position the pulling vehicle in line with the stuck vehicle. Use a spotter to assist. Place the vehicle in park and exit the cab.
- 8) Attach tow cables and shackles to attachment points. Ensure the attachment points are engineered or frame mounted.
- 9) Clear area of personnel to a distance of at two (2) times the length of the tow cable.
- 10) Enter vehicles.

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- a. The towing vehicle will be operated by the designated driver of that vehicle. Persons not directly associated with the Company will not operate a company vehicle in a towing capacity.
 - b. 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.
- 11) Use a spotter to assist the towing vehicle operator. The towing vehicle will use slow and gradual speed to remove the slack in the towline or cable. Spotter must remain a minimum of two (2) times the length of the tow cable away from it. The operator of the towing vehicle must maintain visual and verbal contact with the spotter. If visual or verbal contact is lost, the operator of the towing vehicle must stop immediately.
 - 12) 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.
 - 13) Complete a post recovery inspection of the vehicles. Report any damages to supervision immediately.

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

- 950C-C-056 Towing Code
- 950C-C-049 PPE General Code
- Vehicle Recovery Guide, Edition 4.0, Energy Safety Canada
- MICP00001 Light and Medium Duty Vehicle Recovery, Suncor Energy

9.0 APPENDICES

- No appendices.