

# STANDARD OPERATING PROCEDURE

## Installation of Batter Boards

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## INSTALLATION OF BATTER BOARDS



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Rev	Status	Rev. Date	Status Description	Prepared by	Reviewed by	Approved by

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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 installing batter boards behind raised haul truck boxes.

## 2.0 SCOPE AND APPLICATION

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

## 3.0 HAZARDS AND CONTROLS

- Tipping batter boards over with loader when installing and uninstalling.
  - Inspect the work area for hazards prior to task; remove all obstructions in line of travel.
  - Use a ground spotter and ensure loader operator has eye contact with spotter at all times.
  - Inspect the batter board fork slots prior to inserting loader forks to ensure they are not damaged, bent or cracked. Use a spotter to assist in guiding the forks into the slots.
  - Ensure there are no personnel or equipment/property around the batter boards.
- Loader contacting surrounding equipment, property, and other personnel.
  - Use a spotter at all times and ensure the area is clear of hazards and debris. Select less congested pathway. Drive according to road and weather conditions. Follow speed limit in yard.
  - Spotter will wear reflective arm band/gauntlet to increase visibility. A light wand will be also be used when working in low light conditions.
  - Ensure the loader maintains a safe distance to all other equipment and property.
  - Use flagging to restrict access to the area.
  - Spotter must be located outside the work radius of the loader at all times and will maintain visual contact with the loader operator. The loader operator will stop if they lose sight of the spotter.
- Batter boards contacting shop bay door.
  - Ensure loader is square to bay door prior to entering shop. Use a spotter.
- Batter boards contacting the haul truck.
  - Ensure batter board is positioned at a safe distance away from the rear of the truck box such when it is raised the box will not contact the board. Use a spotter.

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- Pinch points when installing lock bars and chains.
  - Avoid placing body parts into pinch points and line of fire.
  - Wear gloves appropriate for the task (i.e. leather gloves). Ensure clothing and gloves are not loose.
- Lumps of material falling from raised haul truck box contacting loader or ground personnel.
  - Ensure box is cleaned and scratched prior to haul truck entering shop.
  - Personnel will not position themselves under the haul truck box, behind the haul truck or beside the edges of the unit while the box is being raised.
  - Loader will be removed from the area prior to raising the box.
- Material striking batter boards causing damage or movement of boards.
  - Ensure the boards are set up correctly with the necessary number of boards aligned side by side, locked in place with lock bars and chained to the haul truck. Boards should span the entire width of the truck box.
  - Batter boards will be set up such that they have minimal contact with bay doors, property, tools and equipment should they move if material contacts them.
- Uncontrolled movement of equipment.
  - Ensure equipment is isolated from movement. Follow 950C-C-028 Hazardous Energy Isolation code to lock out equipment. Install wheel chocks.

## 4.0 CHECKLIST

- ☐ Attend all preparatory meetings (i.e. 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.

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## 5.4 Batter Boards

A solid barrier erected behind a raised haul truck box to prevent material from contacting shop bay doors or the work area.

## 6.0 PROCEDURE

- 1) Conduct a hazard assessment (i.e. FLRA) prior to the task. Notify supervision if unsure of task and if there are hazards outside of the worker's control.
- 2) Conduct a pre-operational inspection, including radio checks of equipment, prior to commencement of the activity. Inspect tools, materials and PPE. Tagout and remove from service any defective or damaged tools, materials or PPE. Notify supervision.
- 3) Lockout haul truck and install wheel chocks.
- 4) Ground spotter will guide the forks of the loader into the slots of the batter board.
- 5) Operator of the loader will lift the batter boards off the ground.
- 6) Operator will be guided by the ground spotter through the work area. Ground person will choose the least congested route to the destination.
- 7) Haul truck will be positioned in the bay of the work area with the box in lowered position.
- 8) Loader operator will place batter board on the ground leaving enough space behind the box of the haul truck to be able to raise the box.
- 9) Loader operator will repeat steps 4 to 8 until the necessary number of batter boards have been placed behind the haul truck.
- 10) Batter boards will be locked together using the lock bars and chained to the haul truck.
- 11) Loader and all personnel will clear the area.
- 12) Haul truck operator will raise the unit's box until it fully reaches the raised position. Ground spotter will spot to make sure the heavy hauler's box does not contact the batter boards.
- 13) Follow 960C-SOP-822 Securing Raised Truck Boxes.
- 14) "Danger Do Not Enter" red tape and tags will be placed around the batter boards to prevent access between the boards and the raised truck box.

## 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-028 Hazardous Energy Isolation Code
- 960C-SOP-004 Flagging and Tagging as Barriers to Hazardous Areas
- 960C-SOP-822 Securing Raised Haul Truck Boxes

## 9.0 APPENDICES

No appendices.