

# STANDARD OPERATING PROCEDURE

## Loading Offloading Materials & Equipment from Transport Trucks

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## LOADING OFFLOADING MATERIALS & EQUIPMENT FROM TRANSPORT TRUCKS

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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 loading and offloading materials and equipment from transport 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

- Losing a load or hitting structures/equipment because of inadequate loading/offloading area.
  - Loading/offloading areas shall be level, smooth as possible, and free of obstructions.
- Equipment toppling or damaging a truck deck because of inadequate loading/offloading ramps to walk equipment onto a float.
  - Berms for loading/offloading equipment will be constructed from materials capable of supporting the weight of the equipment to be loaded/offloaded.
  - Berms will be of a sufficient height, width and grade to safely load/offload equipment.
  - Personnel will be clear of area when walking equipment onto truck deck.
- Load slipping/moving because of inadequate chains or binding.
  - Attach chains or other binders to the proper anchor points on the equipment. NOTE: The use of over centre binders/boomers are prohibited. Use only screw type tie downs or ratchet bands.
  - Use enough tie-downs to hold the equipment from movement in any direction (at a minimum, all four corners will be tied to approved anchor points prior to transport).
  - Ensure the anchor point on the deck will hold against equipment movement during transport and that the tie-down cannot slide from its anchor points.
- Slipping or falling when climbing onto float trailers and/or equipment on the trailers.
  - Use ladders or other means of gaining access/egress to the trailer or the equipment cab.
  - Trailers and truck decks will be sanded and de-iced in the winter months. They will be free from slipping and tripping hazards including mud, dirt, tools, chains, straps, etc.

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- Equipment moving or striking objects because of being loaded improperly positioned on a float trailer.
  - All equipment will be side loaded/offloaded to or from a float using adequate ramps for the size of equipment.
  - Equipment with oversized rear counterweights such as tailings dozers will be loaded in reverse to prevent tip over.
  - Equipment will be turned 90 degrees to be parallel with float trailer for transport when applicable.
  - Equipment will be securely chained and bound on all four corners at approved anchor points prior to transport.
- Equipment moving at the wrong time because of inadequate communication.
  - Establish the means of communication (radio, hand signals) and review with the equipment operator, truck driver, spotters.
  - All operators, drivers, and spotters must agree on the hand signals.
  - Designate a primary spotter and identify them with a reflective arm gauntlet. If being spotted in low light conditions, a light wand must be used.
  - The material handling equipment (i.e. forklift, skid steer, loader, etc.) operator must ensure the truck driver understands the communication methods and signals and that they understand where to be positioned.
  - The equipment operator will only take direction from the primary spotter. The operator shall obey a STOP signal at all times, no matter who gives the signal.
  - Only trained and competent workers can operator material handling equipment.
- Load falling off material handling equipment because it is unstable.
  - Inspect loads for strapping, centre of gravity, odd shape; test the lift; forks must reach far enough for the load to be at the fork's centre of gravity.
  - Only trained and competent workers can operate material handling equipment.
- Being crushed or caught in between trailer and equipment.
  - Ground personnel are never to be between the truck and the forklift/loader, under the load, or close to the load on the deck.
- Overloading the lifting equipment or truck.
  - Know the weight of the single lifts and total load. Know the capacity of the lifting equipment and the truck as well as the truck's weight distribution to its axles.
- Unintentional movement of material handling equipment while ground personnel are securing and/or inspecting the load.
  - Equipment operators will ground all implements and be outside the cab while personnel are working in close proximity.

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- Ground personnel will stay within the equipment operator's line of sight and will have a communication plan established before the job commences. Use a designated primary spotter if the equipment operator has a potential of losing sight of the ground personnel.
- If it is required that the ground personnel work in close proximity to the equipment and the implements cannot be lowered, the operator must place the unit in park, engage the machine's hydraulic lock and/or controls lock and remove their hands from the controls until the ground personnel are safely away from the machine. This step can only be completed if there is no other way to do the job with the implements on the ground and the operator out of the equipment. Use an additional person as the primary spotter to assist in communication if the equipment operator has the potential to lose sight of the ground personnel.
- The equipment operator will not move the machine unless all ground personnel are clear of the area and there are no body parts in the line of fire or in danger of being caught in a pinch point. A clear verbal and/or visual signal must be given by the primary spotter to the equipment operator prior to moving the materials handling equipment.

## 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.

## 6.0 PROCEDURE

### 6.1 Offloading Materials from Delivery/Freight Truck

- 1) Complete a hazard assessment (i.e. FLRA) for the task. Notify supervision if unsure of task or if there are hazards outside of the worker's control.

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- 2) The receiver will check the delivery slip to confirm the material received is acceptable for its quality and quantity.
- 3) The spotter / signal person will position the delivery truck in the specified location for offloading of material and maintain visual contact with the loading equipment operator at all times during the process.
- 4) Ensure the work area is level and free of obstructions, keep all non-essential personnel away from the work area while offloading material from the truck. If necessary, barricade or tape off the area to warn non-essential personnel to stay clear. Ensure truck deck is clear of ice, snow, dirt, mud and any other tripping or slipping hazards.
- 5) The material handling equipment operator will ensure sufficient area is clear for offloading and setting materials down.
- 6) The delivery truck driver will be out of the truck while offloading material from the trailer and clear of the loading equipment's paths. If not spotting, the driver will position themselves away from the area (i.e. stand by the cab on the side being unloaded). The driver must stay with their truck in the event their unit needs to be moved as well as to observe the process in the event there is damage to the load or the trailer.
- 7) Designate a primary spotter/signal person to direct the material handling equipment to the truck to start removing material.
  - a. Where possible use company personnel for spotting and loading/unloading materials from delivery trucks.
  - b. NOTE: If the driver will be spotting the material handling equipment an agreed upon set of hand signals must be determined prior to offloading the material. Complete an FLRA with the driver and coach them where to stand.
- 8) Once the material handling equipment (i.e. loader, forklift, etc.) is in place, raise the load slowly from the truck deck. Have a spotter on the ground check to ensure there is no entanglement with other bundles on the trailer and that the connection points are secure.
- 9) The spotter/signal person will maintain visual contact with the materials handling equipment operator at all times during the unloading process.
- 10) The spotter/signal person will move off the trailer and keep a safe distance away from the load.
- 11) Slowly back the materials handling equipment away from the truck and position the material on dunnage as required. No one will position themselves under a suspended load.
- 12) Repeat steps 6 to 10 until the truck has been unloaded.
- 13) Once cargo has been offloaded, inspect truck deck and trailer to ensure there are no loose materials or debris that could fall off during transport.

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## 6.2 Loading Materials onto Delivery/Freight Truck

Material handling and spotting steps are the same as in section 6.1 with the following additions.

- 1) Complete a hazard assessment (i.e. FLRA) for the task. Notify supervision if unsure of task or if there are hazards outside of the worker's control.
- 2) Clean the truck deck and recognize that if it is icy the dunnage or load may slide.
- 3) Inspect the deck to ensure it will support the load. Dunnage will be placed on the deck.
- 4) Confirm the weights of the pieces and the total. Let the truck driver specify where to place the pieces for the weight distribution and stability on the trailer.
- 5) When positioning a load beside or behind other pieces, use a spotter to ensure the load is positioned correctly so as to avoid catching the load or forks on other materials.
- 6) When the deck may be slippery, the loader will not release a load that is on wheels until the wheels are chocked or some other method ensures the unit will not roll or slide. The chocks may be retrieved once the unit has been secured by the driver.
- 7) The truck driver will connect the truck and trailer and then tie down equipment, company personnel can assist where required. Place window protectors on the loaded equipment.
- 8) Before leaving, company personnel and the truck driver will reconfirm all tie-downs and cables to ensure the load is secure and will not shift.
- 9) Complete final inspection of truck deck and trailer to ensure there are no loose materials or debris that could fall off during transport.

## 6.3 Loading and Unloading Heavy Equipment using Escorts and Highway Trucks and/or Float Trucks

When using a subcontractor transport company to haul equipment, it will be the responsibility of the subcontractor to ensure their worker's competency prior to operating equipment to load or offload on their transport trucks. If the subcontractor worker is not competent to operate equipment to load and offload, the Company shall provide competent personnel, or the task will be completed under direct supervision.

- 1) Complete a hazard assessment (i.e. FLRA) for the task. Notify supervision if unsure of task or if there are hazards outside of the worker's control.
- 2) Company designate will review the Hauling Heavy Equipment Checklist (Appendix B) with the subcontractor transporting truck driver and escort to ensure the driver and accompanying pilot vehicle drivers are aware of applicable site rules related to equipment transportation. The signed copy will be included with the work order.



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- 3) The Company designate will guide the subcontractor to the equipment loading / offloading location and review the hazard assessment for the task.
- 4) Confirm the berm/ramp will support the machine and that the angle and width are going to keep the machine stable. If a trailer uses beaver tail ramps on the back as the means of getting the machine onto the trailer, it must be included in the hazard assessment prior to the move. This method of accessing the trailer may put the machine at a dangerous angle as it climbs up or down. The hazard assessment will need to consider location of personnel as well as a method of lessening the angle from the ground up to the beaver tails.
- 5) If loading an excavator, confirm if the counterweight is to be on the high or low side.
- 6) Confirm all objects on the equipment are secure (i.e. tool boxes, catwalks, etc.), tracks are clean and that no lumps will fall from the unit while being transported.
- 7) Load (or offload) equipment.
- 8) Secure equipment from movement. Use enough tie-downs to hold the equipment from movement in any direction (at a minimum, all four corners will be tied to approved anchor points prior to transport). Place window protectors on the loaded equipment.
- 9) Complete final inspection of truck deck and trailer to ensure there are no loose materials or debris that could fall off during transport.
- 10) Escort subcontractor off site or out of work area upon completion of task.
- 11) Before travelling on a public road, stop and reconfirm all tie-downs and cables to ensure the load is secure and will not shift.

## 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 12 General Safety Precautions
- Alberta Occupational Health and Safety Act, Regulation and Code Part 19 Powered Mobile Equipment
- Alberta Occupational Health and Safety Act, Regulation and Code Part 21 Rigging
- 950C-C-056 Towing Code
- 950C-C-010 Driver Safety Code
- 950C-C-058 Transportation Code
- 950C-C-008 Cranes and Hoists and Rigging Code
- 950C-C-028 Hazardous Energy Isolation Code
- 962C-SOP-042 Approaching Equipment
- 962C-SOP-008 Signaling Equipment

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## 9.0 APPENDICES

- Appendix A – Common Hand Signals
- Appendix B – Hauling Heavy Equipment Checklist



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## Appendix A Common Hand Signals



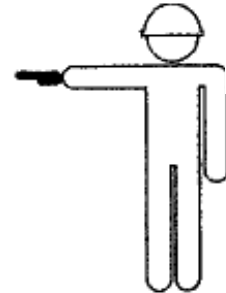
### ***Extend Forks***

Both fists in front of body with thumbs pointing outward.



### ***Retract Forks***

Both fists in front of body with thumbs pointing toward each other.



### ***Stop***

Arm extended, palm down, hold the position rigidly



### ***Hoist the Load***



### ***Lower the Load***



### ***Dog Everything***

Operator removes hands from controls

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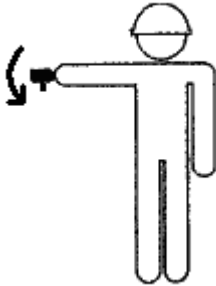
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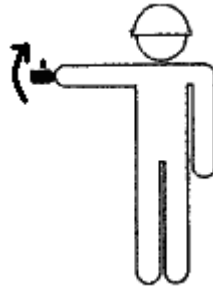
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***Tip Forks to Floor***  
Arm extended and thumb turning down



***Tip Forks up from Floor***  
Arm extended and thumb turning up

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## Appendix B Hauling Heavy Equipment Checklist

The following information is to be reviewed and completed with the heavy equipment escorting subcontractors prior to site access.

- ☐ Hazard assessment has been completed and or updated for the job.
- ☐ Site specific rules (i.e. permitting requirements) related to heavy equipment transportation have been discussed.
- ☐ Cell Phone/Hands Free, personal electronic devices are prohibited while driving.
- ☐ Seatbelts are to be worn at all times while operating a vehicle.
- ☐ Smoking is only allowed in designated areas.
- ☐ Maximum number of vehicles to be escorted is 2.
- ☐ 4 way flashers are NOT to be used in the mine.
- ☐ Basic PPE requirements (Hard Hat, Safety Glasses, Steel-toed Boots, Gloves, Reflective stripes, Long Sleeves or Coveralls).
- ☐ Back in parking at all times.
- ☐ Stay directly behind escort vehicle and yield to heavy equipment. If you lose sight of the escort vehicle, pull over to the right hand side and do not exit your vehicle.
- ☐ Driver confirms they have been trained to load/offload equipment onto their trailer.

Subcontractor Escort/Transport Company: \_\_\_\_\_

Subcontractor Name & Signature (all parties involved): \_\_\_\_\_

Company Supervisor (or delegate) Name & Signature: \_\_\_\_\_

Current Location: \_\_\_\_\_

Final Destination: \_\_\_\_\_

Date: \_\_\_\_\_

Equipment Type & Unit Number: \_\_\_\_\_