

STANDARD OPERATING PROCEDURE

Operating Utility Terrain Vehicle

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OPERATING UTILITY TERRAIN VEHICLE

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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 a Utility Terrain Vehicle (UTV).

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

- Unauthorized UTV user (the user has not been trained and certified in the use of UTV's).
 - The operator must possess a valid driver license in their province or state.
 - The Company shall provide a training process that will ensure employees who are designated to operate UTV's:
 - Have been informed of the hazards associated with operating the UTV in the work area, including the hazards associated with the design of the workplace, and the environmental conditions.
 - Know how to protect themselves and others from the hazards associated with the task.
 - Have demonstrated to a Company designated skilled and experienced operator that the skills and knowledge identified as final outcomes for operator competence have been learned.
 - The training program for the UTV operator must include:
 - The operator's pre-trip inspection.
 - Selection and use of the required personal protective equipment.
 - Operating skills, according to the UTV manufacturer's specifications.
 - Basic mechanical requirements.
 - Loading and unloading of the vehicle if this is a job requirement.
 - The company shall maintain a record of workers who have been deemed competent to operate UTVs. These records will include:
 - Skill and knowledge that has been demonstrated for the type of equipment the operator was evaluated on.

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- Name and affiliation of the evaluator.
- Date that the assessment took place.
- Mechanical failure.
 - Before operating the UTV, the operator shall complete a visual inspection of the equipment and the surrounding area to ensure that the UTV is in safe operating condition and that no worker, including the operator, is endangered when the equipment is started up.
 - The Company shall ensure a pre-shift inspection is completed and a written record is maintained of the inspection. The written record will be available to a worker who operates the equipment. The inspection shall include, but is not limited to:
 - Brakes
 - Transmission, clutch, and shift linkage
 - Mirrors and windows with clear unobstructed vision
 - Operating controls
 - Lights and electronics
 - Steering
 - Tires and wheels
 - leaks (gas, oil, transmission, and brakes)
 - Correct operation of safety features (beacon light, buggy whip, backup alarm, etc.)
 - All safety defects must be reported and repaired before operation.
- Working alone or driving to remote locations.
 - Before venturing into remote areas, carry out all inspections.
 - Inform your Supervision of your departure and return plans and your route so that help can be dispatched if you do not return as scheduled.
 - Line up designated check in communication times.
 - Ensure you have a radio on hand and spare batteries and or cell phone. Test communication once in remote area prior to continuing.
 - **Do not travel into a remote area alone.**
 - Choose your equipment and supplies to meet the climate and terrain conditions that you may encounter.
 - Practice safe driving habits when traveling in remote areas. Avoid terrain that may be impassable.

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- Crash or roll over resulting in bodily injury and equipment / property damage.
 - Ensure all occupants including yourself are wearing the seat belts and you are strapped in your seat firmly at all times. Loss of seating position could result in loss of control of the vehicle.
 - Be constantly aware of the overall height and width of your UTV vehicle equipped with the ROPS.
 - Watch out for low objects, e.g. brush, branches, etc. which could strike the ROPS and cause the vehicle to stop abruptly, rollover, or go out of control.
 - Always ensure passengers and operator remain seated and keep all cargo low and evenly distributed.
 - The operator must maintain the cab, floor, and deck of mobile equipment free from material, tools, or other objects which could create a tripping hazard, interfere with the operation of controls, or cause a hazard to the operator or other occupants in the event of an incident. Do not exceed rear compartment capacity, weight limitation will decrease the stability of the vehicle on inclines and increase the possibility of rolling over backwards when climbing a grade.
 - Always shift your weight to the uphill side of the UTV whenever on incline. Follow all weight distribution guidelines to prevent tipping. Ride up and down hills and not across slope if it can be avoided. Never attempt to turn the vehicle around on a steep hill or grade. If crossing a hill is unavoidable, proper traversing techniques will be used by keeping weight to the uphill side of the UTV to prevent tipping.
 - Avoid steep declines when possible. When a steep decline cannot be avoided, shift occupant weight to the rear of the vehicle to prevent the vehicle from rolling over. Always approach the hill straight on to minimize the possibility of sliding sideways or rolling over. Gently apply the brakes to control downward vehicle speed. Do not jam on the brakes while traveling downhill.
 - Never accelerate or brake suddenly while driving up or down a hill. Follow all manufacturer limits for operation of the UTV on sloping ground.
 - Keep operating speed appropriate for existing ground conditions, terrain, and weather conditions.
- Interaction with other vehicles and equipment in the work area.
 - When crossing roadways, look both ways for oncoming traffic. Avoid crossing roadways where visibility is restricted.
 - Use designated routes for the operation of UTV's. UTV's cannot be operated on Main Haul Roads.
 - Adhere to all applicable traffic signage and posted speed limits. Stay away from restricted areas.

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- Inadequate Personal Protective Equipment.
 - UTV operators shall wear a full or three-quarter face motorcycle helmet with chin strap properly secured. The helmet must meet requirements of the Department of Transportation (DOT), ANSI Z90.1 standard. Helmets must be replaced as recommended by their manufacturer or sooner if a helmet is involved in an impact related accident or shows significant wear or damage.
 - Safety glasses, goggles, or sunglasses that meet the site-specific requirements. Eye protection is not required for UTVs with enclosed cabs as long as all windows and doors remain secured and closed.
 - All other applicable site PPE must be worn. This includes steel toe work boots, high visibility clothing, gloves, long sleeve shirts and pants.
- Servicing hazards (unsecured equipment, fire, environmental contamination).
 - Never fill the tank to the point where the fuel level rises into the filler neck. If the tank is overfilled, heat may cause the fuel to expand and overflow through the vent. After filling the fuel tank, be sure the fuel cap is replaced securely. Do not drive the vehicle unless the fuel cap is properly in place.
 - Report and clean up all spills immediately.
 - No smoking within a minimum 15 metres of equipment and fuel storage areas (observe and follow mine specific smoking rules if greater than 15 metres). Eliminate all ignition sources such as cigarettes, welding, cutting, cell phones and other non-intrinsically safe devices.
 - The operator must not leave the controls unattended unless the equipment has been secured against inadvertent movement, such as by setting the parking brake, placing the transmission in the manufacturer's specified park position, and by chocking wheels where necessary.
 - All service and maintenance must also be completed in accordance with the Company document 950C-C-028 Hazardous Energy Isolation Code.
- Operating in soft ground conditions or near water.
 - Follow 962C-SOP-032 Recovery of Stuck or Immobile Equipment procedure should equipment become compromised.
 - Do not travel through water or large puddles if the depth of the water is unknown and is likely to cause damage to the UTV or cause it to become stuck.
 - Visually inspect all areas before entering. Vegetation such as bulrushes, cattails and reedy grasses are indications that the ground below is swampy and soft. Water being forced to the surface is also an indication of pre-existing wetland or soft conditions. Notify supervision before going into area.

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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

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) Conduct all Pre-Operational Checks

- Inspect ROPS cab frame for any dents, alterations, or cracks to any part that would compromise the integrity it was designed for.
- Cab nets must always be used when operating equipment.
- Check tires for cuts or gouges that could cause an air leak.
- Check your controls to ensure that they all operate smoothly and are adjusted correctly.
- Check oil level while the engine is off.
- Check coolant level while the engine is off.
- Check for oil leaks and any parts that may have come loose during the last outing, be sure to do this before the engine is started and machine is hot.
- Check shock absorbers and mounting bolts.
- Check all lights to ensure that they are working properly.
- Check all safety features (beacon light, buggy whip, backup alarm, etc.)
- Check for fire extinguisher and make sure inspection tags are punched correctly.
- Complete Pre-Operational Inspection for equipment.

2) Starting Procedures

- Be sure the parking brake is set.
- Depress the brake pedal.
- Turn ignition key "on"
- Check that the instrument cluster turns on and lights up individual indicators.

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- Let machine warm up to operating temperature for at least 3 minutes before operating

3) Starting Operation

- Depress brake pedal and release the parking brake.
- Shift into desired gear.
- Release the rear brake and apply throttle as needed.

Always come to a complete stop when shifting into any gear or driveline change.

4) Operation Basics

- When turning, move your body weight forward and to the inside of the turn.
- Look in the direction that you are turning.
- Never ride past your limit of visibility.
- Read the terrain and ride accordingly.
- When crossing roads, stop and look in both directions before crossing.
- Use a moderate speed when traveling thru mud or water; remember that wet brakes will reduce stopping ability. Test your brakes after leaving water.
- Obey all posted traffic signs in your work area. Many accidents are caused by poor riding decisions. By using the thinking strategy of SEE (acronym) S – Scan terrain and identify hazards, E – Evaluate what may happen, E – Execute your decision based on your skills and your UTV.
- Always wear the required personal protective equipment.
- UTV's are rider active. To maneuver thru turns, negotiating hills and crossing some obstacles, you may need to shift your body weight.
- Always keep both hands on the steering wheel and feet on the floorboard of your UTV during operation.

5) Parking of UTV

- Always try to find flat ground to park.
- Come to a complete stop and shift into Park and set the park brake.
- Turn the engine off with the engine stop switch.
- Dismount UTV and set chocks down to secure equipment from movement.
- Conduct a post trip inspection of the unit

6) Transport / Towing of UTV

- Use a spotter when needed if loading or unloading UTV from trailer.
- Make sure the UTV is centered on the trailer for correct weight distribution.
- Ensure all tie down straps and ratcheting mechanisms are in good condition and operate properly.
- Ensure the UTV is secured by 4 tie down points back and front of machine to prevent movement.
- Make sure other objects are secure to ensure that the UTV is not damaged.

7) Special Circumstances

- Slings and Rigging – machine is stuck.

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- a) Be sure to wear your PPE when handling slings and cable.
- b) Inspect your cable/sling before making a pull, if damaged do not use.
- c) DO NOT stand in between the equipment being pulled and the cable/sling.
- d) Contact your supervisor before pulling.

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 18, Section 240-241 Personal Protective Equipment}
- Department of Transportation (DOT), ANSI Z90.1 standard
- United States Department of Labour, Occupational Safety and Health Administration, Safety and Health Information Bulletin "Hazards Associated with All-Terrain Vehicles (ATVs)) in the workplace (SHIB-08-03-2006
- 950C-C-028 Hazardous Energy Isolation Code.
- 950C-C-039 Mobile Equipment Code
- 962C-SOP-003 Working Near Water & Soft Ground Conditions
- 962C-SOP-032 Recovery of Stuck or Immobile Equipment

9.0 APPENDICES

No appendices.