

STANDARD OPERATING PROCEDURE

Loading/Offloading Equipment Using Off-Highway Float Trucks

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LOADING/OFFLOADING EQUIPMENT USING OFF-HIGHWAY FLOAT 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 equipment on off-highway float 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

- Inadequate loading/offloading area.
 - Operators will select an appropriate loading/offloading area on level ground.
 - Loading/offloading areas shall be free of obstructions.
 - Loading/offloading areas should be out of traffic areas whenever possible.
 - If loading/offloading must be conducted in traffic areas, traffic will be controlled by means of signage, spotters, and/or flag persons.
- Adverse weather conditions.
 - Sand float deck during icy conditions to improve traction. Minimum 50 cm (approximately 18 inches) of sand is required for the safe maneuverability of equipment without exposing equipment to the slippery deck.
 - Ensure access/egress of equipment to be loaded/offloaded is free of ice, snow, mud, etc.
- Inadequate lighting.
 - Float trucks will be equipped with sufficient lighting for nighttime operations.
 - Equipment to be picked up at night will be left running with all lights on.
- Inadequate loading/offloading ramps.
 - 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 sufficient height, width, and grade to safely load/offload equipment.
 - If adequate berms cannot be constructed to load/offload equipment, operator will contact supervisor before proceeding.

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- Inadequate chains and/or binding.
 - Inspect all chains and binding equipment prior to leaving yard and prior to use.
 - Use caution when throwing chains across equipment.
 - Secure equipment using approved anchor points on the float trailer. Wrap chains around equipment tracks or frame.
 - A minimum of four tie downs/chains will be used to secure equipment. Chains will be appropriately sized to the equipment being secured; at a minimum they will be ½ inch Grade 70 Transport Chain.
 - When binding across tracks is required, such as an excavator, use a criss-cross pattern whenever possible.
- Pinch points when securing equipment with chains.
 - Use only approved chains and **ratchet type boomers** to tie down equipment.
 - Ensure body parts are not in the line of fire or pinch point when tightening tie downs.
 - Inspect tools and chains prior to use.
- Inadequate access/egress to float trailers and equipment on trailers.
 - Keep trailer steps clear of mud and ice.
 - Do not attempt to mount/dismount equipment on float decks without safe access/egress.
 - When approved equipment access/egress ladders/steps are inaccessible, portable ladders will be used; a second person is required at all times when using portable ladders, to secure the ladder during climbing and to place/remove the ladder for access/egress.
- Congested traffic areas.
 - Watch for pedestrians, vehicles, and other equipment in immediate loading/offloading area. A spotter will be required if there is potential for contact when loading/offloading equipment or accessing/exiting the area.
- Equipment loaded improperly on float creating unstable loads.
 - All equipment will be side loaded/offloaded to and from the float using adequate ramps for the size of equipment.
 - Equipment will be loaded in the forward direction. Some exceptions may apply to equipment with oversized rear counterweights such as Tailings Dozers. These may be loaded in reverse to prevent tip over, however an additional hazard assessment (i.e. JSA) must be completed prior to deviating from loading equipment in the forward direction.
 - All equipment will be turned 90 degrees to be **parallel** with float trailer for transport. All implements will be grounded on the trailer deck.
 - For excavators 85 tons and larger, tracks will remain **perpendicular** to the float trailer with the machine's final drives on the float truck's cab side. The excavator house will rotate such that bucket is placed at the rear of the float trailer.

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- Equipment will be securely chained and bound on all four corners prior to transport. Secure equipment using approved anchor points on the float trailer. Wrap chains around equipment tracks or frame.
- Float operator will not load equipment he/she deems unsafe for transport (e.g. faulty brakes, faulty swing lock, unable to adequately secure, etc.).
- Inadequate communication.
 - When using equipment operators to load equipment onto floats the operator must be familiar with and understand the loading practice for that type of equipment.
 - Establish communication plan with spotters and equipment operators prior to commencing task.
 - Conduct radio checks to confirm radios are working.
- Defective or damaged equipment.
 - Perform a walk-around inspection of equipment to be loaded prior to operating equipment.
 - Ensure all lights and safety equipment are in proper working order.
 - Wear seatbelts at all times when equipment is in operation.
- Ground personnel (spotter) and equipment interaction.
 - Primary spotter will remain in visual contact with equipment operator.
 - All other spotters will remain in visual contact with primary spotter.
 - Spotters will not place themselves in the line of fire of equipment or pinch point between equipment.
 - Equipment operator will stop if visual contact with primary spotter is lost.

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.

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5.3 HSE

Refers to the Health, Safety & Environment department.

6.0 PROCEDURE

- 1) Complete a hazard assessment (i.e. FLRA) prior to task. Notify supervisor if unsure of task or if there are hazards outside of the worker's control.
- 2) Conduct a pre-use inspection of equipment and tools prior to operation as well as the equipment to be loaded or offloaded. Notify supervision of any damaged or defective equipment or tools. Do not use any equipment or tooling that is not safe.
- 3) Build loading ramp for equipment. Loading ramps must be equal in height to that of the trailer deck.
- 4) Position trailer no further than 1 meter away from the ramp. Ensure float truck is positioned so that equipment can be loaded in direction of haul. This will minimize turnaround of float truck when it is loaded.
- 5) Place minimum 50 cm (18 inches) of dirt (preferably sand) on trailer deck.
- 6) Load equipment. Equipment will be loaded in the forward direction and turn 90 degrees parallel to the float trailer. Excavators 850 and higher will be loaded with the tracks perpendicular to the float trailer and the house parallel to the trailer; excavator final drives will be on the float truck's cab side with the bucket at the rear of the trailer.
 - A hazard assessment (i.e. FLRA, THA) must be completed for each unit being loaded.
 - A spotter will be used when there is limited visibility while loading large equipment or if the area is congested and there is the potential to contact other personnel, equipment or materials. Primary spotter will remain in the line of sight of the equipment operator. Spotters will follow 962C-SOP-008 Signaling Equipment.
 - Traffic will be controlled by means of signage, spotters, and/or flag persons if loading/offloading on an active roadway.
- 7) Shut down equipment and apply park brakes, hydraulic lock out.
- 8) Chain down / secure equipment. A minimum of four chains must be used.
- 9) Operator will perform a complete walk around after securing equipment and before boarding float truck to ensure there are no hazards in the area prior to moving the float truck.

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

- 962C-SOP-033 Operating Off-Highway Float Trucks

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- 962C-SOP-008 Signaling Equipment

9.0 APPENDICES

- No appendices.