

STANDARD OPERATING PROCEDURE

Operating Highway Transport Vehicles

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OPERATING HIGHWAY TRANSPORT VEHICLES

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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 highway transport vehicles on public roads.

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

- Transporting overweight or over-dimension equipment and materials on public roads.
 - Verify seasonal axle weight restrictions on heavy haul vehicles and confirm load is within restrictions.
 - Verify heavy haul route. Plan route to avoid traffic areas. Confirm weight limit restrictions on all routes and ensure load is within restrictions. Follow route outlined on permit.
 - Obtain a commercial vehicle weight and dimension permit per haul. Ensure a copy of permit is carried in the vehicle. Follow requirements of permit, including but not limited to requirements for escort vehicles, flagging or markers on over-dimension loads, signage, and travel times.
 - Notify construction organizations on the travel route of over-dimensional load.
 - Transport vehicles will have radio communication with escort vehicles.
 - Travel on all highways must be within the right-hand lane with the overhang extending over the shoulder except where there are roadside obstacles. Load must be centered on trailer. Avoid travelling on the shoulder of the road.
 - Dimensional signs identifying the over-dimensional load shall be properly displayed on the transport vehicle and on each escort vehicle.
 - Measure height of load before travelling. Confirm load height is less than overpass height before travelling under overpasses. Confirm load height is less than the height of other overhead hazards such as powerlines.
- Unsecured or unstable loads.
 - Confirm loads have been secured properly as per 965C-SOP-003 Loading and Offloading Equipment on a Trailer related to the trailer style and type of load and in accordance with National Safety Code Standard 10.
 - Confirm the heaviest items are over the trailer's axles and weight has been distributed evenly across the deck. Ensure the load placement does not affect the vehicle's stability or maneuverability.

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- Equipment will be securely chained and bound on all four corners prior to transport. Secure equipment using engineered tie down ears. Wrap chains around equipment tracks or frame. Ensure equipment is cross chained so the chains pull against each other.
- Bulk fuel and materials will be removed from articulated fuel and lube trucks prior to transport.
- Personnel securing loads will be trained and competent to secure loads.
- All tie downs must be marked with a Working Load Limit.
- All tiedowns and other parts of a cargo securement system must be located inside any rub rails whenever practical. Edge protection must also be used whenever a tiedown could be subject to wear or cutting at the point where it touches an article of cargo. The edge protection must resist wear, cutting and crushing.
- Load securement will be rechecked within 80 km of driving and within every 240 km or 3 hours thereafter.
- Driver fatigue, distraction and fitness for work.
 - Drivers will not use personal electronic devices while operating vehicles unless the device is on hands-free.
 - Drivers will not operate vehicles if they are fatigued or unfit for work such as but not limited to being impaired by medication, drugs or alcohol. Refer to 950C-C-017 Fatigue Management Code and 930C-P-001 Alcohol and Drug Policy for more information.
 - Drivers will maintain an hour log and follow the hours of service regulations based on the Company's carrier requirements.
- Collisions and traffic violations.
 - Drivers will be licensed for the class of vehicle being driven.
 - Drivers will follow traffic safety laws.
 - Drivers will be evaluated for their competency to operate a commercial vehicle on a public road.
 - All accidents and traffic violations will be investigated by the company to determine appropriate corrective actions. All accidents will be reported to the appropriate law enforcement agency.
 - Refer to 950C-C-058 Transportation Code for more information.
- Damaged, defective and unsafe vehicles.
 - Vehicles must be inspected prior to use as per the Company's commercial vehicle inspection requirements. Inspections will be documented.
 - Commercial vehicles must maintain a current annual CVIP (Commercial Vehicle Inspection Program) inspection.
 - Vehicles that are damaged, defective and unsafe for operation are not permitted to travel on roadways.
- Transporting dangerous goods on public roads.
 - Transportation of dangerous goods on public roads will follow Transportation of Dangerous Goods Regulations.
 - All drivers will be trained in transporting dangerous goods.
 - Refer to 950C-C-068 Transportation of Dangerous Goods Code for more information.

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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) Determine final destination, weight and dimension of load.
- 2) Obtain a commercial vehicle weight and dimension permit. Ensure driver has a copy.
- 3) Determine heavy haul route. Ensure route is communicated with driver.
- 4) Identify escort vehicle requirements.
- 5) Complete hours of service log and update throughout the day.
- 6) Complete a hazard assessment (i.e. FLRA) for the task. Inform supervision of any hazard outside of the workers' control.
- 7) Inspect vehicles, trailers, equipment and tooling. Notify supervision of any vehicles, trailers, equipment or tooling that is damaged, defective or unsafe. Do not operate vehicles, trailers, equipment or tooling if unsafe.
- 8) Load materials and or equipment onto trailer. Secure load as per 965C-SOP-003 Loading and Offloading Equipment on a Trailer related to the trailer style and type of load and in accordance with National Safety Code Standard 10.
- 9) Complete radio check with escort vehicles.
- 10) Travel 80 km and recheck load securement.
- 11) Follow travel route and escort vehicle.
- 12) Recheck load securement every 3 hours or 240 km.

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- 13) Arrive at destination. Unload materials and or equipment. Follow company specific SOPs for loading and offloading equipment.

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 Commercial Vehicle Dimension and Weight Regulation
- Alberta Commercial Vehicle Safety Regulation
- Canada National Safety Code
- Transportation of Dangerous Goods Regulations
- 930C-P-001 Alcohol and Drug Policy
- 940C-P-002 Commercial Vehicle Use Guidelines
- 950C-C-017 Fatigue Management Code
- 950C-C-058 Transportation Code
- 950C-C-068 Transportation of Dangerous Goods Code
- 965C-SOP-002 Operating Escort Vehicles
- 965C-SOP-003 Loading and Offloading Equipment on Trailers
- 965C-SOP-004 Using a Winch Tractor

9.0 APPENDICES

- No appendices.