STANDARD OPERATING PROCEDURE

Working on Top of Windrows		Document Number: 962C-SOP-046
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WORKING ON TOP OF WINDROWS

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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 heavy equipment working on top of a windrow.

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

- Narrow, unstable working surface. Equipment rollover from top of windrow or equipment sliding down windrow resulting in damage.
    - All windrows and ramps must be inspected by the supervisor prior to work commencing. Additional spot checks must be completed by the supervisor throughout the shift.
    - The windrow surface must be level. Where possible, remove loose and frozen lumps. Ensure there are no voids or underlying pockets that could compromise the stability of the equipment.
    - Machines must be ice-lugged when working on windrows in frozen conditions. Inspect ice lugs regularly for wear.
    - Windrow height should be no higher than the tailgate of the largest haul truck. If the windrow exceeds this height, a JSA with supervisor approval must be completed.
    - Surface on top of the windrow should be 1.5 times the width of the largest equipment used.
    - Ramps will be constructed at a 3:1 slope. Toe ramps will remain in place until all equipment work on the windrow is complete.
    - If ripping is required, rip only 8 to 10 metres and wing material side to side to create proper width before proceeding. Width will be 1.5 times the width of the largest dozer used.
    - The loading unit must maintain stability on the windrow. Do not overreach to load trucks. Ensure floor conditions will not slough or sink. The use of mats is not permitted when working on windrows.
    - Install working berms on windrow edges to prevent equipment from travelling over the edge. Where possible, maintain 1 metre from the edge.
    - Loading unit to load material from one side of the face (no digging from the track sides).
    - When travelling on top of a windrow, loading unit operators must have the cab in the same direction of travel.
    - Do not hoist any auxiliary equipment on to windrow (i.e. scratching post, mats, light tower).

- Material contacting haul trucks or haul trucks contacting loading unit while being loaded from windrow.
    - Flatten material and compress with bucket of loading unit.
    - No material will be scooped up by the loading unit if it is over the size that will fit in the bucket.
    - Do not handle oversized material unless documented on a hazard assessment and approved by supervisor.
    - Haul trucks will not back to loading unit until bucket is staged for loading. Ensure berms are used during same level loading.
    - Job setup must prioritize swing to the good side where feasible.
- Workers slipping, tripping or falling while walking on windrow.
    - Do not leave equipment on the windrow and walk down the slope.
    - Do not service equipment on top of windrow.
    - Equipment to be brought down off the windrow to the floor before exiting.
    - Notify supervision if unable to do this.
- Improper access ramp.
    - Ramps will be constructed at a 3:1 slope.
    - Toe ramps will remain in place until all equipment work on the windrow is complete.
    - Before a ramp can be removed while equipment is present on top of the windrow, another ramp must be constructed and inspected.
    - Ramps must be in place while equipment is present on top of the windrow for emergency responder access / egress.
- Stuck equipment.
    - Contact supervision in the event equipment becomes stuck or sunk on top of the windrow or in front of the windrow.
    - Loading unit operators may assist loaded haul trucks from becoming stuck by pushing on the material centred in the rear portion of the truck box. At no time can the loading unit operator encroach closer than 1 metre to the edge.
    - The loading unit operator must not swing to push the truck or fully extend the boom and stick as this will upset the loading unit.
    - Pushing must only be under hydraulic power and not with the final drives. No metal-on-metal contact is permitted.

4.0 CHECKLIST

- ☐ Attend all preparatory meetings (i.e., daily PSI; job scope; review of JSA's and SOPs for the job).
- ☐ Complete FLRA cards before starting work.
- ☐ Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOPs; 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

5.4 Windrow

A stockpile of material. Typically, long and narrow in design.

6.0 PROCEDURE

1) Supervisor to inspect windrow and ramps prior to task. Confirm the area is safe for equipment to work on.
2) Worker to complete hazard assessment (FLRA/JSA) specific to task prior to commencing.
3) Build ramps to access the top of windrows or stacked material. Dozer operator to rip and blade material down to develop ramp. Ramps will be at a 3:1 slope.
4) Rip and flatten the windrow top for equipment to work from.
    a. Dozer operator to wing back the corners of the windrow right side out, left side out and back up to the toe of the windrow.
    b. Repeat winging side to side and rip down until a flat surface on top is achieved that can safely support the equipment being used.
5) Loading unit to access top of windrow of stacked material and load haul trucks.

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 19, Powered Mobile Equipment
- 962C-SOP-035 Haul Truck Loading Procedures

9.0 APPENDICES

- No appendices.