

STANDARD OPERATING PROCEDURE

Cleanup Around Loading Units

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CLEANUP AROUND LOADING UNITS

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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 the cleanup around loading units.

2.0 SCOPE AND APPLICATION

- This document applies to all Company Heavy Construction and Mining operations. Ensure all site-specific requirements are met or exceeded before performing the task.

3.0 HAZARDS AND CONTROLS

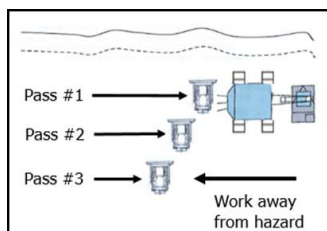
- Contact between loading equipment and cleanup equipment leading to property damage and personal injury.
 - Only competent employees will operate equipment.
 - Ensure radio is working properly prior to equipment operation.
 - Positive radio communication must be made with loading unit operator before entering and exiting loading area.
 - Maintain visual or verbal contact with loading unit operator and other equipment in area.
 - Cleanup activities are NOT permitted within the loading unit's counterweight swing radius.**
 - Cleanup equipment is only required to remove lumps from the haul truck driveway, which is outside of the loading unit's counterweight swing radius.
 - Cleanup equipment must never back towards loading unit when within bucket swing radius.
 - Cleanup equipment must never travel under an elevated bucket or boom sections; monitor boom height and articulation continuously during operation.
 - Always ensure area is clear prior to backing up.
 - Loading unit operator must inform cleanup equipment operator of machine moves prior to moving.
 - Cleanup equipment must receive clear verbal acknowledgement from the loading unit operator prior to performing cleanup activities within the bucket swing radius and when leaving the area.
 - Cleanup equipment will enter bucket swing radius only when counterweight is present to confirm safe distance for cleanup.
 - Cleanup equipment will maintain 3 metres (10 ft) outside counterweight swing radius. This can be defined by the shovel spotting aids on the counterweight.

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- When making multiple passes, the cleanup equipment will work progressively away from the loading unit and ensure it is always parallel to the loading unit's tracks.



- Contact between haul trucks and cleanup equipment leading to property damage or personal injury.
 - Cleanup equipment must understand and listen for horn signals indicating haul truck movement.
 - Loading unit operator must stop trucks that are spotting to load in an area where cleanup will take place.
 - Trucks are not permitted in area until the cleanup equipment has cleared the area.
 - Cleanup equipment will clean opposite to the loading side or wait until loading is complete.
 - Cleanup equipment will not travel behind haul trucks in the loading area. If cleanup is required, haul truck must pull out and face the loading area prior to cleanup equipment advancing into the area.
 - Cleanup equipment will not operate within two truck widths of a truck in the loading area; cleanup equipment must be stopped and in view of haul truck operator until spotting is complete and haul truck is stopped.
 - Cleanup equipment will not impede the flow of the loading cycle and must be parked safely out of this area during active loading.
- Cleanup equipment struck by falling material from haul trucks, shovel, or high wall / dig faces.
 - Watch for falling rock or lumps along dig face, as well as cracks in the high wall.
 - Never travel under raised shovel bucket.
 - Never travel between shovel and dig face/high wall unless directed by shovel operator.
 - Stay square to the face and make turn after first pass.
 - Travel in perpendicular motion when working near dig faces and high walls.
 - Do not enter areas with visible loose or hanging material, report to supervisor.
- Inadequate communication between loading unit and cleanup equipment.
 - Perform radio check at beginning of shift (or when equipment is assigned), confirm correct radio channel for area.
 - Communicate radio messages clearly and acknowledge transmission (positive acknowledgement).
- Cleanup equipment contacting electric shovel trailing cable causing damage to cable, loss of power to shovel and potential electrocution.
 - Ensure shovel trailing cable is adequately identified by markers or cones.
 - Always be aware of cable locations.
 - Always stay a minimum of 3 metres away from trailing cables.

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- Never attempt to drive over a trailing cable.

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 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.

5.4 High Wall / Dig Face

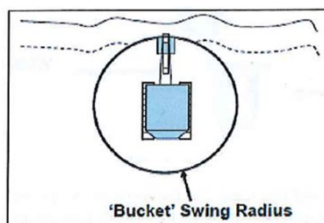
The unexcavated face of exposed material in a surface mine.

5.5 Positive Communication

Verbal communication that is acknowledged and confirmed by the receiver. Use unit numbers to identify equipment on the radio.

5.6 Bucket Swing Radius

Refers to the circular area around a loading unit (such as a shovel or excavator) that the bucket can reach or sweep through during operation. This radius is determined by the length of the boom and stick (or arm) and the range of motion of the bucket.



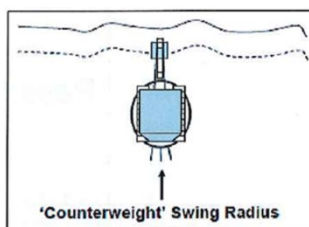
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5.7 Counterweight Swing Radius

Is the circular area around the rear of a loading unit (such as a shovel or excavator) that the counterweight occupies as it rotates during operation. This radius represents the furthest point the counterweight can reach when the upper structure of the machine swings side to side.



6.0 PROCEDURE

- 1) Conduct a hazard assessment (i.e., FLRA) prior to beginning the task and ensure traffic patterns, haul routes, horn signals and radio channels are understood.
- 2) Complete equipment pre use inspection and checklist prior to operating equipment.
- 3) Report all maintenance and/or safety issues to supervision; have necessary items corrected prior to operating equipment.
- 4) Perform radio check to ensure radio is operating properly.
- 5) Inspect work area including dig faces and pit floors prior to beginning cleanup operations.
- 6) Cleanup equipment will contact the loading unit and receive positive acknowledgment to enter the work area to initiate cleanup.
- 7) The loading unit will position itself to present the counterweight to the side the cleanup equipment is cleaning.
- 8) The cleanup equipment will use the spotting aids on the loading unit's counterweight to confirm they are outside of the swing radius.
- 9) Once the cleanup equipment has been spotted into position the loading unit can continue to either load a truck on the opposite side or work in the face while the cleanup equipment works.
- 10) The cleanup equipment will work perpendicular to the face and away from the loading unit following all other existing procedures.
- 11) The cleanup equipment will notify the loading unit once it is clear of the area. Loading units will provide positive acknowledgment to cleanup equipment.

7.0 NOTES

If there is a need to clean within the swing radius of the counterweight, supervision must be notified and present for the task. Where possible the loading unit will move out of the area to allow for cleanup. If there is potential for loading unit damage due to movement, the loading unit must ground the bucket in the bank, and the operator must exit the seat until the cleanup dozer has left the area. Loading unit activities may resume only upon direction from supervision.

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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 36, Mining

9.0 APPENDICES

- No appendices.