

# STANDARD OPERATING PROCEDURE

**Excavators Working in Congested Areas**

Document Number: 962C-SOP-023

Original Approval Date: Oct 10, 2012

Revision Number: 3

Page 1 of 4


Latest Revision Date: June 15, 2022

Next Revision Date: June 15, 2025

Document Approval Level: 4

\*This document is not controlled if printed.\*

## EXCAVATORS WORKING IN CONGESTED AREAS

						
3	APP	June 15, 2022	APP	A. Brule	L. Norris	T. Siver
2	APP	Oct 23, 2018	Approved	Andre Brule	Tammy Siver	Barry Palmer
<b>Rev</b>	<b>Status</b>	<b>Rev. Date</b>	<b>Status Description</b>	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>

# STANDARD OPERATING PROCEDURE

Excavators Working in Congested Areas

Document Number: 962C-SOP-023

Original Approval Date: Oct 10, 2012

Revision Number: 3

Page 2 of 4

Latest Revision Date: June 15, 2022

Next Revision Date: June 15, 2025

Document Approval Level: 4

\*This document is not controlled if printed.\*

*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 working with excavators in congested areas.

## 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

- **Mounting / dismounting equipment resulting in injury.**
  - Ensure gloves and boot bottoms are clear of material that may cause poor traction.
  - Ensure steps and platforms are clear from mud, ice and snow before mounting the equipment.
  - Always maintain three point contact when mounting or dismounting the excavator. Hands must be free; no materials are to be carried by hand while climbing.
  - Ensure feet are placed securely in the steps on machine.
- **Inadequate communication with ground personnel and other equipment operators.**
  - Before working in the congested area excavator operator, ground personnel and other equipment operators must review and sign off on each other's FLRA cards.
  - Good communication must be maintained between ground personnel and other equipment operators during work activities in the congested area.
  - Ensure operators are using the correct radio channel. Perform radio checks at the beginning of shift and periodically during the shift.
  - Operator must sound the horn before starting the equipment.
  - Operator must verbally notify the work area prior to moving or repositioning the excavator.
- **Equipment contact, property damage and/or personnel injury while working in a congested area.**
  - Operator must complete a visual inspection of the excavator and the surrounding area to ensure that the equipment is in safe operating condition. They must also ensure that no workers including the operator are endangered when the equipment is started up.
  - When repositioning or traveling in a congested work area a spotter is required. The spotter will maintain eye contact with the operator or use radio communication to spot equipment.
  - The excavator operator will stop the equipment if visual contact is lost between the operator and the spotter. The spotter will follow 962C-SOP-008 {Signaling Equipment}.

# STANDARD OPERATING PROCEDURE

Excavators Working in Congested Areas

Document Number: 962C-SOP-023

Original Approval Date: Oct 10, 2012

Revision Number: 3

Page 3 of 4

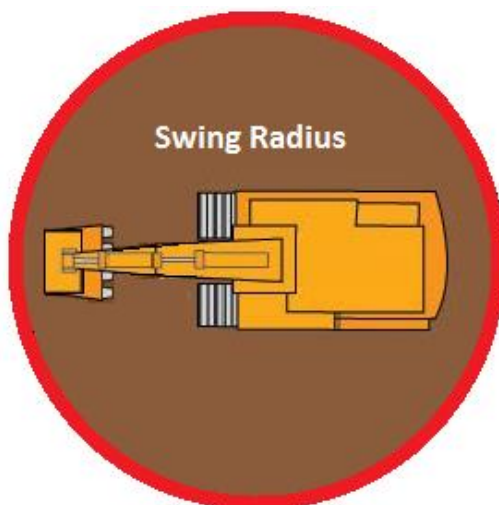
Latest Revision Date: June 15, 2022

Next Revision Date: June 15, 2025

Document Approval Level: 4

\*This document is not controlled if printed.\*

- Perform walk around at the start of shift, after breaks and anytime the operator is unsure of the proximity of people, equipment or obstacles.
- Operator must maintain full control of the excavator at all times.
- Operate the equipment at safe speeds at all times.
- Operators should swing to the “good side” of the equipment whenever possible.
- Operator must confirm there are no obstacles prior to operating or repositioning equipment.
- Ensure ground personal and other equipment are clear of the swing radius of the excavator being used. Mark the swing area of the excavator using flagging or barricades and ensure proper signage is in place.



## 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.

# STANDARD OPERATING PROCEDURE

<b>Excavators Working in Congested Areas</b>		Document Number: 962C-SOP-023
Original Approval Date: Oct 10, 2012	Revision Number: 3	Page 4 of 4
Latest Revision Date: June 15, 2022	Next Revision Date: June 15, 2025	Document Approval Level: 4

\*This document is not controlled if printed.\*

## 5.3 HSE

Refers to the Health, Safety & Environment department

## 6.0 PROCEDURE

### 6.1 General Procedure

- Supervisor will review scope of work with the excavator operator and ground personnel.
- Excavator operator and ground personnel will have a pre-work meeting prior to any work commencing in the congested area.
- The excavator operator must be trained, evaluated and be familiar with the excavators operating controls before operating the equipment.
- Complete an FLRA and inspect the work area for potential hazards before commencing work.
- Operator must complete a visual inspection of the excavator. Any findings affecting the safe operation of the excavator must be reported to the supervisor.
- Before operating excavator: the swing area must be identified using flagging, barricades and/or signs in place to indicate the swing radius.
- Operator must keep the cab, floor and deck of the excavator free of materials, tools or other objects that could interfere with the safe operation of the controls or create a tripping hazard.
- Ensure operator's seat is properly positioned for optimal visibility and comfort. Seat belt must be fastened.
- Excavator Operator must sound the horn prior to start up.
- Excavator must be kept under control and operated smoothly at all times.
- When parking, ensure area is free of hazards, machine is level, lower all attachments, set brakes, and install operator out of cab sign.

## 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.

- References
- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 19 Powered Mobile Equipment:
- Sections: 256 - Operator responsibilities, 257 - Visual Inspection, 260 – Inspection and maintenance}
- 950C-C-039 {Mobile Equipment Code}
- 962C-SOP-042 {Approaching Equipment}
- 962C-SOP-008 {Signaling Equipment}

## 8.0 APPENDICES

- There are no appendices.