

STANDARD OPERATING PROCEDURE

Securing Disabled or Parked Equipment in an Operating Environment

Document Number: 962C-SOP-037

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Revision Number: 3

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Latest Revision Date: June 21, 2022

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SECURING DISABLED OR PARKED EQUIPMENT IN AN OPERATING ENVIRONMENT

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| 3 | App | June 21, 2022 | Approved | L. Norris | L. Norris | T. Siver |
| 2 | App | Aug 20 2018 | Approved | Aimee Letendre | Tammy Siver | Barry Palmer |
| 1 | App | Jan 8, 2013 | Approved | Tammy Siver / Keith Janzen | | Barry Palmer |
| Rev | Status | Rev. Date | Status Description | Prepared by | Reviewed by | Approved by |

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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 securing disabled or parked equipment in an operating environment.

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

- **Uncontrolled movement of equipment while not in the care and control of an operator leading to damage to the equipment, property, and/or personal injury.**
 - Equipment must be parked on flat, level ground.
 - All implements must be grounded.
 - Ensure transmission is in the neutral position or park position if applicable.
 - Park brake must be set prior to exiting cab.
 - The spotting or load/dump brake is not to be applied when leaving the cab.

If a rubber tired piece of equipment is disabled on an incline/decline ensure the following is followed:

- Where possible, turn wheels into a wall or berm;
- Install 4 wheel chocks on the downhill side of the front tires for a loaded truck or 2 wheel chocks for an empty truck. Alternatively a berm of material can be placed on the downhill side of the truck.

Note: when installing wheel chocks on a loaded truck, ensure the truck is safe to approach and there is no hazard material falling from the canopy of truck box. Complete an FLRA for the task.

- Operators are not to leave to cab of the equipment until it has been adequately secured from movement, unless there is an emergency situation (i.e. fire) and all reasonable precautions have been taken to secure the unit.

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- Operator to confirm park brake indicator light is illuminated on the outside cab of the unit.
- Operator to confirm park brake light on dash of cab is solid and not flashing.

Note: a flashing light may indicate the park brake is not set, notify supervision and do not leave unit unattended until instructed by supervision or maintenance personnel that it is safe to do so.

- Operator will install “operator out of cab/is your park brake applied” signage on window prior to leaving the unit.
- Operators will not activate/deactivate propel switch on bumper; this switch is for maintenance functions only.

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

6.1 Parking Equipment

- 1) All equipment will be parked on flat level ground such that it is safe to access/egress and there is no risk of equipment sliding into other equipment. Where possible ensure that the first movement of the equipment will be in the forward direction.
- 2) Park equipment at least 1 width of the equipment from other equipment when parking side by side, and at least 2 lengths of the equipment when parking front to back.

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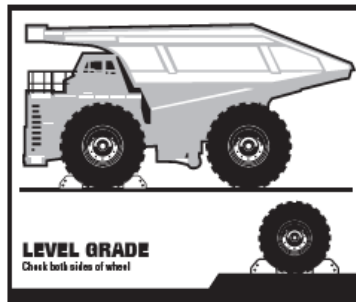
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- 3) When parking around any high wall always park at least 2 times the height of the high wall away. If the high wall is 10 meters, park 20 meters away.
- 4) Lower all implements.
- 5) Place transmission in neutral, or park if applicable.
- 6) Apply park brake.
- 7) Confirm park brake light on dash is solid and not flashing.
- 8) Install "operator out of cab/is your park brake applied" signage in window prior to leaving the unit.
- 9) Confirm park brake has been set.
- 10) Exit cab and confirm park brake indicator light is illuminated outside of cab (if applicable).
- 11) Safely dismount unit.

6.2 Securing Disabled Equipment

- 1) Lower all implements.
- 2) Where possible, turn wheels into a wall or berm if the unit is disabled on an incline/decline.
- 3) Place transmission in neutral, or park if applicable.
- 4) Apply park brake.
- 5) Confirm park brake light on dash is solid and not flashing.
- 6) Activate four way flashers and notify supervision.
- 7) Install two wheel chocks on either side of the front tire of the unit if the unit is on level ground.

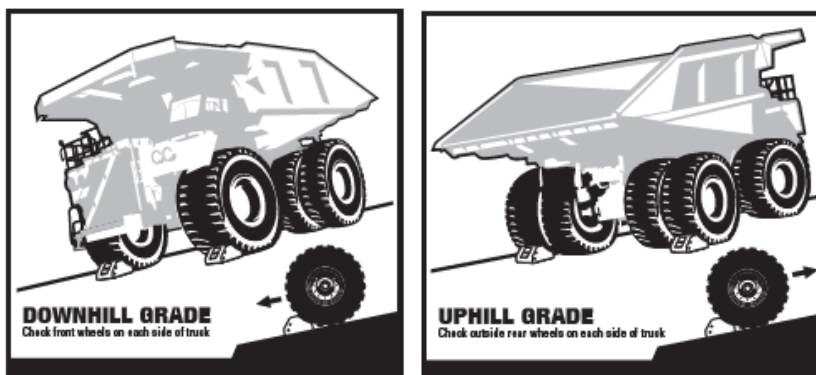


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- 8) Install 2 wheel chocks on the downhill side of the tires for an empty haul truck that is disabled on an incline/decline. Install 4-wheel chocks on the downhill side of the front tires for a loaded haul truck. Alternatively, a berm of material may be placed on the downhill side of the truck as well.



- 9) Install “operator out of cab/is your park brake applied” signage in window prior to leaving the unit.
- 10) Confirm park brake has been set.
- 11) Exit cab and confirm park brake indicator light is illuminated outside of cab (if applicable). Note: the operator shall not leave the unit unattended until it has been adequately secured from movement, unless there is an emergency situation (i.e. fire) and all reasonable precautions have been taken to secure the unit.
- 12) Safely dismount unit.
- 13) If unit is disabled on an active haul road or work area for an extended period of time, install pylons or barricades around the machine and ensure the master switch is in the off position.

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 36
- CNRL Horizon Mine Operations Manual Revision 3

9.0 APPENDICES

- No appendices.

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