



## STANDARD OPERATING PROCEDURE

FORM NO.HSE/CORP/4

<b>ACTIVITY</b>	Transportation of minerals by despatch trucks	<b>SITE</b>	<b>SMC</b>	<b>DEPARTMENT</b>	<b>Mining</b>
<b>SOP NO.</b>	IMFA/SOP/SMC/MINING/16	<b>REVISION</b>	00	<b>EFF DATE:</b>	19.6.14
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Step No.	Activity (WHAT)	Associated Requirements/ Hazards/ Impact	Process / tools / PPEs (HOW)	Responsibility (WHO)	Remarks / Reference
1	Permission to drive truck in the mines premises	<b>OH&amp;S</b> – Nil			
		<b>Environment</b> -Nil			
		<b>Quality</b> – i)Authorisation  ii)Valid license	i)No private vehicle shall be driven within the mines premises unless authorised by the Mines Manager.  ii)Without a valid driving license no person shall be allowed to operate a truck in the mines.	I/C Security  -do-	DOC.NO. WI/OPRN/16
2	Checking of vehicles	<b>OH&amp;S</b> – Nil			
		<b>Environment</b> - Nil			
		<b>Quality</b> – i)Check the vehicle	i-a)The driver will check the general cleanliness of the vehicle. b)He will keep the cab window clean so as to ensure clear vision at all times.  c)Before commencing work, the driver shall personally check the followings: --oil, fuel and water levels in the vehicle --tyre condition and inflation --condition of steering and brakes etc. --working order of audio visual alarm, horn, rear view mirror, lights etc. If found any difficulty, he shall report the	Driver	DOC.NO. WI/OPRN/16



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			<p>matter to <b>the competent person</b> and get the defect remedied before operating the vehicle.</p> <p>d)All the trucks entering to mines shall go through a brake test by dept.</p>		
3	Parking and standing	<p><b>OH&amp;S –</b></p> <p>i)Endangering to traffic</p> <p>ii)Rolling over</p> <p>iii)Striking to person or other obstruction</p> <p>iv)Striking by other equipment</p>	<p>i)Do not park or stand your vehicle in a position that will endanger other traffic. Park only at defined places provided for the vehicles.</p> <p>ii)Before leaving your vehicle ensure that, parking brakes have been applied. In case of gradient, the wheels should be blocked with stopper and the steering turn off centre.</p> <p>iii)Before moving from a parked position ensure that your path is free of any obstruction and blow horn in parked position to caution the nearby person.</p> <p>iv)No vehicle shall be parked on the haul road, ramp, within 30 meters from the working area of any mobile equipment like excavator,loader, dozer etc</p>	<p>Driver</p> <p>Driver</p> <p>Driver</p> <p>Driver/ Mines Foreman</p>	<p>DOCNO. HIRA/MINING/16</p>
		<b>Environment - Nil</b>			
		<p><b>Quality –</b></p> <p>i)The vehicle should not be operated by any other people.</p>	<p>i)Do not leave the vehicle unattended or left unlocked in crowded area.</p>	<p>Driver</p>	<p>DOC.NO. WI/OPRN/16</p>



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		ii)Parking and stopping the engine	ii)Ensure that the gear is in neutral position, and parking brake is on, before stopping the engine.	Driver	
4	Reversing of vehicles	<b>OH&amp;S –</b> i)Work place injury during reversing	i-a)Try to reduce the need for reversing.  b)Look rear vision mirror and ensure reversing alarms in working order, loud enough to be heard above other work noises.	Driver/ Mines Foreman  Driver	DOCNO. HIRA/MINING/16
		<b>Environment - Nil</b>			
		<b>Quality –</b> i)Prohibition for reversing  ii)Reversing procedure	i)The vehicle shall not be reversed in gradients.  ii)Do not operate the vehicle in reverse unless you have a clear view of the area behind the vehicle. Give an warning signal before reversing the vehicle.	Driver/ Mining Mate  Driver	DOC.NO. WI/OPRN/16
5	Entry to & Exit from despatch plot	<b>OH&amp;S –</b>			
		<b>Environment - Nil</b>			
		<b>Quality-</b> i)Entry to & Exit from despatch plot  ii)Signaling	i)Do not allow others to ride on your vehicle nor allow any un-authorized person to operate the vehicle.  ii)Before moving the vehicle, horn shall be blown under- Two long horns – while intending to move forward	Driver   Driver	DOC.NO. WI/OPRN/16



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		iii)Entry and positioning near loading point	Three long horns – while intending to move in reverse One long horn – before stopping or starting Continuous horns – drawing attention of supervisors  iii)Make entry and position your vehicle near the stack as per the guidance of despatch supervisor.	Driver/ Mining Mate	
6	Loading	<b>OH&amp;S –</b> i)Slip/fall from loading platform  ii)Injury due to fall of materials	i)The ladder used for stepping and carrying load to despatch truck will be protected from adverse weather conditions.  ii)At the time of machine loading, the driver will stay in the cabin to avoid any danger of fall materials.	Mining Mate  Driver	DOCNO. HIRA/MINING/16
		<b>Environment – Nil</b>			
		<b>Quality –</b> i)Keep the load balanced.	i)Trucks will be loaded in such a manner that spillage will minimised. Loads shall be centralized to minimise instability.	Loading Operator/ Mining Mate	DOC.NO. WI/OPRN/16
7	Driving on the road	<b>OH&amp;S –</b>	i)While traveling the haul road, stay two truck lengths or more behind the truck		DOCNO.



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		<p>i)Accidental backing or flying of stone wedged between rear tyres</p> <p>ii)Collision due to overtaking</p> <p>iii)Injury to pedestrian</p> <p>iv)Injury to person</p> <p>v)Injury to person</p> <p><b>Environment -</b></p> <p>i)Air pollution caused by fire</p>	<p>ahead.</p> <p>ii)Drive defensively. Do not attempt to overtake any other vehicle unless due caution is taken that –</p> <p>a)the speed limit is not exceeded</p> <p>b)there is sufficient visibility of the road ahead</p> <p>c)the area ahead is free of any road intersection of junction</p> <p>d)sound audible warning signal before overtaking</p> <p>e)do not attempt to pass until you received a proper signal in reply.</p> <p>iii)Take proper care while crossing the pedestrian path.</p> <p>iv)Sound audible warning while approaching blind corners or any other points where persons may walk in front unexpectedly.</p> <p>v)Do not carry passengers in loaded vehicle.</p> <p>i)No smoking or naked lights are permitted during refueling and the</p>	<p>Driver</p> <p>Driver</p> <p>Driver</p> <p>Driver</p> <p>Driver</p> <p>Driver</p> <p>Driver/ Mining Mate</p> <p>Driver</p>	<p>HIRA/MINING/16</p> <p>Aspect no.17</p>
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			checking of batteries. Ensure the fire extinguisher in order.		
		<b>Quality -</b>			
		i)Using PPEs.	i)Use safety shoes, helmets. Before starting to drive, secure with seat belt.	Driver	DOC.NO. WI/OPRN/16
		ii)Obey the speed limit	ii)Maximum speed limit is 20km/hr.	Driver	
		iii)Signalling for traffic or other equipment on the road	iii)Headlights are to be dipped during darkness, while approaching other traffic or mobile equipment working areas.	Driver	
		iv)Drive defensively	iv)Drive right of way over another vehicle.	Driver	
		v)Drive under control	v))Always keep your vehicle under control.	Driver	
		vi)Driving un control	vi)No driver shall be allowed to work in intoxication mood.	Driver	
		vii)See the signage and route hazards	vii)Aware of sign posted to indicate restricted parking, speed limits, vehicle movement and other route hazards.	Driver	
		viii)See the clearances	viii)Make sure that the vehicle has adequate clearances, particularly when reversing, parking, passing other vehicles and units or passing stationary and static equipment.	Driver	
		ix)While passing a stripping equipment on the road	ix)When approaching a stripping equipment, sound audible warning signal and do not attempt to pass until you have received a proper signal in reply.	Driver	
			x)Remain alert for sharp bends,		


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		x)Focus to the road  xi)Poor conditions of road	junctions,pedestrian crossings, blind corners, road works etc.  xi)Where visibility or road conditions are poor, reduce the speed of your vehicle to the extent necessary to maintain effective control.		
8	Supervision	<b>OH&amp;S – Nil</b>			
		<b>Environment-</b> Nil			
		<b>Quality –</b> i)Supervision at the work place  ii)Obey guidance of supervisor	i)Restrict the pedestrian access in vulnerable areas.  ii)When loaded by mechanical equipment, follow carefully the supervisors or operator's signal.	Mining Mate  Driver	DOC.NO. WI/OPRN/16

<b>Name</b> <b>Designation</b> <b>Signature:</b> <b>Date:</b>	<b>Prepared by</b>  <b>M.K. Samal</b> Mines Manager	<b>Approved by</b>  <b>S. Patni</b> Sr. GM(Mines)
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**NOTE :****SIX DIRECTIONAL HAZARD IDENTIFICATION DURING JOB :**

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In addition to the above SOP, a 6-directional hazard identification sheet shall be used before start of the job. While executing the job at site, any hazards from six directions (**NORTH, SOUTH, EAST, WEST, TOP, BUTTOM**) to be assessed based on physical observation, common sense & experience. Controls shall be taken for any hazards thus identified.

**TRAINING RECORD OF SOP:**

The Training on this SOP with six directional hazards is to be imparted to concerned employee and contract workers by Shift In-Charge / Deptt. Head as applicable. The Training Record to be maintained in a register with signature of the individual employees before starting of the job.