



**STANDARD OPERATING PROCEDURE
FORM NO.**

ACTIVITY	Manual breaking, sizing & stacking of minerals	SITE	SMC	DEPARTMENT	Mining
SOP NO.	IMFA/SOP/SMC/MINING/14	REVISION	00	EFF DATE:	19.6.14
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Step No.	Activity (WHAT)	Associated Requirements/ Hazards/ Impact	Process / tools / PPEs (HOW)	Responsibility (WHO)	Remarks / Reference
1	Inspection at the beginning of shift	Quality – i) Inspection by supervisor	i) Prior the work to be started, the working area and approach or conditions for safe working etc. will be checked by the supervisor.	Mining Mate	DOC.NO. WI/OPRN/14
		OH&S – i) Striking by the obstruction and fall	i) He will inspect the house keeping of the area of individual gang allotted and will ensure safety.	Mining Mate	DOC NO. HIRA/MINING/14
		Environment - Nil			
2	Checking of tools ,tackles and PPEs.	Quality – i) Using PPEs.	i) All the persons engaged in processing work will use safety shoe, helmet, hand gloves, leg guards and safety goggles etc. The supervisor will check the condition of these safety items regularly and if found damaged will not allow to reuse.	Mining Mate	DOC.NO. WI/OPRN/14
		OH&S – i) Injury to spade operator	i) The spade which is unsuitable for use shall be removed from the operation.	Mining Mate	DOC NO. HIRA/MINING/14
		ii) Cut injury to carrier	ii) No iron pan having broken edge or damaged base will be allowed in the operation.	Mining Mate	
iii) Striking due to slip of hammer from handle/ excessive flying materials due to broken edge of hammer	iii) No hammer with broken edge or rounded shape will be used in the operation. Any damage to handle and also loose fitting to hammer will be reported and discarded immediately from the operation.	Mining Mate			



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		Environment - Nil					
3	Providing boulder material to plot	Quality – i) Supply of boulder material	i-a) Boulder materials will be provided in B shift. In case of exigency with due precaution this may be supplied in A' shift also. b) Over size boulder which can not be handled manually will not be supplied for processing.	I/C Shift	DOC.NO. WI/OPRN/14		
		OH&S – i) Injury due to handling of oversize boulders ii) Striking by boulder	i) Any oversize from the supplied material shall be separated by machine and broken by rock breaker only. ii) During unloading of boulder material at plot, the processing workers will remain at safe distance to avoid the possible striking of materials.	Mines Foreman Mining Mate	DOC NO. HIRA/MINING/14		
		Environment - i) Dust	i) To avoid generation of dust due to movement of dumper and trucks, water sprinkling will be carried out at regular interval.	Mines Foreman	Aspect No.18		
4	Handling of boulders	Quality – Nil					
		OH&S – i) Injury due to rolling of boulder	i) The boulder will be separated and rolled down from the heap by crow bar. No bend crow bar or of improper size will be used in the operation.	Mines Foreman	DOC NO. HIRA/MINING/14		



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		Environment - Nil			
5	Sizing of boulder	Quality- Nil			
		OH&S – i) Injury to eye ii) Injury to eye	i) For protection from striking pieces, the persons engaged in sizing will wear safety goggles. ii) Other persons working at site will keep themselves safe from flying fragments hitting them. Without protection to eye no worker or other person in the supervision will gaze the operation.	Mining Mate Mining Mate	DOC NO. HIRA/MINING/14
		Environment - Nil			
6	Loading & Shifting material to stack	Quality – i) Clearing the walk way	i) The approach path to stack will be kept free from obstacles.		DOC.NO. WI/OPRN/14
		OH&S – i) Injury due to material fall from pan	i) The material will not be carried on head so that possible fall of material from pan and so the injury can be avoided.	Mining Mate Mining Mate	DOC NO. HIRA/MINING/14
		Environment – i) Resource depletion due to spillage	i) After sizing, the material will be loaded in a manner so that carried safely without causing spillage.	Mining Mate	Aspect No.21
7	Stacking	Quality - i) Stacking	i) The material will not be stacked to more than 1 meter height.		DOC.NO. WI/OPRN/14



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		OH&S – i) Rolling of material during stacking	i) Restrict the height to avoid rolling material from stack and striking.	Mining Mate	DOC NO. HIRA/MINING/14
		Environment - Nil			
8	Despatch of materials	Quality – Nil			
		OH&S – i) Riding over	i) The workers engaged in processing work will remain careful during entry and exit of trucks or dumpers to the plot.	Mining Mate	DOC NO. HIRA/MINING/14
		Environment- Nil			

Name Designation Signature: Date:	Prepared by M.K. Samal Mines Manager	Approved by S. Patni 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.