



STANDARD OPERATING PROCEDURE
FORM NO.HSE/CORP/4

ACTIVITY	Deployment of HEMMs. at stack yard during ore despatch			SITE	SMC	DEPARTMENT	Mining
SOP NO.	IMFA/SOP/SMC/MINING/13	REVISION	00	EFF DATE:	19.6.14	NO. OF PAGES	Page 1 of 7

Step No.	Activity (WHAT)	Associated Requirements/ Hazards/ Impact	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
1	Parking of despatch trucks to be loaded	Quality – i) Parking of vehicles	i) Park your truck in defined place and never leave, in active work areas.	Driver	DOC.NO. WI/OPRN/13
		OH&S – i) Rolling in gradient	i) While parking ensure that parking brakes have been applied. In case of gradient, the wheels should be blocked with stopper and the steering turned off centre.	Driver	DOCNO. HIRA/MINING/13
		Environment - Nil			
2	Reporting of persons and deployment at stack yard	Quality – i) Allocation	i) In consultation with Khatadar and supervisor of individual gang, the statutory personnel will ensure the proper allotment of trucks in the despatch plot.	Foreman(Despatch)/Mining Mate	DOC.NO. WI/OPRN/13
		OH&S – Nil			
		Environment - Nil			
3	Entry & Exit of trucks	Quality – i) Obey the sign posted in the road	i) Care for the sign posted - restricted parking, speed limits, vehicle movement and other route hazards.	Driver	DOC.NO. WI/OPRN/13



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		ii)Obey the Supervisor	ii)While making entry or exit in the plot, follow the guidance of supervisor.	Driver	
		OH&S – i)Endangering pedestrians	i)Take proper care(Stop-Look-Proceed) while crossing the pedestrian path.	Driver	DOCNO. HIRA/MINING/13
		Environment - Nil			
4	Manual loading to trucks	Quality –	i)After the truck be positioned and stopped to be loaded near the stack, loading labour will be engaged for the work.	Mining Mate/ Gang Leader	DOC.NO. WI/OPRN/13
		OH&S –Nil			
		Environment -Nil			
5	Machine loading to truck	Quality- i)Position the truck properly	i)Before loading, place the truck in such a position that loading operation will be smoothly carried out.	Machine Operator	DOC.NO. WI/OPRN/13
		ii)Machine operator will load safely	ii-a)The machine operator will avoid fast swings, hoists or sudden braking. He will be sure all persons and obstacles are clear before swinging. b)Never unload the material from excessive height		
		OH&S – i)Striking by the equipment/ Fall of materials	i)During machine loading, the driver will remain inside the cabin. No other person will be allowed for any means, at the vicinity of loading place.	Driver Machine	DOCNO. HIRA/MINING/13



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		ii)Striking to the truck cabin	ii)He will never swing bucket over truck cab.	Operator	
		Environment - Nil			
6	Movement of volvo dumper for unloading minerals	Quality – i)The operator will not allow any other persons to ride. ii)Drive defensively in the plot area	i)Do not carry passengers in your vehicle. ii)Follow the traffic rules and drive defensively in the plot area. Always obey the direction of spotter at the plot.	Volvo Operator Volvo Operator	DOC.NO. WI/OPRN/13
		OH&S – i)Toppling	i)During unloading never move the vehicle in dala raised condition.	Volvo Operator	DOCNO. HIRA/MINING/13
		Environment – Nil			
7	Preparation of stack by dozer/loader	Quality – i)Preparation of stack	i)The dozer/loader will be engaged for sizing & leveling of mineral stock to make it a geometrical shape.	Dozer Operator	DOC.NO. WI/OPRN/13
		OH&S – i)Riding over	i)No person shall stay in the working area of dozer/loader.	Mines Foreman/ Mining Mate/ Machine Operator	DOCNO. HIRA/MINING/13
		Environment – i)Dust	i)While working in the plot, the operator & supervisor shall use nose mask.	Machine Operator	Aspect No.18



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8	Movement of water tanker for sprinkling in the plot area	Quality – i)Entry & exit of WT in the plot	i-a)Bad road conditions or any obstructions shall be reported immediately to the supervisor. b)Avoid the need for reversing.	WT driver	DOC.NO. WI/OPRN/13
		OH&S - i)Riding over	i)Before reversing, see the back clearly in the rear view camera/rear view mirror. Warn the persons through audio visual alarm and then proceed.	WT driver	DOCNO. HIRA/MINING/13
		Environment–Nil		WT driver	
9	Reversing of heavy vehicles	Quality – i)Reversing of vehicles	i)Ensure that the vehicle has adequate clearance, particularly when reversing and passing other vehicles and units.	Driver	DOC.NO. WI/OPRN/13
		OH&S - i)Riding over	i)To reduce risks when reversing, keep rear vision mirrors and windscreens clean and in good repair and reversing alarms in working order, loud enough to be heard above other work noises.	Driver	DOCNO. HIRA/MINING/13
		Environment–Nil			
10	General precautions to be followed	Quality – i)Do not allow	i)Do not allow any other persons to operate your equipment.	Driver/Operator	DOC.NO. WI/OPRN/13



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		<ul style="list-style-type: none"> ii)Start with proper key iii)Leaving machine for any reason 	<ul style="list-style-type: none"> ii)Start with proper key and keep in your possession. Never remain away leaving the key with the equipment. iii)Never leave the machine in starting condition. 	<ul style="list-style-type: none"> Driver/Operator Driver/Operator 	
		OH&S -Nil			
		Environment–Nil			
11	Supervision & Control	<p>Quality –</p> <ul style="list-style-type: none"> i)Use PPEs. ii)Traffic control iii)Traffic control iv)Control crowding of trucks and movement of persons v)Restrict the access in some areas vi)Labor unrest 	<ul style="list-style-type: none"> i)Ensure that all the persons who engaged in the despatch plot are using proper PPEs. ii)Ensure the orderly parking of vehicles. iii)Ensure the entry and exit of trucks in the right way. iv)During entry or exit of trucks, control the ground moving persons. v)Restrict the pedestrian access in vulnerable areas. vi)During any circumstances of labour becoming unrest, the supervisor will make effort for convincing them other wise report immediately to the Labour Welfare Officer/Personal Officer. 	<ul style="list-style-type: none"> Mining Mate Security Security Mining Mate Mining Mate Despatch Foreman/ Mining Mate 	DOC.NO. WI/OPRN/13


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	OH&S - i)Striking by machine ii)Fall from machine iii)Fall from machine iv)Fall v)Riding over vi)Injury to by passers	i)Restrict the entry of person to the machine movement area. ii)Ensure that the operators are using seat belt. iii)See the door closed while machine is operating. iv)See that no person are using the truck shed for recreation or rest. v)See that no person are trying to ride to a truck when it starts moving. vi)No other materials or implements will be transported in a mineral loaded truck. If required to be shifted, then properly tightened with truck body to avoid fall on the way.	Mines Foreman/ Mining Mate Mining Mate Mining Mate Mining Mate Mining Mate	DOCNO. HIRA/MINING/13
	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 :

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SIX DIRECTIONAL HAZARD IDENTIFICATION DURING JOB :

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.