



## STANDARD OPERATING PROCEDURE

FORM NO.HSE/CORP/4

<b>ACTIVITY</b>	Manual loading to despatch trucks			<b>SITE</b>	<b>SMC</b>	<b>DEPARTMENT</b>	<b>Mining</b>
<b>SOP NO.</b>	<b>IMFA/SOP/SMC/MINING/15</b>	<b>REVISION</b>	<b>00</b>	<b>EFF DATE:</b>	<b>19.6.14</b>	<b>NO. OF PAGES</b>	<b>Page 1 of 5</b>

Step No.	Activity (WHAT)	Associated Requirements/ Hazards/ Impact	Process / tools / PPEs (HOW)	Responsibility (WHO)	Remarks / Reference
1	Allocation and allotment	<b>Quality –</b> i) Follow the instruction of gang leader  ii) Follow the instruction of supervisors  iii) Endangering himself or others	i) The workers will follow the instruction of individual gang leader to work at allotted stack.  ii) They will obey the instructions of statutory persons engaged for the job.  iii) No one will willfully or not, do any thing to endanger himself or others during work.	Despatch Foreman/ Mining Mate  -do-  -do-	DOC.NO. WI/OPRN/15
		<b>OH&amp;S – Nil</b>			
		Environment - Nil			
2	Entry or Exit of trucks	<b>Quality –</b> i) Restriction of movement	i) Restrict the ground moving persons and especially during entry or exit of trucks in the plot.	Mining Mate	DOC.NO. WI/OPRN/15
		<b>OH&amp;S –</b> i) Hitting by other vehicle at the cross road  ii) Hitting by other vehicle in the haul road  iii) Fall/striking to by passers	i) Pedestrians or two wheelers in the foot path will be careful during travel particularly at the cross road to foot path.  ii) Never to use haul road by pedestrians or two wheelers.  iii) While ladder will be carried in a loaded truck, it shall be properly fastened to avoid movement or fall on the way.	Mining Mate  Mines Foreman/ Mining Mate  Mining Mate	DOC NO. HIRA/MINING/15



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		iv)Fall	iv)No person will travel on dala of loaded truck.	-do-	
		Environment – Nil			
3	Inspection of tools and tackles	Quality – Nil			
		<b>OH&amp;S –</b> i)Injury due to use of defective tools	i)Check the conditions of tools and tackles to be used in the work- if found defective discard from the operation.	Mining Mate	DOC.NO. HIRA/MINING/15
		<b>Environment -Nil</b>			
4	Housekeeping & caring of tools	Quality – i)House keeping	i)Loading area shall be kept clean and free from obstacles.	Mining Mate	DOC.NO. WI/OPRN/15
		<b>OH&amp;S –</b> i)Striking by tools and tackles	i-a)During break time ensure that tools are kept at their respective stacks. i-b)After completion of work tools will be carried away.	Mining Mate/ Loading labour	DOC.NO. HIRA/MINING/15
		<b>Environment -Nil</b>			
5	Loading to truck	<b>Quality-</b> i)Loading	a)The truck will be loaded from both sides so that loading will be performed evenly and in a balanced manner.  b)The truck will never be loaded in starting condition.  c)Do not sit on ground level where truck parked	Gang leader  Driver	DOC.NO. WI/OPRN/15



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		<p><b>OH&amp;S –</b></p> <p>i)Riding over</p>	<p>i)After the truck positioned and stationed at the stack to be loaded, labour will be engaged for work.</p>	<p>Mining Mate</p>	<p>DOC NO. HIRA/MINING/15</p>
		<p>ii)Slip/Fall</p>	<p>ii)Condition of ladder will be checked . The ladder for stepping and carrying load to despatch truck should be protected from adverse weather conditions.</p>	<p>-do-</p>	
		<p>iii)Fall from ladder</p>	<p>iii)The ladder will be correctly placed in a stable ground.</p>	<p>-do-</p>	
		<p>iv)Slip/Fall</p>	<p>iv)While carrying load on ladder, stepping will be made carefully and attention will be made to avoid possible slipping due to mud and rain.</p>	<p>-do-</p>	
		<p>v)Rolling of boulder and striking to persons</p>	<p>v)During loading no under cutting of stacks will be allowed. The boulder in the stack when exposed will be loosen by crow bar and allowed to fall down .</p>	<p>-do-</p>	
		<p>vi)Fall from the stack</p>	<p>vi)To avoid collapse of stack due to under cutting and subsequent fall injury, the loading from the truck back will not be allowed.</p>	<p>-do-</p>	
		<p>vii)Fall injury due to tipping of basket</p>	<p>vii)Do not use basket for stepping to the ladder.</p>	<p>-do-</p>	
		<p>viii)Fall of material from height</p>	<p>viii)Without a ladder do not try to load directly to the truck.</p>	<p>-do-</p>	
			<p>ix)During a stretch of work, try to interchange the loading and carriage persons.</p>	<p>Gang leader</p>	



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		ix)Ergonomics  x)Illness during work  xi)Fall due to ladder unbalanced  <b>Environment -Nil</b>	x)Any illness during work will be reported immediately to the supervisor.  xi)No two persons will step the ladder at a time.	Mining Mate  -do-  -do-	
6	Supervision	<b>Quality –</b> i)Supervision by competent person	i)All the activities in the plot will be carried out under the supervision of competent persons.	Depatch Foreman/ Mining Mate	DOC.NO. WI/OPRN/15
		<b>OH&amp;S –</b> i)Personal injury  ii)Illness due to use of contaminated water  iii)Striking by obstacles  iv)Strike by lightning	i)For personal safety, all persons will use safety shoes, hand gloves, helmet and nose mask etc.  ii-a)Sintex tank with covered lid with tape arrangement will be provided for drinking water purpose. b)The sintex tank will be cleaned regularly. c)After filling, it shall not be left uncovered. d)For taking water no one shall dip any container into it.  iii)After despatch, the boulder material left near the stack shall be cleared regularly.  iv)During rain or on appearance of thunder storm, the workers will stay at the rest shelter that provided with lightning	Mining Mate  -do-  -do-  -do-	DOC NO. HIRA/MINING/15

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		v)Riding over	arrester. v)Never allow the truck shed for recreation or rest.		
		<b>Environment –</b> i)Dust	i)To avoid generation of dust, sprinkling shall be done at regular interval .	<b>Mining Mate</b>	Aspect No.18

<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 :**

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.