



**STANDARD OPERATING PROCEDURE**  
**FORM NO.HSE/CORP/4**

<b>ACTIVITY</b>	Movement of light vehicles in Mines			<b>SITE</b>	<b>SMC</b>	<b>DEPARTMENT</b>	<b>Mining</b>
<b>SOP NO.</b>	<b>IMFA/SOP/SMC/MINING/18</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 6</b>

<b>Step No.</b>	<b>Activity (WHAT)</b>	<b>Associated Requirements/ Hazards/ Impact</b>	<b>Process / tools / PPEs (HOW)</b>	<b>Responsibility (WHO)</b>	<b>Remarks / Reference</b>
1	Driving by authorised person	<b>OH&amp;S</b> – Nil			
		<b>Environment</b> - Nil			
		<b>Quality</b> – i)Valid license and authorisation  ii)Do not allow any other person to drive	a)Drivers must have possess a valid driving license appropriate for the light vehicle used in mines.  b)He should be duly authorised by the Mines Manager.  ii)He shall not allow any other person to drive his vehicle.	Shift Incharge/ Driver   Driver	DOC.NO. WI/OPRN/18
2.	Checking of vehicle	<b>OH&amp;S</b> – i)Fall of person while traveling	i)Ensure that the condition of doors fitted with handles is OK and is operable from inside and out side.	Driver	DOCNO. HIRA/MINING/18
		<b>Environment</b> - Nil			
		<b>Quality</b> – i)Check before starting  ii)Check the safety appliances	i)Check the followings: a)fuel,oil and water level b)tyre condition and pressure etc.  ii)Check the followings:	Driver	DOC.NO. WI/OPRN/18



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		iii)Check after starting  iv)Maintain the vehicle clean	a)seat belt, parking brake, back horn etc. are in good operating condition.  iii)Check the working condition of brake, steering, horn, light etc.  Any issues/defects that are identified shall be reported and will not be engaged in operation until it has been rectified.  iv-a)Clean windshields, mirrors, lights and indicators regularly. b)The vehicle will be washed regularly.	Driver  Driver  Driver	
3	Use of PPEs. & seat belt	<b>OH&amp;S –</b> i)Fall/ injury due to striking	i)Use seat belt during driving.	Driver	DOCNO. HIRA/MINING/18
		<b>Environment - Nil</b>			
		<b>Quality –</b> i)Use PPEs. regularly	i)As personal safe guard, use safety shoes and helmet always.	Driver	DOC.NO. WI/OPRN/18
4	Starting and stopping the engine	<b>OH&amp;S –</b> i)Riding over  ii)Striking due to movement in gradient	i)Before starting to move, see the surroundings clearly.  ii)Before stopping the vehicle, ensure that gear has shifted to neutral and parking brake is on.	Driver  Driver	DOCNO. HIRA/MINING/18



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		<b>Environment - Nil</b>			
		<b>Quality –</b> i)Starting	i)Start the vehicle with proper key.	Driver	DOC.NO. WI/OPRN/18
		ii)Recording the status in a Log Book	ii)Maintain every travel in log book.	Driver	
5	Traveling in mines	<b>OH&amp;S –</b> i)Riding over	i)Before reversing- a)see the back area in mirror b)use back horn and back light	Driver	DOCNO. HIRA/MINING/18
		ii)Collision	ii)On haul road give the right of way to loaded dumpers.	Driver	
		iii)Riding over	iii)Sound audible warning while approaching blind corners or any other points where persons may walk in front unexpectedly.	Driver	
		iv)Striking of stone pieces	iv)While traveling the haul road, stay at sufficient distance from the dumper ahead. Do not drive “nose to tail” particularly behind a vehicle with twin rear wheels from which a stone piece wedged between the tyres may fly back into the wind screen of your vehicle.	Driver	
		v)Collision	v)Do not attempt to overtake another vehicle at any road intersection and junction. Sound audible warning signal before overtaking and shall not attempt to pass the other vehicle until you have received a proper signal in reply.	Driver	
			vi)If a disabled vehicle is blocking the	Driver	



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		<p>vi)Collision</p> <p>vii)Injury due to blocking the access caused by tools</p> <p>viii)Fall of person due to accidental opening of door</p> <p>ix)Striking to pedestrians</p>	<p>lane, slow down and pass with extreme caution.</p> <p>vii)Equipment or tools shall not be transported in a vehicle if that block or impede the exits to passengers.</p> <p>viii)Before the vehicle start to move ensure that all doors are closed and secured properly.</p> <p>ix)While driving, be aware of pedestrians or persons working on the ground.</p>	<p>Driver</p> <p>Driver/ supervisor</p> <p>Driver</p>	
		<b>Environment - Nil</b>			
		<b>Quality-</b>			
		i)Do not enter all the places	i)Do not enter those areas where you have no adequate knowledge.	Driver	DOC.NO. WI/OPRN/18
		ii)Use of cellphone	ii)Do not use cell phones while driving. In case of emergency stop and attend the call.	Driver	
		iii)Drive according to road conditions	iii)Accommodate the speed according to weather conditions/poor visibility/changing road conditions.	Driver	
		iv)Obey the speed limitation	iv)Operate the vehicle at a maximum speed of 20km/hr.	Driver	
		v)Drive under control	v)Drive defensively and always keep your vehicle under control.	Driver	



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		vi)Use dipper according to requirements.  vii)Transport as per capacity  viii)Prohibition to drive	vi)Keep the head lights on while driving in dark hour. When approaching and/or following a vehicle closer, use low - beam lights.  vii)Do not carry the vehicle overloaded or beyond the allowable capacity of the vehicle.  viii)Do not drive under the influence of alcohol or drugs.	Driver  Driver  Driver	
6	Parking	<b>OH&amp;S –</b> i)Striking by machine  ii)Hitting by other vehicle/equipment	i)Do not park the vehicle within approach of 30m. from the machine point.  ii)Passengers shall not board or get down at any places in the haul road. They will use safe area and respect the order of movement of other vehicles on the road.	Driver  Driver/ Shift Incharge	DOCNO. HIRA/MINING/18
		<b>Environment – Nil</b>			
		<b>Quality –</b> i)Parking at proper place	i)Do not park the vehicle in congested area. Do not park in such place which will impede others movement.  ii)Park the disabled vehicle with proper	Driver/ Shift Incharge  Driver	DOC.NO. WI/OPRN/18

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		ii)Parking of disabled vehicle	signage and report to the supervisor.		
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<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.