

STANDARD OPERATING PROCEDURE

Driving in the Mine Procedures

Document Number: 960C-SOP-012

Original Approval Date: Aug 29, 2011

Revision Number: 2

Page 1 of 8


Latest Revision Date: Jan 04, 2022

Next Revision Date: Jan 04, 2025

Document Approval Level: 4

This document is not controlled if printed.

DRIVING IN THE MINE PROCEDURES

						
2	APP	Jan 04, 2022	Approved	Tammy Siver	Chad Obrigewitch	Tammy Siver
1	APP	Aug 29, 2011	Approved	Tammy Weishaar	Tammy Weishaar	Stan Miller
Rev	Status	Rev. Date	Status Description	Prepared by	Reviewed by	Approved by

STANDARD OPERATING PROCEDURE

Driving in the Mine Procedures		Document Number: 960C-SOP-012
Original Approval Date: Aug 29, 2011	Revision Number: 2	Page 2 of 8
Latest Revision Date: Jan 04, 2022	Next Revision Date: Jan 04, 2025	Document Approval Level: 4

This document is not controlled if printed.

The following is a step by step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.

1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to driving in a mine.

2.0 SCOPE AND APPLICATION

- This document applies to all company Heavy Construction Mining operations. Ensure all site specific requirements are being met or exceeded before performing the task.

3.0 HAZARDS AND CONTROLS

- Equipment and vehicle operators not competent to drive in the mine.
 - All vehicle and equipment operators must have a valid class 5 driver's license.
 - Vehicle class specific licenses will be required to operate on-road vehicles in a mine unless a suitable training and competency certificate is in place.
 - Heavy equipment operation will require additional training and competency evaluation as per the company's training program.
 - Additional client specific mine driving training may be required and will be adhered to.
- Distracted driving and fatigue.
 - The use of personal electronic devices are prohibited in a mine. Company approved cellular devices are allowed providing they are not used while operating equipment or driving a vehicle. Vehicles must be parked in a safe area prior to using a company approved cellular device. Vehicles cannot park on a haul road to use a company approved cellular device.
 - Maintain focus on driving and operating. Distractions, including but not limited to eating and drinking, are not permitted while driving or operating equipment.
 - All personnel must stop and park equipment or vehicles in a safe location when experiencing fatigue. Notify supervision and discuss appropriate next steps.

STANDARD OPERATING PROCEDURE

Driving in the Mine Procedures		Document Number: 960C-SOP-012
Original Approval Date: Aug 29, 2011	Revision Number: 2	Page 3 of 8
Latest Revision Date: Jan 04, 2022	Next Revision Date: Jan 04, 2025	Document Approval Level: 4

This document is not controlled if printed.

- Inadequate communication and traffic control in work areas.
 - All vehicles driving in a mine will have a working two-radio, company approved cell phone or will be escorted in the mine.
 - Equipment operators will have a working two-way radio or other supervisor approved communication method.
 - Traffic patterns will be right hand drive unless otherwise designated by signage, hazard assessment/procedure or client mine standard.
 - (i) Signage will be used to designate left hand drive outside of active loading areas and active dump areas.
 - (ii) Signage will be used to designate one way traffic where required.
 - Controlled work areas, including active loading and dump areas, should have signage in place to designate the work area and prime contacts.
 - Loading Area Access – All light vehicle operators must contact the loading equipment operator by radio and receive verbal approval back via radio before entering an active loading area.
 - Dump Area Access – All light vehicle operators must contact the dozer operator by radio and receive verbal approval back via radio before entering an active dump area. If there are multiple dozers in a dump area, announce light vehicle number entering the area and contact specific dozer via radio before entering their individual work area.
 - When using radio communication, ensure communication is clear and concise, reference equipment unit numbers (not personal names) and receive a response back in acknowledgement.
- Unfamiliar work areas.
 - All vehicles and equipment operators must be familiar with the areas they are travelling or use an escort.
- Equipment and or vehicle contact at intersections.
 - Intersections will be approached with caution at a maximum speed of 30 km/h. Operators must be prepared to stop.
 - Controlled intersections (those which have traffic signs) – right of way will follow normal highway traffic rules regardless of size or type of vehicle. Emergency vehicles with lights flashing have priority.
 - Uncontrolled intersections (those with no signage) – right of way will be adhered to in the following order:
 1. Emergency vehicles with lights flashing.

STANDARD OPERATING PROCEDURE

Driving in the Mine Procedures		Document Number: 960C-SOP-012
Original Approval Date: Aug 29, 2011	Revision Number: 2	Page 4 of 8
Latest Revision Date: Jan 04, 2022	Next Revision Date: Jan 04, 2025	Document Approval Level: 4

This document is not controlled if printed.

2. Shift change vehicles at shift change.
 3. Haul trucks – must follow blind side rule when they meet each other at intersections.
 4. All other support equipment – must follow blind side rule with each other at intersections.
 5. Light vehicles – must follow highway traffic rules with each other at intersections.
- Contact when passing equipment.
 - Where possible, light vehicles will use designated light vehicle roads.
 - All vehicles, regardless of size or type, have the right of way in their own lane of travel. Never leave your lane of travel unless the on-coming lane is clear of traffic.
 - Passing of moving light vehicles and mobile equipment, including partially disabled vehicles/equipment is not permitted, unless deemed allowable by the client mine standards.
 - Passing of grader or tracked equipment is allowed only when:
 - (iii) Grader is actively blading or scarifying, OR
 - (iv) Tracked equipment is walking for the purpose of moving to another work area, OR
 - (v) Verbal clearance has been received from the unit.
 - Passing on the good side of a parked light vehicle or mobile equipment is allowed only when:
 - (i) Units 4-way flashers are activated, OR
 - (ii) Verbal clearance has been received from the stopped/parked unit.
 - Passing on the blindside of equipment is not allowed unless there is verbal approval from the operator of the equipment being passed.
 - Passing that creates a three abreast situation is not permitted, unless deemed allowable by the client mine standards.
 - Passing is not permitted in intersections.
 - Light vehicles and equipment not clearly identifiable or visible.
 - All light vehicles must be equipped with the following:
 - (i) Buggy whip with flag and working light if the vehicle is less than 3.66 m (12 ft) in height. Top of buggy whip must be 3.66 m (12 ft) in height when measured from the ground. Must be secured when travelling on public roadway.
 - (ii) Amber flashing light visible from 200 m (650 ft) and 360 degrees; installed on top of the vehicle. Must be turned off when travelling on public roadway.
 - (iii) Company logo and display unit number that is visible on both sides and the rear of the vehicle. Unit numbers must be reflective, clean and clearly legible from 30 m (100 ft).

STANDARD OPERATING PROCEDURE

Driving in the Mine Procedures		Document Number: 960C-SOP-012
Original Approval Date: Aug 29, 2011	Revision Number: 2	Page 5 of 8
Latest Revision Date: Jan 04, 2022	Next Revision Date: Jan 04, 2025	Document Approval Level: 4

This document is not controlled if printed.

- Headlights, taillights and windshields must be kept clean and in good repair.
- Headlights must be turned on at all times. Driving lights are not permitted.
- When parking equipment for shift change, haul trucks must leave their 4-way flashers activated and headlights off.
- Contact when approaching equipment.
 - Where possible, light vehicles will use designated light vehicle roads.
 - All parked, stopped and working equipment has a 50 m exclusion zone area that will not be entered without direct verbal communications and positive verbal acknowledgement. All light vehicles will follow safe approach to equipment procedures (50m/10m rule). Refer to 962C-SOP-042 Approaching Equipment. Direct verbal communications and positive verbal acknowledgement must also be made when leaving and clear of the exclusion area.
 - Approach all equipment from their line of sight. Never place yourself in an unsafe position in relation to heavy equipment. Refer to 962C-SOP-042 Approaching Equipment.
 - All vehicles and equipment must maintain a minimum distance of four haul truck lengths or greater if conditions dictate, when travelling on haul roads.
- Rough and slippery road conditions; poor weather and dust conditions affecting visibility.
 - Light vehicles must have four-wheel drive capability. Ensure four-wheel drive is engaged when travelling in soft, muddy, snowy, icy and rough ground conditions at a minimum. Other road conditions may dictate the use of four-wheel drive as identified by a hazard assessment.
 - Travel to mine conditions. Speed limits will not exceed 70 km/hr unless otherwise posted.
 - All vehicles and equipment must maintain a minimum distance of four haul truck lengths or greater if conditions dictate, when travelling on haul roads.
- Unsafe parking.
 - Parking on haul roads is not permitted unless it is shift change, lunch or coffee break time, or in emergencies; light vehicles can never park on a haul road.
 - (i) Four way flashers must be used in all situations with the exception of being parked for emergencies.
 - If parking in close proximity to mine equipment, the vehicle must be in the line of sight of the operator's cab.

STANDARD OPERATING PROCEDURE

Driving in the Mine Procedures		Document Number: 960C-SOP-012
Original Approval Date: Aug 29, 2011	Revision Number: 2	Page 6 of 8
Latest Revision Date: Jan 04, 2022	Next Revision Date: Jan 04, 2025	Document Approval Level: 4

This document is not controlled if printed.

- If equipment is parked on a haul road because of a breakdown, 4-way flashers must be on, the wheels chocked, and the mine supervision must be notified. Cones or delineators should be placed around the unit if it will be on the haul road for an extended period of time and it should be illuminated when parked overnight.
- If equipment is parked for any reason outside of the normal operating parameters, the 4-way flashers must be on and the wheels chocked.
- Parking is NOT permitted on ramps, inclines, side slopes or within 75 m of corners or intersections.
- Park such that it allows for the first move to be in a forward direction (back in or drive through parking).
- Park a minimum distance of twice the face height away from the highwall face.
- Contact with high voltage cables.
 - Equipment and light vehicles (with the exception of cable handling equipment and crew) must stay 3 m (10 ft) away from electrical equipment trailing cables. All trailing cables area always considered to be energized.
 - Only one vehicle or piece of equipment is allowed through a trailing cable 2 pole stand set at a time. Light vehicles must yield to all equipment passing through. Three (3) pole stand sets have 2 way traffic allowed and each side may have 1 unit in it.
 - Equipment and light vehicles must only cross under overhead powerlines at approved crossings and ensure to follow equipment height limits posted on signage.

4.0 CHECKLIST

- Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOP's for the job)
- Complete FLRA cards before starting the work.
- Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's
- Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- Standard of Training required for working on this job: On-the job training.**

5.0 DEFINITIONS

5.1 Company

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

5.2 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees and third party processors.

STANDARD OPERATING PROCEDURE

Driving in the Mine Procedures		Document Number: 960C-SOP-012
Original Approval Date: Aug 29, 2011	Revision Number: 2	Page 7 of 8
Latest Revision Date: Jan 04, 2022	Next Revision Date: Jan 04, 2025	Document Approval Level: 4

This document is not controlled if printed.

5.3 HSE

Refers to the Health, Safety & Environment department.

5.4 Blind Side Rule

When two pieces of equipment, from the same right of way category, meet at an uncontrolled intersection, the vehicle on the right always yields to the vehicle on the left (blind side).

6.0 PROCEDURE

- 1) Complete a hazard assessment before driving in the mine and ensure all necessary permits have been obtained.
- 2) Complete pre-use inspection of equipment or vehicle to be driving in the mine. Confirm equipment is safe to operate and is visible to other equipment (i.e. buggy whips & beacon lights working, clean lights & windows, unit numbers visible, etc.).
- 3) Complete two-way radio check and confirm radio channels to be used.
- 4) Confirm location of task and understanding of travel routes. Operators will not drive in the mine if unfamiliar of routes.
- 5) Drive in the mine while adhering to the controls listed in this document as well as client mine standards. Light vehicles will use designated light vehicle access roads when available.

7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP** and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

Client mine standards that differ from this document may be followed providing there is sufficient training and hazard assessment to account for the differences and to ensure worker competency in understanding of the client specific driving in the mine procedures.

8.0 REFERENCES

- 962C-SOP-016 Operating Haul Trucks General
- 962C-SOP-035 Haul Truck Loading Procedures
- 962C-SOP-036 Haul Truck Dumping Procedures
- 962C-SOP-037 Securing Disabled or Parked Equipment in an Operating Environment
- 962C-SOP-042 Approaching Equipment
- Energy Safety Canada – Driving in the Mine Code of Practice Guideline (January 14, 2021)
- RMS0006A Suncor Driving in the Mine Standard Revision 4 (September 4, 2019)

STANDARD OPERATING PROCEDURE

Driving in the Mine Procedures

Document Number: 960C-SOP-012

Original Approval Date: Aug 29, 2011

Revision Number: 2

Page 8 of 8

Latest Revision Date: Jan 04, 2022

Next Revision Date: Jan 04, 2025

Document Approval Level: 4

This document is not controlled if printed.

9.0 APPENDICES

No appendices.