

STANDARD OPERATING PROCEDURE

Filter Changing; Under the Box on Haul Trucks

Document Number: 960C-SOP-209

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Latest Revision Date: February 22, 2022

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FILTER CHANGING; UNDER THE BOX ON HAUL TRUCKS

Gilbert Schreyer
FEB 22 2022

[Signature]

~~Gilbert Schreyer~~

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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 changing filters under raised haul truck boxes.

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

- Approaching heavy equipment.
 - Establish a safe approach plan with the operator. Approach from the front cab side and utilize the 50 m/10 m rule at a minimum when approaching mining equipment. Follow 962C-SOP-042 Approaching Equipment.
 - For unoccupied equipment, visually confirm there is no operator in the cab or completing their walk around.
- Uncontrolled movement of equipment while being serviced.
 - Follow 962C-SOP-037 Securing Disabled or Parked Equipment in an Operating Environment.
 - Park equipment on flat, level ground.
 - Engage park brake. On haul trucks, operators will confirm park brake has been set by checking that interior and exterior park brake indicator lights are illuminated (not flashing). Place "Operator out of Cab" placard in window. Operators are not permitted to engage/disengage the propel switch on haul trucks.
 - Follow 950C-C-028 Hazardous Energy Isolation Code for lockout/tag out. If unit cannot be shut down for servicing, follow 960C-SOP-111 Live Work and the steps outlined in this SOP for servicing haul trucks.
 - Wheel chocks must be placed on all rubber tired equipment. This includes service trucks.
 - Operators are not permitted in the cab of equipment while it is being serviced.
 - Operators are not permitted to re-enter the cab of equipment until the service person has signaled the operator that it is safe to do so and they are out of the line of fire.

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- Heavy equipment contacting personnel or other ground hazards when entering the service area.
 - Ensure the area is free from hazards and there is a safe path for the truck to travel in.
 - Equipment must be guided in and out of the service area by the service personnel.
- Line of fire when installing/removing lockout on haul trucks.
 - Confirm park brake is engaged and operator is out of cab before installing or removing lockout.
- Mounting and dismounting haul trucks
 - Maintain 4x3 contact at all times while climbing steps/ladders.
 - Inspect ladders/steps/rungs before mounting/dismounting.
 - Secure any bags over both shoulders so hands are free.
 - Do not carry any tools/objects in hands while mounting/dismounting.
 - Always face the machine.
 - Ensure gloves are free of oil/grease or anything that could cause your hands to lose grip.
- Haul truck box falling and crushing workers while accessing filters.
 - Haul truck box must be secured from movement prior to accessing area. Follow 960C-SOP-822 Securing Raised Truck Boxes.
- Securing haul truck box.
 - Proper body placement out of the line of fire and out of pinch points.
 - Inspect cables and pins before use.
 - Follow 960C-SOP-822 Securing Raised Truck Boxes.
- Burning fingers/hands with hot oil.
 - Inspect all hand tools prior to use.
 - Workers to wear gloves when removing the filter.
- Contaminating the oil system with dirt.
 - Clean off the filter canister cap before removing the bolts; clear the headroom by raising the box so the filter does not hit the bottom of the box when filter are put in or out.
- Contaminating the ground with dripping oil.
 - Allow the filters to drain into the canister before completely removing them.
 - Place drip tray before the filter canister.

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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.

5.3 HSE

Refers to the Health, Safety & Environment department.

6.0 PROCEDURE

- 1) Workers will assess the task and plan the safest way to approach the work. During that time workers will complete a hazard assessment (i.e. FLRA) to identify the hazards in the area. Workers will follow up with supervision if unsure or there are hazards outside of their control.
- 2) Approach equipment and confirm operator is out of cab.
- 3) Follow 960C-SOP-822 and raise the box and pin or secure the cable to restrain the box in the raised position.
- 4) Apply lockout and ensure hazardous energy is isolated.
- 5) Put barriers around the back of the truck to keep people out of the drop zone for material coming out of the box.
- 6) Place and secure a ladder. Ensure the ladder is long enough to access the work area.
- 7) Clean the top of the filter canister and flange area then remove the cover plate.
- 8) Ensure there is a drip tray below the filter canister.
- 9) Lift the filter out and tilt it so the base will rest on the lip of the canister so the oil will flow from the filter into the canister. Once the oil is substantially gone, place the filter in the drip tray.
- 10) Place the new filter in the canister and secure the top plate.
- 11) Remove the ladder, drip tray/filter(s) and tools.
- 12) Complete walk around.
- 13) Follow 960C-SOP-822 and lower the truck box.
- 14) Return the truck to service.

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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.

8.0 REFERENCES

- Truck manufacturer's service manual
- 950C-C-028 Hazardous Energy Isolation Code
- 960C-SOP-211 Changing Fluids and Filters on Equipment
- 962C-SOP-042 Approaching Equipment
- 962C-SOP-037 Securing Disabled or Parked Equipment in an Operating Environment
- 960C-SOP-504 Hand Tools, Use of

9.0 APPENDICES

- No appendices.