

STANDARD OPERATING PROCEDURE

JACKING LARGE OTR AND HAULAGE VEHICLES		Document Number: 960C-SOP-801
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JACKING LARGE OTR AND HAULAGE VEHICLES



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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 raising and lowering large vehicles with jacks.

2.0 SCOPE AND APPLICATION

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

3.0 HAZARDS AND CONTROLS

- Equipment falling off jacks and stands.
 - Use jacks rated for the weight of the equipment and install under manufacturer designated lifting points.
 - Never support a load or an axle end with a jack by itself. Use stands with sufficient safe working load or cribbing to support the equipment. Jack stands with load holding rings or u-rings may be used to temporarily support the load providing personnel are not under the equipment.
 - Ensure vehicle, jacks and stands are on firm level ground. Use steel plates if unit is being jacked in an area without a concrete pad.
 - Ensure jack is level. If jacking surface is not level place the jack on blocks and level it by using shims or wedges. Shims and wedges must be placed securely so that they cannot be crushed or forced out of place.
 - To prevent load from slipping, metal to metal contact between jack head and load is NOT permitted. Ensure a barrier (i.e., piece of rubber, softener, etc.) is placed between the jack head and the contact surface of the load.
 - Do not stand under equipment when jacking.
- Uncontrolled movement of equipment.
 - Isolate all forms of hazardous energy, use wheel chocks on the opposite side of the equipment being jacked.
 - Inspect equipment prior to use.
 - Ensure implements are grounded.

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- Tool failure causing personal injury and damage.
 - Inspect all tools prior to use. Ensure they have been calibrated as required. Any signs of damage or hydraulic fluid leakage will eliminate the jack from use until repairs can be made and the mechanical integrity can be verified.
 - Stands must be engineered and inspected on an annual basis.
 - Use tools as per manufacturer's instructions.
 - Disconnect airline from compressor when jacks have been raised to the required height.
- Uncontrolled work area.
 - Keep work area clear of unnecessary tools, equipment, and personnel, erect barriers as required.

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

Note: The Company uses multiple types of jacks. Personnel must review the manufacturer's instructions to understand the jack's operations, limitations, and safety requirements prior to using the tool.

6.1 Raising

- (a) Determine location for jacking the unit. If the unit is not on a concrete slab, the jacks are to be placed on steel plates of minimal dimension of 4' x 4' x 1" and 1.5" thickness for the large trucks or equipment.
- (b) Park the unit on level, solid ground (over steel plates if required). Apply Park brake, isolate hazardous energy (lockout) and chock the wheels.

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- (c) Inspect jacks and components prior to use. Ensure all components are available.
- (d) Confirm jack will support the weight of the unit and position jack(s) under the axle or manufacturer approved lifting points.
- (e) Raise the unit only as high as necessary to place stands in preparation of removing the wheel assembly. Do not stand under unit when raising it.
- (f) Place the stands and/or blocks under the axle or appropriate lifting point. Use stands and/or cribbing to support load, never support an axle end with the jack by itself. Jack stands with load holding rings or u-rings may be used to temporarily support the load providing personnel are not under the equipment.
- (g) Lower the jack enough to rest the weight on the stands and/or blocks. Disconnect airline from compressor.
- (h) NOTE: If the unit is a hauler and a picker is required to remove a rear wheel assembly, the truck box will need to be raised and pinned in compliance with the safety precautions identified in SOP 960C-SOP-822 - Securing a Raised Box on a Haulage Truck. This step will require energizing the truck to power the box. Reinstall the lock out before continuing.

6.2 Lowering

- (a) Perform a walk around prior to lowering the unit and remove any tools or obstructions.
- (b) In the event a hauler's box has been raised and pinned, follow the safety precautions identified in SOP 960C-SOP-822 - Securing a Raised Box on a Haulage Truck to lower truck box.
- (c) Raise the unit with the jack(s) enough to clear the stands and/or blocks. Do not stand under unit while raising it.
- (d) Remove the stands and/or blocks to a safe location.
- (e) Slowly lower the jack(s), until the unit is resting on the ground. Remove the jack(s) to a safe location.
- (f) Remove wheel chocks to a safe location.
- (g) Remove lock outs and return the vehicle to service.

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.

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8.0 REFERENCES

- Jack manufacturer's operation manual
- Equipment manufacturer's manual for appropriate lifting / jacking points
- Alberta Occupational Health and Safety Act, Regulation and Code – Part 12, Section 193, Tire Servicing
- Alberta Occupational Health and Safety Act, Regulation and Code – Part 14, Sections 208 & 209, Lifting and Handling Loads
- Tire Industry Association Earth Mover Tire Service Training Program
- 960C-SOP-504 Hand Tools; Use of
- 950C-C-028 Hazardous Energy Isolation Code

9.0 APPENDICES

- No appendices.