

STANDARD OPERATING PROCEDURE

Claiming Equipment & Pre-Operation Inspection

Document Number: 962C-SOP-040

Original Approval Date: Aug 22, 2014

Revision Number: 5

Page 1 of 5

Latest Revision Date: Mar 31, 2023

Next Revision Date: Mar 31, 2026

Document Approval Level: 4

This document is not controlled if printed.

CLAIMING EQUIPMENT & PRE-OPERATION INSPECTION



5	APP	Mar 31, 2023	Approved	T. Siver	G. Kuipers	T. Siver
4	APP	Jan 16, 2020	Approved	T. Siver	T. Siver	B. Palmer
3	APP	Dec 15, 2015	Approved	G. Kuipers	T. Siver	B. Palmer
Rev	Status	Rev. Date	Status Description	Prepared by	Reviewed by	Approved by

STANDARD OPERATING PROCEDURE

Claiming Equipment & Pre-Operation Inspection		Document Number: 962C-SOP-040
Original Approval Date: Aug 22, 2014	Revision Number: 5	Page 2 of 5
Latest Revision Date: Mar 31, 2023	Next Revision Date: Mar 31, 2026	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 claiming equipment and pre-operation inspection.

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

- Movement of equipment while operator is on the ground completing pre-operation inspection.
 - Equipment is parked on flat, level ground; all implements are lowered (if applicable).
 - Operator must approach equipment from the front cab side and visually confirm the following:
 - Park brake indicator light is illuminated (if applicable - located outside of cab on haul trucks),
 - Machine implements are grounded (if applicable),
 - Operator out of Cab sign is in place,
 - Cab is unoccupied.
 - Operator will STOP claiming the equipment and will notify supervision if equipment is unsecured (i.e. haul truck park brake indicator light is not illuminated or implements are raised) or if there is an unresponsive operator in the cab.
 - Operator will conduct pre-use equipment inspection no closer than 10 metres for loaded haul trucks and 3 metres for empty haul trucks. Operators may approach closer than 3 metres for tracked or smaller rubber-tired support equipment or tracked equipment providing equipment has been claimed as per this procedure and the operator does not walk under the equipment.
 - Operator will not walk under equipment to complete pre use inspection unless it is locked out and isolated from movement (i.e. wheel chocks).
- Equipment claimed by more than one operator.
 - Operator must visually confirm cab is unoccupied and Operator out of Cab sign is in front window.
 - Equipment is considered claimed / assigned to other personnel by the presence of any personal belongings (i.e. backpack/lunch bag/PPE) on or near the equipment's boarding ladder.

STANDARD OPERATING PROCEDURE

Claiming Equipment & Pre-Operation Inspection		Document Number: 962C-SOP-040
Original Approval Date: Aug 22, 2014	Revision Number: 5	Page 3 of 5
Latest Revision Date: Mar 31, 2023	Next Revision Date: Mar 31, 2026	Document Approval Level: 4

This document is not controlled if printed.

- Material falling from equipment while operator is completing pre use inspection.
 - Operator will inspect equipment for unstable material and overhangs.
 - Operator will complete a wide walk around of equipment approaching no closer than 10 metres for loaded haul trucks and 3 metres for empty haul trucks.

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

6.1 Claiming Equipment

- 1) Operator to approach equipment from the front cab side and visually confirm the following:
 - a. Park brake indicator light is illuminated (if applicable - located outside of cab on haul trucks),
 - b. Machine implements are grounded (if applicable),
 - c. Operator out of Cab sign is in place,
 - d. Cab is unoccupied.

Operator will STOP claiming the equipment and will notify supervision if equipment is unsecured (i.e. haul truck park brake indicator light is not illuminated or implements are raised) or if there is an unresponsive operator in the cab. Supervisor will follow procedure 6.2 Approaching Unsecured Equipment.

- 2) Operator will place backpack/lunch bag/PPE or other personal belongings on or near boarding ladder.
- 3) Operator will visually inspect equipment for unstable material and overhangs.

STANDARD OPERATING PROCEDURE

Claiming Equipment & Pre-Operation Inspection		Document Number: 962C-SOP-040
Original Approval Date: Aug 22, 2014	Revision Number: 5	Page 4 of 5
Latest Revision Date: Mar 31, 2023	Next Revision Date: Mar 31, 2026	Document Approval Level: 4

This document is not controlled if printed.

- 4) Operator to complete a wide walk around of equipment (3 m for empty haul trucks / 10 m for loaded haul trucks) visually inspecting the unit for obvious mechanical problems as indicated by leaks, cracks and damage. Operator will inspect equipment as per the company's Pre-Use Equipment Checklist. Operator will observe for equipment clearances, closeness to other equipment and structures, and other workers who may be at risk.
- 5) Operator to board equipment.
- 6) Operator will records issue on Pre-Use Equipment Checklist and notify supervisor of any immediate safety concerns.
- 7) Operator to complete brake and steering checks as per OEM procedures and/or company procedures. Equipment will be stopped, parked safely and supervision notified immediately if there are any brake or steering issues with the equipment.

NOTE: After equipment has been claimed as per this procedure and is set up in a safe manner, an operator may conduct general/routine, nonhazardous, short duration duties. Examples of these duties may include but are not limited to: cleaning windows, tracks, lights and equipment cabs; checking fire extinguishers; placement/removal of spill trays; wheel chock placement and turning on/off air valves.

6.2 Approaching Unsecured Equipment

- 1) Supervisor to confirm haul truck park brake light is not illuminated (if applicable) and there is no operator in the cab. If there is an operator in the cab refer to procedure 6.3 Approaching Unresponsive Operators and Unsecured Equipment.
- 2) Supervisor will approach equipment out of the line of fire and complete the following:
 - a. Chock wheels (if applicable).
 - b. Apply emergency stop button. Pull ladder cord for shovels and large excavators.
 - c. Disable equipment.
 - i. Caterpillar Haul Trucks – Master key must be turned to the off position to ensure park brake is applied.
 - ii. Komatsu Haul Trucks – Disengage starter switch.
 - d. Board equipment, lower implements (if applicable), confirm park brake is engaged. Apply park brake if not engaged. If park brake is engaged, notify maintenance for follow up and lockout equipment.

6.3 Approaching Unresponsive Operators and Unsecured Equipment

- 1) Supervisor to confirm operator is in the cab.
- 2) Supervisor will attempt to make radio contact. If unsuccessful, attempt to get the operator's attention by shining a spotlight, flashlight, etc. into the cab of the unit, using an airhorn, or golf ball retriever to tap on the window.
- 3) If unsuccessful, notify a second supervisor to attend the scene and assume the worker has had a medical emergency. Notify emergency services.

STANDARD OPERATING PROCEDURE

Claiming Equipment & Pre-Operation Inspection		Document Number: 962C-SOP-040
Original Approval Date: Aug 22, 2014	Revision Number: 5	Page 5 of 5
Latest Revision Date: Mar 31, 2023	Next Revision Date: Mar 31, 2026	Document Approval Level: 4

This document is not controlled if printed.

- 4) Secure the equipment following procedure 6.2 Approaching Unsecured Equipment. The second supervisor will act as a spotter to maintain visual contact with the cab and operator. If any movement occurs in the cab, the second supervisor will immediately notify the first supervisor who will stop securing the equipment. Second supervisor will remain out of the line of fire and will have constant view of the equipment cab.
- 5) Board equipment and confirm if the operator has a medical emergency. Update emergency services as required.

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

- 950C-C-028 Hazardous Energy Isolation Code
- 962C-SOP-037 Securing Disabled or Parked Equipment in an Operating Environment
- 960C-SOP-019 Slip, Trip and Fall Hazard Prevention
- Alberta Occupational Health and Safety Act, Regulation and Code – {Part19, Section 256, Powered Mobile Equipment – Operator Responsibilities}
- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 19, Section 257, Powered Mobile Equipment – Visual Inspection}
- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 15, Section 212, Managing the Control of Hazardous Energy – Isolation}
- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 15, Section 214, Managing the Control of Hazardous Energy – Securing by Individual Workers}

9.0 APPENDICES

No appendices.