**Purpose:**

• To ensure no incident or injury occurs as a result of this task.

* To establish specialized work rules and to ensure that they are read, understood and practiced by all employees.

**Supervisor:**

• To ensure this practice is reviewed and adhered to by all employees and to ensure that any

 changes necessary are made.

**Workers:**

• To ensure the SWP is reviewed, understood and utilized.

* To inform supervisors of accumulated experience.
* To report deficiencies in this procedure.

**Prerequisites:**

• An experienced operator trained and qualified to perform the task, or a trainee working under the

 direction of a competent worker/trainer.

 **Practice:**

1. Supervisor to provide work direction before work begins.
2. Proper PPE is to be worn at all times when outside the equipment.
3. Operator must be competent for task.
4. A Filed Level Risk Assessment (FLRA) is to be completed before work begins on each shift. It is to be revised or updated as conditions change or as necessary.
5. Complete a visual inspection of the machine and the surrounding area before operating. A 360˚ walk around is required before getting on any piece of equipment.
6. Complete a pre-use equipment checklist.
7. Report any needed repairs to supervisor.
8. Use 3-point contact when mounting and dismounting equipment.
9. Housekeeping is to be maintained. (Including windows, mirrors, lights & interior)
10. Seatbelts must be worn at all times.
11. Appropriate lights must be on at all times, day and night.
12. Allow sufficient time for warm up and cool down procedure.
13. Report all Near Miss/Incidents/Spills to supervision **IMMEDIATELY**.
14. Never work within 8 meters horizontally of a 72 KV and 15 meters horizontally of a 260 KV overhead or underground electrical line without appropriate permits.
15. Maintain 5m vertical clearance from a 72 KV overhead power line and 7m vertical clearance from a 260 KV overhead power line.
16. Never work within 10 feet (3 meters) of a high voltage ground cable. (Shovel cable)
17. Be aware of and understand the dash and warning light system for the particular model you are operating. (Consult Operator Manual)
18. Know how to properly adjust your seat. (Consult Operator Manual)
19. Always lower all attachments and apply park brake when parking
20. Always park such that it allows your first move to be forwards (i.e. back in or drive through parking)
21. Have a spotter whenever work is required within 5’ (1.5m) of any steel or cement structure.
22. When spotting for haul trucks dumping, the spotter is always responsible for the safety of the dumping unit.
23. Notify Supervisor of stuck equipment and never tow stuck equipment without the direction of a Supervisor.
24. Always use proper hook-ups and cables when towing miscellaneous material or equipment.
25. When towing, always travel with the attachments as close to the ground as possible.
26. Work in a safe and productive manner when pushing to loading equipment.
27. Do not spin the tracks, to prevent excessive track wear; don’t use 3rd gear.
28. Never park equipment under powerlines.
29. Do not level hot coke with equipment which is oil soaked or leaking fluids.
30. Never enter a shovel/excavator swing radius without communication with shovel/excavator operator.
31. When being serviced in an active dump or placement area, always park so that the dozer is facing the active working area. The dozer must park first and then fuel/lube truck may make the final approach. After servicing is complete, walk the dozer slowly away from the lube truck in a forward direction, never back away from the lube truck.
32. Soft ground conditions are to be reviewed with the Supervisor before entering areas of mud or muskeg.
33. Never work parallel to a pond edge, pit face, muskeg edge, etc.

# 34. SPECIFIC TO FROZEN CONDITIONS

1. Never work on frozen slopes without ice lugs greater than ½” (12mm) on the track pads
2. Never travel on frozen slopes or ramps without proper preparation, maintaining safe footing of the machine at all times
3. When ripping, the ripper bit and shank are to be in good working order
4. Ripping to be done in 1st gear
5. Ripping pattern as directed by the Supervisor
6. Work in a safe and productive manner when ripping
7. Ripper not to be used for breaking up frost lumps
8. Never work alone near frozen ponds, sumps or ditches
9. Never work or travel parallel to the crest on frozen slopes

# 35. SPECIFIC TO WORKING ON SLOPES

1. Working on slopes steeper than 3:1 can only be done at the direction of the Supervisor and is never to be done on slopes steeper than 2:1 in anything larger than a D6.
2. If work is to be completed on a 3:1 slope a separate FLRA must be done with both the operator and the Supervisor.
3. Operators to have a method for determining slope angle. (Surveyor confirmation, Supervisor confirmation, hand level, slope gauge, etc.)
4. Any work on slopes between 3:1 and 2:1 is to be completed from top to bottom (up and down the slope) and never parallel to (across) the slope in anything larger than a D6.

# 36. SPECIFIC TO CUTTING DOWN HIGH FACES

1. Always check out the job on foot first
2. Never walk machine onto overhang
3. Always work from smallest area of overhang to largest
4. Always stay well back from the face
5. Never daylight blade or ripper over the edge
6. Always stay back from cracks/failures along the crest

# 37. SPECIFIC TO WORKING ON TOP OF WINDROWS

1. Never work on top of windrows in frozen conditions without ice lugs greater than ½”

(12mm) on the track pads

1. Ice lugs need to be frequently checked to ensure they do not exceed wear less then ½”

(12mm)

1. Windrows will be inspected by the supervisor prior to work commencing
2. Windrow must not exceed 4 metres in height
3. Maximum slope for windrow access/egress ramp is 4 to 1
4. Access and egress to windrows will be through the use of designated ramps only. (Shift change and/or maintenance)

# 38. SPECIFIC PROCEDURES FOR RIPPING

1. Complete a visual check inspection of machine and surrounding area.
2. Complete a visual inspection of ripper shank and tooth before commencing work.
3. Only allow the ripper shank to penetrate the earth to a depth of no more than one to two feet.
4. Rip in one direction and then rip in the other direction creating a cross hatch pattern (#).
5. When encountering, large frost lumps, push them out of way.
6. Do not turn dozer while the ripper is touching the ground.

**These are the best practices for operating Company equipment. As circumstances dictate, and at the Supervisor’s direction, variances to these practices may be required. Under no circumstances is an operator to deviate from these practices without clear, explicit direction from their immediate Supervisor.**

**Failure to comply with Company policies/practices/procedures may result in a disciplinary notification. (written verbal, written suspension or written termination) – All employees are subject to post incident drug & alcohol testing in accordance with Company policy.**

|  |  |
| --- | --- |
| Employee Print Name  | Trainer / Supervisor Print Name  |
| Date   | Date  |
| Signature    | Signature  |

|  |  |
| --- | --- |
| **SWP Reviewed and Approved by**  |   |
| Signature  | Date  |
|   |  |