VULCAN MINE

Standard Operating Procedure
Modifying Fixed and Mobile Plant

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1. PURPOSE

The purpose of this procedure is to describe the requirements and to ensure the protection of persons from hazard and risks associated with modifying fixed and mobile vehicles, equipment, machinery and plant at the Vulcan Mine.

2. SCOPE

This procedure is applicable to all persons at the Vulcan Mine including employees, contractors and visitors.

The controls within this procedure are mandatory.

3. DEFINITIONS

Authorised Person	A person who has the required competencies and who has been appointed by the Site Senior Executive to carry out a designated scope of duties.
CMSHA	Queensland Coal Mining Safety and Health Act (1999).
CMSHR	Queensland Coal Mining Safety and Health Regulation (2017).
CMW	Coal Mine Worker.
Competent Person	A person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to perform correctly a specified task.
HST	Health, Safety and Training.
JHA	Job Hazard Analysis.
MOP	Mine Operating Procedure
OEM	Original Equipment Manufacturer.
PPE	Personal Protective Equipment.
SHMS	Safety and Health Management System.
SOP	Standard Operating Procedure.
SSE	Site Senior Executive.
Take 5	Personal Risk Assessment.

4. PROCEDURE

4.1. Assessing and Managing Risk

Prior to modifications being made to any plant, the change management process shall be initiated utilising form VUL-FRM-02-02 Change Management Approval, in accordance with **VUL-MOP-064(3) Change Management**.

As part of the change management process a formal risk assessment is required, considering:

- risks associated with physically carrying out the modification;
- the introduction of any new hazards associated with the change;
- any affects the change may have on existing processes, related equipment and/or infrastructure; and
- effects on current training and competency and any additional training requirements.

4.2. Engineering Design

When developing a design for modification of plant standard engineering and industry practices and OEM guidelines shall be considered.

Engineering certification must be obtained for any modifications to structural elements. Queensland Department of Transport approval is adequate for modifications of registered vehicles.

Any design modification must be certified by suitably competent and experienced engineer or the OEM.

Once the above has been completed, works may commence in accordance with the relevant permits and procedures.

4.3. Update of Drawings for Plant

Technical drawings, showing the modifications and date that they were undertaken, shall be completed prior to the plant being re-introduced to service.

Drawings shall be included in the Mine Record and **VUL-REG-18-12-Plant and Equipment Register** within five business days of the modifications being completed.

4.4. Returning Modified Plant to Service

After modifications to plant have been completed and prior to returning the modified plant to service:

- The plant shall be inspected and certified by the certifying engineer;
- Technical drawings shall be updated as per section 4.3; and
- training is to be completed as per section 4.5.

4.5. Training

The CMW responsible for organising the modification of plant shall consult with the HST Manager to ensure:

- all training documentation required to be updated is done so at the time of the modification; and
- any training required for CMWs is undertaken.

4.6. Recording Modification of Plant

All documentation associated with the modifications shall be entered into the **VUL-REG-18-12-Plant and Equipment Register** as a record of the change.

5. ROLES AND RESPONSIBILITIES

SSE	Shall review and approve this procedure.
HST Manager	Shall ensure that all provisions of this procedure are implemented, and that compliance is achieved.
Managers/Superintendents	Shall be responsible for their area of operations and the implementation and application of this procedure; Provide adequate training, information, structure and supervision to ensure that this procedure is implemented; Carry-out a periodic review of activities to ensure the appropriate application and understanding of this procedure; and Ensure immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from these activities.
Supervisors	Ensure all CMWs are familiar with, have access to and comply with the requirements set out in this procedure.
All CMWs (including visitors and contactor)	Shall comply with the requirements of this procedure.

6. REFERENCES

- Coal Mining Safety and Health Act 1999 (Qld)
- Coal Mining Safety and Health Regulation 2017 (QLD)
- VUL-FRM-02-02 Change Management Request
- VUL-MOP-064(3) Change Management
- VUL-REG-12-18-Plant and Equipment Register

7. REVIEW

This document shall be reviewed at minimum two yearly, or as follows:

- when there is a change of method and/or technology and/or legal or other requirement that may affect the accuracy of this document;
- when operational changes occur that effect the currency of the document;
- when there has been a significant event to which this document was relevant; and
- as a result of relevant audit findings.

8. DOCUMENT CONTROL

Version	Date	Description	Document Controller
01	21/05/2020	Initial draft	Rachael Dacker
02	29/06/2020	Risk Workshop	Shane Johnson
03	22/04/2021	Review and formatting	Nicole Davey
04	31/08/2021	Review and formatting	Rachael Dacker
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