



VUL-SWP-10-Coal Road Train Loading Operations

SAFE WORK PROCEDURE (SWP)			
Description	Vulcan Coal Loading/Offsite Coal Road train Haulage		
Site	Vulcan Mine		
Department	ROM (Coal Haulage)		
PPE Required		Job Step Analysis Reference	
 Safety helmets must be worn in this area  Ear protection must be worn  Protective footwear must be worn  Protective gloves must be worn  High visibility clothing must be worn in this area  Eye protection must be worn		- Conduct Rom operations ROM Operations – 170723 - VD SOP 77 PRIME MOVER SIDE TIPPER OPERATION – VITRINITE HAULAGE	
		Other Relevant Information	
		Relevant OEM instructions & specification available	
VUL Reference		ERT resources available on-site during operations at all times.	
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PURPOSE

The purpose of this Safe Work Procedure is to outline the process for offsite coal road train haulage service providers to follow when entering the mine site and conducting loading activities at the Vulcan Mine.

The boundary for on-site activities is demarcated by site access gates (Bottom of ROM and VMO boom gate). All activities conducted within the Vulcan Mine boundary must adhere to the requirements of the Vulcan Mine Safety and Health Management System (SHMS) including this SWP. These activities include but are not limited to: Commuting onto the ROM and loading position, being loaded with coal, refueling the vehicle as required, reconciling the truck load weight, tipping off loads if required and then leaving the Vulcan Mine ROM and associated mine boundary. This will be detailed in this document.

Activities conducted outside of the Vulcan Mine Boundary on the public access laydown, sealed access road and public road haulage are classed as off-site activities and must adhere to the safety systems adopted by the Vitrinite Coal Haulage Operations and associated contract management.

1. Inductions and Authorizations

- All personnel operating on the ROM, including road haulage operators, must have undertaken the appropriate Vulcan Mine induction/s:
- The inductions provide training in all the relevant Vulcan Mine SHMS Requirements.
- All personnel must be trained competent and authorized to operate the equipment they are operating, including road haulage trucks.
- Any activity that is required to be completed that falls outside of the basic services outlined in this SWP must be approved by Vulcan Mine Management to ensure the correct procedures and authorizations have been followed as per the requirements of the Vulcan Mine SHMS.

2. ROM Supervision

- The ROM Supervision is to be conducted in accordance with the Vulcan Mine SHMS.
- The ROM area is to have a Vulcan mine appointed supervisor as per ***VUL-APP-006-Supervisor Appointment***.
- The ROM Supervisor is responsible for all operations undertaken on the ROM.
- The ROM Supervisor is responsible for ensuring the traffic management plan for the ROM area is complied with.
- No traffic may enter the ROM (beyond the call up signs) without the permission of the ROM loader operator / supervisor, except for Rear Dump Trucks hauling coal onto the ROM within the bunded off area. When Rear Dump Trucks are hauling coal onto the ROM, it is classed as part of mining activities and therefore also falls under the responsibility of the OCE.
- The ROM Supervisor is responsible for ensuring work area inspections are undertaken in accordance with ***VUL-FRM-11-07-ROM Inspections***.
- The ROM Supervisor is responsible for ensuring adequate first aid and emergency response capacity is available to the ROM at all times.
- The ROM Supervisor is responsible for ensuring all personnel comply with fitness for work procedures.



3. Planning and preparation

- All personnel to attend daily pre-start meeting.
- All personnel to have an understanding of the OCE report at the start of every shift (Hazard awareness)
- Ensure that there is adequate tooling and materials for task.
- Ensure correct blend and load sheets for the correct destination
- All personnel to complete personal hazard id tool (take five)
- All personnel to complete equipment and plant pre-start.
- Ensure defects have been recorded and reported.
- Road trains (non- mine vehicles) use channel UHF14 on the ROM.

4. Loading Operations

- Park safely at truck laydown area to tarp down
- Ensure your beacon is on
- Communication to the Loader Operator to advise them of your location and wait until Loader Operator gives directions,
- Loader Operator will direct you to the product stockpile location
- Make positive comms with all other plant and equipment and personnel to enter the ROM area.
- Ensure you park up correctly for Loader to load from Driver's side (not over tarps)
- Follow Loader Operators directions when to stop/move as being loaded.
- When loading is complete, the Loader Operator will provide you with the following information to be captured on the Delivery Docket
 - Product ID
 - Weight
 - Load Time
 - Destination
 - All trucks to be loaded as per load plan supplied by the contractor (**all overloads to be tipped off ASAP not to leave site under any circumstances**)
- If the coal is loaded but is not going to be delivered in the same shift, be sure the 'preload' is captured by the Loader Operator and the Truck Driver and noted on the Delivery Docket.

NOTE: *If you are unsure where to go, ask Loader Operator for Directions.*

- Call example - "VD# Northern stockpile to tarp/fuel bay"
- When parking to prepare for departure, ensure the vehicle is parked fundamentally stable as per VUL-SOP-076-Using Mobile Plant. Then complete dust down, tyre check and close tarps.
- Ensure PPE is worn and the operator is on the ground while closing tarps.
- If there is a need to leave ground level in the tarping process, consideration shall be given to VUL-SOP-092-Working at Heights IE: Where there is a potential to fall 2 meters or greater, or where there is a potential of injury from a fall, the risk management process shall be followed to the level of the task being undertaken.
- Prior to travelling to your destination, ensure the truck is:
 - Stable
 - Close tarps
 - Broom down all guards
 - Check over the truck
- Radio "VD# tarp/fuel bay down the ramp and out the gate"
- Pay attention to your machine and your surroundings on exit. Watch for people, other vehicles, changing road conditions, odd sounds, lighting or visibility problems, and unusual response of vehicle controls or any other work in progress.
- Watch your speed at all times (maximum 20kph)



5. Refueling

- Refueling is to be conducting in accordance with VUL-078-Isolation and Tagging.
- When driver enters fuel bay, check for any hazards and contact supervisor or ROM loader if any present.
- Apply Park brake and turn ignition off, make sure you are fundamentally stable
- Use appropriate PPE, Hard hat, gloves, and safety glasses
- Use fob at fuel on key chain to initialize fueling process, Pump 1 diesel and pump 2 for Ad blue
- Place nozzle in fuel tank and make sure is secure
- Once complete you must input details of fuel usage into "fuel record book" found in yellow bin for both diesel and AdBlue

6. Equipment Compliance

- All equipment coming to Vulcan Mine must comply with **VUL-MOP-071-Equipment Compliance**
- All vehicles also need to comply with **VUL-MOP-066-Braking Systems**

7. Weather

- Trigger actions for weather events can be found in **VUL-TAR-004-Severe Weather** & **VUL-TAR-005-Lightning**.
- In a weather event, ensure you adhere to the Supervisor's directions.

8. Unloading (If required)

- UHF14 and beacon on at all times
- Contact loader operator, who will let you know if any hazards and traffic management issues with the unloading area.
- Loader operator will direct traffic flow and stockpile location
- Approach the stockpile in a direction that allows for the visual inspection of dump area.
- Start at least on truck width away from stockpile.
- On approach to the dump area apply the brakes in a manner that does not cause unnecessary brake or tyre damage.
- Use wide turning circles to avoid tyre damage.
- Ensure ground is level and in a good condition, conducive for tipping.
- Always make sure the trailers are in a straight line before tipping.
- Always tip in a straight line to avoid trailer damage. **Never Tip while turning truck.**
- When tipping ensures the lead trailer is tipped last to always ensure maximum traction for the prime mover.
- When the body is half tipped allow the material to fall freely from the trailer as the truck is in a forward motion to avoid material building up in front of wheels then continue to tip the trailer.
- As the body reaches its maximum tipping angle lower the RPMs to reduce the impact on the Ram's and Cylinders.
- The tipping sequence should be Middle Trailer, Rear Trailer and then Front Trailer or Rear Trailer, Middle Trailer and then the Front Trailer to avoid Dry Boggging Prime Mover.
- Lower all trailer bins back to travel position before leaving dump area. Never turn and move away until Bins are retracted into travel position to avoid trailer damage.