VULCAN MINE

Standard Operating Procedure
Checking Mobile Plant

Contents

1. PURPOSE

The purpose of this procedure is to describe the process of checking mobile plant and to manage the hazards and risks associated with checking mobile plant at the Vulcan Mine.

The procedure provides for the operator of the plant and checking that the plant's brakes, steering, lights and any other safety features are functioning properly.

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	Competence for a task at a coal mine is the demonstrated skill and knowledge required to carry out the task to a standard necessary for the safety and health of persons.
Fundamentally Stable	A condition where a vehicle will not move from its parked position in the absence of brakes.
JHA	Job Hazard Analysis.
OEM	Original Equipment Manufacturer.
SHMS	Safety and Health Management System.
SSE	Site Senior Executive.
Take 5	Personal Risk Assessment.

4. PROCEDURE

4.1. Prestart Inspection

Mobile plant and equipment shall be inspected by the mobile plant operator:

- at commencement of each shift; or
- when the machine is to be used for the first time within the shift.

The inspection shall be recorded in the prestart book or electronic register for that vehicle.

Suitably trained, competent and authorised CMW shall carry out inspections:

- where any new damage is noted, it shall be recorded on the prestart book and the relevant Supervisor shall be informed immediately;
- if any item listed on the Prestart Inspection form is found to be defective, the mobile plant shall immediately be tagged Out of Service in accordance with site isolation and tagging requirements and reported immediately to the Supervisor; and
- where any low grease or fluid levels are identified either at the prestart inspection or during the shift, maintenance personnel shall be informed immediately.

4.1.1. Complete Pre-Start Inspection

Prior to beginning the prestart inspection coal mine workers are to undertake a personal risk assessment to ensure area is safe to conduct an effective prestart.

The below table outlines when pre-start inspections are required to be conducted on the Vulcan Mine.

Type	Frequency
Light Vehicle	Every Shift
Processing Equipment	Every Shift
Heavy Mobile Equipment	Every Shift
Road Trains	Every Shift
Lighting Towers	Weekly
Generators/Welders	Weekly
Pumps	Weekly

Factors to be considered when assessing the risk include but are not limited to:

- Geotechnical hazards.

- Interaction with other mobile plant.

- Potential stored energy.

- Ground is clear of obstacles.

- Lighting is adequate to conduct inspection safely.

To conduct a complete prestart inspection, operators shall:

- ensure trucks trays are empty;
- ensure where possible buckets of excavators and loaders are free of material.
- ensure mobile plant is fundamentally stable;
- ensure mobile plant is isolated and tested for dead;
- use any task specific PPE required;
- ensure guarding is in place to prevent access to hazards;
- observe guidance of warning labels and signage of equipment hazards;
- maintain three points of contact for access and egress; and
- comply with OEM service manual outline hazards and safe processes used to inspect equipment.

Prior to leaving the park-up area, operators shall, as soon as practicable after taking control of the plant, to check that the following safety features are functioning properly

- brakes (service, retarder, park and emergency brakes);
- steering;
- lights;
- horn;
- other safety features; and
- two-way radio function test.

If any of the check list items are found to be defective or unserviceable, that piece of mobile plant shall not be used until the fault has been rectified. Any non-critical defects shall be reported using the defect reporting system in accordance with VUL-MOP-098-Reporting and Rectifying Defects.

The defects are scored/reported/ as per the front cover of the new prestart inspections books.

Pre-start inspections (white copy) are to be handed to the supervisors. The Supervisors are to put them into the designated location for the area of the mine they are working.

The Maintenance Administrator is to scan and file the pre-start inspections and enter the information into the Vulcan Mine Maintenance Management System.

When the pre-start inspection booklet is completed, the booklet is to be handed to the Supervisor. The Supervisor is responsible for providing the completed booklet to the Maintenance Administrator.

Pre-start inspection booklets are available <where>.

4.1.2. Hot-Seat Inspection

The hot seat location is to be in a designated area and include sufficient lighting to identify potential hazards (cap lamps and torches may be used). The off-coming operator shall dismount the machine and be on the ground. The off-coming operator shall notify the on-coming operator of any identified damage, defects or other operational issues.

A walk around will be conducted on handover. No walk around inspected will be conducted if a rear dump truck is loaded.

The check shall be performed after the handover of the plant and may be undertaken with the mobile plant's engine running. The plant must be fundamentally stable.

If a defect has been reported to maintenance and approval to continue to operate has been given, the off-coming operator must communicate this to the on-coming operator.

4.2. Critical Components and Defects

Defects shall be managed in accordance with VUL-MOP-098-Reporting and Rectifying Defects.

Any critical components or defects that render the machine unsafe must be reported immediately to the Supervisor and the equipment tagged Out of Service.

With approval from maintenance, mobile plant may be operated with defects providing they do not present a hazard or render the machine unsafe to operate or expose the operator to unacceptable hazards.

The Maintenance Department shall be contacted when an operator identifies a defect or hazard whilst operating mobile plant that may create a risk or cause damage to the plant.

4.3. Maintenance

A planned maintenance and inspection regime shall be documented within the Maintenance System.

Work orders shall be issued for the planned dates for regular servicing, maintenance, and inspections in accordance with maintenance requirements.

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-MOP-098-Reporting and Rectifying Defects

7. REVIEW

This document shall be reviewed at a minimum every two years, 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	22/05/2020	Initial draft	Rachael Dacker
02	30/06/2020	Risk workshop	Shane Johnson
03	22/04/2021	Review and formatting	Nicole Davey
04	1/09/2021	Review and formatting	Rachael Dacker
05	02/08/2023	Review and Formatting	Kelly Jensen
06	04/07/2024	Review and Formatting	Kelly Jensen