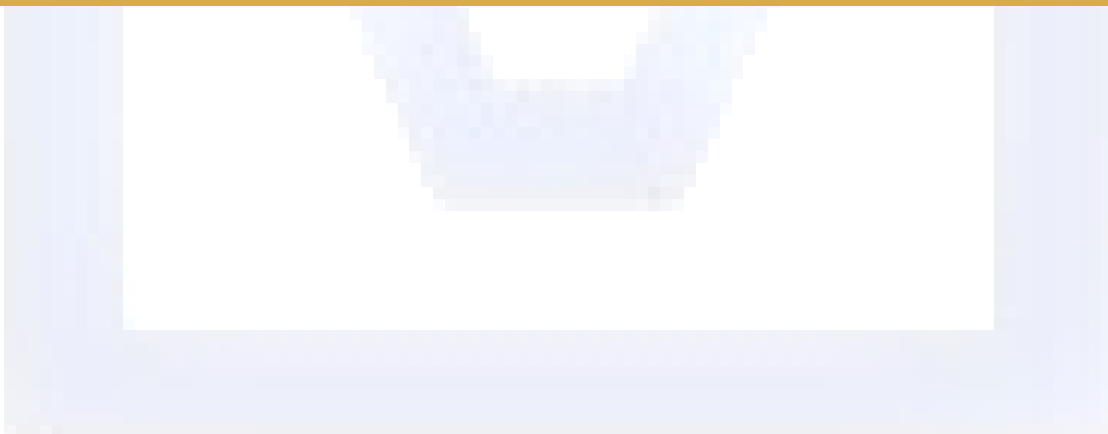




Standard Operating Procedure Using Mobile Plant





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1. PURPOSE

The purpose of this procedure is to provide for the safety of all coal mineworkers at Vulcan Mine by reducing the risks associated with using mobile plant on roads to an acceptable level. This procedure has been developed to ensure compliance with section 76 of the CSMHR.

2. SCOPE

This procedure is applicable to all persons at the Vulcan Mine including employees, contractors, service providers and visitors. The controls within this procedure are mandatory.

3. DEFINITIONS

Active Haul Circuit	A road used as part of the mining process.
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).
CSMHR	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.
RSHQ	Resources Safety & Health Queensland.
Fit for Duty	A condition in which an employee's physical, physiological and psychological state enables them to continuously perform assigned tasks safely.
Fundamentally Stable	A condition where a vehicle will not move from its parked position in the absence of brakes.
Heavy Equipment	Includes heavy mobile mining equipment such as haul trucks.
HME	Heavy Mine Equipment.
JHA	Job Hazard Analysis.
Light Vehicle	A vehicle that can be licensed on a public road, seats up to 12 people, has four or more wheels and does not exceed 4.5 tonnes GVM.
Medium Vehicle	Includes any vehicle greater than 4.5 tonnes GVM has rim size less than 25 inch. This is effectively any vehicle that that is not a Category 1 SME or Light Vehicle.
Mobile Plant	Plant or equipment capable of being moved under its own power and includes shovels, excavators, trucks, drills, dozers, graders.
Positive Communication	Unit Numbers must be used between coal mine workers for communication. Personal names and/or hand gestures must not be used. example: <i>"Haul Truck 702 wishes to pass behind Dozer 028"</i> <i>"Dozer 028 copies that Haul Truck 702, you are cleared to pass"</i> <i>"Haul Truck 702 passing now"</i>
Primary Equipment	The main piece of equipment in a particular work area. (e.g. Excavator, Dozer)
SHMS	Safety and Health Management System.
SOP	Standard Operating Procedure.
Take 5	Personal Risk Assessment.
Safety Berm	An earthen structure designed to protect open edges



4. PROCEDURE

4.1. General

Following are the general requirements for mobile plant including light vehicles at Vulcan mine:

- A CMW shall not operate equipment on the mine without written authorisation of the SSE or delegate.
- External emergency services vehicles shall be escorted at all times on the mine.
- All mobile plant operated on Vulcan Mine shall be authorised as compliant with site specifications. The operation of any non-compliant plant shall require the authorisation of unescorted non-Vulcan light vehicles and shall have the site authorisation sticker displayed on the vehicle windscreen.
- No person shall operate any mobile plant at Vulcan Mine whilst under the influence of alcohol or drugs.
- Mobile Plant shall not follow heavy equipment at a distance closer than 50 metres.

Persons who have their government issued licence suspended or cancelled must declare the suspension to their supervisor and seek authorisation from the SSE to continue to operate mobile equipment (including light vehicles) on site.

4.1.1. Mobile Device Policy

Devices not owned or approved by Vulcan Mine, that have the ability (whether activated or not) to connect to phone networks or take photographs are not to be in any person's possession within any operational area without written permission of the SSE.

Persons are permitted to use mobile devices at the Training room, crib huts offices and VMO only.

Authorised personnel are only allowed to use mobile phones (including Bluetooth) whilst the vehicle or mobile equipment is stopped at a safe location on site.

4.2. Pre-start Checks

As a minimum, the operator shall check the following:

- Seatbelts are fitted, in good condition, and worn by all passengers;
- Fire extinguishers are fitted, easily accessible and fully serviceable (charged);
- All brakes are operational and effective (tested in a safe location) including hand or park brakes;
- Lights, steering and other safety features are functioning effectively;
- Windows, lights, and reflectors are clean;
- Falling object and rollover protective structure is in a serviceable condition;
- Number plates are clean prior to driving on public roads; and
- The two-way radio is functional and on the appropriate mine channel.

If any of the safety features 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.

If the pre-start is not completed when the operator takes control of the vehicle, they shall ensure it is completed as soon as practicable after taking control of the vehicle.

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

Whilst conducting the prestart inspection, the operator must ensure all steps and handrails are clear of obstructions. Three points of contact shall be maintained throughout the inspection.



When conducting a visual inspection prior to taking control of a piece of HME (i.e.. The piece of plant has the engine running) the operator must remain outside of the footprint of the machine and the previous operator must be clear of the cab.

Whenever dismounting all vehicles, a visual inspection must be completed to ensure that the area around the vehicle is free of hazards.

4.3. Seating

The operator of the mobile plant shall ensure the manufacturer's seating occupancy is not exceeded, i.e. each passenger has a seat. Seatbelts shall be worn in all mobile plant by all occupants where fitted (excluding overburden drill due to vision when tramming).

4.4. Starting and Moving Off

The operator shall perform a walk around inspection of the immediate work area prior to start up and move off. If required a spotter for direction can also be used prior to moving off. Spotting is required in and out of the workshop.

Initiating the start-up of heavy equipment, the operator shall sound the horn:

- once prior to starting the engine;
- twice before moving forward; and
- three times before reversing.

After sounding the horn, the operator must wait a minimum of five seconds before starting or moving off.

No person shall access or egress mobile plant while it is in motion.

4.5. Warning Systems and Alarms

All mobile plant shall have headlights and any fitted strobe or revolving lights turned on while driving, day or night at all times while on site.

The flashing light code shall apply as per Table 1 below:

Table 1 : Flashing Light Code

Flashing Red Light	• Mine Rescue Vehicles (to be used in an emergency only). • Explosives Vehicle (to be used when explosives are on board). • Note: If the shotfirer's vehicle has their explosive signs down and the red flashing light on, this means the vehicle is carrying explosives. No unauthorised personnel are to be within six metres of this vehicle when explosives are on board.
Flashing Amber Light	• Graders. • Water trucks. • Rubber tyred dozer. • Float. • Drills • Shall be fitted to all light and medium vehicles. • IT loaders.
Front (Chaser lights)	• Dump Trucks

Light vehicles shall be fitted with a whip aerial and flag at all times within the mine.

4.6. Signage and Roads

Operators shall comply with road signage put in place.

Traffic control signage should comply with *AS 1743:2018 Road signs – Specifications and Recognised Standard 19 – Design and Construction of Mine Roads*. Signs should be positioned to ensure that the sign can be seen in all conditions by any equipment travelling on the road.

All roads are to be constructed with regard to the current mine plan and in accordance with VUL-MOP-128-Design and Construction of Mine Roads.



4.7. Speed Limits

- A driver shall not drive mobile plant at a speed greater than 60km/h on haul/access roads.
- A driver shall not exceed 30km/h within 30 metres of the crest of a high wall of an active drill pattern.
- The industrial area has a maximum speed limit of 20km/hr.
- Designated pedestrian areas shall have a maximum speed limit of 10km/hr.
- Haul Trucks descending a ramp **loaded** shall not exceed the limits determined by 2nd gear unless restricted by signage.
- Haul Trucks descending a ramp **unloaded** shall not exceed the limits determined by 4th gear unless restricted by signage.
- Where the road conditions are poor, a driver shall reduce speed and drive in a manner to enable them to maintain safe and effective control of the vehicle.
- In times where visibility is impeded, Bulk Haulage Operations shall cease if 50m of visibility is not able to be maintained.
- Should for any reason a coal mine worker be required to travel on a public road, Queensland road rules apply and must be followed at all times.
- **At all times, all vehicles shall be driven to the prevailing conditions to maintain control.**

4.8. Single Lane Roads

A single-lane road (defined as being less than 3.5 times the width of the largest vehicle using it) must be at least 1.5 times the width of the widest mobile plant on the road and must adhere to the following:

- Length of narrow section of road to be minimised wherever practicable.
- Single lane signage to be installed.
- Give way signage to be installed on single direction of traffic flow.
- Additional delineation to be installed through narrow section of road.
- Speed reduction signage to be installed.
- Safe Intersection Sight Distance (SISD) table to be reference when deciding speed restrictions for narrow roads. Consideration to be given to horizontal and vertical planes.
- If SISD requirements cannot be achieved, ensure a JHA is completed.

○ The following table details typical minimum SISD requirements at various speeds:

Speed (km/hr)	Safe intersection sight distance (SISD)*
10	10m
20	30m
30	50m
40	70m
50	90m
60	110m
70	145m

4.9. Overtaking and U-Turns

The following mobile plant can be overtaken:

- tracked equipment (whilst stationary);
- working grader (i.e. implements engaged with the ground); and
- parked equipment.



Overtaking in these circumstances can only be undertaken if it is safe to do so, i.e. the maximum speed limit for the area is not exceeded, the road is clear of traffic and intersections, positive radio communication has been established, and the road conditions are appropriate.

In the instance where heavy equipment is stationary or unmanned due to any circumstances, overtaking must be conducted with caution. A clear line of vision must be established prior to the overtaking manoeuvre.

Mobile equipment may pull over to the side of a road and permit other vehicles to overtake them when they are stationary (parked), positive communications have been established between both vehicles and there is a safe distance with clear visibility to complete the overtaking manoeuvre.

Mobile plant can only complete a U-turn when it is safe to do so and there is 100 metres of open road that is clear of traffic in either direction.

4.10. Parking and Standing

- **All vehicles shall be parked in a way that eliminates any potential for unplanned movement.**
- The preferred method to achieve this is a protected designated parking area on flat ground and with a hump to park over.
- When this is not available and there is a need to park the vehicle on a temporary basis, reverse park the vehicle with the rear wheels against a physical barrier which prevents movement
- V drains for HME are only to be used, when necessary, on a temporary basis and approved by the OCE.
- If no physical control to prevent movement is available, then wheels chocks must be placed around a wheel of the vehicle.
- When parking the vehicle, potential of movement shall be tested prior to dismounting the vehicle. This can be done by releasing all braking mechanisms to ensure the vehicle does not move, if stable, then reapply the park brake. If the vehicle does move, alternate parking position is to be found.
- **Note** The practise of parking on a up/down slope and preventing movement of the vehicle with wheel chocks is not considered an appropriate control.
- HME is to be always parked a minimum of 5m from other plant.
- Before leaving the mobile plant, the operator shall ensure that the mobile plant is fundamentally stable and all implements have been lowered as per the relevant equipment training manual.
- Mobile plant shall not be left unattended (i.e. operator leaving vehicle controls) whilst the engine is running unless conducting hotseat inspections or maintenance, and shall be fundamentally stable and in a safe location.
- Do not park any mobile plant or equipment within the 10m drop zone of a highwall.
- For all other excavated faces (excluding highwalls), a risk assessment shall be conducted prior to any mobile plant or equipment parking within 10m of the excavated face.
- An operator shall not park or stand mobile plant in a position that will endanger other traffic on a mine road.
- An operator shall not park mobile plant or equipment opposite other mobile plant on a haul road. where close parking is necessary, mobile plant may be parked on the same side of the road.
- An operator shall not park or stand their mobile plant in any position relative to another item of mobile plant, where their mobile plant cannot be clearly observed by the operator of that mobile plant.
- Parking of rubber tyred heavy mobile plant should be done on designated and designed "park-up areas". When parking in areas such as the workshop or on the pit floor, the wheels shall be chocked.



- The operator shall exit the cab when refuelling takes place. Under no circumstances should the operator remain in the cabin of the mobile plant. The operator must also ensure that the park brake is applied on the mobile plant before dismounting.
- During pre-start inspections, plant and equipment fitted with isolation points shall be isolated by the operator of that plant or equipment when performing checks that expose the operator to potential moving components or other line of fire activities. The vehicles systems are able to be de-isolated to complete essential running checks for lights, radios, etc.
- To ensure the safety of maintenance personnel, any mobile plant requiring repairs while parked in park-up areas shall be performed in a bay area which is coned off from the main traffic area. This segregation will assist in minimising the interaction between maintenance personnel and heavy vehicles during these periods.
- If a light or medium vehicles is required to enter a heavy vehicle park-up area or “go line”, permission must be given by the OCE prior, and the area “closed” and then reopened once the light or medium vehicle leaves the area.
- If parking is required in traffic flow areas, the breakdown process shall apply (section 4.16).
- In the event that mobile plant has been parked in an emergency situation, it shall be made completely safe before any person has access to the machine. refer to section 4.16 Breakdown Process.
- Unless in an emergency situation or break down, under no circumstances shall a haul truck be parked up while still loaded.
- As a minimum, heavy equipment shall park at least five metres apart in designated parking areas.
- Adequate lighting shall be provided for park-up and changeover areas.
- Apart from drive over humps, Light vehicles should reverse into parking spaces.

4.11. Parking Area Design

All parking areas should be designated and signposted, located in a safe and protected position and allow for fundamentally stable parking, e.g. hump, flat ground.

V drains are only be used, when necessary, on a temporary basis and with the permission of the OCE.

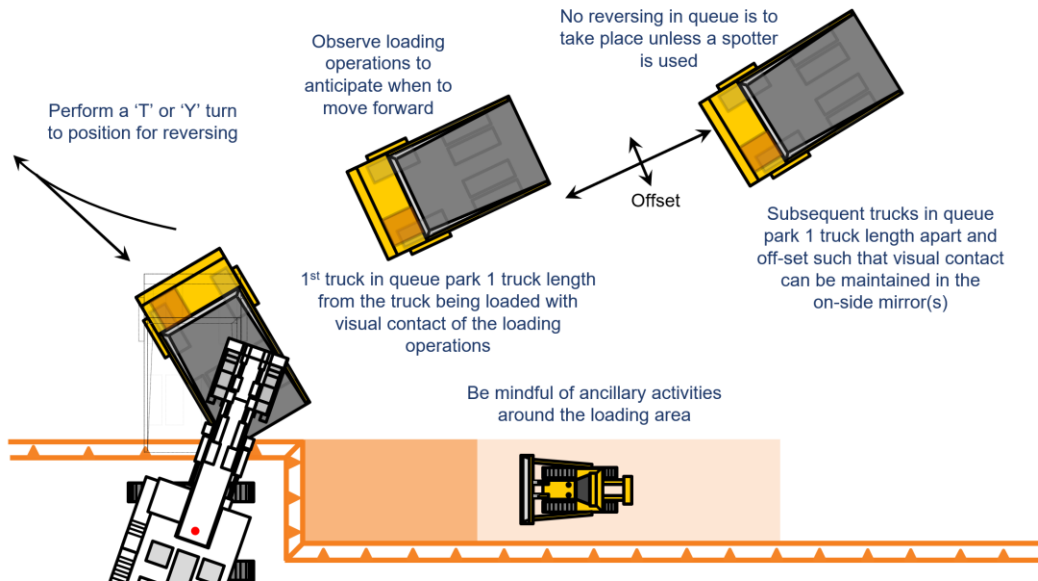
Permanent and semi-permanent parking areas should have the following:

- Designed to protect pedestrians e.g. separation of pedestrian walkways, front access, removal of pedestrian pathways across traffic;
- Level parking areas;
- 5m separation between HME;
- Separate light vehicle and heavy vehicle parking areas;
- One-way traffic flow for HME; and
- Adequate lighting

4.11.1. Queuing Haul Trucks on an Active Floor or Dump

When required to queue, HME at the dig floor or dump the following shall be followed:

- Haul trucks are to queue so that the HME in front of them can make visual contact in the onside mirror (see below).
- Haul trucks are to maintain a 1 truck length gap from the haul truck in front.
- Reversing in queue is strictly prohibited.



4.11.2. Light Vehicle Parking

The location of a light vehicle parking area shall be done in consultation between the OCE or supervisor and the operator of the primary item of equipment controlling that area.

Where there is no designated light vehicle parking area established, the light vehicle operator shall call the primary item of equipment for instructions on where to safely park.

Light vehicle parking signage and other demarcation (e.g. bollards) should then be placed in that work area.

Bunded designated light vehicle parking areas shall be established as soon as practicable in new operating areas of the mine.

Light vehicles shall be parked in a way that eliminates any potential for unplanned movement.

When there is the requirement to park light vehicles outside of a designated parking area (i.e., over a hump), the potential for unplanned movement must be eliminated and the controls tested for effectiveness by releasing all braking mechanisms to ensure the vehicle does not move. Then the park brake must be applied.

When not parked in a controlled area (i.e., physical controls to prevent movement) wheel chocks are to be placed as a secondary control and are not considered an effective control on sloping ground.

Where practicable:

- Place parking areas under lighting plants or in an area that provides suitable secondary lighting; and
- Helmet lights shall be provided to personnel on request from their supervisor.

4.12. Communication

All mobile plant entering an operational area shall have a mine radio and be used at an audible volume. For position call signs see **Appendix A**.

Light vehicles should have a fitted mine radio in operational locations. If a light vehicle does not have a fitted mine radio, a handheld radio shall be used but only on a temporary basis.

Any other mobile plant that does not have a mine two-way radio shall be escorted by a vehicle with a mine two-way radio and provided with a hand-held radio.

All personnel shall ensure positive communication is achieved via mine radio when interacting with other equipment, i.e. communicate their intention and receive positive response from heavy equipment which includes mobile equipment, excavators, drills, etc.



Unit Numbers must be used between coal mine workers for communication. Personal names and/or hand gestures must not be used.

example:

“Haul Truck VIT702 wishes to pass behind Dozer VIT28”

“Dozer VIT28 copies that Haul Truck VIT702, you are cleared to pass”

“Haul Truck VIT702 passing now”

Communication of changed traffic conditions shall be delivered via:

- VUL-FRM-11-01-OCE Report;
- Familiarisation with working areas;
- VUL-FRM-06-01-Prestart Meeting;
- Use of correct signage;
- Following correct call-up procedures and protocols; and
- Reading relevant JHAs for the area prior to entering areas.

4.13. Vehicle Entry into Restricted Areas

Restricted areas shall be signposted at all entry points.

Where persons are required to enter a restricted area, the person wishing to enter shall:

- Make a mine radio call as directed by signage stating intentions;
- Only enter the area once a positive response and permission has been received from the person responsible for the area; and
- Notify the person responsible for the area on the mine radio of their intention to leave the area via positive communications.

Operators in the area shall advise the vehicle operator of any particular hazards.

If there is no mining activity in an area though heavy equipment is present, then the restricted area signage should be updated to indicate that the heavy equipment is not in operation. The person can seek clarification from the area supervisor or OCE.

4.14. Light Vehicles Accessing Heavy Equipment Work Area

When persons in light vehicles wish to work or park close to heavy equipment in operating mining areas, it is critical that all persons in the area are aware of the exact movements and intentions of those persons.

The light vehicle operator shall wait in a safe location (i.e. outside of 50-metre exclusion zone) and contact the HME operator and receive positive communication with specific instruction regarding conditions of entry.

If a negative response or no answer is received from the primary item of equipment, the light vehicle shall not proceed into the working production area.

Where no reply has been received from the item of heavy equipment and the person still wishes to enter the area, they shall contact the production supervisor or OCE, where upon the reason for the lack of reply will be ascertained.

Where a person has parked or stopped a light vehicle in a position close to an item of heavy equipment, that person shall specifically notify the operator of the affected heavy equipment that the light vehicle is now parked in close proximity.

Should the person require access to the item of plant, the HME operator shall lower any GETs, exit the cab and remain on the ground until the job has finished.

When the light vehicle is leaving any such position, the driver shall notify the HME operator that they are moving away from that item of heavy equipment. Once well clear (e.g. greater than 50 metres) of the heavy equipment, the light vehicle driver shall call the HME operator stating that they are now clear and receive a positive response with the unit number included.



In the absence of any such call from the light vehicle driver, within a reasonable period of time or where there is any doubt about the location of a light vehicle, the HME operator shall perform a walk around inspection of the equipment. If the area is clear, the operator shall then give the standard start-up and operations signals and commence or resume normal activities.

4.15. Duty to Give Way

- All vehicles shall give right of way to all emergency vehicles.
- In the absence of any signage, When entering a haul road, vehicles shall stop and give way to any mobile plant on the haul road or circuit. If travel path is to be frequently used, notify OCE or supervisor to allow a review if further traffic controls are required.
- All pedestrians must give way to all mobile plant at all times.

4.16. Breakdown Process

In a breakdown situation, operators of HME shall:

- Communicate the situation to their OCE/Supervisor and other operators;
- Secure and make the equipment safe and fundamentally stable;
- If the road width is limited, stop the circuit and establish a “One In One Out” Circuit;
- Turn hazard lights on and install a visible barricade (e.g. bunding, witches’ hats, triangles and signage); and
- Isolate the equipment.

Light vehicles attending the breakdown shall park in clear line of sight of the equipment cabin, and where protected from the traffic flow.

Mobile plant shall park on the same side of a haul road.

4.17. Abandoned Vehicles

In the event that mobile plant is to be abandoned on the mine site, the operator shall report this to supervisor or OCE, advising the location of the mobile plant and the reason it requires to be abandoned (e.g. mechanical breakdown of mobile plant).

The operator shall also place an Out of Service tag on the ignition source, steering wheel or main isolator to indicate that the mobile plant has been abandoned.

Any persons noticing unattended mobile plant on the mine site shall report it to their supervisor. The supervisor will then establish the circumstances surrounding the mobile plant being abandoned and have the shift OCE investigate as a matter of urgency.

4.18. Pedestrians

Pedestrians shall give way to and stand clear of mobile plant.

Pedestrians shall approach HME from the front and in view of the operator’s cabin. Operating HME shall not be approached by pedestrians unless positive radio contact has been made, implements and access stairs are on the ground, the operator has communicated permission to access, and exited the cab.

Pedestrian access to work areas in and around infrastructure such as workshops shall be restricted to prevent unauthorised access.

All designated pedestrian areas shall be signposted to alert operators that pedestrians are in the area.

4.19. Notification of Incidents

Refer to VUL-MOP-015-Incident Reporting and Investigation.



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

- AS 1743:2018 Road signs – Specifications
- Coal Mining Safety and Health Act 1999 (Qld)
- Coal Mining Safety and Health Regulation 2017 (Qld)
 - RSHQ Recognised Standard 19 – Design and construction of mine roads
 - VUL-FRM-11-01-OCE Report
 - VUL-MOP-015-Incident Reporting and Investigation
 - VUL-MOP-128-Design and Construction of Mine Roads

7. REVIEW

This document shall be reviewed at 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	21/05/2020	Initial draft	Rachael Dacker
02	10/07/2020	Risk Workshop	Shane Johnson
03	28/04/2021	Review and formatting	Nicole Davey
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07	28/05/2024	Review and Formatting	Kelly Jensen
08	03/07/2024	Review and Formatting	Kelly Jensen
09	11/11/2025	Review and Formatting	Kelly Jensen



Appendix A

Vitrinite Position Call Sign

Operation Roles

Job Role/ Description	Call Sign ID
Open Cut Examiner	OCE
Operations Manager	P1
Production Superintendent	P2
Production Supervisor	P3
Production Supervisor	P4

Maintenance Roles

Job Role/Description	Call Sign ID
Maintenance Superintendent	M1
Maintenance Supervisor	M2
Maintenance Leading Hand	M3
Maintenance Infield Fitter	M4
Maintenance Excavator Fitter	M5

Mine Services Roles

Job Role/Description	Call Sign ID
Projects Manager	S1
Mine Services Supervisor	S3

ROM/ Processing Roles

Job Role/Description	Call Sign ID
ROM Supervisor	R3

Highwall Mining Roles

Job Role/Description	Call Sign ID
Highwall Mining Manager	H1
Highwall Mining Maintenance Coordinator	H2
Highwall Mining Supervisor	H3

Drill and Blast

Job Role/Description	Call Sign ID
Drill and Blast Coordinator	DB1
Senior Shot Firer	DB2