

STANDARD OPERATING PROCEDURE

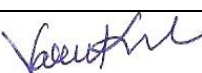
Form No.: EHSMSM/446/4013

Form Rev. No.: 01

Effective date: 01.04.2009

SOP No.	RMM/SOP/GEN/01	Effective Date	01. 11.2013	REVISION No	04
SOP DESC	TRANSPORTING OF ANY RAW MATERIAL.	Section	GENERAL		
DEPARTMENT	RAW MATERIAL MANAGEMENT	Page	1 of 6		

Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
1	Before starting of the Job	SAFETY : - Unawareness about the hazard prevailing in that area. - Injury due to starting the equipment of others. - Injury due to starting of equipment which is not in healthy condition. - Injury due to unawareness about the job - Unawareness about the safety standard - Injury due to no use of PPEs.	Contractor supervisor/ Foreman/Shift Sr.Incharge	- Brief about the hazards before starting of the job. - Maintain a equipment allocation register. - Operator must carry starting key along with him. - Maintain a equipment status register - Check the equipment as per check list and operate only when it is in healthy condition. - Only trained person should be deployed in the job. - Check whether that person is trained or not by seeing training record. - Must know the role of others in that area. - Training of Road Transportation safety standard. - Use PPEs.	Awareness of following safety standard is required:- Road : SS/GEN-12 Rail: SS/GEN-24 Loose Clothing: SS/GEN-2 EYE: SS/GEN-6,7 HEAD: SS/GEN-7 Transportation:SS/GEN-29. At all loading and unloading point supervisor must be present.
		ENVIRONMENT:			
		QUALITY:			

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Signature with Date:  28.10.2013	Signature with Date:  30.10.2013

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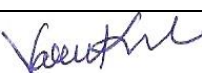
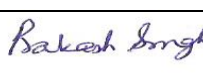
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2	Loading of raw material	SAFETY : - Injury to driver during loading. - Hit by dumper and loading equipments - Injury due to collapse of heap during cutting of heap. - Collision between dumper and loading equipment. - Toppling of dumper due to loading on the rear side. - Injury due to falling material from the Bunker.	Contractor supervisor / Driver / Operator/Helper	- No body should be inside the cabin during loading- <u>Dumper driver should not come down from his cabin during loading.</u> - Be away from the moving dumper and loading equipment. - Use reversing buzzer during reversing <u>Use Reversing camera in dumpers</u> - Use three piece mirrors. - Get the heap cut by Hitachi or grab bucket if heap height is more than 3 meter. - Dumper and loading follow different route. - Loading only on rear axle will not be done - Do not stand below the bunker. <u>During loading & unloading activity there should not be any person stand around 4 meters premises.</u>	USE of PPE is must when driver and operator is outside of the cabin
		ENVIRONMENT: Spillage	Contractor supervisor / Driver / Operator/Helper	- Over loading above the height of the side panel is not allowed. - Any gap in between the side and rear panel is properly sealed. - Door of the dala is properly locked.	

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				- Do not over full the dumper and shut the gate completely <u>Vehicle dala must be covered through mechanized covering system to avoid moisture and pollution during transit.</u>	
		QUALITY: Loading of wrong material.		Take instruction from concerned person.	
3	Transporting	SAFETY : - Collision with other s on the road. - Collision with wagon /Loco and Drop gate. - Hit during reversing - Spillage from vehicle - Entangling or fauling of dala against the structure.	Contractor supervisor / Driver / Operator	- Check vehicle as per checklist. - Follow Transportation Safety standards. - Follow Road Safety standards. - Follow defensive driving - Follow transportation Safety Standards. - Helper less driving. - Stop, look and Go at any level crossing. - Follow Rail Safety Standard. - During reverse, must ensure that reverse buzzer is ON. - Use three piece mirrors.	Max speed of vehicle is 35KPH at main road and 16 KPH at branch road. Donot ply vehicle during safety time.

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Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
				- Ensure Dala is in proper condition. - Ensure dala door is properly clamped /locked. - Do not move vehicle in raised Dala or boom condition. - Ensure hoisting device interlock system is not bypassed.	
		ENVIRONMENT: - Pollution due to smoke emission. - Sound pollution	Contractor supervisor/ Driver/Operator	Regular check up of vehicle as per norms	
		QUALITY:			
4	Unloading of raw material.	SAFETY : - Hit by dumper during placement of dumper at unloading point.. - Damage to dumper. - Hand injury during operation of dala door hook. - Toppling of dumper during hoisting.. - Toppling of equipment from height during unloading in the heap.	Contractor supervisor / Driver /Helper	- Do not stand on the back side of dumper. <u>Helper should go for open the dala hook only after dumper is placed and stopped at the designated place.</u> <u>Dala hook should be opened first left side with standing corner not back side of the dala and then right side dala hook should be opened by going towards driver;s cabin after opening</u>	USE of PPE is must when driver and operator is outside of the cabin

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				<u>signal to be given to the driver's for unloading materials</u> • Maintain safe distance from the dumper. • Place dumper at the marked place • Have proper communication with helper. • During reversing use reverse buzzer and use three piece mirrors. • Do not dump over the heap. • Use proper tool for opening lock. • Wear hand gloves. • Start hoisting only after applying hand brake and ensure that dumper is in still condition. • Mark the area of unloading. • Do not unload in downward direction.	
		ENVIRONMENT: Dust pollution.	Contractor supervisor / Driver /Helper	Use dusk mask	
		QUALITY: Mix up of material	Contractor supervisor / Driver	Donot unload over other material.	

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			/Helper		
5	Parking of Vehicle	SAFETY: Roll down of vehicle	Driver	• Apply parking break . • Park in a plain surface. • Put scotch block. • Park only in parking place.	
		ENVIRONMENT:			

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