



# UG HAUL TRUCK - SHOTLIST

INTRO		SHOOT OF	ANIMATION	PRESENTER/VOICE OVER	IMAGE REFERENCE
<b>WHAT IS A UG HAUL TRUCK</b>					
	What the machine looks like	<input type="checkbox"/>	Show the machine at work, what it's used for.	Animate machine	
	Key parts and their names	<input type="checkbox"/>		Labels animated around the machine	
	Safety Features	<input type="checkbox"/>		Labels animated around the machine	
	What the machine does	<input type="checkbox"/>	auto retarder		
<b>DUTIES</b>					
	RECEIVING A LOAD	<input type="checkbox"/>			
	TIPPING	<input type="checkbox"/>			
<b>FAQ (WHAT TO KNOW DAY 1)</b>					
	PPE REQUIREMENTS	<input type="checkbox"/>	Personal Protective Equipment according to site requirements. You may not remove your glasses, hard hat, caplamp or self-rescuer while operating the truck.	List of equipment.	
	COMMON MISTAKES	<input type="checkbox"/>			
	SAFETY REQUIREMENTS	<input type="checkbox"/>	Only trained, competent and authorised personnel are allowed to operate underground dump trucks unsupervised.		
		<input type="checkbox"/>	People can fall during access/egress. Always check the steps and rails are in good condition, face the machine, maintain 3 points of contact, and avoid carrying tools/equipment/bags/etc. while climbing up and down.	Freeze frame 3 points highlight	
		<input type="checkbox"/>	<b>Road conditions</b> can cause the truck to slide or bounce if it hits <b>potholes</b> . Drive to conditions, <b>wear seat belt</b> : must be worn at all times while operating, and the <b>seat adjust seat</b> to suit the operators weight.	Seat Adjust knobs, Pot holes.	
		<input type="checkbox"/>	Trucks tend to have large blind spots, increasing the risk of hitting unseen personnel or obstacles. Check around truck for personnel or obstructions, and use correct <b>horn signals</b> before starting or moving the machine.	Almate Blind spots	
		<input type="checkbox"/>	Whenever encountering pedestrians in travel ways always stop and allow them to pass you safely on your <b>cab side</b> , and only commence operation once they have <b>signalled</b> that they are clear.		
	Breakdown procedures Example, Maybe another video?	<input type="checkbox"/>	Trucks are not to be left running unattended (Unless broken down then follow PROC00_7502 Breakdown in Main Travel Ways or Declines)		
		<input type="checkbox"/>	When encountering <b>spillage in loading areas</b> or travel ways do not run over it, park truck safely and advise by <b>radio call</b> . <b>Remove obstructions by hand</b> or advise loader or grader operators to assist if spillage too large to manually handle.		
		<input type="checkbox"/>	Freewheeling or travelling in <b>neutral</b> is strictly forbidden		
		<input type="checkbox"/>	<b>Be aware</b> of low hanging obstacles i.e. <b>services</b> , contact supervisor if services pose a hazard.		
		<input type="checkbox"/>	Dust can be created by haulage operations. Use sprays/call water truck/call supervisor to control.		
		<input type="checkbox"/>	Be aware of <b>light vehicles</b> and other <b>mobile equipment</b> that you will interact with. (Use radio calls to minimise close interaction).		
	DEFINITIONS	<input type="checkbox"/>			
	AFF	<input type="checkbox"/>			
	Authorised	<input type="checkbox"/>	authorised in writing by the Site Senior Executive		A person who is trained and competent and has been authorised in writing by the Site Senior Executive/Alternate to carry out this procedure.
	OEM MANUAL	<input type="checkbox"/>			
	SWC	<input type="checkbox"/>			
	SIGNALS	<input type="checkbox"/>	Common hand gestures		
		<input type="checkbox"/>	Horn Signals - Sounds		
		<input type="checkbox"/>	One horn signal - engine start up		
		<input type="checkbox"/>	Two horn signals - machine to move forward		
		<input type="checkbox"/>	Three horn signals - machine to move backwards		
		<input type="checkbox"/>	Radio Calls		
		<input type="checkbox"/>	Manual Handling, remove spillage		
		<input type="checkbox"/>			
		<input type="checkbox"/>			
<b>START YOUR SHIFT RIGHT</b>					
	ALWAYS TALK TO YOUR CROSS SHIFT	<input type="checkbox"/>	Truck location		
		<input type="checkbox"/>	Load status (i.e. empty or loaded with material, and if so with what/where it is going)		
		<input type="checkbox"/>	Fuel status		
		<input type="checkbox"/>	Any hazards or issues noted		
	PRE SHIFT MEETINGS	<input type="checkbox"/>	Attend the pre-shift meeting and attain copies of shift sheets/plans/etc.		
		<input type="checkbox"/>	Confirm the locations you will be hauling from and to		
	PRE-START CHECKS	<input type="checkbox"/>	A pre-start must be completed before you operate a truck for the first time in any shift as per MANUAL		
	Brian note	<input type="checkbox"/>	<b>Secondary Steering Test</b> must be completed before the engine is started.		
		<input type="checkbox"/>	Isolator (check function, presence of any tags)		
		<input type="checkbox"/>	Batteries and terminals secure, in good condition		
		<input type="checkbox"/>	Engine oil and coolant		
		<input type="checkbox"/>	Hydraulic oil		
		<input type="checkbox"/>	Transmission oil		
		<input type="checkbox"/>	AFFF system and fire extinguishers present, pressurised and tagged		
		<input type="checkbox"/>	Tyre condition and wheel security		
		<input type="checkbox"/>	Bodywork, windows and mirrors in reasonable condition		
		<input type="checkbox"/>	Steps and handrails present, not bent and free of grease and debris		
		<input type="checkbox"/>	Hydraulic lines and cylinders in good condition, not leaking		
		<input type="checkbox"/>	Reverse camera clean and functional		
		<input type="checkbox"/>	Presence of any leaks		
		<input type="checkbox"/>	Seat and seatbelt		
	POST-START CHECKS	<input type="checkbox"/>	Horn functions (this will normally sound during engine start)		
		<input type="checkbox"/>	Gauges function and reach normal operating range		
		<input type="checkbox"/>	Reverse camera and alarm functions		
		<input type="checkbox"/>	Park and service brake operation		
		<input type="checkbox"/>	Braking System test		
		<input type="checkbox"/>	Tub raise and tub-up warnings function		
		<input type="checkbox"/>	Lights function		
		<input type="checkbox"/>	Steering functions		
		<input type="checkbox"/>	Radio transmits and receives		
		<input type="checkbox"/>	Any other checks as recommended in OEM manual		
		<input type="checkbox"/>	If any critical (bolt) faults are identified the truck is not to be operated until maintenance have investigated, repaired and authorised it to be OK	IMPORTANT NOTE	
		<input type="checkbox"/>			

INTRO	SHOOT OF	ANIMATION	PRESENTER/VOICE OVER	IMAGE REFERENCE
<b>SOP LIST (TRUCK OPERATION)</b>				
	<input type="checkbox"/> Example of the process			
<b>ENGINE START</b>	<input type="checkbox"/> Ensure no people working near unit. <input type="checkbox"/> Horn signals must be used to warn other personnel that the haul truck is about to move. Horn signals should be sounded at least five (5) seconds prior to the haul truck moving off. <input type="checkbox"/> Turn the main switch to the "on" position. <input type="checkbox"/> Check gear selector in neutral, park brake is on, hydraulic levers in neutral. <input type="checkbox"/> Turn ignition switch on. <input type="checkbox"/> Turn starter switch to start <input type="checkbox"/> Release the starter switch after engine has started <input type="checkbox"/> If the engine fails to start, wait a minute and repeat the start sequence <input type="checkbox"/> Check gauges and indicator lights function and give normal readings for the truck type <input type="checkbox"/> Warm up engine at low idle for one minute as required.			
<b>GEAR SHIFTING</b>	<input type="checkbox"/> Before changing direction of travel, the truck must come to a complete stop and drop engine to a low idle. <input type="checkbox"/> Select the highest gear you wish the truck to enter <input type="checkbox"/> Ensure transmission has engaged before accelerating. <input type="checkbox"/> Transmission should be shifted to neutral and the park brake applied if the truck will be idling for a prolonged time			
<b>DRIVING (GENERAL)</b>	<input type="checkbox"/> <b>Road conditions</b> will determine the <b>overall speed</b> at which to travel. <input type="checkbox"/> A <b>minimum separation distance</b> of at least 50 metres should be kept between haul trucks travelling underground. <input type="checkbox"/> A loaded haul truck has right of way over an unloaded haul truck. <input type="checkbox"/> <b>Slow down on corners</b> as speeding on corners will damage tyres. <input type="checkbox"/> <b>Call levels</b> on the radio to warn other decline users of your position. Sites may have <b>dedicated call up points</b> . <input type="checkbox"/> Slow down at <b>intersections</b> and beware of <b>traffic</b> . <input type="checkbox"/> When <b>travelling loaded</b> , ensure the <b>tray selection lever</b> is in the "neutral" or "hold" position. If not, excessive stress on the <b>lift rams</b> will occur. <input type="checkbox"/> <b>Brakes</b> and <b>steering</b> should be <b>checked</b> as functional before entering any gradients.			
<b>DRIVING UP A GRADE</b>	<input type="checkbox"/> Select the <b>correct gear</b> for driving up the grade (steeper grades will need lower gears). The correct gear will be one in which the truck can comfortably hold a <b>high RPM</b> without dropping down gears. <input type="checkbox"/> Keep the <b>accelerator</b> depressed to maximum revolutions. The RPM should be high but under the redline. <input type="checkbox"/> If the grade gets too steep the RPM may drop to the point that the transmission shifts down a gear. <b>The operator should select the same gear</b> to prevent the truck continually changing between the two gears while tramping up that grade.	Animation gradients, REV counter range, Tick		
<b>DRIVING DOWN A GRADE</b>	<input type="checkbox"/> Select the correct gear for the grade before starting down a grade. This will typically be the same gear the truck can maintain driving up the same grade (steeper grades will need lower gears) <input type="checkbox"/> Extra care needs to be taken if the <b>truck is loaded</b> as it will accelerate and over-speed much faster - as a precaution a <b>lower gear than normal</b> should be selected. <input type="checkbox"/> Activate the auto retarder (if fitted) <input type="checkbox"/> Use gear selection and retarding systems to control engine RPM below "redline" and avoid overspeeding. <input type="checkbox"/> Service brakes may be used where necessary, but over-use can cause the brakes to <b>overheat</b> and become less effective. <input type="checkbox"/> A smooth ride in a lower gear is more efficient and less wearing than a "jerky" ride in a higher gear with constant application of brakes/retarders to control speed.	NOTE	ANIMATE RED BREAK PADS/SMOKE	
<b>RECEIVING A LOAD</b>				
<b>APPROACH TO LOADING AREA</b>	<input type="checkbox"/> Proceed to working headings only if re-entries have been completed and confirmed by the re-entry crew ( <b>via radio</b> ), and you have clear instructions to do so <input type="checkbox"/> Check the work area as per SMHC, checking items such as: <input type="checkbox"/> Adequate ventilation, <b>bags are inflated</b> and <b>out of the way</b> for loading <input type="checkbox"/> <b>Ground conditions are safe</b> (do not go under unsupported ground.) <input type="checkbox"/> Roadways are in reasonable condition and free of <b>large rocks</b> or <b>potholes</b> <input type="checkbox"/> <b>No protruding bolts, boxes, mesh</b> or other obstacles that may be hit while trucking in and out of the area. <input type="checkbox"/> Water down if required			PRO00_7605 Wash Scale and Assess Ground
<b>GETTING LOADED</b>	<input type="checkbox"/> <b>Hazards should be rectified before loading commences.</b> Do not drive over <b>large rocks</b> or <b>potholes</b> . <input type="checkbox"/> <b>Confirm the loading location, load source, load type</b> and destination by communicating with the loader operator <input type="checkbox"/> Position the truck in the loading area or as the loader operator requests and as level as possible <input type="checkbox"/> When positioned for loading, apply the <b>park brake</b> and <b>shift into neutral</b> . <input type="checkbox"/> <b>Stay in the truck</b> when being <b>loaded</b> (never get out of truck, while it is being loaded as <b>rocks falling from loader</b> or <b>out of the tray</b> could cause injury. <input type="checkbox"/> If <b>large rocks are to be loaded onto haul truck</b> , you may be requested (by loader operator) to <b>exit the truck and stand in a safe location</b> to avoid injury <input type="checkbox"/> The loader operator should <b>signal</b> when you are loaded. This is usually by a <b>horn and/or "pat down"</b> . <input type="checkbox"/> If any <b>spillage</b> occurs have the <b>loader operator clean up as soon as possible</b> - don't leave it on the ground as it is a hazard to all operators. <input type="checkbox"/> <b>Engage first gear, release park brake</b> and drive slowly forward. Drive slowly for a few seconds to allow the <b>suspension to self-level</b> before <b>accelerating away</b> . <input type="checkbox"/> Leave the loading area if clear - be alert for personnel, other vehicles and obstacles.			
<b>TIPPING</b>				
<b>SURFACE WASTE DUMPS OR ROM PADS</b>	<input type="checkbox"/> Ensure you <b>dump the load on the correct dumping pad</b> - if in doubt contact your supervisor <input type="checkbox"/> Before dumping make sure the area is clear of <b>personnel</b> and <b>obstacles</b> . <input type="checkbox"/> When dumping is carried out on the surface <b>at night</b> , the area must be illuminated by <b>stationary lights</b> so placed as to give effective illumination to the working area and to the edge of the dump area. <input type="checkbox"/> Reverse into position and ensure the truck is straight (i.e. <b>not articulated</b> ) and on flat ground. Tipping with articulation or at an angle can cause the truck to roll over. <input type="checkbox"/> Do not tip over the edge of a waste dump unless there is an <b>engineered wheel stop</b> . <input type="checkbox"/> If there is insufficient edge protection at the edge of a waste dump, <b>stop 5 metres from the edge</b> . <input type="checkbox"/> <b>Once stopped</b> , move the <b>hoist or tray control lever</b> to "Hoist" or raise position and <b>increase engine speed to high idle</b> to power the tray up. <input type="checkbox"/> <b>Reduce the engine speed</b> as the tray approaches <b>its limit of travel</b> - <b>stop</b> and <b>engage the tray selection lever to neutral</b> . The engine speed should be reduced because <b>damage may result</b> if the hoist cylinders repeatedly hit their stops at high speed. <input type="checkbox"/> If you are not tipping over the edge, select <b>first gear</b> and <b>release the park brake</b> . Move forward slowly to ensure that the <b>tray empties completely</b> <input type="checkbox"/> Stop, apply the parking brake, shift the transmission to neutral, and engage the tray selection <b>lever in "lower" position</b> . <input type="checkbox"/> When the tray has completely lowered, the lever should be returned to the <b>neutral (hold) position</b> . <input type="checkbox"/> Perform a <b>visual check</b> on tub to ensure it has <b>lowered completely</b> into <b>tub cradle</b> . <input type="checkbox"/> Put the transmission in gear, <b>disengage park brake</b> and move off. <input type="checkbox"/> Check the tray periodically for <b>any build up or stuck material</b> .	Animate the distance	Note The engine speed should be reduced because damage may result if the hoist cylinders repeatedly hit their stops at high speed.	
<b>UNDERGROUND STOCKPILES</b>				

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	<input type="checkbox"/> When tipping underground the operator must only tip in <b>approved areas</b> . <b>Cab stop lines must be marked</b> up by the supervisor or delegate. <input type="checkbox"/> Prior to tipping the operator shall <b>exit the truck and inspect</b> the area for: <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Adequate clearance to tip</b></li> <li><input type="checkbox"/> <b>Obstructions</b></li> <li><input type="checkbox"/> <b>Suitable space for the load.</b></li> </ul>	IMPORTANT NOTE		
	<input type="checkbox"/> The operator is to stop the tray with sufficient <b>room from the backs</b> to allow the truck to move forward without <b>getting caught</b> on the backs. <input type="checkbox"/> <b>If tipping outside normally approved areas or if visibility is poor a spotter</b> must be present at all times. <input type="checkbox"/> The shift supervisor (or his delegate) will inspect the tipping area and mark up <b>"cab stop lines"</b> with paint that are <b>easily visible and precise</b> enough for truck operators to gauge the correct tipping position for the truck. <input type="checkbox"/> When marking "cab stop lines" the shift supervisor will ensure the <b>clearance between the truck tray and backs is adequate</b> , there are <b>no obstructions</b> and there is <b>suitable space</b> for the load. <input type="checkbox"/> Operators must respect the tipping area for <b>spillage built up and low backs</b> after each load. The floor must be <b>1.5 metres to the grade line</b> if it is not, STOP and contact the shift supervisor. <input type="checkbox"/> The operator must stop at the "cab stop lines" so that the tray will have sufficient clearance to allow the truck to tip without getting caught on the backs. <input type="checkbox"/> Only dump a <b>single row</b> in the middle of a tipping area to avoid the truck tub making contact with the <b>shoulders of the truck tipping area</b> .			
	<input type="checkbox"/> Stop and contact the shift supervisor if you become <b>wedged or cannot tip</b> as per this procedure. <b>DO NOT TRY AND GET YOURSELF OUT OF A WEDGE WITHOUT SUPERVISION.</b> <input type="checkbox"/> Whenever tipping the tub must be <b>lowered completely</b> before driving away from any tip area.	IMPORTANT NOTE - DO NOT TRY AND GET YOURSELF OUT OF A WEDGE WITHOUT SUPERVISION		
TIPPING INTO VERTICAL OPENINGS	<input type="checkbox"/> If tipping in backfill at vertical openings refer to PRO00_7122 Tipping into & Drawing from Vertical Openings. <b>NOT COVERING</b>			
GEARS / INSTRUMENTS AND MECHANICAL FAILURES	<input type="checkbox"/> <b>(EYES)</b> Monitor the <b>gauges</b> regularly, making sure the readings stay within the <b>normal safe operating range</b> <input type="checkbox"/> If any <b>warning lights</b> or any unusual noises or vibrations are noticed, <b>stop and park the truck</b> in the nearest parking bay or level. <input type="checkbox"/> If gauges <b>approach warning levels or caution alarms display</b> (typically yellow or sound, after operation of the truck until it returns to normal, if you are concerned there is a fault, park the truck up safely and contact your supervisor and/or maintenance. <input type="checkbox"/> Any unusual noises, vibrations, or critical alarms need to be addressed immediately. <b>Park the truck up safely immediately and report the fault to your supervisor/maintenance.</b> Do not move the truck until the fault has been rectified or <b>until you are instructed to do so.</b> <input type="checkbox"/> <b>Oil spills</b> need to be controlled, contained and cleaned up where able. Report <b>any spills</b> as per site requirements.	typically yellow		
EMERGENCY PROCEDURES	<input type="checkbox"/>			
MACHINE BREAKDOWN AND DAMAGE	<input type="checkbox"/> All damage should be reported to the supervisor as soon as it is identified. <input type="checkbox"/> All tows of disabled/broken down equipment require the completion of a JSA.			
RUNAWAY VEHICLE	<input type="checkbox"/> If you find the truck is rapidly accelerating out of control, it must be quickly stopped by application of: <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Full retarder</b></li> <li><input type="checkbox"/> <b>Service brakes</b></li> <li><input type="checkbox"/> <b>Park brake</b></li> </ul>	Shaking or image, Driver shocked face		
	<input type="checkbox"/> As a last resort, smoothly move the offside of the truck into the wall to attempt to slow it down and eventually bring it to a stop. <input type="checkbox"/> Do not attempt to leave a runaway vehicle until it has been brought to a stop and safely parked. The risk of injury in trying to jump clear is far greater than if you remain in the vehicle and ride it out.	IMPORTANT NOTE		
FIRE	<input type="checkbox"/> Fires on diesel vehicles are usually caused by one of the following three causes: <ul style="list-style-type: none"> <li><input type="checkbox"/> An electrical fault causing a spark to <b>ignite plastic wire sheathing</b>.</li> <li><input type="checkbox"/> Oil or fuel dripping/spraying onto <b>hot exhaust manifolds</b> or turbochargers.</li> <li><input type="checkbox"/> <b>Combustible material</b> left in the <b>engine bay</b> around the exhaust and turbo in the event of a fire.</li> </ul> <input type="checkbox"/> Stop the vehicle safely. <input type="checkbox"/> If time permits call the <b>emergency over the radio</b> whilst manoeuvring off the main travel way. <input type="checkbox"/> <b>Park clear of main travel ways</b> if possible <input type="checkbox"/> <b>Shut down the truck.</b> <input type="checkbox"/> Turn off <b>main isolator switch</b> . <input type="checkbox"/> If the fire occurs in the engine or transmission compartment activate the <b>APFF</b> . <input type="checkbox"/> If the APFF fails to permanently put out the fire or in an area not covered by the APFF, use a <b>fire extinguisher</b> to extinguish the fire where safe to do so <input type="checkbox"/> If the fire extinguisher fails to put out the fire, <b>leave the area and follow the emergency procedure plan.</b>			
TYRE FIRES	<input type="checkbox"/> If a tyre fire does occur on a truck you must: <ul style="list-style-type: none"> <li><input type="checkbox"/> Immediately park up and shut down the truck in the safest possible location available. Park so that the tyre that is alight is against the wall and that the rim may hit the wall in the event of the tyre exploding</li> <li><input type="checkbox"/> Initiate the emergency call out procedure via the emergency radio channel.</li> <li><input type="checkbox"/> Evacuate the truck.</li> <li><input type="checkbox"/> Move to a point at least 500 metres away from the truck up wind where safe to do so.</li> <li><input type="checkbox"/> The truck must not be approached for a period of 24 hours in case of a delayed tyre explosion.</li> </ul>	WHETHER THE FIRE IS SMALL OR LARGE - IMMEDIATELY REPORT THE INCIDENT AND FOLLOW EMERGENCY PROCEDURES.		
CONTACT WITH POWER CABLES/ LINES	<input type="checkbox"/> If you contact power cable/ lines, <b>stop and stay inside the vehicle.</b> <input type="checkbox"/> Use your <b>radio</b> to advise <b>location</b> and wait for the power to be isolated. <input type="checkbox"/> If you must evacuate from the vehicle because of a fire, <b>jump well clear</b> of the vehicle and land with <b>both feet together.</b> <input type="checkbox"/> Truck shall be stood down for 24 hours in a barricaded area with a 500m exclusion area after contact with power lines due to the risk of a tyre fire.			
REFUELLING	<input type="checkbox"/> Re-fuelling must be carried out at designated areas only as per site procedures. <input type="checkbox"/> Park the truck safely and shut the engine down <input type="checkbox"/> Check location of fire extinguishers. <input type="checkbox"/> No smoking allowed within 30m. Observe all safety signage in the area. <input type="checkbox"/> Do not walk away from the fuel nozzle while re-fuelling. <input type="checkbox"/> Ensure proper detachment of fuel nozzle immediately after re-fuelling. <input type="checkbox"/> Do not get distracted and forget to remove the fuel fill hose from the truck before moving off. <input type="checkbox"/> All fuel spills are to be cleaned up or contained and reported. <input type="checkbox"/> Keep area clean and tidy.			
PARKING AND SHUTDOWN	<input type="checkbox"/> Park truck on level ground and well clear of main travel or haulage ways. <input type="checkbox"/> If parking on an incline or decline always articulate the truck such that if it does roll, it will go into the nearby wall. <input type="checkbox"/> Apply parking brake. <input type="checkbox"/> Run engine at low idle for 3 minutes or as per manufacturer recommendations <input type="checkbox"/> Stop engine. <input type="checkbox"/> Turn ignition switch off. <input type="checkbox"/> Turn main power isolator off.			

INTRO	SHOOT OF	ANIMATION	PRESENTER/VOICE OVER	IMAGE REFERENCE
<b>END OF SHIFT</b>	<input type="checkbox"/>			
	<input type="checkbox"/>			