

	<p align="center">Work Instruction for Operating Excavator</p> <p align="center">Do's</p>	<p>DOC NO. OMC/PRODN/OC/WI/11 ISSUE NO. 01 REV. NO. 00 DATE. 10/01/2018</p>
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1. Every excavator shall be under the charge of a competent person called operator.
2. The operator authorized by the Mines Manager shall ride or operate the excavator.
3. Authorised operator should check the following before taking out the machine.
 - a. Brakes & lights
 - b. Track & roller
 - c. Bucket condition (For any crack)
 - d. Undercarriage for any oil leakage
 - e. Boom anchor pin (No crack or displaced)
4. PPE should be used – Safety shoe, safety helmet, fluorescent jacket.
5. The cabin should be free of loose tools, grease container & inflammable materials.
6. The cabin window should be kept cleaned to ensure clear vision at all time.
7. The operator should check nearby areas that no person is present before swinging the machine.
8. When the excavator is shifted, the bucket shall be kept 0.5mtrs above ground with the boom kept in the direction of travel.
9. While loading truck/dumper, the machine swinging shall be over the body.
10. During blasting, machine should be shifted to safe distance & boom shall be turned in opposite direction to the site of blasting.
11. At the end of the shift/when not in use, the machine shall be moved to & parked on stable ground with the bucket rest on the ground.
12. The machine is to be parked in the designated place.

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1. No person other than authorised operator shall operate the excavator.
2. Authorised operator should not take out the excavator without checking the essential units.
3. Operator should not be allowed without proper PPE.
4. Loose tools, grease container & inflammable materials should not be kept in cabin.
5. Cabin windows should not be kept dirty; it will obstruct the clear vision.
6. Swinging the excavator without checking nearby areas can cause accidents.
7. Excavator should not be shifted in unusual position, which may result to accidents.
8. The machine swinging should not be over the cabin.
9. During blasting, machine should not be left within danger zone & boom should not be kept in same direction to the site of blasting.
10. The machine should not be left in uneven ground & bucket not to be left above the ground.
11. Not to leave the machine without handing over to reliever or locking the excavator cab.

	<p align="center">Work Instruction for Operating Grader Do's</p>	<p>DOC NO. OMC/PRODN/OC/WI/12 ISSUE NO. 01 REV. NO. 00 DATE. 10/01/2018</p>
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1. The machine shall be operated only by the authorised operator.
2. Before operation, operator shall inspect and test all the operational safety apparatus.
3. Blade condition for any crack, tightness of blade bolts are to be checked before operation.
4. Check tyre condition & any leakage in hydraulic system.
5. Use PPE – Safety shoe, helmet & fluorescent jacket.
6. The operator should operate the machine without any assistant.
7. The cab window should always be kept clean.
8. The walk ways in & about the cabin should be kept free of loose tools, grease container & other materials.
9. Always maintain distance of 30m between two moving machines.
10. The operator should hoist/push any material within its designated capacity.
11. While reversing, satisfy yourself about any nearby object using rear view camera.
12. After completion of work, the operator should park the machine on a safe and level ground. The blade should be lowered to ground.
13. After completion of shift, machine should be handed over to authorised operator or the cabin is to be locked.

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1. Un-authorized persons should not operate or ride on the machine.
2. Operator should not operate the machine without inspection and testing of all the operational safety apparatus.
3. Don't operate without maintaining tyre pressure or attending to the leakages.
4. Never neglect use of PPE.
5. The operator should not allow any unauthorised to ride in cabin.
6. Don't allow dirt on the cabin glass.
7. Any material should not be kept inside cabin to restrict movement. Loose materials may fall & present tipping hazard.
8. Safe distance should always be maintained & no person should be in proximity.
9. The operator should not hoist/push any material beyond its designated capacity.
10. Don't carry out reversing if the conditions are not met.
11. After completion of work the operator should not park the machine in unsafe and uneven ground.
12. The operator should not leave the machine without ensuring safety.

	<p align="center">Work Instruction for Operating Pay Loader Do's</p>	<p>DOC NO. OMC/PRODN/OC/WI/13 ISSUE NO. 01 REV. NO. 00 DATE. 10/01/2018</p>
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1. The machine shall be operated only by the authorised operator.
2. Before operation, operator shall inspect and test all the operational safety apparatus.
3. Bucket and teeth condition for any crack, tightness of bucket bolt, pin, leakage of hydraulic cylinder are to be checked before operation.
4. Check tyre condition & any leakage in hydraulic system.
5. Use PPE – Safety shoe, helmet & fluorescent jacket.
6. The operator should operate the machine without any assistant
7. The cab window should always be kept clean.
8. The walk ways in & about the cabin should be kept free of loose tools, grease container & other materials.
9. Always maintain distance of 30m between two moving machines.
10. The operator should hoist/push any material within its designated capacity.
11. The loader operator shall work with a stock-pile of height equal or less than loading height of loader.
12. While reversing, satisfy yourself about any nearby object using rear view camera.
13. After completion of work, the operator should park the machine on a safe and level ground. The bucket should be lowered to ground.
14. Three point contact should be ensured during riding to the cabin.
15. After completion of shift, machine should be handed over to authorised operator or the cabin is to be locked.

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1. Un-authorized persons should not operate or ride on the machine.
2. Operator should not operate the machine without inspection and testing of all the operational safety apparatus.
3. These checks should necessarily be done before operating the machine.
4. Don't operate without maintaining tyre pressure or attending to the leakages.
5. Never neglect use of PPE.
6. The operator should not allow any unauthorised to ride in cabin.
7. Don't allow dirt on the cabin glass.
8. Material should not be kept inside cabin to restrict movement. Loose materials may fall & present tipping hazard.
9. Safe distance should always be maintained & no person should be in proximity.
10. The operator should not hoist/push any material beyond its designated capacity.
11. Don't carry out reversing if the conditions are not met.
12. After completion of work the operator should not park the machine in unsafe and uneven ground.
13. The operator should not leave the machine without ensuring safety.

	<p align="center">Work Instruction for Operating Welding Machine</p> <p align="center">Do's</p>	<p>DOC NO. DOC NO. OMC/PRODN/OC/WI/14 ISSUE NO. 01 REV. NO. 00 DATE. 10/01/2018</p>
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1. Safety goggles should always be used in addition to welding mask. Always wear shoe with rubber sole. Use hearing protection. Fume collector should be used.
2. Use welding apron. Always wear pants without cuffs; avoid clothes and gloves with snags, tear or worn spot; keep all pockets empty and sealed. Protective clothing to cover arms & legs.
3. Ensure electrode holder & welding cable in good condition.
4. Ensure earthing in the welding machine and enclosure.
5. Only weld in authorised areas. Make sure the area is dry, free of oil & grease and adequately ventilated
6. Keep people away unless they are authorised to be there and are wearing the appropriate personnel protective equipment
7. Inspect the equipment you will be using before you start. Familiarise with the machine & control.
8. The holder should not have electrode when the machine is switched ON.
9. Ensure that the welding socket is adequately rated.
10. Ensure current is correctly set according to type of electrode.
11. When job is completed, switch off machine, remove stub from holder and hang up the electrode and cable.

	<p>Work Instruction for Operating Welding Machine</p> <p>Don'ts</p>	<p>DOC NO. OMC/PRODN/OC/WI/14 ISSUE NO. 01 REV. NO. 00 DATE. 10/01/2018</p>
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1. Do not use PPE that's defective or not in good condition.
2. Do not weld with upturned sleeves or collars because sparks could get caught in them.
Never wear clothing made of synthetic material such as polyester or nylon. Rings & jewellery should not be worn.
3. Do not use equipment that is defective. Welding cable should not be in damaged condition.
4. Do not lay down a torch on a table with oil residues. Oil and oxygen do not mix.
5. Never weld cut or do related work on drum, barrels or tanks. They could explode.
6. Do not weld near rooms where flammables objects are stored.
7. Don't switch on if an electrode is present.
8. The plug & socket should not be damaged. Don't connect with loose wire without plug.
9. Don't set current higher than recommended.
10. Safety precautions should not be neglected.

	<p>Work Instruction for handling of Explosives</p> <p>Do's</p>	<p>DOC NO. OMC/PRODN/OC/WI/15 ISSUE NO. 01 REV. NO. 00 DATE. 10/01/2018</p>
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1. Ensure transit slip signed by the competent authority.
2. The magazine shall be operated during day time only.
3. Only authorized person shall be allowed to enter to the Magazine premises.
4. The quantity of explosives shall be properly counted by the Magazine I/C and handed over to the Blaster.
5. The Explosives and the detonators shall be kept in separate containers and locked securely.
6. The boxes with explosives shall be painted with red coloured and marked Explosives.
7. The boxes with explosives shall be handled carefully.
8. The explosives with the earliest batch number shall be issued first.
9. After blasting the Blaster shall return the un-used explosives to the Magazine.
10. Checking of the locks after the transaction shall be done by Security.
11. In case of emergency siren shall be blown.

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1. Inflammable item, mobile or other electronic items shall not be allowed in the magazine area.
2. Explosives should not be left anywhere unattended.

	<p align="center">Work Instruction for Pumping Operation</p> <p align="center">Do's</p>	<p>DOC NO. OMC/PRODN/OC/WI/16 ISSUE NO. 01 REV. NO. 00 DATE. 10/01/2018</p>
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1. Only authorized person should operate the pump under direction of supervisors.
2. Check the foot valve and clear the obstruction if any.
3. Open the vent valve to ensure the proper priming before starting the pump.
4. Check the supply voltage to the pump for correct reading.
5. Use required PPEs like Safety Shoes, Helmet, Safety hand gloves etc.
6. Stop the pump if any vibration is there after pressing the start button.
7. Make sure all guards and shields are in place and secured before starting of the engine.
8. Check the ampere meter and maintain as per guideline.
9. Inform the shift in charge if any major breakdown or any abnormal sound is observed during running of the pump.
10. Ensure proper housekeeping and maintain the places dry near the pump station where electrical panel, switch boxes etc. are fitted.
11. Hand over the charge to the succeeding shift operator and maintain the daily shift report at the end of the shift.

	<p>Work Instruction for Pumping Operation</p> <p>Don'ts</p>	<p>DOC NO. OMC/PRODN/OC/WI/16 ISSUE NO. 01 REV. NO. 00 DATE. 10/01/2018</p>
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1. Don't forget safety, health and environmental precautions.
2. Don't allow pump to run dry.
3. Don't run the pump more than the recommended operating limits.
4. Don't press the start and stop button frequently if any abnormality is observed during running of the pump.

	<p align="center">Work Instruction for formation of Spoil Banks DO'S</p>	<p>DOC NO. OMC/PRODN/OC/WI/17 ISSUE NO. 01 REV. NO. 00 DATE. 10/01/2018</p>
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1. The slope of a spoil bank face shall be determined by the natural angle of repose of the material being deposited but shall in no case exceed 37 degree from the horizontal.
2. A Crater Boulder Wall around Over Burden dump and Concrete wall around Sub-grade and fines dump must be constructed before start of dumping activity in that location.
3. Maximum height of bench should not exceed 30mt.
4. A notice of dangerous occurrence should be given to the inspectorate if there is any indication of on stability of the dumps.

	<p>Work Instruction for formation of Spoil Banks</p> <p>DONT'S</p>	<p>DOC NO. OMC/PRODN/OC/WI/17 ISSUE NO. 01 REV. NO. 00 DATE. 10/01/2018</p>
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1. Nobody is permitted to approach the toe of an active spoil bank where he may be endangered from materials rolling dower the face.
2. No slope should be steeper than as stipulated by DGMS
3. The Toe of spoil bank shall not be permitted to approach public roads or building or other permanent structure not belonging to the owner of the mine, closer than a distance equal to the vertical height of the face.
4. The spoil bank face shall not be retained by artificial means at an angle in excess of its natural angle of repose.