**Standard Operating Procedure**

**Light Motor Vehicle Operation**



**ODISHA MINING CORPORATION LTD.**

**KODINGAMALI BAUXITE MINE**

**Authorized By**

1. **Purpose:** This Procedure is to establish and ensure safe LMV operation in and around mines.
2. **Responsibility**: Mechanical Incharge
3. **Accountability:** LMV Driver

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| --- | --- | --- |
| 1. **PPE:** 2. Safety helmet 3. Safety shoe 4. Nose Mask 5. Fluorescent jacket | **Tools:**   1. First Aid Box 2. Maintenance Kit 3. Emergency Hammer 4. Spare Tires | **Training needs:**   1. Usage of tools and Nature of Hazards 2. Usage of PPEs 3. Traffic and Driving Safety |

1. **Definition:**

**Driver:** One shall be recognized as driver if he possess relevant experience, eligibility and authorized by Mine Manager.

1. **Safety and health hazards:**

* Slip/trip/fall.
* Head on Collision.
* Roll Over/Toppling of L.M.V.
* Hitting to other Truck/Structure/Persons.
* Dust generation during Operation.
* Noise during Operation.
* Vibration during Operation.
* Diesel/ Engine oil, gear Oil - Inflammable, Fire hazards.
* Acid Batteries- Skin contact can lead to extensive and severe burns and highly toxic.

In order to avoid injuries to personal and damage to machinery, the following precautions are very important.

* Work required PPE i.e. with safety shoes, helmet, dust musk, fluorescent jacket suitable for long distance visibility etc.
* Adherence to Traffic Rules guidelines framed by Mines Manager.
* Pre Operation Safety features checklist.
* Regular Checks & Maintenance.
* Use seat belt while driving.

***Note: Report immediately to Supervisor, Shift Incharge and Safety officer for any incident/accident.***

1. **ENVIRONMENT ASPECT:**

* Dust generation
* Noise Pollution
* Vibration
* Oil Spillage

Preventive measures:

* Regular Water Sprinkling on Haul Roads for dust control.
* Use of Dust Mask/Earplug.
* Use seat belt while driving to avoid jerking.

1. **TOOLS:**

All Work required PPEs like Safety Helmet, Safety shoes, Nose mask, Ear Plug & Jacket.

1. **PROCEDURE:**

Experienced persons should be employed for the job. Ensure that persons having valid driving license and equipped with all required PPEs.

**Duties of LM.V. Operator**

**Before Start Operator shall check the followings**-

* Check the condition of horn, engine oil, water, air pressure before starting the machine and ensure that these are in good working condition.
* Check oil leakage in high pressure hose joints, engine and final drive case.
* Check water leakage in radiator and engine.
* Check wiring, circuits, electrical connections, battery condition, start of motor, alternator, terminals for any sign of damage or short circuiting
* Check for play and travel of each lever, turn the machine left and right at a safe place to check traveling and steering levers, and that machine is not giving any unusual noises.
* No fire element should be near while checking or replenishing oils, avoid overflow and ensure all body covers and caps are tightened.
* Check that no other parts are damaged or missing.

**NORMAL OPERATION:**

**Pre-Start (Duties of Driver)**

* Driver will ensure not to carry any combustible material in cabin.
* Check L.M.V. thoroughly for any leakage or damage.
* Check L.M.V. for its all safety features and specially fire extinguisher.
* Check all tyre condition.
* Check back & front horn.
* Check all seat belts.
* Check all tyre pressure.
* Check engine oil & fuel level.
* Check all nut & bolts tightness.

**While driving of L.M.V. (Duties of Driver)**

* Not use mobile phones while L.M.V drive.
* Shut-off engine running of vehicle while parking.
* Use wheel stopper while parking.
* Do not light up fire or allow anybody else to do so.
* Wearing seat belt while driving.
* Any leakage or any damage which may cause leakage should be reported to shift supervisor/ shift in charge.
* Smoking is prohibited inside the vehicle during vehicle drive.

1. **Procedure:**
2. No LMV shall be operated unless authorized by Mine Manager.
3. Driver has to wear mandatory PPEs as prescribed
4. Driver has to conducted full check up of safety devices & others parameters of his allocated vehicle and he is determined that it is functioning in order / it is in safe working / serviceable condition.

Safety devices like:-

1. Brakes
2. Steering
3. Head Lights
4. Back Light
5. Horns
6. Blinkers
7. Emergency Brake
8. Level of Fuel / Quantity of Fuel
9. Level of Lubricant
10. Level /Quantity of Brake Oil
11. Level of Coolant & its quantity
12. Condition of Fan Belt / Dynamo
13. Tyre & Tyre pressure
14. Rear view mirror
15. Seat Belt
16. Driver shall ensure that all passengers are wearing seat belt.
17. Drivers are responsible to be cautioned for any unsafe condition while driving
18. Poorly placed signs
19. Confusing signs
20. Over crowed signs
21. Missing signs
22. Out of date signs
23. Road way problems
24. Problem with vehicle
25. Driver must follow speed limit as per traffic rules / situation & condition (Mines/Public/Private-roads/city/NH etc.)
26. Whenever sight is intersected, Driver uses horns to alert the traffic coming from other site.
27. While negotiating curve driver should keep low speed and select a turning radius commensurate with the speed.
28. While in operation Driver ensure that gear is selected according to load, gradient and speed.
29. While Driver operates in down gradient, he keeps the vehicle in low gear range and keeps applying retards to avoid engine over race and consequent damage.
30. While Driver backing up the vehicle ,he ensure that back up signal is working and that back passage is clear of men & object
31. Belt up in the back.
32. Take special care about the children , Senior Citizen and Pedestrian while driving outside of mines/public road/private road/City
33. Always observe and anticipate other road users
34. Keep your standard distance gap
35. Always wear helmet / & seal belt