



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
DALMIAPURAM
Mines Department**



Issue No. 02	Rev. No: 01	Effective Date: 22.05.2015	WI/Mines/03
Issued By: S & P		Approved By: Head - Mines	
Work Instruction for Heavy Earthmoving Operator			

Scope/Purpose : This Work instruction applicable for Heavy Earth moving Operator

Responsibility : Mines Foreman/Asst. Manager

Accountability : Mines Manager

PPE:

1. Earmuffs
2. Safety Shoes
3. Helmet
4. Goggles

Tools:

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Hazard Analysis:

Risks associated

Dust Emission

Mitigating Measures

Dust Proof Cabin Provided

Training needs:

1. General Working of Mine operation
2. Various working parts of Machines

Work instruction:

Instruction For Loading:-

1. The Heavy Equipment Operator shall meet the Asst. Mines Manager / Foreman at the commencement of the shift and get the necessary instruction regarding the location from where the loading is to be done.
2. At the commencement of every shift, the operator shall personally inspect and ensure that the machine is in good condition.
 - While checking he should ensure that the brakes and every warning device are in good working condition.
 - Lights are in good working condition if the machine is required to work after day light hours.
3. Before starting his operation he should use all safety appliance like Helmet, Earmuffs as prescribed in MMR – 1961 while on duty.
4. He should not take out the machine for work, nor operate the machine, unless he is satisfied that it is mechanically sound and in efficient working order.
5. The operator shall maintain a log sheet of every inspection made under clause (a) in a bound paged book, kept for the purpose and sign every entry made therein.



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6. The operator shall keep the cabin window clean so as to ensure clear vision at all times.
7. Walk ways in or around the cabin of the shovel shall be kept free of loose tools, grease containers, or other materials that might fall or cause a falling / tripping hazard.
8. The operator shall not operate the machine when persons are in close proximity as to be endangered.
9. He shall not swing the bucket over the passing haulage units. While trucks / dumpers are being loaded, he shall swing over the body of the truck / dumper and not over the cabin, unless the cabin is protected by a substantially strong cover.
10. During idle hours or before leaving the machine, the operator shall rest the bucket to the ground.
11. The operator shall not leave his machine un – attended during the shift. When he finishes his Work, he shall hand over the machine to his reliever or lock the excavator cabin.
12. The operator shall not allow any unauthorized person to ride on the machine or to operate it.

Special Instruction For Breaking:-

Additional instruction that has to be followed while breaking other than the above is as follows.

1. He shall not operate the breaker equipment when the boom is in lifted position & contact of breaker chisel with the bench is not there. (The breaker should not be operated in the air)
2. The working tool should always be positioned at right-angles to the working face as far as possible in order to increase the life of moil point and should not use the breaker as crowbar as it will endanger the moil point.
3. Never drive the working tool into the ground. Rock the breaker gently in order to allow the dust to escape from tip of the working tool.
4. Never use the breaker as a sledge hammer and for transport purposes.
5. Whenever the breaker is to operated beneath the water (Moil point submerged in water condition) then in order to prevent water from entering into the breaker, compressed air to be used through the provision given for this purpose.
6. He shall confirm by visual means that all the broken material is of less than 1m³ size.
7. He shall see that no person is within the radius of 20m from the point of breaking.
8. He should confirm that grease is always available in the grease cartridge so as to enable proper lubrication of the breaker . If the cartridge is empty, then the breaker has to be stopped immediately and he shall inform his superiors immediately for replacement of the cartridge.

Emergency / Emergency Shut OFF:

1. If there is any emergency Call Emergency number 9865165316 / 9865277805/
9865150893 / 9865277806 / 473/291

Records/Annexure:

1. Refer Log book.
2. JSA is enclosed below.



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JOB SAFETY ANALYSIS: (JSA)

Job Safety Analysis	Job: Work Instruction HEO	Date: 14.09.12	Analysis by:	Reviewed by:
Title of employee doing job: HEO	Supervisor: Mines Foreman/shift incharge	Department: Mines	Section:	Approved by:
Req'd/recommended PPE: Safety shoes, goggles, ear plug				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Checking of Oil levels and leakage	Fire	Automatic Fire Suppression System	Hydraulic Hose Puncture	Switching off the Machine as and when noticed any leakage
Clearance all along the Swing Direction of Machine	Hit Injury	Operator as swing the machine in the direction towards the reach of visibility	Accidental intervention inside the swing area	Proper information to be given to the operator to stop operation.