

# **Best Practices - Developed by the Surface Haulage Safety Task Force in Cooperation with MSHA**

## **TRAINING CHECKLIST**

### **Haulage Safety Task Force Training Checklist**

The Best Practices for the Training of Truck Drivers is not a complete training program. However, if followed, you can help maintain a safe working environment for yourself and your coworker. It will provide you, the truck driver, with useful information on how to safely operate the truck. The following list of best practices gives you, the driver, a starting kit of the best tools some of the safest mining companies in the U.S. can put together to help keep you safe. Remember, there are possible differences that can prevent you from using some of the best practices listed here at your mine.

Training is an opportunity to transform a work force into a safe, costeffective, efficient, and productive team. It is up to you to provide the opportunity to make it happen and turn mining into the safest industry possible for the miner.

Training should always be done before the driver starts production work at the mine. If possible, new drivers should be tested on their knowledge after the initial hands on training, then rechecked periodically.

At intervals, drivers should be observed to ensure that they have not developed any bad habits and to reinforce the training. Separate lines conduct subsequent training as needed.

### **General Safety**

#### ***Personal Safety Equipment***

- Hard hat, steel toe boots, safety glasses, gloves, hearing and dust protection

#### ***Seat Belts***

- Seat belts are required at all times when haul truck is in use
- Seat and seat belt in good working order

***Pre-Operation Inspection (Where applicable, all of the items below should be checked on every preoperation inspection.) The machine should be in a safe location before conducting the preoperation inspection.***

- Fluid levels engine oil, hydraulic oil, steering oil, brake oil, coolant, and fuel
- Steering components
- Tires, lug nuts, wheels and flanges
- Frame and bed for cracks and damage
- Mirrors, cameras, windows, windshield wipers, etc.
- Power train engine, torque converter, transmission, differential, and final drive
- Electric drive alternators and wheel motors
- Hoist cylinders mounts, pins and pin keepers
- Nose cone/wish bone assembly cracks, proper lubrication, and looseness
- Brakes test all brakes to ensure they hold to manufacturer's specifications
- Warning devices gauges, lights, buzzers and backup alarm
- Fire suppression system/extinguishers pins & keepers in place, tags current, hoses, etc.
- Wheel chocks available for use
- Ladders, handrails and steps
- Head lights, clearance, turn signals, tail, and brake
- Heaters and defrosters
- Cab doors open and close properly
- Loose objects secured in cab
- Operators manual
- Air Pressure System
- Belts and Guards
- Radio

***Know The Controls (Location And Operation) All Brakes, Signals, Accessories, Instrumentation And Warning Devices***

- Know how they work, normal and abnormal readings and what should be done if alarm sounds (All international symbols should be explained to the operator)

***Proper StartUp And ShutDown Procedures***

- Before starting engine, ensure that all is clear (do not proceed if visibility is impaired)
- Warn others before starting
- Warn others before moving (honk horn)
- Warn others before exiting readyline (honk horn)
- Follow prescribed procedures for cold or warm engine starting
- Allow time to warm up before operating
- Choose safe location to park truck
- Allow time to cool down before shutdown
- Set park brake and turn off lights
- Set wheel chocks if necessary

**Truck Operation**

*Truck Operation*

- Sit in an upright position with the seat belt fastened at all times
- Test all braking systems to ensure proper function before operating truck (check operators manual for correct procedure for your truck)
- Follow all traffic procedures signs and speed limits posted at the mine
- Test all steering functions prior to operation (check operators manual for correct procedure for your truck)

**Working Procedures**

*Operator's Responsibilities*

- **Safe**, productive operation of the equipment with a minimum amount of down time due to mechanical failure.
- Elimination of property damage and accidents by using care and consideration around other equipment and operators.
- Reporting unsafe conditions immediately

### *Speed Control*

- Throttle, retarder, brakes

### *Spotting At Loading Equipment*

- Check clearances
- Visually check loading area on approach to be sure that no equipment or persons are behind your truck before reversing
- Pay close attention to highwall areas
- Watch closely for other equipment, persons, small vehicles, etc.

### *Spotting At Dump Locations*

- Check approach, berm height/thickness (reminder: when backing up to a dump, use the berm as a guide only)
- Look for cracked ground/settling/bulges
- Report any unsafe conditions immediately to the supervisor and other drivers
- If spotters are provided, have direct communication with them

### *Operating On Grades*

- Use correct gear when descending grades.
- Follow manufacturer's grade profile charts.
- Gear down before descending the grade.
- Use retarder to maintain proper speed.
- Electric drive units check for proper voltage prior to descending grade.

(Note: To ensure dynamic braking on electric drive trucks, the operator must check before starting down the grade to see that proper

voltage is being supplied to the wheel motors. This voltage will vary between truck types, so the manufacturer's specifications must be checked and adhered to. Improper voltage will cause loss of dynamic braking.)

### *Right-Of-Way Procedures*

- Follow all traffic procedures, traffic signs and speed limits posted at the mine.
- Loaded truck generally has right-of-way

When in doubt, **YIELD!**

### ***Reduction Of Component Damage***

- Engine - maintain proper rpm, oil pressure, coolant temperature
- Tires - avoid rocks in the road, know where the blind side of the truck is, maintain proper speeds and loads
- Reduce speed when turning or traveling over rough terrain
- Operate within the design limits of the truck

### **Machine Systems**

Know the difference between proper operation and possible malfunction. Operators should know about the truck's

- Brake systems
- Steering systems
- Drive train
- Warning systems
- Accessories
- Emergency Shut-Down Procedures
- FireSuppression System
- Other vehiclespecific systems.

### **Housekeeping**

- Keep haul truck free of combustible materials.

- Secure all loose items in cab.
- Keep ladders, walkways and cabs clear of extraneous material and tripping hazards.

These truck training guidelines have been developed to assist in building a knowledge and awareness of safe haul truck operation. They were designed to give the basic "How-To" operation parameters and are not a complete training program.

Note: It is important that every truck operator read the truck operator's manual and use good common sense when operating any piece of equipment. Always report any changes, such as unusual sounds and operating responses, in your equipment (Anything your senses can pick up).

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