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Morenci Safe Production Standard	Standard # 3.3	
	OHSAS 18001:2007	4.4.6
Light Vehicle – Safe Operation	Revision #	03
	Revision Date	11/18/2013
	Effective Date	01/01/2012
	Document Owner	Health and Safety
Approvals:		
<i>Senior VP Morenci Operations: 11/22/2011</i>		<i>Safety Steering Committee: Approved 11/22/2011</i>

1.0 PURPOSE:

The purpose of this standard is to establish and ensure the safe and efficient operation of Company owned light vehicles. Although this standard does not describe all situations that drivers may encounter, it does provide critical information for safe operation.

2.0 SCOPE:

This standard addresses the minimum requirements of occupational safety and health (OH&S) matters associated with the operation of company owned light vehicles.

All employees, contractors, and vendors on Freeport-McMoRan Morenci Operations (FMMO) property will comply with all elements of this standard. Divisions, Departments and Contractors may implement their own work instruction that meets or exceeds this document's requirements.

3.0 TERMS, DEFINITIONS AND ABBREVIATIONS

Terms and definitions which apply to this standard are:

- 3.1. **Mobile Equipment** – means wheeled or track-mounted equipment such as trucks, dump trucks, front-end loaders, dozers, buses, forklifts, light vehicles, etc. utilized as work tool and/or mode moving or transporting either earth material, cargo loads, or passengers.
 - a. **Heavy Equipment** – a wheeled, or skid-mounted, or rail-mounted equipment capable of moving earth material or transporting cargo loads, or passengers which weighs more than 5 (five) tons.
 - b. **Light Vehicle** – a mobile equipment unit, which is a cargo or passenger vehicle that weights less than five (5) tons, or a van with a maximum capacity of 20 seats.
- 3.2. **Back-Up Alarm** – Also called **Reverse Alarm**; an audible alarm installed on mobile equipment/vehicle that must be activated when the equipment/vehicle is in reversing motion to alert people and other equipment/vehicles.
- 3.3 **Critical Defects:** Defects which affect safety in a manner that would constitute significant risk to the operator, passengers or other vehicles during normal operating conditions. Examples include damaged or defective seat belts, braking systems, steering systems and back-up alarms.

- 3.4. **Driver** – Employees who due to the nature of his/her work assignments, are licensed and certified, therefore authorized to drive specific company vehicle(s).
- 3.5 **General Defects** – Defects which affect safety and could increase the likelihood or consequence of an event during normal operating conditions. Examples include damaged or defective brake lights, horns, glass, head lights, turn signals and tires (for a comprehensive list refer to appendix 8.1 light vehicle safety inspection)
- 3.6. **Operator** – Employee who is licensed and certified to operate specific mobile equipment and/or groups of equipment.
- 3.5. **LV Register** – a written record containing details of light vehicles' identifications and other data and information needed during a review or audit.
- 3.6. **Site Access/Identification Card (Badge)** – an integrated system of identification for each person in the which also serves as an Access Card to Company facilities based on individual privileges as authorized by the Company.
- 3.7 **LVA (Light Vehicle Access)** – a designated route within the mining area through which light and heavy equipment is separated, by means of berms or other substantial barriers, from routine haulage traffic.

4.0 RESPONSIBILITIES:

4.1. Senior Vice President, Morenci

- a. Ensure FMMO has its own Standard to address safe operation of light vehicles and review it regularly.
- b. Provide resources to adhere to the requirements of the safe use of mobile equipment/light vehicles on the company premises.

4.2. General Managers, Area Managers and Contractor Company Representatives

- a. Allocate resources to adhere to the requirements set in this standard.
- b. Ensure this standard is implemented. This includes:
 - (1) Ensuring that the intent of the standard is fully understood and adhered to by relevant party(s) in area of responsibility.
 - (2) Ensuring the safe operation programs of light vehicles are in place and complied with.
 - (3) Ensuring that all light vehicles assigned to his/her area of responsibilities are in compliance with this standard.
 - (4) Maintaining auditable documents and records relevant to the implementation of this standard.

4.3. Light Vehicle Driver

- a. Operate light vehicle on public roadways only if in possession of an appropriate license.
- b. Comply with the Company LV procedures. This includes:
 - (1) Ensuring light vehicle is operated in a sound and safe condition at all times.
 - (2) Inspecting vehicle at the start of each shift (daily basis).
 - (3) Delivering vehicle to the assigned shop for PM check as scheduled
 - (4) Reporting any damage or defects of mobile equipment/vehicle to Supervisor and/or nearest shop for repair.
 - (5) Transporting all passengers safely by abiding all the applicable safety rules and guidelines.

4.4. Light Vehicle Shop

- a. Generate and maintain mobile equipment/light vehicle registers, and relevant OEM documents.
- b. Generate guidelines and procedures of mobile equipment/light vehicle Preventive Maintenance (PM) Check and ensure that the set procedures are in place.

- c. Document any PM check-related activities.
- d. Report any significant engine damage to relevant Business Unit Head for further follow-up.

4.5. OH&S Department

- a. Provide OH&S advice to all FMMO Employees and Contractor Companies to ensure that they meet their responsibilities and accountabilities relevant to the implementation of this standard.
- b. Continuously promote the FMMO traffic safety awareness through available means of communication such as posting of banners, posters, and through Management's OH&S meetings, etc.

4.6. Maintenance Services Division

- a. Oversee all vehicle purchases, assignments, repairs, rebuilds, replacements, licensing, registrations, budgeting, and planning.
- b. Provide guidelines and/or standards that conform to the best safe practices recommended by the manufacturer or regulated by certain institutions, including the Arizona Department of Transportation (ADOT), to ensure that vehicles are used in an effective, efficient and safe manner.
- c. Provide final review for approval or refusal of releasing any vehicle from the shop after vehicle repair as a result of an incident.

4.7. Head of FMMO Security Department

- a. Ensure that all vehicles/equipment crossing the threshold of FMMO Access Gates:
 - (1) Has a valid equipment/vehicle identification card, and the operator/driver are authorized to be on property.
 - (2) Are visually checked for traffic rules adherence by operator/driver and passengers.
- b. As authorized by Management, manage radar gun maintenance, monitoring, patrolling, and traffic sweeping, in a professional manner.
- c. Recommends corrective action(s) to the relevant FMMO Manager for any mobile equipment/light vehicle that does not comply with the established procedures and/or company policies.

4.8. Head of FMMO Human Resources Department

- a. Ensure articles relevant to appropriate disciplinary actions for traffic violations are quoted in the appropriate document(s).
- b. Assist Managers in applying appropriate disciplinary actions for mobile equipment/light vehicles and traffic violations.

4.9. Road Maintenance Crew

- (a) Maintain road conditions in order to be in a safe condition at all times, including traffic signs and berms/guardrails.

5.0 STANDARDS OF PERFORMANCE

5.1. General Requirements

- a. All employees who are required to drive or operate light vehicles on public roadways shall have a valid driver's license(s) from an approved state agency. International driver licenses may be used in lieu of a state license if approved by the safety department.

Note: Permission to drive a light vehicle on FMMO property is given due to job requirements and not a privilege for employees. If you lose your driver's license, you may not be able to perform your job requirements that might lead the Management to re-consider your value to the organization.

- b. All light vehicle modifications will require FMMO review and approval from the General Manager of the area.
- c. Wearing seat belts are compulsory for the driver and all passengers.
- d. Smoking inside light vehicles is strictly prohibited.
- e. The use of listening devices with headset/earphone while driving Light Vehicles is prohibited.
 - (1) For cellular telephone, the driver shall pull over to a safe location before making or

- receiving a call.
- (2) Other devices or activities that could distract driver's attention such as a portable TV, texting on a cellular telephone, etc. shall not be used or performed by the driver.

See the Communication Device Policy for more information.

5.2. Administrative Requirements

a. Light Vehicle Numbering and Identification

- (1) All vehicles shall be identified through an ID number. The Maintenance Services Division is responsible for the administration of light vehicle identification.

b. Light Vehicle Standard Specification Requirements

- (1) All light vehicles operated in Mine areas shall comply with the following requirements:
 - a. A functional buggy whip with a height of 12ft from the ground to the top of the flag
 - b. Driver has an access permit (*i.e. current in-pit driving training*) when entering or leaving the Mine area or is escorted 100% of the time
 - c. A two-way radio is required for driving in the pit (*i.e. outside of the boundaries of the LVA*)
- (2) Flashing lights installed on vehicles shall meet the following criteria:
 - a. Blue – rubber tire dozers, tire handlers and other support equipment.
 - b. Amber –used for disabled equipment. This is also required for man vans.
 - c. Red –blasting and emergency vehicles.

c. Light Vehicle Maintenance and Refueling

- (1) All light vehicles must be maintained in accordance with the manufacturer's recommendations, MSHA Regulations, FMMO and other minimum standard requirements.
- (2) All light vehicles must only be refueled on-site at the Mine or Processing refueling areas. This does not apply to approved travel beyond Morenci property in which a company owned vehicle is required to be operated a substantial distance away from the mine site.

d. Vehicle Modification

- (1) Any modification of light vehicles shall only be done after obtaining written approval from the manufacturer through the Maintenance Services Division.
 - a. Installing non-standard OEM (Original Equipment Manufacturer) equipment such as additional lights (e.g. rear-blinking brake lights, roof mounted lights, etc), decals, designs, and other ornaments on light vehicles requires prior approval from the respective General Manager.

e. Use of Non Taxable Fuel

- (1) For the purposes of this standard, colored fuel is fuel to which a specific type and quantity of red dye has been added in accordance with the Fuel Tax Act and accompanying regulations.
- (2) The use of coloured fuel in a licensed motor vehicle is prohibited. Colored fuel may only be used to operate unlicensed vehicles on mine property.

5.3 Safe Operating Requirements

a. Light Vehicle Safety Inspection (Pre-Use Inspection)

- (1) All vehicle drivers shall conduct an inspection prior to operating a vehicle to ensure the vehicle is safe to operate; the inspection shall be documented using the Light Vehicle Safety Inspection Form (*see Appendix No. 1 and Appendix No. 2*).
- (2) To verify that brake lights are functioning appropriately employees may ask for assistance from another employee, use a mirror (if installed) or back up to a surface that will provide adequate reflection.

- (3) Drivers must report any critical safety defects or other unsafe items(s) immediately to the responsible person in the area (*i.e. Supervisor, technical coordinator or other*). Items deemed unsafe shall be corrected prior to operating the light vehicle when feasible or the vehicle shall be immediately removed from service.
- (4) General defects which affect safety shall be controlled to prevent injury or loss through one of the following approved methods:
 - a. Corrected immediately, or
 - b. The vehicle shall be transported to a repair shop if the defect does not expose the operator or other operators to a high degree of danger. Flashers, a spotter or other administrative controls may be used to temporarily transport equipment that has a general defect to a repair shop, or
 - c. The vehicle shall be taken out of service until the defect can be corrected
- (5) Out of Service: Equipment shall be placed out of service immediately upon identification of a defect that affects safety unless the condition is corrected. A light vehicle is considered out of service when:
 - a. The vehicle has been shut off
 - b. The vehicle has been parked and effectively blocked against inadvertent movement in accordance with FMMO vehicle parking requirements
 - c. An out of service tag has been placed on the steering wheel or other readily identifiable location and completely filled out including a detailed description of the equipment damage. This requirement includes the need for an out of service tag when light vehicles with general defects are transported to a repair shop.

b. Passengers and Materials Loading

- (1) For all light vehicles, the allowed maximum number of passengers shall be determined by manufacturer recommendations and the number of available and functional seatbelts.
- (2) Except for instructors, passengers or riders are not allowed in the vehicle/cab when it is being used for training.
- (3) The driver will be held responsible for assuring that all passengers and him/herself wear seat belts.
- (4) When transporting materials the materials must be placed flat on the floor and be properly secured to prevent them from moving during the travel and in the event of sudden stops or turns.
- (5) Any loose items must be secured in such a way that will prevent them from creating a hazard due to sudden movements. Spare tires should not be carried/placed inside of the vehicle's cab.
- (6) Material transported in the rear of light vehicles shall not exceed the vehicles rated loading limits and must be secured effectively to prevent tipping, falling or impacting the rear glass. When loads project 3ft beyond the sides or rear of self propelled mobile equipment flags or other visual signals shall be installed on the protruding loads to increase visibility.
 - a) Manually-operated horns or other audible warning devices provided on self-propelled mobile equipment as a safety feature shall be maintained in a functional condition.
 - (a)(1) When the operator has an obstructed view to the rear, self-propelled mobile equipment shall have
 - An automatic reverse-activated signal alarm; or an observer to signal when it is safe to back up.
 - Alarms shall be audible above the surrounding noise level.
 - An automatic reverse-activated strobe light may be used at night in lieu of an audible reverse alarm.

c. Speed Limit

- (1) Responsible parties shall ensure that each portion or project road is equipped with adequate and standardized speed limit and other traffic signs.
- (2) Each driver is responsible for ensuring that he/she drives within the allowed/posted speed limit for the area at all times.

d. Operation and traveling

- (1) Drivers shall keep safe distance from pedestrians and heavy equipment in operation. Pedestrians and heavy equipment have the right-of-way.
- (2) Emergency vehicles shall be given right-of-way during an emergency.
- (3) Explosive convoys have the right-of-way over all other vehicular traffic. However oncoming traffic is not required to stop unless conditions require it.
- (4) Drivers shall never leave a light vehicle unattended with the engine running or with the key in the ignition.
- (5) Tailgating is strictly prohibited. A minimum of one vehicle length for every 10 mph speed must be maintained, except when hauling another vehicle.

e. Sounding horn for startup and motion

- (1) 1x short horn sounding before starting the engine
- (2) 2x short horn sounding before the vehicle moves forward
- (3) 3x short horn sounding before the vehicle moves backward shall be applied
- (4) All vehicles must come to a complete stop and sound the horn before entering or exiting any building.

Note: After sounding the horn the driver must wait for a minimum of 5 seconds before proceeding with the next action

5.3. Traffic Signs

a. Traffic Signs

- (1) Signs or signals to give direction or warning of hazardous conditions shall be placed at appropriate locations along the roadway
- (2) Sign dimensions such as the size and the height from the ground shall be decided in accordance with the Arizona Department of Transportation standards. Signs must be clearly visible and instantly recognizable.
- (3) Any faded or defective traffic signs shall be replaced immediately

5.4 Traffic Violations

a. Speeding

- (1) Speeding is prohibited at all times
- (2) Radar detectors are not permitted on FMMO property. When found, radar detectors will be confiscated and the user will be subject to discipline up to and including termination.

b. Incidents

- (1) Drivers of light vehicles shall immediately report any incidents to his/her supervisor
- (2) Drivers of light vehicles who are involved in a vehicular incident will remain at the scene of the incident until Security and/or Safety/Emergency personnel arrive
- (3) Vehicles/Equipment involved in incidents shall not be removed until the investigation is complete. In a case where the vehicle needs to be moved from its original position such as to allow traffic through, an immediate consultation with the Safety Representative will occur and he/she has the authority to determine whether the vehicle will be moved or not.
- (4) Drivers will be held liable for any vehicle incident causing property damage as the result of using a company vehicle for personal use outside of required work duties.

6.0 REFERENCES

6.1 OHSAS 18001:2007 Clause 4.4.6

6.2 Safe Production Standard 6.28 – Operational Control

6.3 Communication Device Policy

6.4 Drug and Alcohol Policy

6.5 General Code of Safe Practices

6.7 Property Entry Guidelines

6.8 Code of Federal Regulations (30 CFR)

6.9 Safe Production Standard 3.1 In-Pit Driving

7.0 RECORDS

Name of the Record	Controlled By	Minimum Conservation Time
Approved copy of this Standard	Health and Safety	Permanent
Pre-Operation (Pre-use) Inspection of Vehicle	Division / Area	10 Years
Maintenance and Repair Records (for safety purposes)	Maintenance Services Department	10 Years
Work Orders for Repair of Safety Defects	Division / Area	10 Years

8.0 APPENDICES

8.1 HS-SPS-3.3-001 – Light Vehicle Safety Inspection Form

8.2 – Acceptable Alternative Form

9.0 REVIEW AND CHANGES

Revision No.	Date of Revision	Items Affected
01	06/19/2012	Section 8.0 - Appendix 8.1 – Included reference to form # HS-SPS-3.3-001(S. Elias)
01	06/19/2012	Appendix 8.1 - Replaced Snapshot of Light Vehicle Safety Inspection Form (S. Elias)
01	06/19/2012	Section 8.0 – Added 8.2 – Appendix 8.2 New – (S. Elias)
01	06/19/2012	Title Section – Removed “MP” from OHSAS 18001:2007 Reference (S. Elias)
02	06/24/2013	Updated records table
03	11/18/2013	Clarified section 5.3 (a) as a result of External Audit finding. Removed “The form is to be completed once per shift with each operator’s initials in the section provided at the top” Added the word “All” before Vehicle drivers to clarify that all drivers must perform separate inspections. S. Elias 11/18/2013

APPENDIX 8.1 Pre-Operation Vehicle Inspection Form

LIGHT VEHICLE SAFETY INSPECTION

DATE: _____ SHIFT: _____

VEHICLE # _____ VEHICLE TYPE: _____

**EVERY OPERATOR MUST PERFORM
 INDIVIDUAL INSPECTION**

OPERATOR INITIALS

Write NA if the item is not applicable

CRITICAL ITEMS	OK	BO	OK	BO	OK	BO	OK	BO	OK	BO
Brakes										
Steering										
Seatbelts										
Back-up Alarm										

If these items are defective, the vehicle is not to be moved.

GENERAL ITEMS	OK	BO	OK	BO	OK	BO	OK	BO	OK	BO
Parking Brake										
Glass										
Head Lights										
Tail Lights										
Brake Lights										
Tires										
Turn Signals										
Windshield wipers										
Grab Irons & Steps										
Mirrors										
Panel Gauges										
Horn										

If these items are defective take the vehicle to repair shop

Additional Items	OK	BO	OK	BO	OK	BO	OK	BO	OK	BO
Housekeeping										
Wheel Chocks										

Mine Access	OK	BO	OK	BO	OK	BO	OK	BO	OK	BO
Buggy Whip										
2-Way Radio**										

** Only mandatory for driving in the pit

Remember to check fluid periodically, especially Engine Oil, Engine Coolant, Hydraulic Fluid, Windshield washer.

OBSERVATION OR COMMENT

HS-SPS-3.3-001 Rev.1

Appendix No. 2 – Acceptable Alternative Form

FREEMPORT-McMoRAN
COPPER & GOLD
 MORENCI OPERATIONS

LIGHT VEHICLE SAFETY INSPECTION

DATE _____ SHIFT _____

VEHICLE # _____ VEHICLE TYPE _____

EVERY OPERATOR MUST PERFORM
 INDIVIDUAL INSPECTION

OPERATOR INITIALS

Write N/A if the item is not applicable

CRITICAL ITEMS	OK	BO	OK	BO	OK	BO	OK	BO	OK	BO
Brakes										
Steering										
Seatbelts										
Back-up Alarm										

If these items are defective, the vehicle is not to be moved.

GENERAL ITEMS	OK	BO	OK	BO	OK	BO	OK	BO	OK	BO
Parking Brake										
Glass										
Head Lights										
Tail Lights										
Brake Lights										
Tires										
Turn Signals										
Windshield Wipers										
Grab Irons & Steps										
Mirrors										
Panel Gauges										
Horn										

If these items are defective, take the vehicle to repair shop.

ADDITIONAL ITEMS	OK	BO	OK	BO	OK	BO	OK	BO	OK	BO
Housekeeping										
Wheel Chocks										

MINE ACCESS	OK	BO	OK	BO	OK	BO	OK	BO	OK	BO
Buggy Whip										
2-Way Radio**										

**Only mandatory for driving in the pit.

Remember to check fluid periodically, especially Engine Oil, Engine Coolant, Hydraulic Fluid, Windshield washer.

OBSERVATION OR COMMENT