

## OP04 – Mineral Extraction

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### What is this?

The purpose of this document is to prepare procedures covering the control of all aspects of mineral extraction.

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### What does the responsible manager need to do?

The responsible manager must ensure that:

- They identify the need for, and timescale of, each tranche of mineral extraction
- The location and scale of the mineral extraction is in accordance with any planning permission condition, and any detailed supporting documents submitted as part of it
- They seek any additional guidance required from a competent planning consultant
- All employees are given relevant information and training in relation to the extraction of the mineral deposit
- The provision of plant, fuel and other equipment necessary for mineral extraction is allocated
- All employees operating mobile plant are suitably trained and authorised on that particular piece of equipment and hold, or are working towards, an NVQ to deem them competent
- Any changes to the method of extracting minerals are agreed with a superior. Prior to any approval of changes a review of the planning permission must be undertaken
- Any aspects of mineral extraction carried out by contractors are suitably controlled in relation to any potential impact on the environment
- In the event of adverse weather, ie strong wind blowing towards receptors, giving rise to the possibility of dust nuisance, suitable preventative actions will be undertaken and, if necessary, mineral extraction will cease and the incident recorded on the relevant form
- All plant and equipment is suitably inspected and maintained as per Regulation 12(1)(a)(iii) Quarries Regulations 1999
- All equipment uses a fuel facility that is compliant with Environment Agency rules. In addition the fuel should be of the correct specification
- All fuel facility monitoring and overfill devices should be within the scheme of inspection and maintenance
- Minimise light pollution by the use of appropriate lighting/downlighting and timers during the night
- Regular environmental incident drills are undertaken and the results are recorded
- Environmental incidents and complaints are recorded
- The site is compliant with permit conditions
- Site emergency procedures are clearly displayed and understood by the workforce
- Correct signage is in place to warn the workforce and visitors of any danger
- Any measures outlined within the site permit and planning consent are complied with
- All personnel are fully briefed on the hours of work.



## What do employees have to do?

All employees must ensure that:

- The quality of any deposits is correctly assessed, and they conform with any instructions given regarding the cut off point between mineral layers (overburden, sub-base, economic mineral deposit, etc)
- All minerals extracted from the quarry are moved by suitable plant and equipment to a stockpile, or brought to the plant for processing
- Any incidents, changes or queries are brought to the attention of the responsible manager immediately
- They operate equipment with due regard to the environmental conditions
- All rules and procedures are clearly understood
- Daily inspections sheets should be completed
- Basic maintenance is undertaken.

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## Associated documentation

### EMS Sections

- Planning
- Structure, Responsibilities and Resources
- Training, Awareness and Competence

### Environmental Procedures

- EP11 – Training Personnel
- EP12 – Provision, Monitoring and Review of Resources

### Operational Procedure

- OP13 – Loading Vehicles

### Forms

- EF03 – Internal Communication
- EF14b – Daily Mobile Plant Inspection Checklist
- EF15 – Incident Investigation

