

OP05 – Mineral Processing (Crushing & Screening)

What is this?

The purpose of this document is to prepare procedures covering the control of crushing and screening operations.

What does the responsible manager need to do?

The responsible manager must ensure that:

- All parts of the processing plant are suitably inspected and maintained as per Regulation 12(1)(a)(iii) Quarries Regulations 1999
- All measuring and monitoring equipment is calibrated according to manufacturers' recommendations and company policy
- Site hazard plan is on display
- The site is compliant with all conditions within the planning consent
- All external and internal personnel are aware of plant operating hours
- Relevant valid Environment Agency discharge and abstraction licences are in place
- Check quality of discharge water regularly (there may be a condition to continuously monitor)
- Fuel tanks comply with Environment Agency regulations
- Fuel level/overflow protection is serviceable
- Correct grades/source of fuel are used
- 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
- Minimise light pollution by the use of appropriate lighting/downlighting and timers during the night
- Surface run off from site complies with the discharge consent limits
- All operatives are adequately trained and either hold, or are working towards, an NVQ level 2 in plant operation to demonstrate competence
- Daily inspections are undertaken by a competent person
- A buffer stock of suppressant chemical is available and is stored in the appropriate container (dependent on the particular site)
- Dust extraction system is operating at peak efficiency. Inspection of filter and ducting to be included within maintenance and inspection scheme (dependent on particular site)



- Stack monitoring to be undertaken by a competent independent organisation at a frequency determined within the permit (possible continuous indicative monitoring may be required)
- HV transformers are within the scheme of maintenance and inspection with particular regard to oil leaks/oil changes
- All mineral processing activities are undertaken in accordance with any conditions in the planning permission.

What do employees have to do?

All employees must ensure that:

- Any operational defect with the plant is reported immediately to the relevant supervisor after the plant has been shut down and isolated
- Ensure all rules and procedures are understood
- Daily inspection sheet is completed by the operator
- Check silo filter bags for blinding/moisture/damage on a weekly basis (if applicable)
- Report spillages to a superior (good housekeeping)
- Ensure all doors and inspection hatches are secure
- Shutdown redundant items of plant when required
- Any missing or damaged cladding to be reported for repairs
- Plant area to be kept clean and clear of obstructions
- Control room to be kept clean and tidy
- Control room air conditioning/filtration to be kept serviceable
- Record relevant information from the measuring/monitoring equipment
- Basic maintenance to be undertaken
- They report any failure of environmental controls to the appropriate person immediately.

Associated documentation

EMS Section

- Operational Control

Forms

- EF03 – Internal Communication
- EF14a – Daily Static Plant Inspection Checklist
- EF14b – Daily Mobile Plant Inspection Checklist
- EF15 – Incident Investigation

