

Business Procedure

Motor Vehicle Safety and Journey Management Document Number – OHS-PROC-31

This document applies to the following sites:

All Sites	<input type="checkbox"/>				
Rockhampton Office	<input checked="" type="checkbox"/>	Brisbane Office	<input checked="" type="checkbox"/>	Tarong Site	<input checked="" type="checkbox"/>
Barron Gorge Hydro PS	<input checked="" type="checkbox"/>	Kareeya Hydro PS	<input checked="" type="checkbox"/>	Mica Creek PS	<input checked="" type="checkbox"/>
Koombooloomba Hydro PS	<input checked="" type="checkbox"/>	Swanbank PS	<input checked="" type="checkbox"/>	Mackay Gas Turbine	<input checked="" type="checkbox"/>
Wivenhoe Small Hydro PS	<input type="checkbox"/>	Stanwell PS	<input checked="" type="checkbox"/>	Meandu Mine	<input type="checkbox"/>

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1.0 Purpose

This Business Procedure describes Stanwell's minimum mandatory requirements for assessing and managing the risks associated with motor vehicles and their general use.

2.0 Scope

This Business Procedure applies throughout Stanwell, all its sites and all activities under Stanwell's control. It applies to all Stanwell employees and contractors, including visitors to Stanwell workplaces.

This procedure applies at all times and is not restricted by work hours or other time or place considerations. The procedure applies to:

- light vehicle operations including mules;
- hire vehicles and drivers of hire vehicles.

This procedure does not apply to powered mobile plant.

The *distracted driving* section of this procedure applies to employees who are driving on behalf of the organisation regardless of whether they are driving 'on site' or not; and to contractors and visitors driving at any SCL owned or operated site.

3.0 Actions

The hazards and risks associated with motor vehicles and driving shall be identified and managed.

3.1 Motor Vehicle Use

The use of Stanwell owned motor vehicles shall be restricted to workers directly authorised.

The driver of a Stanwell owned vehicle or hire vehicle shall:

- be licensed to drive that type of vehicle;
- not be impaired by alcohol or other drugs according to Business Procedure: Alcohol and Other Drugs;
- not be fatigued according to Business Procedure: Fatigue Management and the guidelines outlined in *section 3.2.1 Fatigue and Long Distance Travel* of this procedure;
- obey all local speed limits and road regulations;
- report and record all motor vehicle related events;
- ensure all occupants wear a seatbelt whenever the vehicle is in motion;
- not smoke in a motor vehicle;
- complete the required site pre-start check; and
- make sure that loads are adequately secured prior to departure.

The driver of the vehicle is responsible for any traffic offences or fines incurred.

All motor vehicles must be driven in accordance to the applicable road rules. This applies to vehicles being operated on Stanwell sites.

3.2 Journey Management Planning

Where identified as a control measure via a risk assessment process, a journey management plan shall be developed (not mandatory for all journeys). The risk associated with and expected duration of a journey should be considerations when determining the need for a journey management plan. For journeys to / through remote and isolated locations, *Business Procedure: Remote and Isolated Work Safety* shall be complied with and the development of a journey management plan shall be considered.

Journey management plans shall consider as a minimum:

- main route and alternate routes of travel;
- types and coverage of communication devices;
- communication methods and frequency of contact for updates and check-in calls;
- travel time, breaks and higher risk periods (dusk, dawn, night);
- emergency notification and response plans;
- plans weather conditions including rain, fog, high winds;
- driver fitness such as previous work periods and fatigue; and
- the remoteness of the destination.

Motor vehicle travel shall be reviewed and planned to make sure that:

- the risks of the journey are adequately controlled and managed; and
- crisis and emergency management procedures can be implemented where required.

Refer to the Journey Management Plan Tool.

3.2.1 Fatigue and Long Distance Driving

The following controls shall be implemented so far as is reasonably practicable:

- journeys and long distance travel shall be planned for daylight hours. Driving at night should be kept to a minimum and should be done only when daylight travel is not possible. Consideration shall be given to the adjustment of emergency or crisis preparedness for night time driving through the risk assessment process;
- personnel shall avoid driving more than 12 hours in a 24 hour day;
- personnel have had adequate sleep the night before a long journey (refer to the *Fatigue Management Business Procedure* and *Journey Management Plan Tool* for guidelines);
- share driving where possible; and
- personnel take a rest break from driving of at least ten minutes every two hours or more frequently if deemed required.

3.2.2 Communications

The level of detail required to be communicated prior to and during a journey will depend on a range of factors including; duration, location, and time of day or night of travel.

When determining an appropriate communication approach the following should be considered;

- A means of mobile communication is established usually via mobile phone devices. Ensure that the driver and passenger mobile phones are charged and phone numbers are exchanged with relevant personnel.
- A form of communication is agreed between the driver and a contact person. (e.g. supervisor, team member, family member). The agreed approach should include establishing contact at regular scheduled intervals.

- It is confirmed that communication devices, where fitted to the vehicle, are working and their use is understood by all occupants.

Where it has been determined via a risk assessment process that a formal Journey Management Plan is required a formal plan is to be developed using the Journey Management Plan Tool available on GenNet.

Table 1: Examples of the level of detail of communication that may be required when undertaking a journey.

Example of journey undertaken during work hours	Guide to the type/s of communication
Travelling from: <ul style="list-style-type: none"> • Stanwell Power Station to Rockhampton. • Barron Gorge Power Station to Cairns. • Kareeya Power Station to Airport • Mica Creek Power Station to Mt Isa. 	As a courtesy, advise your supervisor where you are going and how long you will be.
Travelling from: <ul style="list-style-type: none"> • Brisbane to Tarong Power Station. • Barron Gorge Power Station to Kareeya Power Station. 	Phone numbers are exchanged with relevant personnel, phones are charged and details of approximate travel times provided.
Travelling to remote or isolated areas.	Phone numbers are exchanged with relevant personnel, phones are charged and details of approximate travel times provided. Communication devices fitted to vehicles checked. Formal Journey Plan may be required to be developed.
Travelling from Tarong Power Station to Stanwell Power Station.	Formal Journey Plan developed with agreed communication plan and regular contact determined.

3.3 Distracted Driving

This section relates specifically to the use of distracting devices while driving on business / operating vehicles for the organisation.

The following shall not be performed whilst operating a vehicle:

- Using, in any way (includes reading etc.), a mobile phone or other portable electronic device (it is also preferred that talking on a 'hands free' device is performed whilst safely pulled over / stationary): and
- programming or adjusting a navigation system

3.4 Inspection and Maintenance

Motor vehicles shall be inspected and maintained in accordance with the relevant manufacturer's recommendations. A visual inspection of general vehicle condition including tyres, wheel nuts, body damage and seat belts shall be undertaken at the start of a journey.

3.5 Licence and Competence Requirements

Employees and contractors operating all vehicles shall hold a valid driver's licence for the class of vehicle they are required to drive.

Personnel shall immediately notify their relevant manager following any change to their licence status.

4.0 References (Including Information Services)

Source	Reference
Legislation	<ul style="list-style-type: none"> Queensland Work Health and Safety Regulation 2011, Part 3.1
Australian Standards	<ul style="list-style-type: none"> Nil
Business Procedures	<ul style="list-style-type: none"> Alcohol and Other Drugs Fatigue Management Remote and Isolated Work Training and Competency Traffic Management
Stay Safe	<ul style="list-style-type: none"> Motor Vehicle Safety
Tools	<ul style="list-style-type: none"> Journey Management Plan Tool

5.0 Definitions

Term	Meaning
Distracting devices	Distracting devices include portable and/or hand held electronic devices including: communication equipment such as a mobile phone, portable audio devices such as an MP3 player, iPod or radio; portable computers such as iPads, laptop computers, tablets etc.
Distracted driving	Distracted driving is the diversion of attention away from activities critical for safe driving toward a competing activity.
Light vehicles	<p>A light vehicle is any land-based vehicle:</p> <ul style="list-style-type: none"> weighing less than 4.5 tonnes gross has no more than 4 wheels seats a maximum of 12 Personnel including the driver examples of light vehicles that are covered by this Policy include: <ul style="list-style-type: none"> cars, 4WD's, sports utility vehicles, pick-ups, and utilities. personnel carriers such as the long wheel base "troop carriers"; light trucks with crew cabins and other vehicles designated from time to time as personnel carriers.

6.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved. By
0	22.05.2015	Procedure created to consolidate legacy related documents	Jason Paull	Michael Joy / Trevor Hooper	Ian Gilbar
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7.0 Appendices

Appendix A Motor Vehicle Safety & Journey Management Document Flowchart

