
Motor Vehicle Safety and Journey Management

Document Number – OHS-PROC-31

This document applies to the following sites:

All Sites	<input checked="" type="checkbox"/>
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1.0 Purpose / Scope

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

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 to;

- All vehicle operations including mules.
- Any hire vehicle and drivers of hire vehicles.
- Any vehicle towing a trailer.

This procedure does not apply to powered mobile plant.

2.0 Actions

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

2.1 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 *OHS-PROC-411: Alcohol and Other Drugs Management*.
- vehicle is used for business purposes only, unless authorised by the leader (for some special circumstances only), any approved personal use should be clearly recorded in the vehicle logbook.
- not be fatigued according to Business Procedure *OHS-PROC-406: Fatigue Management*.
- obey all local speed limits and road rules.
- report and record all motor vehicle related incidents.
- ensure all occupants wear a seatbelt whenever the vehicle is in motion.
- complete the required site pre-start check.
- ensure that loads are properly loaded and secured (on and off site). This means that the load;
 - is properly restrained.
 - doesn't overhang dangerously.
 - doesn't exceed mass limits.
 - doesn't cover lights, indicators, reflectors or the number plate.
- Smoking, including e-cigarettes, is prohibited in motor vehicles.

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.

When parking vehicles, the following shall be implemented:

- Vehicles shall be parked to allow the first movement to be in a forward direction (reverse parked) in a designated carpark when provided on Stanwell sites.
- Vehicles and contents are appropriately secured when parked.

- Fuel cards should always be kept in a locked location.
- Vehicles are parked in a safe location wherever possible; this includes parking in a designated park, parking on a level surface and parking away from any traffic flows.
- The vehicle transmission is placed in gear (or “park” for automatic transmissions) with the engine switched off.
- The park brake shall be applied before leaving the vehicle.

For further information regarding vehicle maintenance, trailer coupling, isolation, loading and unloading refer to *Vehicle Parking, Isolation and Maintenance Business Procedure OHS-PROS-140*.

2.2 Journey Management Planning

The expected duration and nature of the journey should be considered when determining the need for a journey management plan. For journeys through remote and isolated locations the requirements of *Remote and Isolated Work Safety* (Business Procedure *OHS-PROC-127*) shall be complied with and the development of a journey management plan must 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.
- weather conditions including rain, fog, high winds.
- driver fitness such as previous work periods and fatigue.
- the remoteness of the destination.
- any place or situation that may put the safety of the driver at risk.

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

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

2.2.1 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 and take a rest break from driving of at least ten minutes every two hours or more frequently if required.
- Personnel have had adequate sleep the night before a long journey (refer to the *OHS-PROC-406: Fatigue Management*; and *T-2860: Journey Management Plan* for guidelines).
- Share driving where possible.

2.2.2 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 and are compliant with local road rules.

Where it has been determined that a formal Journey Management Plan is required use *Journey Management Plan (T-2860)*.

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 less than 100 km •	As a courtesy, advise your supervisor where you are going and how long you will be.
Travelling more than 100 km •	Phone numbers are exchanged with relevant personnel, mobile phones are charged and details of approximate travel times provided.
Travelling to remote or isolated areas.	Phone numbers are exchanged with relevant personnel, mobile 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.

2.3 Distracted Driving

Distracted drivers are a danger not only to themselves and their passengers but to other road users as well. It only takes a split second to lose your concentration.

It is illegal to have a mobile phone in your hand or resting it on any part of your body while driving and it can be distracting to use a 'hands free' mobile phone or other electronic device while operating the vehicle.

2.4 Inspection and Maintenance

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.

2.5 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.

2.6 Audits

Random audits may be conducted to ensure proper usage of Vehicles. Company may also carryout investigations if any discrepancies are reported.

3.0 Review, Consultation and Communication

Review:

This Document is required to be reviewed, as a minimum, every 5 year/s or as required.

Consultation:

The review and update of this document will be done in consultation with personnel from the Health & Safety team.

Communication/Requirements after Update:

No specific communication is required for this document.

4.0 References

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 Management OHS-PROC-411Fatigue Management OHS-PROC-406Remote and Isolated Work Safety OHS-PROC-127Traffic Management OHS-PROC-130Vehicle Parking, Isolation and Maintenance OHS-PROC-140.
Stay Safe	<ul style="list-style-type: none">Motor Vehicle Safety OHS-PROC-31A
Tools	<ul style="list-style-type: none">Journey Management Plan T-2860

5.0 Definitions

Term	Meaning
Distracting devices	Distracting devices include portable and/or hand held electronic devices including: GPS navigation systems, 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.
Light vehicles	A light vehicle is any vehicle that has a Gross Vehicle Mass (GVM) or Aggregate Trailer Mass (ATM) of 4.5 Tonnes or Less
Misuse of Vehicles	Any use that is not for business purpose or approved by a Manager, e.g. using the vehicle to attend parties, using the vehicle for dumping personal waste, using vehicle for family trip. Any usage that can have a negative effect on Stanwell brand and reputation.
Special Circumstance for personal use of vehicle	Any personal use of vehicle under special circumstances must be approved by a Manager. Special circumstance could be visiting someone for medical reasons, or attending something on the way to workplace.

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
1	17.04.2018	Procedure updated to include audit information	Jan Fullard	Kriss Ussher	Michael Joy
			Carl Rothman	Lindsay Jahn	Letitia Lucke