Journey Management & Motor Vehicle Safety

OHS-PROC-31

This document applies to:

All Sites ☒

WRITTEN BY: J. Smith		ENDORSED/CHECKED BY: C. Rothman		APPROVED BY: K. Ussher
Doc No: OHS-PROC-31	Revision No: 3	Revision Date: 31.10.2024		Page: 1 of 12

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1.0 Purpose

This Business Procedure describes Stanwell's minimum mandatory requirements for assessing and managing the risks associated with both work-related journeys, and the operation of motor vehicles for work-related journeys.

2.0 Scope

This Business Procedure applies to all employees of Stanwell and its subsidiaries, across all its sites and activities under Stanwell's control. Contractors are required to have similar arrangements in place for managing the risks associated with work-related journeys and safe operation of motor vehicles.

This procedure applies to all work-related journeys completed via road, air and/or water including:

- travel to and from a place of work; and
- travel for work-related reasons (e.g. work conference or meeting).

This procedure also applies to the safe operation of motor vehicles, including;

- all vehicle operations; and
- any hire vehicle and drivers of hire vehicles.

This procedure is specific to the operation and use of light vehicles, and excludes the unique requirements for heavy vehicle operation and management.

For processes governing Stanwell business-required travel, refer to *Stanwell Business Procedure: Business-Required Travel (GOV-PROC-45).*

3.0 Actions

It must be ensured:

- where work-related travel is required and cannot be reasonably avoided, the hazards and risks associated with work-related journeys, including the operation of motor vehicles, are identified and managed;
- persons hold a current and appropriate driver licence (to the vehicle) when driving a vehicle for work-related travel;
- vehicles are operated safely and are inspected and maintained as per the manufacturer's recommendations; and
- the requirements outlined in the following Stanwell Business Procedures are complied with*:
    - o *Fatigue Management (OHS-PROC-406);*
    - o *Alcohol and Other Drugs (OHS-PROC-411),* and where required;
    - o *Remote and Isolated Work Safety* (*OHS-PROC-127).*

Deviations from the processes and expectations stated within this procedure must be consulted and risk assessed with the Health, Safety and Environmental Team(s).

4.0 Journey Management Planning

4.1 Responsibilities

Leader:

- discuss journey management plans prior to being undertaken to ensure adequate controls are planned for work-related journeys; and
- respond to journey escalations and provide notification to the respective Manager or equivalent in the event of an emergency.

Worker:

- for journeys under 2.5 hours in duration, workers must notify their leader when commencing the journey and on arrival at the destination;

- identify individual factors that may impact journeys, apply suitable controls, and where required, discuss these with their leader;
- ensure journey management planning is undertaken in circumstances as determined in this procedure and discuss journey management plans with their leader prior to undertaking the journey;
- implement/comply with all agreed controls and protocols for the journey;
- provide notification of any changes associated with planned journeys;
- notify their direct leader following any change to their vehicle licence status; and
- maintain up-to-date personal information, and where applicable vehicle registration.

4.2 Preparation

Work-related journeys must be planned and discussed to ensure:

- the hazards of the journey are adequately assessed and managed; and
- appropriate emergency and crisis management procedures are implemented where required.

As a minimum the following must be discussed between the person undertaking the journey and their direct leader:

- planned route of travel;
- planned rest stops;
- two business escalation contacts; and
- agreed communication protocols (maximum 2.5 hours between each designated check-in).

4.3 Fatigue

The following controls are to be implemented for the management of fatigue for work-related journeys so far as is reasonably practicable:

- The requirements in the *Stanwell Business Procedure: Fatigue Management (OHS-PROC-406)*, including, where required, the completion of the *Stanwell Form: Fatigue Risk Observation and Assessment (T-1673)*.
- Driving at night should be kept to a minimum and should be done only when daylight travel is not possible.
- Not driving more than 12 hours in a 24-hour period.
- Driving is shared where possible.

A journey must include a planned minimum rest break of 15 minutes every 2 to 2.5 hours of continuous driving depending on the individual and environmental circumstances (e.g. where the driver is able to stop safely). Drivers may take additional breaks based on personal requirements but must not exceed 2.5 hours without a break.

In the case of multiple drivers, the same requirements for rest breaks apply, however it is also encouraged to change drivers.

4.4 Psychosocial Hazards

Psychosocial hazards relating to journeys must be adequately assessed and managed, including but not limited to remote and/or isolated work, poor environmental conditions, job demands such as time pressure, and risk of sexual and gender-based harassment, violence and/or aggression.

4.5 Communications

The level of communication required prior to and during a journey will depend on a range of factors including duration, location, and the time of travel.

When determining an appropriate communication method to support a journey, the following should be considered:

- check-in at pre-determined scheduled intervals (minimum of every 2.5 hours) as agreed between the driver(s) and the *National Response Centre (NRC)*. This can be achieved by a phone call to the NRC, check-in feature via the *TraXu App*, or other approved methods;
- a means of communication is established, and the communication device(s) relied upon are operational/ charged;
- the type of communication device selected is suitable for the designated check-in points of the journey e.g. anticipated cellular service; and
- communication devices fitted to the vehicle are compliant with local road rules and their use is understood by all occupants.

In instances where communication is not possible for a designated check-in point (e.g. location without cellular service), efforts must be made to check-in earlier than the designated time or completed as soon as possible when safe to do so.

4.6 Equipment and Supplies

When planning a journey, consider the potential hazards and risks and determine if the following supplies, tools, and equipment should be utilised to ensure risks are effectively controlled to safely undertake the work:

- first aid equipment;
- access to potable water and food;
- appropriate rescue and recovery equipment;
- emergency contact numbers;
- torches and batteries; and
- supplies for the management/ treatment of pre-existing medical conditions e.g. EpiPen for allergic emergencies, or insulin for persons with type 1 diabetes.

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4.7 Journey Management Tools

Stanwell provides two formal journey management planning and management tools.:

1. *TraXu App;* and the
2. *Stanwell Form: Journey Management Plan (T-2860).*

Journey management planning must be undertaken in the circumstances described below to ensure key hazards are identified and controls are confirmed.

Circumstances Requiring the use of a Journey Management Tool
1. Work-related road travel exceeding 2.5 hours.
2. Work-related road travel exceeding 2.5 hours to and from an airport where air travel has or will be undertaken *(journey management tools are not required to be utilised whilst completing air travel).*
3. Any work-related road travel deemed remote or isolated, or has adverse environmental conditions, including for example, when: • a communication plan is required (e.g. due to unreliable or poor cellular service); • rescue, medical or emergency response would not be received or anticipated within a reasonable duration of time; • a major city or regional town centre is located further than 100km; • adverse weather conditions exist or are forecast to occur during the planned journey (e.g. flood, storm, cyclone, bushfire); • additional supplies are required to be carried (e.g. food, water, fuel) as a necessity for the successful completion of the journey.
4. When requested by the driver or the Supervisor/ Manager of the driver.

When a Journey Management Tool is required to be used, the journey must also be registered with the National Response Centre (NRC). Refer to Section 5.0.

Journey management planning may also be **encouraged** in instances where work-related travel:

- is less than 2.5 hours, however there is an identified elevated level of risk due to circumstances or individual factors. For example, an elevated fatigue risk following extended hours of work, flight delays, or when the journey is planned to be undertaken during sleep-risk periods in the circadian rhythm cycle;
- completed by a driver(s) unfamiliar with the travel route;
- completed by an inexperienced driver (e.g. held a vehicle licence for less than 2 years); or
- is on unsealed or ungazetted road.

A singular Journey Management Plan can be used for a journey involving multiple persons when travelling in the same vehicle. The *TraXu App* allows *one* accompanying person to be added to the activity; the names of additional persons are to be added to the 'notes' for that activity.

Refer to *Appendix B: Journey Management Process Flow* for further guidance on the use of journey management tools.

5.0 National Response Centre (NRC)

All work-related journeys requiring a Journey Management Plan must be registered with the National Response Centre (NRC) prior to the commencement of the journey. This can be initiated via:

- use of the *TraXu App;* **or**

- completing the *Stanwell Form: Journey Management Plan (T-2680*) and contacting the NRC by phone on 1800 952 100.

Where a journey is required to commence from a location that does not have cellular service, NRC are to be notified of the journey ahead of time via phone call from a landline or equivalent. Check-in with the NRC thereafter is to be made when cellular service becomes available. Note: A GPS device cannot be used to initially register the journey with the NRC.

Journey Management Plans require check-in at least every 2.5 hours with the NRC at pre-arranged points via the *TraXu App*, phone call or a GPS device.

In instances where a scheduled check-in is not completed, the NRC will attempt to contact the user within five (5) minutes; if unable to reach the user, the NRC will pursue and undertake pre-determined escalation procedures until contact is made with those conducting the journey. If using the *TraXu App*, the NRC is able to advise of the last known location using GPS location services.

National Response Centre phone numbers:

a) 1800 952 100 – for all outbound phone calls from an employee to the NRC

b) 03 9411 2100 – for all inbound phone calls received from the NRC (cannot be used for return call to NRC)

Two Business Escalation Contacts must be provided when setting up a NRC profile and must hold the following roles:

a) Business Escalation Contact 1: Person's Direct Leader

b) Business Escalation Contact 2: Manager or Equivalent

A journey must be confirmed as complete with the NRC via the *TraXu App* or by phone call; a GPS device cannot be used.

6.0 Use of Technology for Non-Work Related Journeys

Stanwell encourages health, safety and wellbeing at work and at home. As such, the *TraXu App* and the National Response Centre can be utilised by Stanwell employees for non-work related journeys. On these occasions, the user must update their two Business Escalation Contacts to personal contacts for the duration of the journey, then revert the details to business contacts once the non-work related journey is complete.

7.0 Motor Vehicle Use

7.1 Safe Operation

The driver of a motor vehicle, including the use of personal vehicles, for work-related journeys, are expected to:

- hold the current and appropriate driver licence for the vehicle being operated;
- confirm the vehicle is registered and has been adequately maintained with regular servicing;
- select the most appropriate vehicle for the conditions and journey e.g. four-wheel drive for travel on offroad terrain;
- meet the requirements outlined in the *Stanwell Business Procedures: Fatigue Management (OHS-PROC-406)* and *Alcohol and Other Drugs Management (OHS-PROC-411);*
- obey all local speed limits and road rules, including for the use of distracting devices;
- ensure loads are properly loaded and secured (on and off site). This means that the load:
  - o is adequately restrained;
  - o doesn't overhang dangerously;
  - o doesn't exceed mass limits; and
  - o doesn't cover lights, indicators, reflectors, or the number plate.

For further guidance on safely restraining and transporting loads on light vehicles, refer to guidance from the National Transport Commission: [Load Restraint Guide for Light Vehicles](#)

In addition to the above, the driver of a Stanwell-owned vehicle or Stanwell provided hire vehicle must:

- complete a vehicle inspection (in alignment with section 7.2) prior to operation, and where provided, record in the relevant pre-start vehicle log (i.e. for Stanwell-owned vehicles);
- not smoke, including the use of e-cigarettes, in motor vehicles;
- ensure the 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;
- be responsible for any traffic offences or fines incurred; and
- report and record all motor vehicle related incidents.

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

7.2 Inspection and Maintenance

Vehicles must be inspected and maintained in accordance with the relevant manufacturer's recommendations. A visual inspection of general vehicle condition including (as a minimum) tyre condition, wheel nuts, body damage, headlight/brake light/indicator operation and seat belts must be undertaken at the start of a work-related journey.

8.0 Training and Competence Requirements

Stanwell Training Module: *HS320 - Journey Management and Remote/Isolated Work Awareness* is available from the Stanwell Learning Management System (LMS) and is expected to be completed by all employees prior to undertaking a work-related journey.

The provision of relevant training and/or information must be provided to drivers required to engage four-wheel drive vehicle operation for offroad terrain.

Information must also be provided to relevant workers on the use of communication/monitoring technology such as the *TraXu App*, and where used, satellite phones or GPS devices.

9.0 Audits

Ad-hoc audits may be conducted to ensure proper usage of vehicles, and an investigation may be undertaken if discrepancies are identified or reported.

10.0 Review, Consultation and Communication

Review:
This Document is required to be reviewed, as a minimum, every 5 years.

Consultation:
The review and update of this document will be done in consultation with personnel from the Health, Safety and Environment team, relevant management, and where required, additional stakeholders who have an interest.

Communication/Requirements after Update:
This Business Procedure will be communicated and available to sites on the Stanwell Intranet.

11.0 References

Source	Reference
Legislation	• Queensland Work Health and Safety Regulation 2011, Part 3.1

Source	Reference
	• Queensland Managing the work environment and facilities Code of Practice 2021
Australian Standards	• Nil
Business Procedures	• Alcohol and Other Drugs Management OHS-PROC-411 • Fatigue Management OHS-PROC-406 • Remote and Isolated Work Safety OHS-PROC-127 • Traffic Management OHS-PROC-130 • Vehicle Parking, Isolation and Maintenance OHS-PROC-140
Guidance Material	• Work Health and Safety Queensland Vehicles as a workplace Work Health and Safety Guide 2022 • Australian Government National Road Safety Strategy 2021-30 • National Transport Commission Australia, Load Restraint Guide for Light Vehicles, 2018
Tools	• Journey Management Plan T-2860 • Fatigue Risk Observation and Assessment T-1673

12.0 Definitions

| Term	Meaning
Distracting devices	Distracting devices include portable and/or handheld electronic devices including GPS navigation systems, communication equipment (e.g. mobile phone), portable audio devices (e.g. MP3 player, iPod or radio); portable computers (e.g. iPads, laptop computers, tablets).
Light vehicles	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, dumping personal waste, or for a family trip. Any usage that can have a negative effect on Stanwell brand and reputation.
National Response Centre (NRC)	An Australian-based monitoring and response centre available to employees 24 hours, 7 days a week for journey management.
Offroad Terrain	Unpaved surfaces such as sand, dirt, gravel, riverbeds, mud, rocks, or other natural rough terrain which are used for travelling off public roads in an offroad vehicle.
Remote or Isolated	Isolated from the assistance of people because of the location, time or nature of the work being done. Assistance from other people includes rescue, medical assistance, and emergency service.
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

Term	Meaning
	workplace.
TraXu App	A location-based safety application available for download on a device (e.g. mobile phone) which is monitored in real-time by a National Response Centre.
Work-Related Journey	Journeys completed via road, air and/or water for travel to and from a place of work; or travel for work-related reasons (e.g. work conference or meeting).

13.0 Revision History

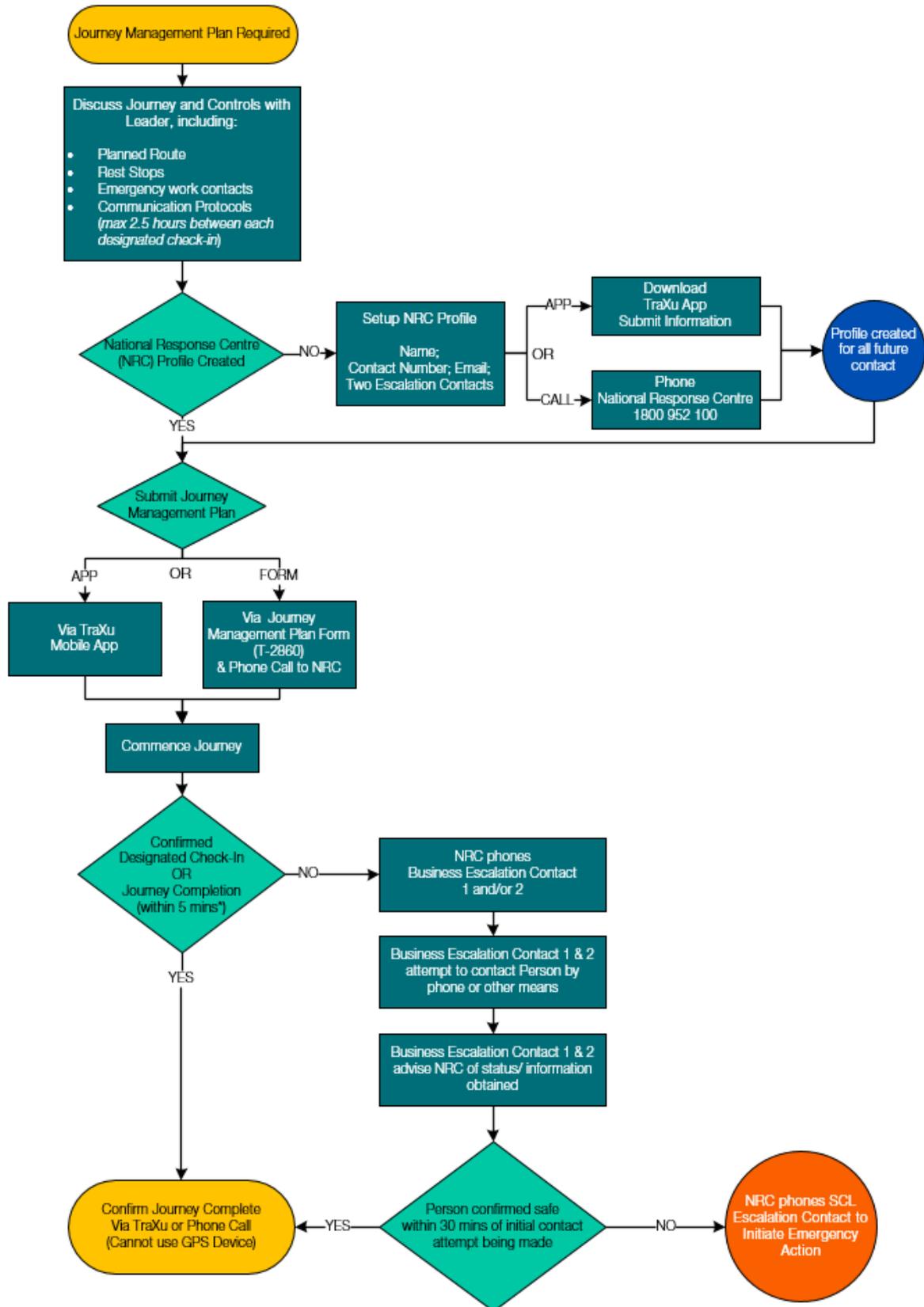| Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved By
0	22.05.2015	Procedure created to consolidate legacy related documents	Jason Paull	Michael Joy / Trevor Hooper	Ian Gilbar
1	17.04.2018	Procedure updated to include audit information	Jan Fullard	Kriss Ussher	Michael Joy
2	12.06.2023	Document reviewed.	Carl Rothman	Lindsay Jahn	Letitia Lucke
3	31.10.2024	Elevated risk recognised within the changing scope of the business (new energy projects in remote and isolated locations). Procedure updated to outline journey management planning tools, processes and requirements.	Jayde Smith	Carl Rothman	Letitia Lucke
		Minor amendment to exclude heavy vehicle operation from scope, and replacement of weblink for guidance on light vehicle load restraint. New revision not required. Approved via workflow ID13570	Jayde Smith	Carl Rothman	Kriss Ussher

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14.0 Appendices

Appendix A: Document & System Flowchart for Journey Management & Motor Vehicle Safety
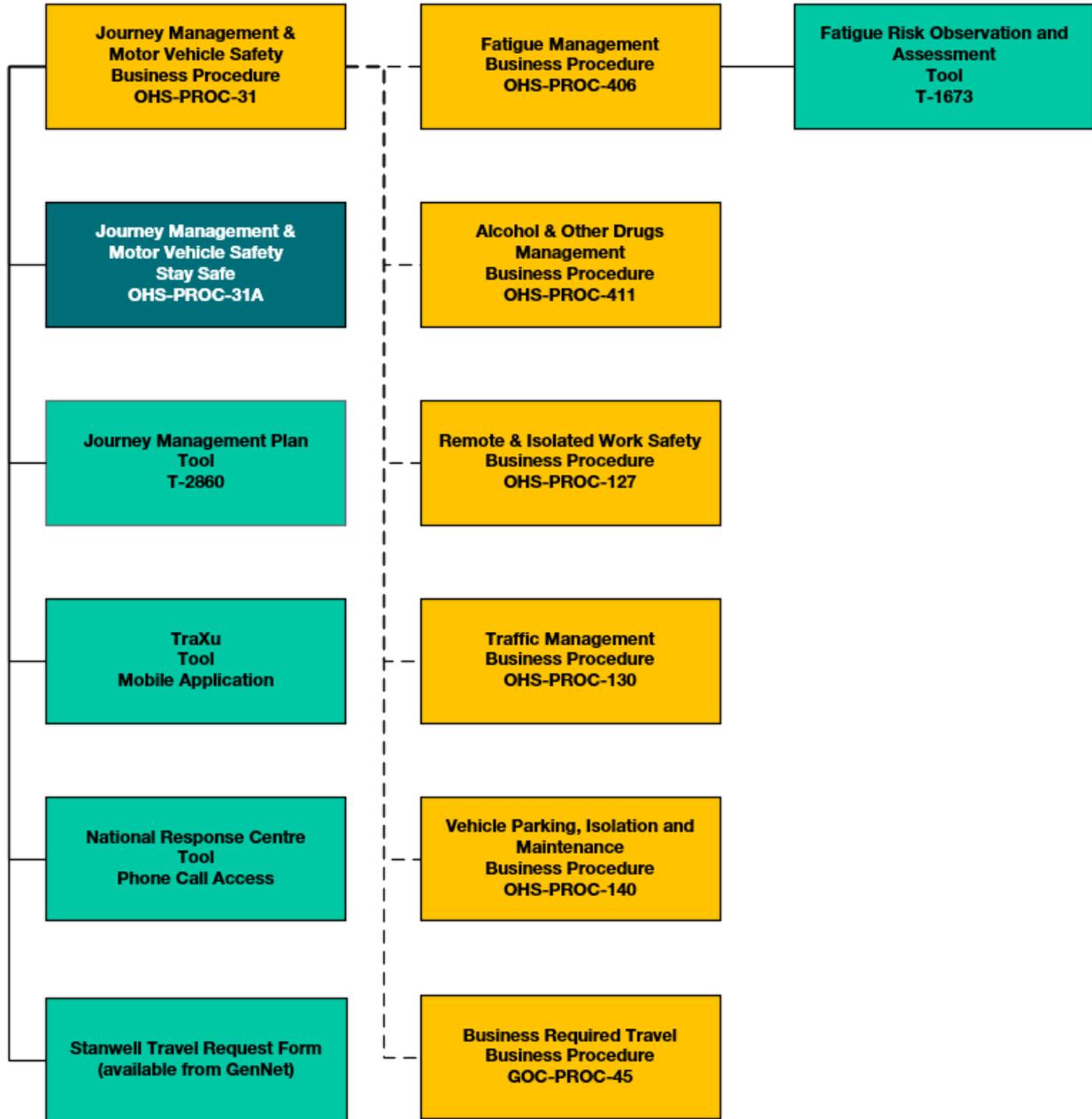
Source: Content Manager 24/104273

Appendix B: Journey Management Process Flow

Source: Content Manager 24/97101