



Safe Driving
Doc No: CMR WHS STD 001

Table of Contents

1.	Introduction	3
1.1	Purpose	3
1.2	Scope	3
1.3	Authorised User	3
2.	Critical Control Implementation	3
2.1	When driving a vehicle	3
	2.1.1 Seat Belt requirements	3
	2.1.2 Fitness to drive requirements	3
	2.1.3 Use of hands-free mobile phones	3
2.2	Manage Drivers and journeys	4
	2.2.1 Eliminate or reduce driving	4
	2.2.2 In Vehicle Monitoring System (IVMS) requirements	4
	2.2.3 Monitor Driver behavior using IVMS	4
	2.2.4 IVMS reporting requirements	5
	2.2.5 Minimum journey management requirements	5
	2.2.6 If the Driver doesn't make contact during a journey	6
	2.2.7 Manage heavy vehicle journey exceptions	6
	2.2.8 Minimum licencing and training requirements	6
	2.2.9 Manage rosters to reduce fatigue	7
2.3	Manage load transportation	7
	2.3.1 Load management requirements	7
	2.3.2 Complete load restraint inspections	8
2.4	Minimum vehicle requirements	8
	2.4.1 Maintenance and inspection schedule requirements	8
	2.4.2 Confirm vehicles are Fit for purpose	9

List of Appendices

Appendix A.	Driver Performance and Exception Listings	10
Appendix B.	Exception Accountability and Consequence Model	11

1. Introduction

1.1 Purpose

The purpose of this standard is to provide guidance on how to:

- Manage the risks associated with driving. This is supported by the Safe Driving Bow Tie Risk Assessment.
- Implement the Safe Driving Core Mandatory Requirement (CMR). This is supported by CMR FRM 001a Safe Driving Critical Controls.

1.2 Scope

In scope - All MPC Kinetic controlled work sites.

Out of Scope – Works outside of MPC Kinetic control.

1.3 Authorised User

All Field Employees and Contractors who hold a valid driver’s licence for the type of vehicle they are operating.

2. Critical Control Implementation

2.1 When driving a vehicle

2.1.1 Seat Belt requirements

Licensed Drivers and Passengers must wear a seat belt when a vehicle is moving.

2.1.2 Fitness to drive requirements

Licensed Drivers must:

- Have a zero-blood alcohol level
- Not be under the influence of illegal drugs
- Not be under the influence of any prescription or over-the-counter medication that may affect their ability to drive e.g. drowsiness
- Not be affected by fatigue.

Drivers are required to undertake alcohol testing at the start of their shift and participate in random drug testing.



NOTE: Refer to WHS PRO 039 Fitness for Work Drugs and Alcohol.

2.1.3 Use of hands-free mobile phones

Licensed Drivers must only use hands-free mobile phones devices when driving vehicle.

UHF radios can be used for the purpose of traffic management or the communication of a hazard to other road users.

A driver must only handle a mobile phone if the vehicle is completely stopped and parked legally in a safe location. This does not include being stopped at traffic lights.

Safe Driving Standard

2.2 Manage Drivers and journeys

- | | |
|--|---|
| <p>2.2.1 Eliminate or reduce driving</p> | <p>Before driving, you must consider if the driving can be eliminated or reduced.</p> <p>Ways to eliminate or reduce driving include:</p> <ul style="list-style-type: none"> • Using IT solutions to eliminate the travel e.g. conference calls etc. • Arrange busses to reduce the number of vehicles • Organise carpooling to reduce the number of Drivers. |
| <p>2.2.2 In Vehicle Monitoring System (IVMS) requirements</p> | <p>In Vehicle Monitoring Systems (IVMS) must be used and monitored.</p> <p>The Group Manager - Safety, Assurance and Environment must Approve:</p> <ul style="list-style-type: none"> • IVMS providers • Any changes to an IVMS. <p>The IVMS system selection must meet the Safer Together - In-Vehicle Monitoring Systems - Specification Standard.</p> <p>All Subcontractors who work continuously for more than three (3) months must follow these requirements.</p> <p>In special circumstances such as short-term use of a hire vehicle, the relevant Manager may grant an exception to having IVMS installed.</p> |
| <p>2.2.3 Monitor Driver behavior using IVMS</p> | <p>All Driver Behaviour must be monitored using the IVMS.</p> <p>Business expectations are found in Appendix A. Driver Performance and Exception Listings.</p> <p>Driver consequences are found in Appendix B. Exception Accountability and Consequence Model.</p> |

Safe Driving Standard

2.2.4 IVMS reporting requirements

IVMS providers must provide weekly and monthly reports to the business.

The report must contain:

- Driver exceptions
- Vehicle utilization.
- Journey management.

Any CAT 3 and CAT 2 exceptions must be immediately reported by the IVMS provider and then investigated by Management.



NOTE: Refer to Appendix A. Driver Performance and Exception Listings.

All other Driver exceptions will be captured as part of the weekly and monthly report.

All Driver exceptions must be recorded in INX / STEM's under the event type "Incident-Safe Driving".

If on completion of the investigation, the exception was not confirmed, then the event type must be "Investigation Only".

2.2.5 Minimum journey management requirements

All journeys must be managed to reduce fatigue risks and provide emergency assistance, if required.

A Journey Management Plan (JMP) must be completed:

- For single trip journeys ≥ 2 hours in duration, including rest breaks
- For high risk journeys, where defined by business unit or project
- To meet any Client requirements.

When planning the Journey Management Plan (JMP), the Driver must identify:

- The start and destination points
- Rest stop locations
- A nominated Supervisor to be the nominated contact person
- The total duration of journey.

Prior to the journey, the Driver must contact the approved Journey Management Centre (JMC) or log the JMP via an authorized mobile phone App.

During the journey, the Driver must:

- Not exceed 2 hours of continuous driving
- Take a minimum 15-minute rest break.
- Make scheduled contacts as outlined in the JMP.

At the end of the journey, the driver must contact the approved Journey Management Centre (JMC) or log the JMP via an authorized mobile phone App.

Safe Driving Standard

2.2.6 If the Driver doesn't make contact during a journey

If the Driver doesn't make contact during a journey:

- The JMC must contact the nominated contact person and provide the vehicle's current location and status of the journey
- The nominated contact person must review the information and then escalate or initiate the emergency response procedures.

2.2.7 Manage heavy vehicle journey exceptions

Heavy vehicles Drivers must meet the minimum journey management requirements, unless:

- An action would be a Noncompliance to relevant National, State or Territory heavy vehicle legislation
- A risk assessment has been completed by the Driver and written Approval has been provided by the Group Manager - Safety, Assurance and Environment.

2.2.8 Minimum licencing and training requirements

All Drivers must be Licenced for the type of vehicle they are driving and trained for their role.

Risk based role specific training requirements include:

Driver Training Course ID	Responsibilities and Work Environment
RIIVEH201D - Operate light vehicle	Drive predominantly on sealed roads in urban or remote areas
RIIVEH305E – Operate and Maintain a 4WD Vehicle	Drive on both unsealed and sealed roads in urban and remote areas, with the occasional off-road driving required.
PMASUP236 Operate Vehicles in the Field	Drive on sealed, unsealed and in off road conditions
VOC for class of vehicle [LR, MR, HR, HC, MC]	Drive on both unsealed and sealed roads in urban and remote areas, with the occasional off-road driving required.
Chain of Responsibility	Based on role in the CoR: <ul style="list-style-type: none"> • Driver. • Scheduler. • Consignor/consignee. • Loader/packer.



NOTE: Refer to:

- TRA PRO 001 HSE Training Procedure.
- TRA PRO 002 Verification of Competency Procedure.

Safe Driving Standard

2.2.9 Manage rosters to reduce fatigue

Rosters must be managed to reduce fatigue risks.

Project rosters must be scheduled to consider:

- The hours offered for quality sleep between shifts
- Personal health and fatigue factors
- Workload
- Work type
- Climatic conditions
- Driving travel time, including travel to accommodation.



NOTE: Refer to WHS PRO 064 Fitness for Work – Fatigue Management Procedure.

Heavy vehicle Driver rosters must be scheduled to meet National, State or Territory legislation requirements.

Fatigue days must be scheduled, where required by legislation or when identified by local risk controls.

All heavy vehicle Driver rosters must be recorded and communicated to the Drivers.



NOTE: Use CMR FRM 001b - Heavy Vehicle Fatigue Roster Form.

2.3 Manage load transportation

2.3.1 Load management requirements

All loads for transport must be managed to:

- Maintain vehicle stability
- Secure the load.

When planning load transportation, you must confirm:

- The vehicle is suitable for transporting the load
- The load restraint technique and equipment are suitable
- The travel route and conditions are suitable
- The relevant road authority permits have been obtained for transportation.

Safe Driving Standard

2.3.2 Complete load restraint inspections

Load restraint inspections must be recorded to verify that the load restraint is effective.

Load restraint inspections must be completed:

- When loads arrive at a project site
- When loads leave a project site

Load restraint inspections must be completed for these vehicle classes:

- Heavy Vehicles (HV)
- Heavy Combination (HC) vehicles
- Multi Combination (MC) vehicles.

Load restraint inspections must be recorded:

- Using an approved mobile phone App
- Using a hard-copy form.



NOTE: Use CMR FRM 001c - CoR Inspection Form.

2.4 Minimum vehicle requirements

2.4.1 Maintenance and inspection schedule requirements

All vehicles must have maintenance and inspection schedules in place.

Inspection and maintenance schedules must include:

- Programmed maintenance according to the manufacturer's recommendations
- Project / site onboarding checks to make sure vehicles meet minimum requirements
- Daily Pre-Start checks to check safety devices are working.

If faults are found with safety critical items (e.g. brakes, lights) the vehicle must be removed from use and repaired by a competent person.

Minor maintenance such as cleaning of windows, changing lights, reflectors and mirrors, checking oil and water, tyre pressures etc. can be completed by the Driver.

Recorded pre starts on LV's are only required to be completed weekly and visual inspection every other day.



NOTE: Refer to:

- PLT WHS POL 002 Light Vehicle Policy
- PLT WHS POL 003 Heavy Vehicle Policy

Safe Driving Standard

2.4.2 Confirm vehicles are Fit for purpose

All vehicles must be assessed to confirm they are fit for purpose.

The vehicle must be suitable for:

- The road networks to be travelled
- The task itself.



NOTE: Use CMR FRM 001d Vehicle Route Suitability Assessment Tool

All light vehicles must have a minimum vehicle ANCAP safety rating of 5 or be risk assessed.

Heavy vehicles must risk assessed and controls put in place based on its use and the driving environment.

Appendix A. Driver Performance and Exception Listings

Breach	Threshold	Escalations
LIFE THREATENING EVENT		
Vehicle Rollover	IVMS unit detects a rollover has occurred	National provider alerted and escalated to contact list &/ or Emergency Services if required; <ul style="list-style-type: none"> Instant Email alert Weekly Reports Monthly Reports
Possible accident	Sudden change in G-force	
Panic Button	When triggered by driver	
CAT 3 CRITICAL EVENT		
IVMS System	Intentional tampering or damaging IVMS or safety devices fitted to vehicle	<ul style="list-style-type: none"> Instant Email alert Weekly Reports Monthly Reports
Operation of Electronic Devices	Use of electronic devices whilst driving is banned except to make or receive phone calls if it can be operated <i>“without touching any part of the device”</i> i.e. using handsfree, Bluetooth system or secured in fixed holder/cradle.	
Speed Event <i>(signed or advised)</i>	≥ 15 km/hr. and ≥ 15 secs	
Journey Management Event (LV's Only)	> 2 hours 30 min continuous driving	
Seat Belt Event (CMR#1)	≥ 20 km/hr and ≥ 5 secs	
CAT 2 REPORTABLE EVENT		
Speed Event <i>(signed or advised)</i>	≥ 10 km/hr. and ≥ 15 secs	<ul style="list-style-type: none"> Weekly Reports Monthly Reports
IVMS Tags	Driving without a registered IVMS key Driving using a key issued to another person	
Journey Management Event (LV's Only)	>2 hours 15 min of continuous driving	
CAT 1 EXCEPTION EVENT		
Speed Event <i>(signed or advised)</i>	≥ 5 km/hr. and ≥ 15 secs	<ul style="list-style-type: none"> Weekly Reports Monthly Reports
Seat Belt Event	≥ 5 km and > 5 secs	
NOTED EVENT		
Journey Management Event (LV's Only)	> 2 hours and < 15min of continuous driving	<ul style="list-style-type: none"> Weekly Reports Monthly Reports
Excessive Braking Event	>18 km/hr./sec LV >13 km/hr./sec HV	
Harsh Acceleration	>12 km/hr./sec (LV) >10 km/hr./sec (HV)	
Harsh Cornering	As recommended by IVMS provider	
Harsh deceleration / Breaking	>12 km/hr./sec LV >10 km/hr./sec HV	
4WD Disengaged on Unsealed roads	>40 km/hr for 5 minutes and 4WD not engaged	

Appendix B. Exception Accountability and Consequence Model

Safe Driving High Risk

Show Cause/ Likely Termination

- **4th Monthly** RAG report within 12 months < 80 RAG Score.
- Tampering or intentionally damaging IVMS or safety devices fitted to vehicle.
- **'Excessive'** Vehicle Speed or event/s involving criminal activity.
- Driver Exceeds Two Cat 3 Speed events within the reporting month.
- Use of electronic devices whilst driving is banned except to make or receive phone calls if it can be operated "without touching any part of the device" i.e. using hands-free, Bluetooth system or secured in fixed holder/cradle

Safe Driving Medium Risk

Subject to Escalated Formal Disciplinary Action

- **3rd Monthly** RAG report within 12 months < 80 RAG Score.
- Driver Exceeds Two Cat 3 No Seat Belt events within the reporting month.
- Driver Exceeds Two Cat 3 Journey Management Events within the reporting month.

Safe Driving Low Risk

Subject to Formal Disciplinary Action

- **2nd Monthly** RAG report within 12 months < 80 RAG Score.

Coaching

- **1st Monthly** RAG report within 12 months < 80 RAG Score.
- Driver Exceeds a Cat 2 Journey Management Events within the reporting month.
- Driving using a key issued to another person.