

Vehicle, Driving and Traffic Management Standard

AGL-HSE-STD-007.4

The scope of this standard applies to:

- All AGL employees and contractors required to drive AGL owned vehicles or AGL employees driving their own vehicle as part of AGL work; and
- All AGL employees, contractors and visitors impacted by traffic management plans on AGL controlled sites.

The reference numbers given to minimum controls provide a direct linkage between this standard and the Risk and Control Matrix.

The Vehicle and Driving Methodology AGL-HSE-SDM-007.4.1, Traffic Management Methodology AGL-HSE-SDM-007.4.2 and the Transportation of Materials Methodology AGL-HSE-SDM-007.4.3 provide further explanation of how to achieve the minimum controls.

The underlined minimum controls below have been identified as being critical controls.

RCM Ref	Minimum Controls
Vehicle Safety	
7.4.1.1	Prior to sourcing, all vehicles must be approved by a manager fit for purpose, risk assessed, maintained in accordance with manufacturers guidelines and meet minimum standards required for safe operation in the intended area of use.
7.4.1.2	All vehicles required to be driven on public roads must be registered and the employee must adhere to relevant road legislation and site specific road rules.
7.4.1.3	All trailers must be towed by appropriately rated vehicles, inspected to ensure correct attachment and that the load is within the trailer's rated capacity.
Journey Safety Plans	
<u>7.4.1.4</u>	<u>Journey Safety Plans must be established:</u> <ul style="list-style-type: none"> • <u>When travelling to remote locations or over extended periods of driving; and</u> • <u>For all trips travelled one way 200km (sealed roads), 50kms (unsealed roads) or over 2 hours.</u>
7.4.1.5	AGL employees will not exceed a total of 10 hours driving in a 24 hour period while conducting AGL business.
Training and Competency Requirements	
<u>7.4.1.6</u>	<u>All work activities involving driving vehicles are to be undertaken by personnel with a current licence for the specific vehicle.</u>
Traffic Management	
<u>7.4.2.1</u>	<u>Traffic Management Plans must be developed and implemented at all AGL controlled sites detailing:</u>

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	<ul style="list-style-type: none"> • <u>Site Driving Rules;</u> • <u>Roadway Designs;</u> • <u>Site Speed Limits;</u> • <u>Designated Traffic Flows;</u> • <u>Right of Way Rules (for vehicles and pedestrians);</u> • <u>Signage for Traffic Control;</u> • <u>Loading and Unloading Activities;</u> • <u>Prevention of unauthorised vehicle access; and</u> • <u>Parking Protocols.</u>
Roadway Designs	
7.4.2.2	In the design of new AGL controlled sites, the roadway and site layout must be designed and set up to promote safe access for vehicles, mobile plant and pedestrians.
Site speed limits	
7.4.2.3	Site speed limits must be established, signed and communicated on AGL controlled sites with vehicles and/or mobile plant.
Signage for Traffic Control	
7.4.2.4	Signage must be installed, visible and maintained on AGL controlled sites detailing the road rules.
Loading and Unloading Activities	
7.4.2.5	Documented procedures must be developed for AGL controlled sites which include loading and unloading activities of vehicles and/or mobile plant.
7.4.2.6	All materials required to be transported by vehicles must be secured after loading in accordance with relevant road transport regulations.
7.4.2.7	Designated loading and unloading zones must be established and include: <ul style="list-style-type: none"> • Segregating drivers and other pedestrians from loading and unloading activities; • Demarcation with signage installed indicating the loading zone; • Physical barriers installed to segregate vehicles and/or mobile plant from pedestrians; and • A level ground or platform.
Parking Protocols	
7.4.2.8	Parking protocols on all AGL controlled sites must include the following (where practicable): <ul style="list-style-type: none"> • Vehicles must be reversed into parking bays, so they will exit the parking bay in a forwards direction; • Never walk between a wall and the parked vehicle or mobile plant (if within 1 metre); • When parked, all doors of vehicles or mobile plant must be closed; • A parked vehicle must have the park brake applied firmly with keys removed from the ignition (unless it is detailed within the specific rules of the AGL controlled site); and • Vehicles must not be left idling in neutral when unattended.

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Training and Consultation	
7.4.2.9	All persons required to control traffic must have completed the Control Traffic with a Stop-Slow Bat Course (RIIWH205D), or equivalent course. The training course is to be administered and accredited by a Registered Training Organisation (RTO) and delivered by a qualified trainer and assessor.
7.4.2.10	All site personnel must receive appropriate information, instruction and training regarding the site specific Traffic Management Plan.
7.4.2.11	Refresher training for Implement Traffic Management Plan Course (RIIWH302D) and Control Traffic with a Stop-Slow Bat Course (RIIWH205D) must be carried out every 3 years.
Assessing the Transportation of Materials	
7.4.3.1	For any identified situation(s) that involve transportation of materials under AGL control a risk assessment must be completed.
Selecting the Vehicle, Trailer and Equipment	
7.4.3.2	<p><u>A vehicle, trailer and equipment selected for transporting materials must:</u></p> <ul style="list-style-type: none"> • <u>Be of suitable design for the type of materials being transported and have sufficient carrying capacity and space for the materials being transported; and</u> • <u>Not carry a load of materials that exceeds any relevant designated weight load limits (including the manufacturer's tyre and axle load capacity, Gross Vehicle Mass or Aggregate Trailer Mass).</u>
7.4.3.3	Offsite transportation of loose bulk materials or liquids must be carried out by vehicles, trailers and equipment designed to completely contain the materials and minimise the effect of materials movement on the vehicles stability.
Determining Signage Requirements	
7.4.3.4	The signage displayed on vehicles, trailers and equipment used for transporting materials must comply with the requirements of relevant legislation, Australian Standards or Road Transport Safety Data Sheets specific to the type of material being transported.
Loading the Materials	
7.4.3.5	Plant and equipment used for loading the materials must be suitable and capable of loading the materials safely.
Securing the Loaded Materials	
7.4.3.6	<p>Materials must be restrained through use of:</p> <ul style="list-style-type: none"> • Load restraint equipment, capable of securing the particular load weight and preventing the materials loaded becoming dislodged during transportation; and • load restraint equipment that comply with relevant national load restraint performance measures, contained in guidelines and road regulations.

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7.4.3.7	Open vehicles designed for carrying loose bulk material offsite must be fitted with a cover to prevent materials falling out during transportation.
7.4.3.8	All locking and latching mechanisms must be visually inspected prior to use and fully functional when being used as a component of load restraint equipment.
Observing the Road Rules for the Materials Transported	
7.4.3.9	The route selected for the transportation of materials must include roadways and access that allow for any restrictions caused by the specific materials being transported.
7.4.3.10	The overall height of the materials loaded must not exceed the height of any obstruction (e.g. bridge or overhead wires) to be encountered during transportation.
7.4.3.11	The transportation of materials must not involve the operation of vehicles for periods that exceed the licence limits as prescribed by relevant legislation.
Training and Competency Requirements	
7.4.3.12	Vehicles and trailers used during the transportation of materials must be operated by personnel with the relevant driver's licence type and class for the specific vehicle and trailer.
<u>7.4.3.13</u>	<u>Materials must be loaded and secured for transportation by personnel who have completed the relevant competency for the type and quantity of materials to be transported and in accordance with any National Load Restraint requirements.</u>

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