

Transport and Driving

Guide and Critical Risk Standard



SCAN BEFORE YOU BEGIN



TRANSPORT AND DRIVING

Transport and Driving Guide

Safety is everyone's responsibility





Check before you begin

! **Do you need to complete a journey management plan?** Are you driving an oversize or heavy load? Are you transporting explosives or dangerous goods? Are you travelling to a remote area? Is your journey longer than 2 hours in a single leg? Are you test driving a Protected Mobility Vehicle?

! **Are you a competent person authorised to drive this vehicle?** Are you confident and have you been assessed to use a trailer, drive different types of heavy vehicles, operate loading restraints or act as a guide or spotter?

! **Is the vehicle fit for purpose?** Is it suitable for the task and the load mass and dimensions? Check the compliance plates and operating manual if you're not sure.

! **Is the vehicle safe?** Conduct a visual check. Does your **light vehicle** hold a current 5-star ANCAP rating? Is your **heavy vehicle** equipped with reversing beepers and cameras? Has the vehicle been regularly inspected and maintained to a high standard? Have you seen documented evidence of weekly pre-start checks?

! **Have you checked and photographed the load restraints?** Do they match up to documented procedures, like the Load Restraint Guide?

! **Does your load need to be de-identified and transported separately for security reasons?**

! **Is your vehicle fitted with emergency equipment?** Does it have a: first aid kit, fire extinguisher, torch, hi-vis vest or jacket and emergency warning triangles?

Any faulty vehicle should be tagged and quarantined to prevent operation.





Before driving to a remote area

- ❗ **Do you have suitable communications technology?** Do you know how to use the sat phone and EPIRB? Are they working properly?
- ❗ **Do you have a schedule of regular check-ins with a supervisor or colleague?**

When driving

- ✅ **Stick to the speed limit.** Slow down if road or weather conditions change. Slow down to let speeding or erratic vehicles pass you
- ❗ **Combat fatigue.** Keep journeys to within 12 hours door to door. Stop every two hours. **DO NOT** drive under the influence of alcohol and drugs. **DO NOT** drive after being awake for more than 16 hours. Pull over and rest as soon as you notice the warning signs of fatigue: heavy eyes, fluctuating speed, difficulty staying in your lane
- ✅ **Remove distractions.** Turn your phone off. Do not smoke. Store loose items in the boot
- ✅ **Leave yourself room.** Maintain at least a 3-second distance between you and the vehicle in front. On multi-lane roads, surround yourself with space and consider your evasive options
- ✅ **Scan 360 degrees.** Keep your eyes moving. Check your mirrors before braking. Check your blind spot regularly.





When driving protected mobility vehicles or oversized vehicles and loads

- ✓ Always take a second person when test driving Protected Mobility Vehicles
- ✓ Use guides and spotters to conduct tasks outside the line of sight
- ✓ Use pilots as required by legislation.





Transport and Driving

Critical Risk Standard

Safety is everyone's responsibility

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Introduction

The Thales Australia Critical Risk Standards describe the minimum requirements for controlling each of the critical work health and safety risks that are common to our operations and workplaces. The Critical Risk Standards provide a high-level framework for managing health and safety hazards.

Scope

This Critical Risk Standard describes the Critical Controls for Transport and Driving activities and applies to all Thales sites and operations.

The intent is to eliminate or minimise the risk of fatalities and serious injuries arising from Transport and Driving activities.

The aim is to prevent harm to persons across a wide range of activities, including:

- Contracted and in-house transport of explosives and dangerous goods,
- Sensitive Defence assets and oversized loads.
- Test-driving of Protected Mobility Vehicles
- Transport of personnel.
- Intra- and inter-site commuting in company, hired and personal vehicles.

Where Thales Australia does not have control of the worksite or is working under a client's safety management system, then:

- The client's standards shall be applied if they are equal or higher, and
- The Thales Australia Standard shall be applied for all aspects where the client's system is "silent".
- If the client's standards are lower and this presents a material risk then this must be escalated with the Thales Australia Project Manager.

What if a Critical Control Cannot Be Applied?

If for any reason there are circumstances where the Minimum Requirement for a Critical Control cannot be met, then a formal Control Standard variation is required.

Deviation from the requirements set out in each Control Standards shall be formally approved by a variation which involves:

- A documented and detailed risk assessment of the situation;
- A documented recommendation supported by the Business Safety Manager;
- A documented recommendation from a Technical Expert where appropriate; and
- Formal approval from the Business General Manager or Business Vice President that the level of risk as a result of the alternate control measures is understood, and considered acceptable to the organisation.

Contracted Work

Contracted workers must be inducted in this Critical Risk Standard.

Contractors are required to meet or exceed this Standard when undertaking work for Thales Australia where there is a risk of fatalities and serious injuries arising from Transport and Driving activities. This is in addition to Chain of Responsibility requirements.

Definitions

The following terms are used in this Risk Standard. Additional definitions can be found in the reference documents.

<i>Critical Risk</i>	A risk where there is potential for a fatality or life-altering injury
<i>Critical Control</i>	A control that is crucial to preventing the event or mitigating the consequences of the event. The absence or failure of a critical control would significantly increase the risk despite the existence of the other controls.
<i>Minimum Requirements</i>	Aspects of the Critical Control that must be applied in all Thales Australia controlled operations.
<i>Additional Requirements</i>	Aspects of the Critical Control that may be applied based on a site-specific or task-specific risk assessment.
<i>Remote area travel</i>	Areas where: <ul style="list-style-type: none">• the distances between services are significant, and• contact with other drivers may be infrequent, and/or• conventional communications are unreliable.
<i>Competent Person</i>	A person who has acquired through training, qualification, competency or experience the knowledge and skills to carry out the task.
<i>SWMS</i>	Safe Work Method Statement
<i>JSEA</i>	Job Safety and Environment Analysis
<i>Journey Management Plan</i>	<p>A documented plan describing the route, time of travel, rest breaks, emergency response and other safety considerations.</p> <p>Journey management plans may be in the form of:</p> <ul style="list-style-type: none">• a completed proforma for ad hoc journeys, or• a safe work procedure for routine journeys, or• a format/template prescribed by legislation.

TRaCC Plus

Transport and Driving Safety Critical Controls

The minimum requirements for preventing transport and driving from causing serious injury or fatality are:

TD1	Journeys are planned for the safest duration, day and time, and route. Communication is to be maintained or available throughout the journey.
TD2	Only authorised and Competent employees are permitted to drive a motor vehicle for work purposes and must have a valid and current licence to operate the class of vehicle being driven.
TD3	All vehicles and trailers are fit for their purpose, maintained in a safe working order IAW OEM instructions and include all required safety features that are available.
TD4	A vehicle inspection schedule is maintained and up to date prior to use of all Thales vehicles.
TD5	All loads are secured correctly for the load type and within OEMs and legal limits.

TD 1 Planning

Journeys are planned for the safest duration, day and time, and route.
Communication is to be maintained or available throughout the journey.

MINIMUM REQUIREMENTS

- Journey management plans must be completed for:
 - any oversized load transport conducted by Thales
 - any heavy load transport conducted by Thales
 - all transportation of explosives and dangerous goods
 - any light vehicle travel greater than 2 hours in a single leg
 - test driving of Protected Mobility Vehicles
 - any travel to remote areas*
- Suitable communications technology (for example, satellite phone, EPIRB or SPOT device) must be used for all remote area travel.
- Journeys must be planned to comply with regulations, codes and, where required, the Defence Security Manual, for transportation of dangerous goods and explosives.
- Journey management plans must consider the number of workers sharing transportation from a safety and security standpoint.
- All journeys must be planned to comply with the hours of work limitations and capped at 12 hours per day.

ADDITIONAL REQUIREMENTS

The following additional factors should be considered in the risk assessment:

- The roles that need to approve overnight stays on short notice, or increase the travel time for a 12-hour cap, should be informed about the intent of this standard, the process to be followed and the potential increase in cost.
- When working in isolated locations a Journey Management Plan must be prepared by a competent person, prior to commencing the journey.
- Mobile phone usage
- Fitness to Drive
- Fatigue Management

NOTES AND REFERENCES

* A remote location is a work area or situation where personnel are required to travel to/from a location to undertake activities where they are removed from the ready assistance of others due to time, location or nature of the work. Where the need to conduct work in isolated areas cannot be eliminated, a documented safe system of work must be developed and maintained, including a means to verify the welfare of a worker.

The following Chorus document provide advice and assessment tools on Fatigue Management:

- 83390251 – Fatigue Management Instruction

TD 2 Licences and Competency

Only authorised and Competent employees are permitted to drive a motor vehicle for work purposes and must have a valid and current licence to operate the class of vehicle being driven.

MINIMUM REQUIREMENTS

- Operators must be assessed for competency under different tasks and conditions, including:
 - Driving different types of heavy vehicles
 - Use of trailers
 - Load restraint
 - Acting as spotters and guides.
- Verification of licence validity for the class of vehicle being driven must be provided prior to using a Thales work vehicle.

ADDITIONAL REQUIREMENTS

The following additional requirements should be considered in the risk assessment:

NOTES AND REFERENCES

- It is recommended that this control be supplemented by good resource planning.
- It is recommended that examples of the different “types” of vehicles that require a person to be assessed for proficiency/competency are described to minimize assessments that do not add value.
- Fatigue Management should be managed

The following Chorus document provide advice and assessment tools on Fatigue Management:

- 83390251 – Fatigue Management Instruction

TD 3 Vehicles and Trailer Compliance

All vehicles and trailers are fit for their purpose, maintained in a safe working order IAW OEM instructions and include all required safety features that are available.

MINIMUM REQUIREMENTS

- Risk Assessments must be conducted with the involvement of end-users prior to the acquisition of fleet vehicles so that the safest and most suitable vehicle is selected.
- Vehicles and trailers must be selected and only be operated within their stated capacity as described on compliance plates and in operating manuals.
- All vehicles are equipped with essential emergency equipment and include information on what to do in the event of a breakdown.
- Hire vehicles must be selected based on the requirements of the Journey Management Plan.
- All newly acquired Thales fleet light vehicles must hold a current 5-star ANCAP safety rating. Existing fleet light vehicles must hold a 5-star ANCAP safety rating to the 2014 standard.
- All hired light vehicles must hold a current 5-star ANCAP safety rating where available.
- All Thales heavy vehicles must be equipped with reversing beepers/squawkers and reversing cameras.
- The use of fatigue management technology shall be a consideration in the selection of Thales transport contractors

ADDITIONAL REQUIREMENTS

- Vehicles and trailers that are not fit for purpose should be progressively replaced during a realistic timeframe after consultation with sites.
- 'Where available' is added in the description of this control strategy to overcome the issue raised of a lack of options when it comes to hiring cars with the required safety features in rural areas.

NOTES AND REFERENCES

<https://www.ancap.com.au/safety-ratings-explained>

TD 4 Inspections

A vehicle inspection schedule is maintained and up to date prior to use of all Thales vehicles.

MINIMUM REQUIREMENTS

- Vehicle inspections and maintenance must be conducted to OEM standards by approved providers.
- A visual check must be conducted on all vehicles prior to operation.
- As a minimum, pre-start checks must be conducted daily prior to initial use of all Thales vehicles.
- Faulty vehicles and equipment must be tagged and quarantined to prevent operation.

ADDITIONAL REQUIREMENTS

NOTES AND REFERENCES

- The control standard is to be supported by a site process for tagging out faulty vehicles so the site team can identify the person responsible and the time frame for the vehicle to be back in operation.

TD 5 Load Security

All loads are secured correctly for the load type and within OEMs and legal limits.

MINIMUM REQUIREMENTS

- Load restraint equipment must be subject to regular inspection and maintenance.
- The mass of all loads transported must be known or able to be determined so that correct positioning and load restraint can be applied.
- Load restraint for transport using Thales heavy vehicles, Trailers, Light Vehicles and Non routine loads must be in accordance with documented procedures.
- Loads are managed to ensure DG and explosives are safe and secure during transport.
- Loads must be de-identified and transported separately where required to do so for security reasons.

ADDITIONAL REQUIREMENTS

- The control standard is supported by a proper process for tagging out faulty vehicles so the site team can identify the person responsible and the time frame for the vehicle to be back in operation.

NOTES AND REFERENCES

All Site personnel who may be or are involved in the movement of goods, stores or other items for business use should be made aware of the Load Restraint Guide, it's location and provided with a copy if possible.

The requirement to take photos is suffixed by 'within the constraints of the site security requirements'.

THALES

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