



Document Cover Sheet

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TRAFFIC MANAGEMENT PLAN

Jemena KGMS Marlin Facilities Expansion

2211-HSS-PLN-002

Document No.	Revision	Issued	Checked	Approved	Date	Comments
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1. PURPOSE

The purpose of this Traffic Management Plan (TMP) is to address how the project traffic of the construction environmental requirements related to the use and operation of vehicles for the purpose of construction, service, and transport will be managed at the project site. This plan will provide an overview of the recommended procedures and available resources for the expected safe and legal operation of WAPL managed and controlled vehicles on 2211 Port Kembla Facilities project.

This plan contains information that, if followed, the risks from the activities performed by WAPL and our subcontractors are reduced to the lowest practicable level.

This sub plan forms a part of the Environmental Management Plan suite of management plans – see below

2211-ENV-PLN-001 CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

- Noise and Vibration
- Air Quality
- Biodiversity
- Soil and Water
- Unexpected Heritage finds and Human Remains Procedure
- Unexpected Finds Procedure
- Contamination and Hazardous chemicals
- Traffic Management (This plan)
- Waste Management Plan

2. SCOPE

The high-level scope of work for works is described, but not limited to, the following list of activities as per the 2211-PRM-PLN-001: Project Execution Plan:

Wasco's scope includes:

- Supply and Construct Earthworks, Drainage, Underground Services, Earthing and vehicle Cross Over to Wylie Rd
- Design, Supply and Construct a retaining wall
- Supply and construct concrete footings, piles, slabs, supports and pedestals
- Supply and Install Facility Fencing, Bollards and Vehicle Barriers
- Supply, Fabricate and Install Pipe Skids, Pipe Supports, Ladders and Platforms
- Fabricate and Install Piping to Skids and Off Skid Pipe Spools
- Install Valves, Instrumentation, Gas Chromatograph and Control Hut and tie into facilities
- Supply, Install, Terminate and Test electrical, control, communications, and earthing cable systems

All employees, contractors, sub-contractors, and those under direction of WAPL are required to abide by the conditions of this plan.

3. PROJECT BACKGROUND

Australian Industrial Energy (AIE) have received approval to construct a new Liquid Natural Gas (LNG) import terminal at the Port Kembla inner harbour. The gas is planned to be processed on a Floating Storage and Regasification Unit (FSRU) and imported into the existing gas networks through a new pipeline that will connect the AIE Port Kembla Gas Terminal (PKGT) with the Jemena owned gas transmission network via the Eastern Gas Pipeline (EGP). The EGP is a key natural gas supply artery between gas fields in the Gippsland Basin in Victoria and to New South Wales (NSW) and Australian Capital Territory (ACT).

Under the then provisions of the Pipelines Act 1967, Part 4 of the Environmental Planning and Assessment Act 1979 (EP&A Act) did not apply to the Eastern Gas Pipeline. However, those provisions were repealed in September 2006 by the Pipelines Amendment Act 2006 which included transitional provisions for existing pipelines, under which Pipeline Licence 26 issued under the Pipelines Act 1967 was deemed to be a planning approval granted under Part 3A of the EP&A Act.

Part 3A of the EP&A Act was also repealed in October 2011, and under the provisions of the Environmental Planning and Assessment (Savings, Transitional and Other Provisions) Regulation 2017, the project was

transitioned to State Significant Infrastructure (SSI) in May 2019 and Pipeline Licence No. 26 comprises the Infrastructure Approval (SSI 9973) for the project.

Further modifications to the infrastructure approval under the Environmental Planning and Assessment Act 1979 have been submitted and approved as listed below.

- Modification 1 – Port Kembla Lateral Looping Pipeline October 2020.
- Modification 2 – Port Kembla Lateral Looping Pipeline May 2022.

Applicable conditions relevant to the modifications can be found in Schedule A of SSI 9973 Modification 2. Refer to Section 15 - Conditions of Approval

4. ACRONYMS AND DEFINITIONS

Acronym	Expanded Text	Definition
	Accredited Traffic Controllers	Trained and approved to direct traffic in accordance with a work zone traffic management plan
AS	Australian Standard	International standards approved for use in Australia
BAC	Blood Alcohol Concentration	The measurement of alcohol intoxication
Client		Jemena
Contractor		Wasco Energy or person employed by Wasco Energy directly
COR	Chain of Responsibility	Complying with transport law is a shared responsibility and all parties in the road transport supply chain are responsible for preventing breaches
Council		Wollongong City Council
dB(A)	Decibel A filter	Expression of the relative loudness of sounds in air as perceived by the human ear.
HAZOB	Hazard Observation	
HV	Heavy Vehicle	A vehicle that has a gross vehicle mass (GVM) or aggregate trailer mass (ATM) of more than 4.5 tonnes. (Semi-Trailer, Heavy Rigid Truck, Crane, etc)
HSE	Health, Safety and Environment	
LAeq		The preferred method to describe sound levels that vary over time, resulting in a single decibel value which considers the total sound energy over a specific period of time
LV	Light Vehicle	Not more than 4.5 tonnes Gross Vehicle Mass (GVM) built to carry not more than twelve (12) adults including the driver
LUEZ	Loading and Unloading Exclusion Zone	Control measures for loading and unloading activities
MR	Medium Rigid	Truck more than 8t GVM with not more than two (2) axles
PTW	Permit to Work	Management systems used to ensure that work is done safely and efficiently
OOWH	Out Of Work Hours	Out of Hours Work Protocol
RTA	Road Traffic Authority	Transport for NSW
	Site Team or Project Team	WAPL Construction Superintendent, Project Engineer, Construction Supervisor and HSE Advisor who are on site.
	Spotter	A person external from the plant/vehicle to assist the operator in manoeuvring equipment into position to prevent injury to the operator, other personnel or prevent property damage
	Staff	Any personnel involved with the project

Acronym	Expanded Text	Definition
	Sub-Contractor	Any service/contractor/supplier engaged by Wasco Energy
TMP	Traffic Management Plan	This document
WAPL	Wasco (Australia) Pty Ltd	
Wasco	Wasco (Australia) Pty Ltd	

5. RELEVANT LEGISLATION, STANDARDS, AND CODES OF PRACTICE

Legislation, Regulation, Standards, Codes of Practice, and other relevant obligations can influence the undertaking of this Project. WAPL commits to all work being conducted and completed within the requirements of law and regulation.

It is the responsibility of the Project Manager to provide updates to the project team and to ensure procedures and policies are appropriately updated and current. The WAPL Integrated Management System requires regular review and updating of legislation, Australian Standards and Codes of Practise.

5.1. Legislation

Legislation updates may occur during the life of the project, which may affect aspects of the project relating to environmental requirements or regulations. WAPL subscribes to a Legislation Update and Alert service which provides information of changes as they are implemented. Any legislative changes that affect the project will result in a revised TMP. Legislation directly relevant to traffic and transport management is summarised below:

Legislative Title
NSW work Health and Safety Act 2011
NSW Work Health and Safety Regulation 2017
Dangerous Goods (Road and Rail Transport) Act 2008
Heavy Vehicle National Law Act 2013
NSW Road Transport Act 2013
NSW Road Transport (General) Regulation 2021
NSW Road Rules – 2014
NSW Environmental Planning and Assessment Act 1979
NSW Environmental Planning and Assessment Regulation 2021 (EP&A Regulation)

5.2. Regulatory Requirements

A Road Occupancy Licence (ROL) is not required to be attained for the KGMS project as Wyllie Road is not a state road or is impacting the operation of traffic signals of any road as stated in Infrastructure Approval SS9973 Modification 2 (B5A).

5.3. Guidelines and Codes of Practice

The main guidelines, specifications and policy documents relevant to this TMP include:

- AS 1742.3 Traffic Control for Works on Roads
- AUSTRROADS Guide to Temporary Traffic Management
- Traffic Control at Worksites Technical Manual Issued 6.1 (TfNSW)
- Road Occupancy Manual (TfNSW)

6. ROLES AND RESPONSIBILITIES

6.1. Chain of Responsibility

WAPL recognises and accepts its obligations in the transport chain of responsibility to maintain and promote safe operations through our Heavy Vehicle Management Plan - see APPENDIX E Heavy Vehicle Management Plan.

WAPL shall:

- Undertake to comply with all road transport laws, codes, and guidelines applying to our operations, including the COR Registered Industry Code of Practice (RICP) Master Code
- Not knowingly make or meet any demand or requirement that would cause us to breach road transport laws applying to our operations
- Ensure we have in place suitable and adequate processes, programs, and training so that we can demonstrate we have taken reasonable steps to comply with all relevant laws
- Conduct training to develop staff awareness of business policies and procedures and their obligations such as:
 - Fatigue management
 - Speed compliance

- Loading and unloading requirements
 - Scheduling requirements
 - Well maintained and appropriately designed and equipped vehicles; and
 - Driver health, safety, and security requirements.
- Ensure staff are not just aware of their obligations but are actively engaged in implementing practices
 - Ensure we have suitable and adequate exclusion zones for Loading and unloading vehicles (LUEZ) in place
 - Request information from transport operators and/or drivers about what systems they have in place to prevent breaches of road transport laws when transporting goods
 - Cause all new contracts or arrangements to include compliance with the relevant laws as a material requirement
 - Recognise and accept that cost alone should not be a determining factor in meeting our transport obligations.

6.2. Project Manager

Ensure that this procedure is provided for the Construction Supervisor and their personnel are trained as required.

- Ensure the health and safety of all workers and others in the workplace
- Ensure the safe use, handling, and storage of plant
- Notify Jemena of all near misses and all incident events which involve significant personal injury, which compromise, or which impact the local community immediately.
- Ensure the health and safety of other persons is not put at risk from work carried out as part of its operations
- Ensure that all traffic and travel operations have been assessed to evaluate the potential presence of risks and hazards that any specified mitigation measures have been implemented
- Determine the resources necessary to conduct specific activities
- Ensure that personnel assigned to project activities are competent and, via pre-placement medical assessment, are physically fit when engaged to carry out specific work when required and for the duration that is required
- Subcontractors have suitable experience and knowledge to conduct any potential work scope in compliance with traffic and journey management, and project health and safety requirements
- Jemena shall be kept informed of planned materials and equipment delivery
- Ensure that all vehicles are fully insured, registered, and maintained in-line with company policy and procedures

6.3. Construction Superintendent

- Ensure that this procedure is implemented on site and all personnel and subcontractors adhere to the requirements
- Be responsible for the movement of personnel, all plant and equipment, and liaise with the Client Site Representative and Local Authorities in exercising this responsibility (i.e., Police, Local Shire Authorities)
- Notify the Project Manager and the Client of all near misses and all incident events which involve significant personal injury, which compromise, or which impact the local community
- Subcontractors have suitable experience and knowledge to conduct any potential work scope in compliance with traffic and journey management, and project health and safety requirements
- Jemena shall be kept informed of planned materials and equipment delivery
- Ensure that all vehicles are required to be fully insured, registered, and be fit for purpose and roadworthy as per legal requirements
- Ensure that all drivers hold a current license for the vehicle they operate

6.4. WAPL Personnel and Subcontractors

- Are to comply with the requirements of this procedure.
- All personnel must always obey New South Wales Road rules and regulations
- The wearing of seatbelts
- Compliance with posted speed limits

- All drivers must hold a current license for the vehicle they operate and be familiar with the project road conditions and driving hazards.

6.5. Safety Advisor

The Safety Advisor shall ensure that the project is operating in compliance with this plan and will arrange for periodic audits to be carried out to confirm compliance including:

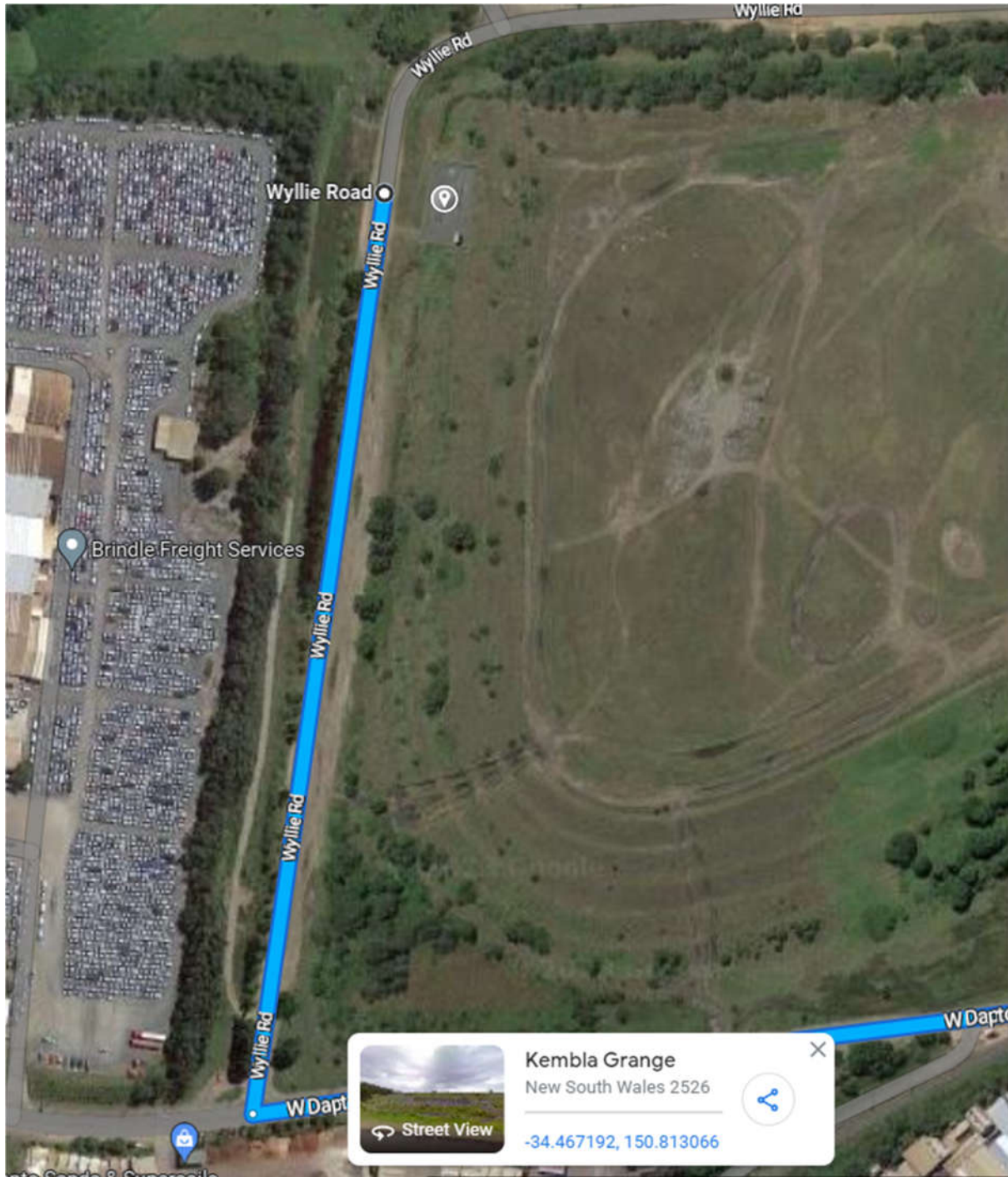
- Review training records and qualifications to ensure each person is competent to perform tasks associated within their scope
- Ensure that personnel assigned to the project activity are competent and, via pre-placement medical assessment, are physically fit when engaged to carry out specific work when required, and for the duration that is required their position
- Ensure that all traffic and travel operations have been assessed to evaluate the potential presence of risks and hazards that any specified mitigation measures have been implemented

7. SITE LOCATION AND LAYOUT

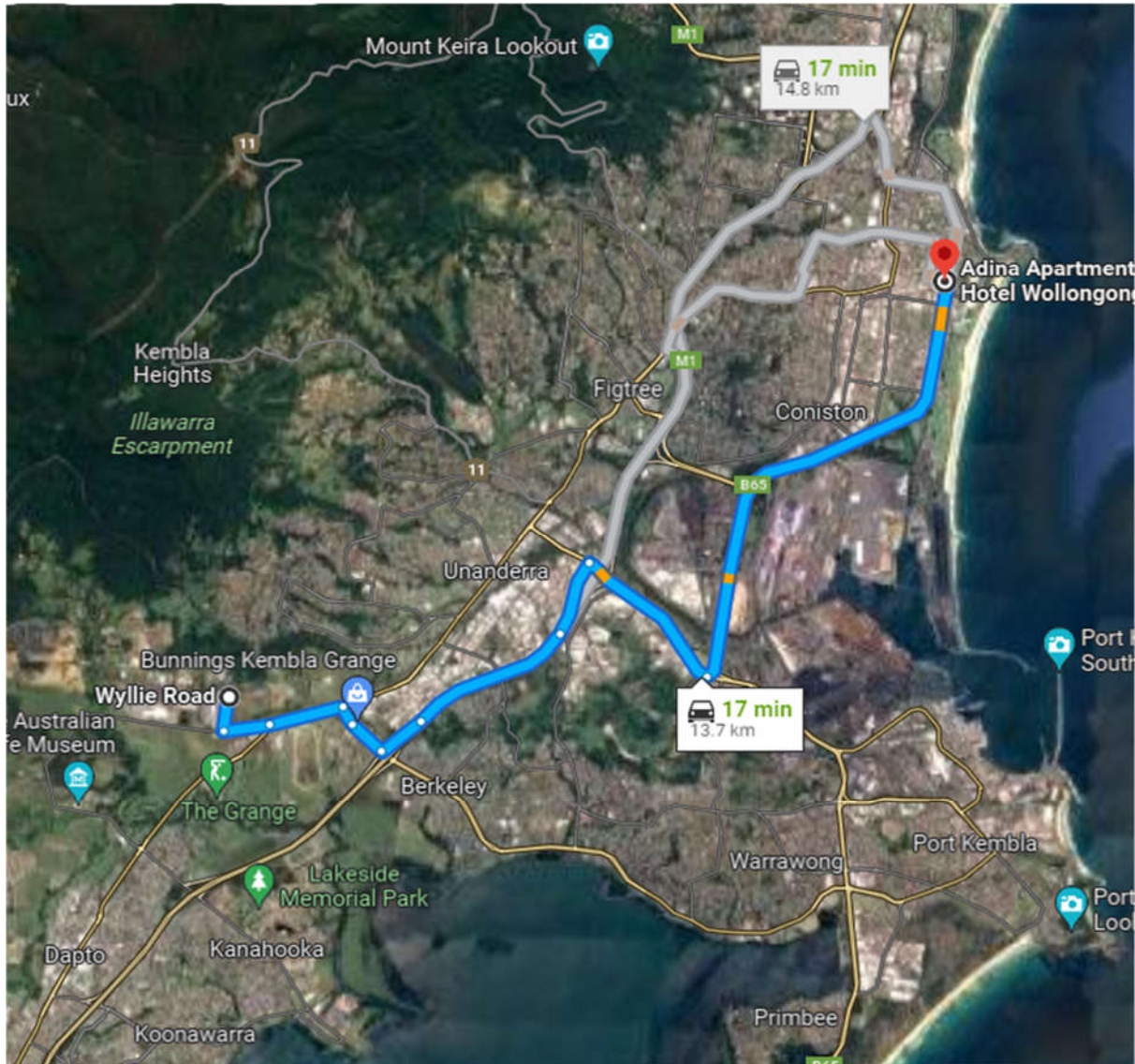
The location of the project site is on Wyllie Rd, Kembla Grange, NSW 2526, -34.46719 S, 150.81308 E.

From Wollongong take the Princes Hwy to the W Dapto Road

Turn right onto W Dapto Road in approx. 600m turn right onto Wyllie Road



Site access to / from proposed accommodation facilities



8. TRAFFIC MANAGEMENT OBJECTIVES

The Plan has the following objectives relating to construction access:

- To ensure that there is no damage to existing and new equipment onsite.
- To ensure Jemena access requirements are adhered to
- To ensure that traffic is suitably controlled on site
- To ensure that personnel are protected whilst equipment is moved on site
- To ensure WAPL complies with regulatory approvals for traffic movement
- To ensure the local Land holder and community concerns are observed and respected
- To ensure the requirements for road use are complied with
- To minimise traffic hazards
- To minimize impacts to fauna
- To minimise destructive influences on site
- To minimise potential fire risk

8.1. Potential Impacts

The following potential impacts may result from un-controlled access to the construction area:

- Increased safety hazard resulting from increases in traffic volume
- Potential damage to existing equipment
- Injury to site personnel
- Site road access degradation
- Uncontrolled release of hazardous substances
- Unauthorised third-party access to previously inaccessible (Brownfield) areas
- Overhead Power lines
- Underground services
- Additional traffic movements around peak AM and PM times.

8.2. Construction Traffic Impacts

The Project Environmental Assessment considered traffic impacts associated with construction of the Kembla Grange Metering Station.

The assessment considered observed road network AM and PM peak hour traffic volumes with the expected peak construction traffic volumes and identified that:

> During the AM peak, the network peak hour was observed to be between 8.00 am and 9:00 am whereas construction traffic peak hour is expected to be between 6.45 am and 7.45 am; and

> During the PM peak, the network peak hour was observed to be between 3.30 pm and 4.30 pm, whereas the construction traffic peak hour would be between 4.45 pm – 5.45 pm.

The assessment indicated that the majority of key roads in the vicinity of the project are expected to operate well within the acceptable capacity for weekday morning and evening peak periods.

Our vehicle movements within the networks are as follows:

> Light Vehicles – 0600 to 0700 hrs for morning peak and 1700 to 1800 hrs for evening peak. The number of vehicles are expected to be between 5 to 15 on average

> Heavy Vehicles - 0600 to 0900 for morning peak and 1400 to 1600 hrs for evening peak. The number of heavy vehicles will be limited to mobilisation in late April / early May of 10-15 deliveries over a two-week period outside of peak times and for 1-2 site deliveries a week for plant and equipment across the project.

It is not anticipated that the number of vehicles will impact the local network.

8.3. Management Measures

The management measures, in conjunction with the project's Health and Safety Management Plan, will be applied.

Key management measures are shown in Table 1 – Key Management Measures:

No.	Control Measure	Responsibility	Timing
1	Pre-start meeting shall be used to inform work crews of equipment and/or trucks arriving at site	CM/Supervisor	Daily
2	Jemena shall be kept informed via SIMOPS of planned materials and equipment delivery. Onsite representatives will be informed once scheduled deliveries have been confirmed	CM/Supervisor	Daily
3	Journey Management to be implemented when required (mobilisation/demobilisation/HV movements)	HSE Advisor	As required
4	Personnel, other than delivery drivers, will be site inducted to familiarise with the driving hazards and site rules associated with the location	All Personnel	Ongoing
5	All vehicles to always remain on existing roads or demarcated areas within designated project areas	All Personnel	Ongoing
6	Personnel shall comply with designated speed limits and traffic rules when bringing vehicles onto the Project site	All Personnel	Ongoing
7	Personnel shall comply with Jemena Permit to Work when bringing vehicles into brown field areas onsite	All Personnel	Ongoing
8	Heavy vehicles and delivery trucks shall be escorted onto site	CM/Supervisor	Ongoing
9	A spotter will be used when trucks and plant are travelling onto new pad area or into Brownfield area	Supervisor	Ongoing
10	Gates will be left as they are found	All Personnel	Ongoing
11	Appropriate measures will be applied to ensure vehicles are within the defined construction area	Supervisor	Ongoing
12	The Site Team and any visitors travelling in light vehicles shall park in the designated parking area	All Personnel	Ongoing
13	(Approved) Vehicles onsite shall be kept to a minimum, adequate parking shall be made available within laydown area	Project Team	Ongoing
14	Vehicles shall not park within public roadway when attending site	Project Team	Ongoing
15	At no time shall the access road be blocked and prevent access or egress in an emergency	All Personnel	Ongoing
16	Hazard and incident reporting via WAPL reporting systems	Project Team	As required
17	Only qualified personnel shall drive machinery and vehicles in accordance with their credentials	Project Team	Ongoing
18	Maintenance of machinery as per equipment specifications and WAPL Procedures	CM/Supervisor	Ongoing
19	Designated Call up point, site personnel mobile numbers and site UHF channel.	CM/Supervisor	Ongoing
20	Traffic control in areas of public road access will comply with local Road Traffic Authority and requirements as specified and referenced against AS 1742.4 - 1996.	Project Team	Ongoing
21	Trucks, machinery, and equipment to be free of soil clumps and vegetative matter upon access and issued with a valid Washdown Inspection certificate including the loads being carried by trucks.	Drivers/HSE Advisor	On arrival
22	A delivery instruction will be given to the transport company prior to coming to site and that all deliveries shall adhere to the traffic route as per the Site layout	Project Team	Prior to arrival
23	Dust suppression shall be employed to mitigate dust generation	CM/Supervisor	Ongoing
24	Employ appropriate driver techniques where dust may be generated	All Personnel	Ongoing
25	No vehicles are to park on the adjacent land being the verge of the access road	All Personnel	Ongoing
26	Jemena and the Wasco Site Supervisor will both approve access to/from site in the event of wet weather.	All Personnel	As Required

No.	Control Measure	Responsibility	Timing
27	Wasco to implement Safe Work Method Statements for high risk activities that are complied with and signed onto by worker	All Personnel	As Required
28	All vehicle engines to be turn off when not in use to reduce emissions	All Personnel	As Required
29	Car Pooling to and from site to reduce traffic congestion	All Personnel	As Required

Table 1 – Key Management Measures

8.4. Inductions

Requirements for travelling to the project site and access to the site area are dependent on the visit type and duration. Day visits with no physical work involved (familiarisation only) require approval from Jemena and a visitor site specific induction, which shall be conducted by the WAPL Site team. Visitors must always be in the company, or under the control of, an authorized WAPL representative when on site.

All personnel including sub-contractors working on the project will have to complete Jemena online inductions as well as other inductions depending on the work to be undertaken and the location of the work. Examples include:

- Zinfra Inductions (Jemena Gas Transmission and Zinfra Site Specific Inductions)
- General Construction Induction
- General WAPL Induction
- WAPL Site Specific Inductions (except for delivery drivers and visitors – NO WORK ALLOWED)

8.5. Site Traffic Rules

In addition to general New South Wales Road rules, the following additional site requirements must be met when driving on site.

- Visiting light vehicles shall park in the designated area
- Heavy vehicles must be positioned by a site representative
- HSE Advisor to meet truck and float drivers for breathalyzer before entering Site and sign in, the driver will be given instructions as required.
- Only vehicles that meet requirement of Section 11.2 - Light Vehicle Requirements can enter construction areas
- All vehicles are required to be fully insured, registered, and maintained in company policy and procedures
- All vehicles required to access site will use approved access routes as per Site layout Appendix A
- Operators using the site roads will ensure that the vehicle or equipment using the roads, maintains a suitable speed and driving line to negotiate safely in all situations
- Access to plant ring road must be maintained for operational use at all times, outside of agreed closures for major equipment deliveries / lifts. Road closures will not restrict alternate access around the other side of the plant.

8.5.1. Speed Limits

Speed limits are set for safety in accordance with the road laws. Unless otherwise stated, maximum speed limit shall be:

- Notwithstanding – At all times abide by New South Wales laws.
- Jemena site requirements to be followed
- 10 kph within the Site Compound
- 10 kph in Lay down area, and any construction/moving equipment situations (except where sign posted)
- 50 kph on Wyllie Road
- Walking pace going past work crews
- Drive to road conditions
- All vehicles should slow to appropriate speed to minimise dust generation

8.5.2. Transport of Oversized Equipment

There are no oversize and over mass vehicles anticipated for use on this construction project to the best of our current knowledge.

8.5.3. Escorting of Machines or Other Vehicles

- Machines or vehicles being escorted in the construction area must have their lights and hazard lights on

- The escort vehicle will have headlights and a revolving light/s on and working
- The lead vehicle will notify all personnel by radio that a machine or vehicle is being escorted from a given point to a given point and by what road or area
- The supervisor is to be informed of the escort prior to the escort being arranged

8.5.4. Seating and Seat Belts

Seat belts must always be worn by all vehicle occupants. It is the driver's responsibility to ensure all passengers are wearing their seat belts.

8.5.5. Access and Restricted Areas

- Site access shall be designed and maintained to accommodate the intended traffic volume
- At no time shall the access road be blocked and prevent access or egress in an emergency
- Pre-starts shall be used to inform work crews of equipment and/or trucks arriving at Site
- Jemena shall be kept informed of materials and equipment delivery via emails from the Construction Superintendent

8.5.6. Noise

WAPL will minimise traffic noise impacts via mitigation measures such as:

- Ensuring vehicles are well maintained.
- No use of exhaust brakes in or around site
- Use of self-adjusting tonal alarms
- Adherence to predetermined work hours
- Following stakeholder management processes

8.6. Existing infrastructure

WAPL will maintain all footpaths, roads and utility-related infrastructure adjacent to the site in a safe and serviceable condition.

9. TRAFFIC AREAS

The following information is a summary of the traffic management measures in place to control specific areas.

9.1. Site Entry and Exit

A traffic control plan has been developed by a registered traffic management company to ensure the safety of workers and the public should traffic flow be disrupted and road closures required during the construction phase of the Project. Refer Appendix C. An additional traffic control plan has been developed that includes road signage for when general construction is underway.

It is also noted that:

- At no point in time shall the entry gate to the existing facility be blocked
- Traffic management signage will be erected when required
- Accredited Traffic controllers with stop/slow bat – when required
- Pedestrians are to be escorted past the entry and exit during heavy vehicle movements – when required
- Designated area will be clearly marked, and sign posted as a restricted area. Warning signs will be erected

9.1.1. Out of Hours Work

Should out of hours work be required such as: NDT and/or Hydro testing, approval will be requested as per OOWH protocol.

9.2. Restricted Areas (Brownfield Facility)

The following management measures will be implemented for all project traffic in the Brownfield areas. Access to any Brownfield areas shall require adherence to Client Permit to Work conditions

- Machinery and vehicles shall always have an escort/spotter using a gas detector in Brownfield area
- Any vehicle going onto brownfields site must be under GT hot work permit
- Positive communications
- A total 'no-go' area exists directly in front of, and behind when escorting/spotting all vehicles (within the "line of fire" of travel forwards and backwards) and 10 metres surrounding the heavy equipment

- Speed limit of 10km/hour within the construction site/lay-down area (Greenfield and Brownfield) and walking pace going past work crews.

9.2.1. Laydown

To conduct loading and unloading operations without interference from adjacent activities, mobile machinery, equipment, and employees, a designated area will be established (LUEZ Diagram)

- Access to any Brownfield areas shall require adherence to Client Permit to Work conditions
- The designated area will be clearly marked, and sign posted as a restricted area
- Machines or vehicles being escorted in an area must have their lights and hazard lights on
- The escort vehicle will have headlights and a revolving light/s on and working
- Driver and crew are to assess the load before securing or releasing the load
- Access to loading and unloading zones must be controlled at all times, including an exclusion zone
- Designated driver safety zones located to keep the driver away from the loading or unloading work
- No one to access load on the back of trucks unless adequate fall protection is in place
- Defined methods for communicating between the driver and the person loading or unloading
- 10km/hour within the construction/lay-down site area, workshop area (Greenfield and Brownfield) and walking pace going past work crews
- A total 'no-go' area exists directly in front of, and behind, heavy equipment (within the "line of fire" of travel forwards and backwards) and 10 metres surrounding the heavy equipment
- Light vehicles are not permitted to enter anywhere within close proximity while the heavy equipment is operating (i.e., cranes operating, trucks being loaded, etc.) unless clearance had been obtained
- Heavy vehicles must be positioned using spotters

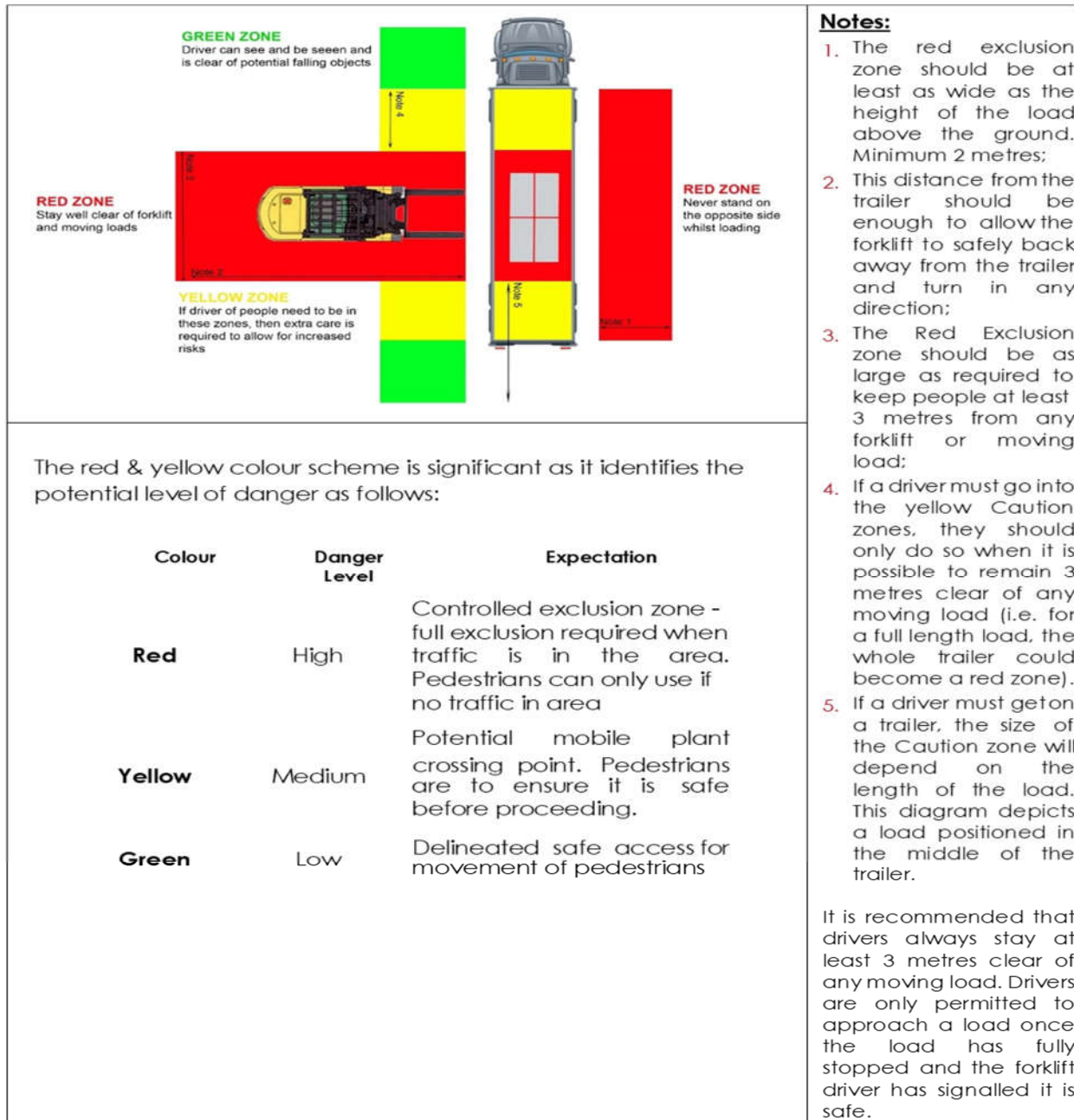


Figure 1 - LUEZ Diagram

9.3. Traffic Flow

- UHF channel 28 shall be used for on-site radio communications.
- Call up sign stating the site working UHF channel will be clearly displayed prior to entry to site
- Only vehicles which have been given clearance can enter restricted areas

9.4. Parking

- Parking at the site will be on the southern side of the offices along Wyllie Road – See Appendix A
- Reverse parking is applied to these areas
- When parking, make sure the vehicle is fundamentally stable, handbrakes must be on and vehicles left in gear or park
- Wheel chocks to be used where required
- Only vehicles directly involved in construction activities will be permitted to park within the Facility area
- When parking in a Brownfield area, vehicle must abide by permit conditions

- Keys will be left in the ignition during daylight construction periods if parked on the construction site to allow them to be moved in an emergency
- Existing Operations parking area to be maintained free of construction vehicles at all times
- Football South Coast hold key events at Ian Mclennan Park and spectators park on Wyllie Road. Planned works must consider key sporting dates to ensure the ongoing safety of everyone using the area.
 - No significant key events have been identified on Football South Coast website that would case a significant increase in traffic and parking than what is currently occurring on Saturday/Sunday.
 - No parking issues have been reported from Football South Coast to Wasco as there is ample parking at the Ian Mclennan Park fields, which have no impact on the facilities construction area.

9.5. Signage

- All signs and traffic control devices shall comply with AS1742.3:2009 – Manual of Uniform Traffic Control Devices.
- Clear signs designating speed limits will be placed in appropriate areas
- Safety signs and/or barricading will be used to draw attention to objects and situations that may affect personnel safety and health. Signage of transport risks such as pipeline cross over points or excavations will fall under these requirements.
- Where there is a potential hazard or an area that must be isolated, barricading will be erected around the location to limit access.
- Barricades will be (where practical):
 - Not less than 1 metre from the hazard
 - Erected to between 1 metre to 1.5 metres height
 - Well anchored with sufficient supports to prevent sagging of the rope, tape, chain, etc.
 - In the case of excavations, barriers may entail solid earth barriers in the form of windrows or cattle panels
 - Tagged and/or signposted at access points describing Hazard; and
 - May be illuminated at night-time if the Site Supervisor believes it necessary.

All signposting shall be representative of a management instruction and conform to Australian Standards specification coding presented as:

- RED CIRCLE AND BAR (Prohibited)
- BLUE CIRCLE - WHITE PICTURE (Mandatory)
- YELLOW - BLACK WRITING (Caution)
- YELLOW – BLACK (Caution Tape)
- RED OR GREEN - WHITE WRITING (Fire or Safety)
- BLACK, RED AND WHITE (Danger)
- BLACK, RED AND WHITE (Danger Tape)
- YELLOW - BLACK WRITING TRIANGLE (For Radiation, Fire or Explosion)

10. DRIVER REQUIREMENTS

10.1. General

- All personnel using vehicles must always obey New South Wales Road rules and regulations, including:
 - the wearing of seatbelts
 - compliance with posted speed limits, especially 10km/hr speed limit on site
 - will ensure that the vehicle or equipment using site roads, maintain a suitable speed and driving line to negotiate safely in all situations
- All drivers must hold a current license for the vehicle they operate and be familiar with the project road conditions and driving hazards
- All vehicles are to have a daily pre-start conducted on the vehicle.
- No smoking in vehicles
- Appropriate measures are applied to ensure vehicles remain on designated access roads and tracks, and within the defined construction area and associated work sites
- During construction, access infrastructure, including signage, is maintained to appropriate standards

- Driving on the right of way, care is required to prevent excessive dust generation and minimize impact on the environment. It is important to use vehicles in a manner that will minimize dust generation
- In tight situations, no light vehicle should pass a heavy vehicle until radio contact has been made with the heavy equipment operator and acknowledged
- Drivers to wear the correct PPE when/if exiting the vehicle
- Drivers must follow the Travel/Journey Management Plan when driving to/from site. See Appendix E.

10.2. Fitness for Work

Personnel must have the functional capacity to operate the vehicle and ensure they are fit to drive in accordance with the WAPL Tobacco, Alcohol and Drugs Policy (WAPL-HSS-POL-003) and Fatigue Management Plan.

Drivers must be fit to drive and must:

- Have 0.00% blood alcohol concentration (BAC)/breath alcohol concentration (BrAC)
- Not be impaired from prohibited or illegal substances
- Not be impaired from medication that may cause drowsiness or dizziness
- Not be fatigued

If a driver feels they may not be fit for work or are taking medication that may cause drowsiness they must report this immediately to their manager.

10.3. Authorisation

Personnel must be authorised by a WAPL manager/supervisor prior to operating a WAPL vehicle or plant. The manager/supervisor should satisfy themselves that the person is competent to drive the vehicle and in a fit for work state prior to granting approval.

10.4. Licensing

Drivers must hold a current license of a class appropriate for their vehicle, and load, where applicable, as required by law. Drivers must immediately notify their manager if their license has been suspended or revoked, or if restrictions have been placed upon it that may affect their work activities.

Australian Classes of Driver’s Licences:

Licence Type	Required For
C – Car	A motor vehicle with a gross vehicle mass (GVM) not greater than 4.5 tonnes and constructed or equipped to seat no more than 12 adults (including the driver).
LR - Light Rigid	A motor vehicle with a gross vehicle mass over 4.5 tonnes to a maximum of 8 tonnes or which carries more than 12 passengers (including the driver) to a maximum of 8 tonnes.
MR - Medium Rigid	A motor vehicle that has 2 axles and a gross vehicle mass greater than 8 tonnes.
HR - Heavy Rigid	A motor vehicle that has 3 or more axles and a gross vehicle mass greater than 8 tonnes.
HC - Heavy Combination	A prime mover to which is attached a single semi-trailer plus any unladen converter dolly, or rigid motor vehicle attached to a trailer that has a gross vehicle mass greater than 9 tonnes plus any unladen converter dolly.
MC - Multi-Combination	Any heavy combination unit towing one or more trailers, each having a gross vehicle mass greater than 9 tonnes.
F (bus) extension	Transporting passengers in a vehicle that seats more than 12 persons (including the driver).

10.5. Safe Driving Behaviours

Drivers are expected to follow safe driving behaviours, including but not limited to the following:

- Always abide by the applicable traffic laws and signposted instructions
- Adhering to ‘defensive driving’ principles (allowing for unexpected hazards and errors of the self and others)
- Safely leave the road and bring the vehicle to a complete stop in a safe parking area, turn the vehicle off and remove keys from the ignition prior to using mobile phones, GPS navigation devices, portable computers, or other similar devices
- Parking in a manner that allows the first movement to be forward wherever practical

- Reporting unsafe or unusual road conditions
- No smoking is permitted in company vehicles

10.6. Driving Hazards

Driving on any road has inherent hazards. Hazards that may be encountered during this Project are, but not limited to:

- Construction traffic at site entrance
- Local traffic
- Road works
- Adverse weather
- Slippery roads due to wet weather
- Slippery conditions due to gravel road
- Additional hazards introduced by third parties (tourist traffic, vehicles towing caravans)
- Poor visibility in dusty conditions when traveling behind other vehicles or after passing vehicles on unsealed roads
- Narrow roads with uneven edges requiring caution when overtaking and passing
- Excessive glare from sunrise/sunset
- Wildlife and livestock on road
- Vehicle breakdown
- Flat tyre/blow out
- Fatigue
- Spread of declared weeds
- Uncontrolled release of fuels and chemicals to the environment

10.7. Driving Hazard Control Measures

Hazards and Impacts	Risk Rating	Control	Residual Risk Rating	Responsibility
<ul style="list-style-type: none"> • Faulty equipment • Unlicensed drivers 	High	<ul style="list-style-type: none"> • Operators must be fully licensed • Vehicle Inspections prior to operation. • Faulty plant or equipment must be isolated, tagged as “Out of Service” and reported to the Supervisor. • Emergency response plan in place • Mobile phone/Radio coverage • First Aid Kits in all vehicles 	Mod	All
<ul style="list-style-type: none"> • Unsecured loads 	High	<ul style="list-style-type: none"> • Secure all loads appropriately in vehicle ensuring goods are stored with the use of nets, tarpaulins, cargo straps etc. • Ensure no loose items are within the passenger area as they may become projectiles in the event of an accident 	Mod	All
<ul style="list-style-type: none"> • Unfit drivers • Fatigue 	High	<ul style="list-style-type: none"> • Drivers to be not affected by drugs, alcohol, or medication • Pre-Start Alco test. • Random drug screening 	Mod	Supervisor
<ul style="list-style-type: none"> • Driving on public roads • Other drivers • Fauna • Pedestrians. 	High	<ul style="list-style-type: none"> • Drivers to hold appropriate driver’s license. • Scan area for wildlife, especially on verges. • Scan area, especially around pedestrian crossings, roadsides, and around larger vehicles. 	Mod	All

Hazards and Impacts	Risk Rating	Control	Residual Risk Rating	Responsibility
<ul style="list-style-type: none"> Non-motorized transport (bicycles, horses). Rail crossings School zones Rough surfaces Change in speed limits Road works 		<ul style="list-style-type: none"> Slow down for rail crossings scan left and right to ensure no trains, stop for train red lights and booms. Obey school signs speed limits. Slow down for uneven road surfaces. Reduce speed when approaching numbers of vehicles/persons. Obey posted roadwork signs, slow down. Understand and comply with regulated road rules. 		
<ul style="list-style-type: none"> Speeding 	High	<ul style="list-style-type: none"> Drivers to observe local and site speed limits Speed on site 10km/hr and vigilance around pedestrians and operating machinery Drivers MUST always drive to the conditions 	Mod	All Supervisor to monitor
<ul style="list-style-type: none"> Driving in sun glare 	High	<ul style="list-style-type: none"> Ensure the vehicle windscreen is clean and undamaged Use vehicle sun visor Wear shaded glasses Reduce speed when visibility is impacted Stop the vehicle if unsafe to continue 	Mod	All Supervisor to monitor
<ul style="list-style-type: none"> Driving in adverse weather conditions Poor visibility Slippery conditions 	High	<ul style="list-style-type: none"> Drivers MUST drive to the road and weather conditions Reduce speed and increase following distances in wet conditions Be aware of the potential for flooding during wet weather Stop the vehicle if unsafe to continue 	Mod	All Supervisor to monitor
<ul style="list-style-type: none"> Dusk/Dawn Driving Inadequate vehicle lights Driver fatigue livestock/wildlife 	High	<ul style="list-style-type: none"> Ensure headlights are always clean and on Understand and comply with regulated road rules Scan road for fauna Drivers should not swerve to avoid wildlife (may result in roll over) Maintain safe distance from other vehicles (3 seconds) 	Mod	All Supervisor to monitor
<ul style="list-style-type: none"> Driver distracted by phone 	High	<ul style="list-style-type: none"> Mobile phone devices MUST not be used when the vehicle engine is running Drivers MUST, when it is safe to do so, pull over off the road to use phone if hands free option is not available 	Mod	All
<ul style="list-style-type: none"> Vehicle collision with open trench/live pipeline/buried service 	High	<ul style="list-style-type: none"> Drivers MUST only cross live pipelines at appropriate and designated crossing points Open trenches MUST be clearly marked Supervisors and Managers MUST ensure that personnel are appropriately trained and experienced and have good awareness of the location of buried services and current project activities 	Mod	All Supervisor to monitor

Hazards and Impacts	Risk Rating	Control	Residual Risk Rating	Responsibility
		<ul style="list-style-type: none"> Drivers to observe local and site speed limits Utilise temporary bollards and steel plates. 		
<ul style="list-style-type: none"> Flat Tyre / Unloading 	High	<ul style="list-style-type: none"> Stop the vehicle in a safe location Wear hi-visibility PPE Use care and correct lifting techniques e.g. <ul style="list-style-type: none"> Plan Your Lift when removing item from the vehicle If the load is too heavy or awkward to handle alone, get assistance Get a Firm Footing and bend knees, tighten stomach muscles and lift with your legs. Keep the load close and avoid twisting or turning your back Refer to vehicle manual for safety requirements when changing tyres Suitable gloves and PPE for the task 	Mod	Work Crew

Table 2 - Driving Hazard Control Measures

11. VEHICLE REQUIREMENTS

11.1. General

All Wasco company provided construction vehicles must:

- Be fit for purpose, roadworthy as per legal requirements, and used in accordance with the manufacturer’s instruction
- Be registered and licensed with the applicable transport authority prior to use on public roads
- Be maintained in accordance with the manufacturer’s specification, unless an alternate schedule has been approved by the Assets Manager, and the vehicle’s service history kept in the vehicle
- All vehicles shall be fitted with a correctly charged fire extinguisher that has undergone regular six-monthly inspections. The extinguisher must be securely mounted in an extinguisher carrier that allows easy access and removal when needed
- First aid kits with snake bite kit shall be available in all vehicles and the contents checked as part of the vehicle pre-start
- Be fitted with IVMS system (Wasco owned vehicles only)
- Cargo net

11.2. Light Vehicle Requirements

To comply with site operational procedures, all light vehicles on the lease areas will require the following equipment fitted to the vehicle:

- Emergency response procedure with contact numbers
- Revolving beacon, orange in colour, on only when operational needs required. (Exceptions may apply to Supervision Team)
- An audible reversing alarm
- The site-specific radio or a UHF radio turned on and on Channel 28

11.3. Mobile Plant and Equipment

The following management measures are to be implemented during the project for all mobile plant and equipment:

- Qualified and authorised personnel only to drive equipment
- All drivers/operators must be verified

- No mobile equipment is to be operated UNLESS the employee is deemed to be a competent operator by the Assessor/Supervisor
- All vehicles must be submitted to pre-start and safety checks
- Plant Hazard Risk Assessment to be in place in the plant and signed by the operator
- All faults are to be logged and alerted to the supervisor immediately
- If vehicle safety devices are broken or faulty, vehicle to be tagged out of service and reported immediately to supervisor
- Seat belts must be worn when supplied
- Radio communication shall be used where available
- An audible reversing alarm
- Revolving beacon, orange in colour, on always when operational needs required
- All vehicles shall be fitted with a correctly charged fire extinguisher that has undergone regular six-monthly inspections. The extinguisher must be securely mounted in an extinguisher carrier that allows easy access and removal when needed.

11.4. Pre-Start Inspections

Drivers must complete a documented pre-start inspection prior to using the vehicle and must complete the WAPL Light vehicle inspection checklist weekly.

Identified faults should be immediately reported to the Workplace Manager and, where appropriate, the site Asset Manager. Pre-Start forms are returned to the safety advisor at the end of each week for filing and copies forwarded to your applicable maintenance controller.

11.5. Load Restraint

Loads must be restrained to prevent unsafe movement during all conditions of transport in accordance with the *Load Restraint Guide 2018*, published by the National Transport Commission.

Specifically:

- The vehicle must be suitable for the type, weight, and size of the load, as per the manufacturer and legal limits
- The load must be correctly positioned on the vehicle
- The load securing equipment must be strong enough for each type of load carried
- The load securing equipment must be in good working order
- Each load must be effectively restrained to prevent any unacceptable movement during all expected conditions of operation.

Copies of the *Load Restraint Guide* can be requested through the Assets and Logistics Manager or accessed online.

12. VEHICLE TRAVEL (TRAVEL MANAGEMENT)

WAPL owned and operated vehicles are fitted with in vehicle monitoring systems (IVMS). Heavy vehicle movements will be provided by subcontractors 18 hours ahead of time to WAPL representatives on site to ensure clear and unimpeded access to site. Subcontractors will be issued an approved site access road map as part of their delivery instruction; this will include approved roads, site PPE requirements, and details of site contacts (shown below):

- Site Superintendent – Ian Shewing – Mob 0408 727 577
- Project Engineer – Kazuya Hosokawa – Mob 0402 531 079

12.1. Driving to distant destinations (Drive in Drive Out)

For anyone who is driving a vehicle, the following must be observed:

- Driver must have a valid driver's license;
- Driver must file a Journey Management Plan (2211-HSS-FRM-016 Journey Plan form see Appendix B) with base before leaving.
- Journey plan must detail route and contact times and places; and
- Must register with HSE advisor onsite prior to leaving.

Vehicle drivers are responsible for the safe operation of vehicles and the safety of all passengers at all times. Vehicles are to be operated at posted speed limits, project area speed limits and always to comply with the road conditions at hand. Seat belts are to be worn at all times by all vehicle occupants.

12.2. OVERRIDING PRINCIPLES AND ACCOUNTABILITIES

- All vehicles will be fit-for-purpose and inspected using an appropriate checklist (pre-start as part of site-specific security plan) prior before the journey begins. This is to include emergency drinking water, food, spare parts and communications equipment.
- Drivers will have been properly trained and advised of the trip plan and comply with the requirements of this Trip Plan
- Drivers will be rested and alert (not suffering from fatigue or tiredness) prior to the journey commencing and must ensure adequate rest breaks as set out in the plan are taken during the trip.
- Drivers will not be under the influence of alcohol, drugs prior to or during the journey
- The Project Manager is responsible to authorise all trip plans, confirm that all procedures have been followed correctly and monitor the progress of the journey/activity.
- The Project Manager will raise the alarm if the vehicle fails to report in at the destination within the “late” arrival time frame. The response to an overdue call will be three (3) stages as follows:
 - Stage 1 - Response – 30 Minutes Overdue
 - The Project Manager or Construction Office will attempt to make contact with the overdue vehicle by sat phone, mobile phone and/or radio. Utilise the IVMS to determine the location of the vehicle
 - Stage 2 - Response – 60 Minutes Overdue
 - The Project Manager or Construction Office send a vehicle (which must have operational communications capable of calling back to the base camp) to the last confirmed field location of the vehicle and will also notify the General Manager.
 - Utilise the IVMS to determine the location of the vehicle and inform the search vehicle
 - Stage 3 - Unable to Locate
 - The Project Manager (or a person nominated by the Project Manager) will initiate a formal search & rescue if the driver has not been located within 2 hours after their agreed call-in time.
- A road travel tracking register or copy of the submitted Trip Plan is to be utilised to monitor the progress of all road journeys.
- The traveller/team leader is responsible to contact the Project Manager at designated times or places and on arrival at the destination or completion of the activity.
- Journeys must be planned for safe arrival considering fatigue management and emergency response requirements, including:
 - Drivers of vehicles should rest for 15 minutes after every two hours of driving
 - In the case of any delay during a journey contact must be made with the Project Manager notifying them of the reason for the delay (e.g. flat tyre) expected period of delay, revised expected time of arrival, and notification when travel has been resumed to the destination.

13. MONITORING AND REPORTING

13.1. Complaint Management

WAPL will notify the Project Team immediately of any issues or complaints raised by any relevant stakeholder so that the most consistent and up to date information is provided and a suitable resolution is reached. All complaints will be recorded by WAPL.

The complaint investigation process will be completed within 24 hours of a complaint being received. Responses/resolutions to the complaint is to be communicated by the Project Team for communication with the complainant.

13.2. Inspections

Inspections of traffic, transport and access management measures will be undertaken regularly during construction with attention being made to those areas that interface with the public and affecting public safety. These shall be conducted weekly as part of a weekly HSE site inspection in accordance with 2211-HSS-PLN-001. Standalone inspections shall also be undertaken as required if concern is raised to the WAPL Project Team.

Inspection Type	Responsibility	Timing
HSE Site Inspection	HSE Advisor	Weekly
HAZOB/Incident Related Inspection	Project Team	As Required

13.3. Compliance and Revision

Regular monitoring and reporting of Traffic Management Plan compliance will be conducted in conjunction with regular Project reporting. All road degradation shall be reported immediately.

13.4. Reporting

WAPL will report to Jemena and other agencies as required on transport management issues related to the Project. Reporting will include:

- Notification of works commencement (including prior to construction commencement and completion)
- Monitoring records
- Non-compliances; and
- Project website updates

13.5. Incident reporting

Incidents, near miss incidents and non-compliance associated with the environment or community relations will be reported to Jemena immediately by the WAPL Project Management Team.

Incident Reports are completed initially by the worker and the HSE Advisor or Construction Supervisor or Project Manager.

All incidents are reported via WAPL Rapid Incident, and other documentation such as witness statements, investigation forms or forms as required by Jemena or government authorities are to be submitted.

As soon as practicable verbally, but within 24 hours, the Project Manager (or delegate) will provide a report to the Jemena Project Manager setting out fully all material facts and circumstances concerning the incident that the WAPL Project Management Team is aware of or is able, by reasonable search and inquiry, to find out.

Environmental incidents will be responded to and reported to Jemena for lodgement under their Incident Management Procedure.

Project environmental incidents are considered to include the following:

- A pollution incident (i.e. dust, noise, hydrocarbon spill, water pollution)
- Where there is the potential for a legal breach
- Significant impact on people or the environment (flora and fauna) has been/ may be caused by the incident
- Native vegetation is accidentally or unintentionally damaged or removed
- Impacts on indigenous or non-indigenous heritage aspects
- Injury or fatality to a native fauna species (including listed species)

A non-compliance includes contravention of any of the conditions in the Instrument of Consent.

14. REVIEW AND IMPROVEMENT

Review and continuous improvement of the EMP will be achieved through ongoing monitoring and evaluation, implementation of preventative and corrective actions, communication with internal and external stakeholders and measuring progress against objectives and targets and program milestones. Opportunities for improvement will be implemented through changes to this EMP, the CEMP and sub-plans, procedures and programs as appropriate.

Environmental documentation will be revised if:

- There are relevant changes to environmental conditions or generally accepted environmental management practices.
- Previous unforeseen environmental risks are identified.
- Previously unidentified areas of contamination are discovered.
- There is a change in relevant legislation that impacts on either the design outputs or construction activities.
- There is a formal request made by DPE or other key stakeholders to make modifications; and/or
- There is a non-conformance relevant to the CEMP (not of minor nature)

14.1. Consultation with Council, TfNSW and Sydney Trains

Consultation on this plan was undertaken with the following stakeholders:

- Transport for NSW (TfNSW); and
- Wollongong City Council (WCC)

Comments and feedback received during consultation were incorporated into the plan where relevant for submission to the DPE for approval.

Details of the consultation associated with this plan is presented in Appendix H.

It should be noted that WAPL's scope of works do not interface with Sydney Trains assets, therefore, consultation with Sydney Trains would not be required.

15. CONDITIONS OF APPROVAL

The following table outlines the applicable conditions (SS9973 Mod 2) relevant to the Stage 2 works.

Condition	Requirement	Reference to Requirement in CEMP
Part A – Administrative Conditions		
A1	The Proponent must implement all reasonable and feasible measures to prevent, and if prevention is not reasonable or feasible, minimise any material harm to the environment that may result from the construction, operation, rehabilitation or decommissioning of the Port Kembla Lateral Looping Pipeline.	CEMP
TERMS OF CONSENT		
A2	The Proponent must construct and operate the Port Kembla Lateral Looping Pipeline: (a) in accordance with the conditions contained in this Schedule; (b) in accordance with all written directions of the Secretary; and (c) generally in accordance with the Modification 1 and Modification 2.	CEMP
A3	If there is any inconsistency between the above documents, the most recent document must prevail to the extent of the inconsistency. However, the conditions of this Schedule prevail to the extent of any inconsistency	Noted
A4	The Proponent must comply with any requirement/s of the Secretary arising from the Department's assessment of: (a) any strategies, plans or correspondence that are submitted in accordance with this consent; (b) any reports, reviews or audits commissioned by the Department regarding compliance with this consent; and (c) the implementation of any actions or measures contained in these documents.	CEMP Section 13
REHABILITATION		
A6	The Proponent must: rehabilitate the site corridor progressively, as soon as reasonably practicable following disturbance; (a) rehabilitate the site corridor progressively, as soon as reasonably practicable following disturbance; (b) minimise the disturbance area at any time; and (c) employ interim rehabilitation strategies to minimise dust generation, soil erosion and weed incursion on parts of the site corridor that cannot yet be permanently rehabilitated.	CEMP
Part B – Environmental Conditions		
CONSTRUCTION Traffic Management Requirements		
B5	The Proponent must: (f) minimise traffic and pedestrian safety issues and disruption to local users of the transport route/s during construction; (g) maintain all footpaths, roads and utility-related infrastructure in a safe and serviceable condition; and (h) minimise the traffic noise impacts from the construction of	Appendix C Appendix D CEMP Section 8.6

Condition	Requirement	Reference to Requirement in CEMP
	the Port Kembla Looping Pipeline.	
B5A	<p>Prior to commencing works within the state classified road reserve, the Proponent must apply for, and obtain, consent from TfNSW for all works in the classified road reserve under Section 138 of the Roads Act 1993.</p> <p>Notes:</p> <ul style="list-style-type: none"> <i>The works must demonstrate compliance with TfNSW Technical Directions Trenchless Excavation within the Easement of Roads and Maritime Infrastructure and Excavation adjacent to Transport for NSW Infrastructure.</i> <i>The Road Occupancy Licence from TfNSW is also required prior to commencing works on a State road or any other works that impact a travel lane of a State road or impact the operation of traffic signals of any road.</i> <i>The design and construction of the pipeline under Five Islands Road and any other works within a classified road is to be prepared generally in accordance with TfNSW and to the satisfaction of TfNSW.</i> 	Section 5.2
CONSTRUCTION HOURS		
B6	<p>Unless otherwise agreed by the Secretary, the Proponent may only undertake construction activities between:</p> <p>(a) 7 am to 6 pm Monday to Friday;</p> <p>(b) 8 am to 1 pm Saturdays; and</p> <p>(c) at no time on Sundays and NSW public holidays</p> <p>The following activities may be undertaken outside these hours without the approval of the Secretary:</p> <p>(a) the delivery of materials as requested by the NSW Police Force or other authorities for safety reasons;</p> <p>(b) emergency work to avoid the loss of life, property and/or material harm to the environment;</p> <p>(c) where a negotiated agreement has been reached with affected receivers; or</p> <p>(d) works as approved through the out-of-hours work protocol outlined in the CEMP required by condition C1.</p>	<p>CEMP</p> <p>Section 9.1.1</p>
NOISE		
B7	The Proponent must minimise the noise generated by any construction, upgrading or decommissioning activities in accordance with the best practice requirements outlined in the Interim Construction Noise Guideline (DECC, 2009), or its latest version.	<p>Section 8.5.6</p> <p>CEMP</p>
DUST		
B8	The Applicant must minimise the: <p>(a) The Proponent must minimise the dust generated during construction of the Port Kembla Lateral Looping Pipeline, including wind-blown and traffic generated dust.</p>	<p>CEMP</p> <p>Section 0, 8.5</p>
SOIL AND WATER		
B9	The Proponent must:	CEMP

Condition	Requirement	Reference to Requirement in CEMP
	<p>(a) ensure that construction, commissioning and operation of the Port Kembla Lateral Looping Pipeline does not cause any water pollution, as defined under section 120 of the POEO Act, including the management of surface water runoff, groundwater inflow into construction areas, and use of water for testing and commissioning of the pipeline;</p> <p>(b) minimise any soil erosion associated with the construction of the Port Kembla Lateral Looping Pipeline in accordance with the relevant requirements in the Managing Urban Stormwater: Soils and Construction (Landcom, 2004) manual, or its latest version; and</p> <p>(c) ensure that pipeline construction and installation is undertaken to minimise impacts on watercourses by applying management measures generally in accordance with the guidance series for Controlled Activities on Waterfront Land (DPIE Water 2012 or latest versions)</p> <p>(d) ensure that any construction activities in identified areas of acid sulfate soil risk are carried out in accordance with Acid Sulfate Soil Manual (Acid Sulfate Soil Management Advisory Committee, 1998) or its latest version.</p> <p>Note: Under the Water Management Act 2000, the Applicant is required to obtain all necessary water licences if required for the Port Kembla Lateral Looping Pipeline.</p>	
CONTAMINATION		
B10	The Proponent must ensure the Port Kembla Lateral Looping Pipeline is constructed to minimise the potential for contaminant mobilisation.	CEMP
B11	An Unexpected Contaminated Land Finds Procedure must be prepared before the commencement of construction and must be followed should unexpected contaminated land (or suspected contaminated land) be excavated or otherwise discovered during construction. This Procedure must be included in the CEMP required by Condition C1.	CEMP
WASTE		
B12	<p>The Proponent must:</p> <p>(a) minimise the waste generated by the construction of the Port Kembla Lateral Looping Pipeline;</p> <p>(b) classify all waste generated in accordance with the EPA's Waste Classification Guidelines 2014 (or its latest version);</p> <p>(c) store and handle all waste in accordance with its classification;</p> <p>(d) not receive or dispose of any waste within the site corridor; and</p> <p>(e) remove all waste from the site corridor as soon as practicable, and ensure it is sent to an appropriately licensed waste facility for disposal.</p>	CEMP
HERITAGE		
B13	The Proponent must ensure the construction of the Port Kembla Lateral Looping Pipeline does not cause any direct or indirect impacts on heritage items located outside the approved Port	CEMP

Condition	Requirement	Reference to Requirement in CEMP
	Kembla Lateral Looping Pipeline footprint.	
B14	An Unexpected Heritage Finds and Human Remains Procedure must be prepared to manage unexpected heritage finds and human remains in accordance with guidelines and standards published by the Council of NSW or DPE EES Group. This Procedure must be included in the CEMP required by Condition C1.	CEMP
BIODIVERSITY		
B15	Construction impacts must be restricted to areas for which biodiversity impacts were assessed in the biodiversity development assessment report (BDAR) and must not encroach into other areas of retained native vegetation and habitat.	CEMP
Part C – Environmental Management and Reporting		
CONSTRUCTION MANAGEMENT PLAN		
C1	Prior to commencing construction, the Applicant must prepare a Construction Environment Management Plan (CEMP) for the Port Kembla Lateral Looping Pipeline to the satisfaction of the Secretary. This plan must:	CEMP Section 14
	(a) be prepared in consultation with Council, TfNSW and Sydney Trains (as required);	
	(b) identify the statutory approvals that apply to the construction and commissioning of the Port Kembla Lateral Looping Pipeline;	Section 15
	(c) describe the role, responsibility, authority and accountability of all key personnel involved in the environmental management of the Port Kembla Lateral Looping Pipeline;	Section 5.2
	(d) describe the procedures that would be implemented to: <ul style="list-style-type: none"> • keep the local community and relevant agencies informed about the construction and commissioning of the Port Kembla Lateral Looping Pipeline; • receive, handle, respond to, and record complaints; • resolve any disputes that may arise; • respond to any non-compliance; and • respond to emergencies; 	CEMP Section 13
	(e) include: the following sub-plans:	
	• noise, including an out-of-hours work protocol;	CEMP
	• air quality;	CEMP
	• biodiversity;	CEMP
	• soil and water management;	CEMP
• water management;	CEMP	
• traffic management	This Plan	
• waste.	CEMP	
• a clear plan depicting monitoring to be carried out in relation to the Port Kembla Lateral Looping Pipeline.	CEMP	

Condition	Requirement	Reference to Requirement in CEMP
C2	The CEMP sub-plans must state how: (a) the mitigation measures identified in the Modification 1 and Modification 2 will be implemented; and (b) the relevant terms of this Schedule will be complied with.	CEMP
C3	The Biodiversity CEMP sub-plan must: (c) identify areas of land that are to be retained as outlined in the BDAR; and (d) identify all measures in the BDAR to mitigate and manage impacts on biodiversity, including performance measures for each measure.	CEMP
C4	The Traffic Management CEMP sub-plan must: (a) describe the measures that would be implemented to comply with the transport management requirements in condition B5; (b) include details of the transport route to be used for all construction and operational traffic; (c) include details of the likely peak hour vehicle movements including detail of vehicle types and the distribution of the movements on the road network; (d) include a swept path analysis of entry and exit at all construction access points; (e) include sight distance plans for all construction access points; (f) include details of any oversize and over-mass vehicles anticipated for the construction, operation and decommissioning of the Port Kembla Lateral Looping Pipeline; and (g) include a Driver Code of Conduct.	Section 5.2, 7, 8.2 Appendix A Appendix C Appendix D Appendix E Appendix F Appendix G
C4A	The Soil and Water Management CEMP sub plan must: (a) include an acid sulfate soils management plan prepared in accordance with the Acid Sulfate Soils Manual 1998 and EPA Waste Classification Guidelines 2014; (b) identify if the construction activities will intercept groundwater and, if required, include procedures for the management of groundwater including potentially contaminated groundwater and water licensing requirements for take of water; and (c) include a sediment and erosion control plan for management of sediment from the construction footprint.	CEMP
C5	The Proponent must implement the approved CEMP.	CEMP
NOTIFICATION AND REPORTING		
C6	The Proponent must immediately notify the Department and any other relevant agencies immediately after it becomes aware of an incident. The notification must identify the development (including the development application number and name) and set out the location and nature of the incident.	Section 13
C7	Within seven days of becoming aware of a non-compliance, the Proponent must notify the Department of the non-compliance.	Section 13

Condition	Requirement	Reference to Requirement in CEMP
	<p>The notification must set out the condition of this consent that the development is non-compliant with, why it does not comply and the reasons for the non-compliance (if known) and what actions have been, or will be, undertaken to address the non-compliance. Note: A non-compliance which has been notified as an incident does not need to also be notified as a non-compliance.</p>	

16. REFERENCE DOCUMENTS

Document Number	Document Title	Location
2211-HSS-PLN-001	Construction Safety Management Plan	Site and Sharepoint
2211-ENV-PLN-001	Construction Environmental Management Plan	Site and Sharepoint
PN11157	How to Manage Work Health and Safety Risks 2019	Safe Work Australia
PN11579	Managing Risks of Plant in the Workplace 2021	Safe Work Australia
PN11191	Traffic Management for construction or maintenance work 2008	Safe Work Australia
PN11158	Work health and consultation co-operation and co-ordination 2022	Safe Work Australia
Various	Workplace traffic management guidance material	Safe Work Australia
Version 3:2018	Load Restraint Guide	National Transport Council
Version 3:2018	Load Restraint Guide for Light Vehicles	National Transport Council
March 2021	Manual of Uniform Traffic Control Devices (MUTCD)	Transport for NSW
Version 1.0 Master Code	A registered industry code of practice under section 706 of the Heavy Vehicle National Law	National Heavy Vehicle Regulator

17. APPENDIX A – SITE LAYOUT



Truck Delivery Entry

LAYDOWN AREA

Driveway IN/OUT
Truck Delivery Exit

Driveway IN/OUT

Entrance/
Exit

Amenities

Generator

Jemena

Wasco

Crib Room

Entrance/
Exit

18. APPENDIX B – JOURNEY MANAGEMENT FORM

WASCO (AUSTRALIA) PTY LTD
 Journey Management form - Travel by Road



Travel by Road

When completed, this form is to be sent to travel coordinator and Supervising Manager prior to travel.

Name: Dept:
 Phone: (w) Phone: (h) Mobile:
 Reason for Trip:
 Vehicle Type: Vehicle Registration Number: GPS SPOT ID#

Number of persons Travelling: **Names and contact details of Persons Travelling:**

Name	Mobile

Site Contact

Name: Phone: Mobile:
 Proposed Route to be taken (also see back page for more details):

Outward Journey			
Date	Estimated Time (Leaving area)	Estimated Time (Arrival at Destination)	Confirmation of arrival at Destination
.../.../... AM / PM AM / PM	Timeam/pm Date .../.../...
Return Journey			
Date	Estimated Time (Leaving area)	Estimated Time (Arrival at Destination)	Confirmation of arrival at Destination
.../.../... AM / PM AM / PM	Timeam/pm Date .../.../...

Contact time	Confirmed	Contact time	Confirmed

*On reaching your outward / return destination, contact shall be made with the travel coordinator.
 Note: If contact is not made within 1hr of estimated arrival time, your site contact will be contacted and steps to locate you will be initiated.*

Authorisation:
 Name: Signature: Date:
 Dept. Manager Name: Signature Date:

Journey Planning Details

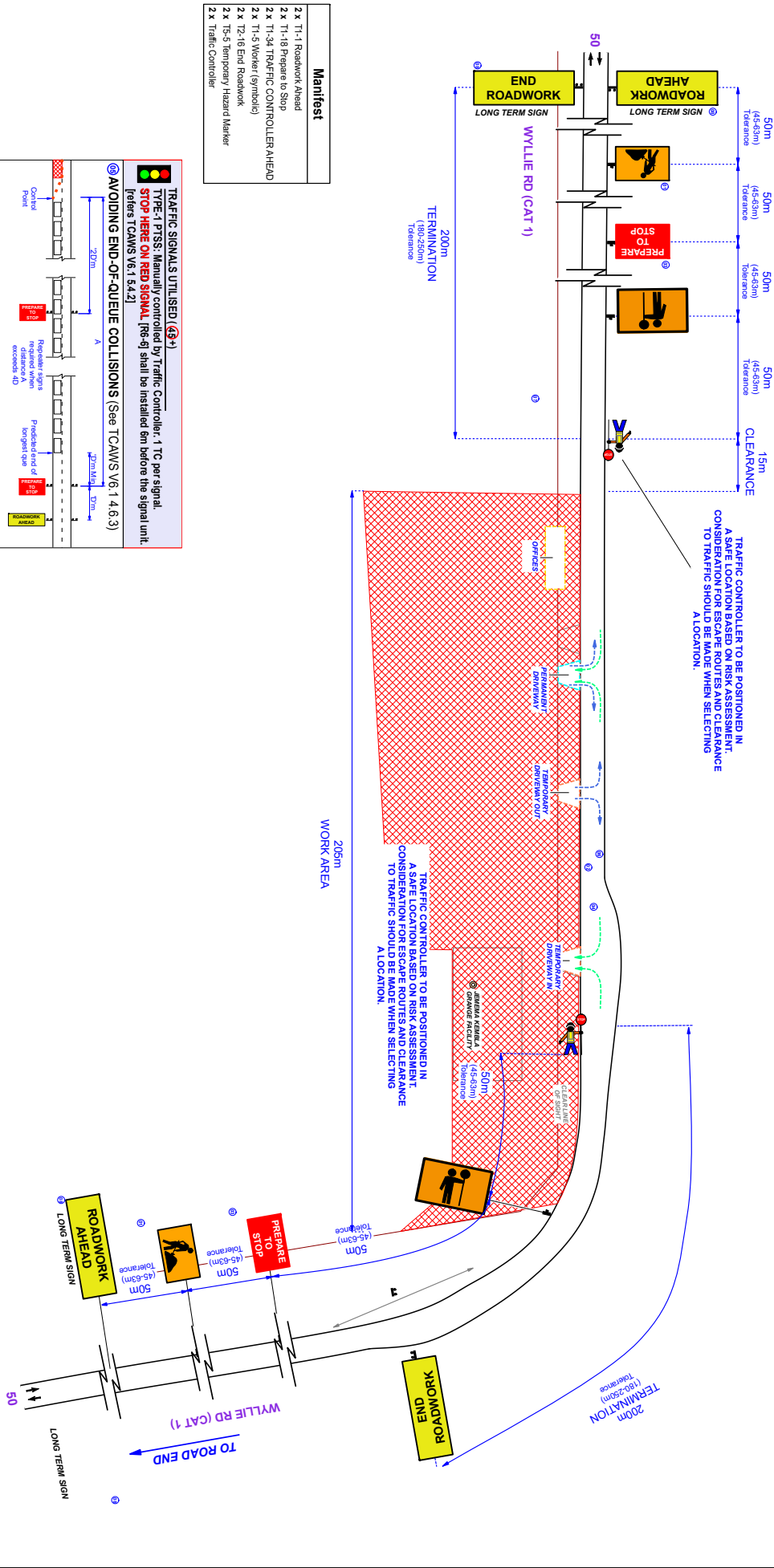
OUTBOUND JOURNEY
Departure Details
Location
Leg 1 description
Rest stop contact location
Leg 2 description
Rest stop contact location
Leg 3 Description
Rest stop contact location
Leg 4 description
Rest stop contact location
Leg 5 description
Destination / overnight stop location
RETURN JOURNEY
Departure Details
Location
Leg 1 description
Rest stop contact location
Leg 2 description
Rest stop contact location
Leg 3 Description
Rest stop contact location
Leg 4 description
Rest stop contact location
Leg 5 description
Destination / overnight stop location

19. APPENDIX C – TRAFFIC CONTROL PLAN – ROAD CLOSURE

LEGEND:

	SITE ENTRY
	SITE EXIT
	SITE EXIT

REFER TO TGS 262239 FOR AFTERCARE



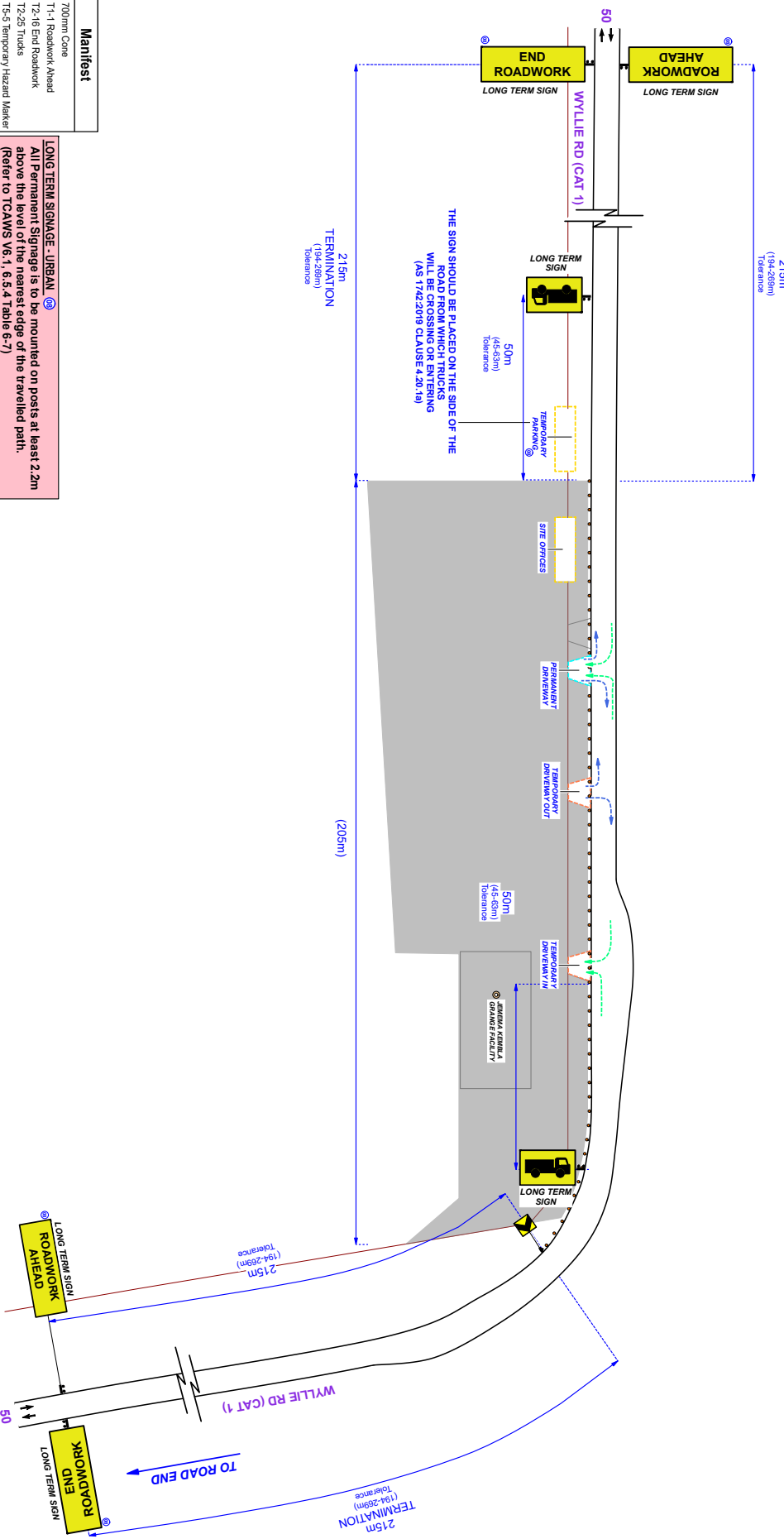
<p>JANMARK GECHA</p> <p>CLIENT: WASCO (AUSTRALIA) PTY LTD</p> <p>THIS TGS SHALL BE READ IN CONJUNCTION WITH TGS NOTES 01. IT HAS BEEN DEVELOPED TO ALLOW THE CLIENT TO CONDUCT WORKS AT THE LISTED LOCATION AND TO DISPLAY A COMMITMENT TO TRAFFIC AND PEDESTRIAN MANAGEMENT REPORTING AND REVIEWING AN ON SITE RISK ASSESSMENT SHALL BE CONDUCTED PRIOR TO ERECTING ANY TRAFFIC CONTROL DEVICES.</p>		<p>LOCATION: WYLIE ROAD</p> <p>SUBURB: KEMBLA GRANGE</p> <p>ROAD END: WEST DAPTO ROAD</p> <p>MAP REFERENCE: -34.467227, 150.813062</p>	<p>TERM: ROAD TYPE: SHORT</p> <p>OPERATION: 50 KPH</p> <p>TRAVELLED PATH: STOP SLOW PAST</p>	<p>Evolution Traffic Management</p> <p>51 Heathcote Road, Moorebank</p> <p>New South Wales, 2170</p> <p>Ph: 1300 880 481</p> <p>RMS REGISTRATION CATEGORY G</p>	<p>APPROVED BY THE DESIGNER:</p> <p>STEVE W ROBERTS</p> <p>PROFESSIONAL CERTIFICATE NUMBER: 12345678</p> <p>440444473</p> <p>REFERENCE ID: EVO 262084</p> <p>REV: 03</p> <p>PAGE: 05 of 06</p>
--	--	--	--	---	---

20. APPENDIX D – TRAFFIC CONTROL PLAN – DURING CONSTRUCTION

LEGEND:

	SITE ENTRY
	SITE EXIT
	SITE EXIT

REFER TO TGS 262084 FOR WORKS



Manifest

55 x 700mm Cone
2 x T1-1 Roadwork Ahead
2 x T2-6 End Roadwork
2 x T2-25 Trucks
1 x T5-5 Temporary Hazard Marker

LONG TERM SIGNAGE - URBAN

All Permanent Signage is to be mounted on posts at least 2.2m above the level of the nearest edge of the travelled path.
(Refer to TCAWS V6.1, 6.5.4 Table 6-7)

JANMARK GECHA

CLIENT: WASCO (AUSTRALIA) PTY LTD

THIS TGS SHALL BE READ IN CONJUNCTION WITH TGS NOTES 01
IT HAS BEEN DEVELOPED TO ALLOW THE CLIENT TO
CONDUCT WORKS AT THE LISTED LOCATION AND TO DISPLAY
A COMMITMENT TO TRAFFIC AND PEDESTRIAN MANAGEMENT
REPORTING AND REVIEWING. AN ON SITE RISK ASSESSMENT
SHALL BE CONDUCTED PRIOR TO ERECTING ANY TRAFFIC
CONTROL DEVICES.



LOCATION:
SUBURB: WYLIE ROAD
1ST CROSS ST.
2ND CROSS ST.
MAP REFERENCE: -34.467227, 150.813062

TERM:
ROAD TYPE: ROAD END
POSTED SPEED: WEST DAPTO ROAD
OPERATION: TRAVELLED PATH

LONG
TWO WAY
50 KPH
VERGE CLOSURE
PAST

AFTERCARE

Evolution Traffic Management
51 Heathcote Road, Moorebank
New South Wales, 2170
Ph: 1300 880 481
RMS REGISTRATION CATEGORY G



APPROVED BY THE DESIGNER: STEVE W ROBERTS REGISTERED PROFESSIONAL ENGINEER	440444473
REFERENCE ID: EVO 262239	PAGE: 02 of 06

21. APPENDIX E – HEAVY VEHICLE MANAGEMENT PLAN / DRIVER CODE OF CONDUCT

Supplied by



For:



WASCO (Australia) Pty Ltd

60 Commercial Drive, Shailer Park
Logan City, QLD Australia 4128

michael.butterworth@wascoenergy.com.au

07 3255 6550

29 122 647 287

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1. Introduction

1.1 About the Organisation

1.1.1 Introduction & Purpose

The **WASCO (Australia) Pty Ltd** business operates from **60 Commercial Drive, Shailer Park – Logan City, QLD Australia 4128** and provides transport and logistics related services, where materials are loaded from their depots or client controlled sites and the use of heavy vehicles is required within the process.

Management of **WASCO (Australia) Pty Ltd** (known throughout this plan as **WASCO**) are dedicated to ensuring all persons engaged by the business are provided with training, knowledge and awareness as reasonably practicable. This version and ongoing revisions of the Heavy Vehicle Management Plan, Heavy Vehicle National Law may be substantially reviewed and continuously developed, to provide guidance and information for staff, and predominantly Workers/Drivers engaged by **WASCO**.

During the induction process for all Staff Members (Incl. Management, Schedulers, Administration & Workers/Drivers), they will be advised of the content of this Management Plan within the delivery, and importantly what specific requirements and responsibilities they must communicate to Staff Members during the training they are to conduct.

The induction should also include:

The location of all required safety resources, instruction, forms and emergency preparedness procedures and compliance with the Heavy Vehicle National Law.

- The known risks associated with static operations and processes as conducted that are currently known and documented.
- A structured session to explain **WASCO** history and the objectives and targets as set, risks are recorded and communicated by management and how all Staff Members engaged are to contribute.
- The documented resources of the **WASCO** system process and the involvement of Staff Members as aligned to their role
- The opportunity to improve and contribute to the existing systematic processes as part of the continual improvement of the systems

WASCO is aware of evolving statutory obligations, applicable regulations and laws that are continually observed and are to be adhered with at all times.

This Chain of Responsibility Management Plan serves as an important resource and, aligned with supporting resourceful documents, is formulated to be referenced and utilised by Management in the training requirements of relevant persons, prior to them conducting works for **WASCO**.

WASCO management reserves the Copyright of this Heavy Vehicle Management Plan in any Revision. This document contains and references sensitive intellectual **WASCO** information and content to be partially shared with relevant persons (Incl. Management, Schedulers, and Administration & Workers/Drivers) directly. **Do not** under any circumstances allow the copying of this document or related documents, or offer to people outside of this **WASCO** business.

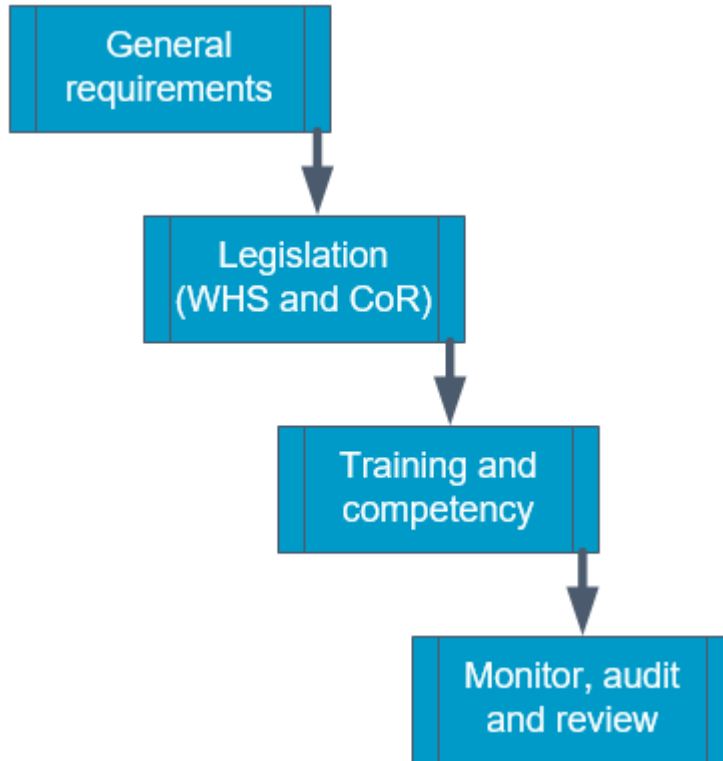
The road transport heavy vehicle Chain of Responsibility (CoR) recognises that a number of different participants in each road transport 'chain' can influence and direct Worker/Driver on-road behaviours, and the state of the heavy vehicle being driven. For this reason, under the Heavy Vehicle National Law, a number of the parties in the road transport 'chain' are given responsibility for either:

- Complying with their specific obligations under the laws; or
- Taking all reasonable steps to ensure that other parties in the road transport 'chain' achieve compliance;
- And are not encouraged or incentivised to break the law.

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1.2 Key aspects of the CoR procedure

FIGURE 1: COR PROCEDURE KEY ASPECTS



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1.3 Policies

1.3.1 Health & Safety Policy

WASCO Pty Ltd is committed to achieving the principles of Work Health and Safety in our working environment with ISO 45001. As the PCBU, **WASCO** recognises our moral and legal responsibility to provide a safe and healthy work environment for Management, Staff & Workers/Drivers, stakeholders and visitors. This commitment also extends to all Staff Members of **WASCO**, to assist in ensuring that our operations and defined responsibilities to each role or processes, do not place the community or any persons at risk of injury, illness or damage.

AIMS AND OBJECTIVES

To fulfil these commitments, **WASCO** will –

- Seek continuous improvement in service, Workplace Health & Safety performance through a consultative approach involving customers, suppliers and all persons, and through ongoing monitoring, auditing and reviewing of our management system and procedures;
- Control and manage the allotted duties from **WASCO** to all persons, and provide information, instruction, training, awareness and education to Management, Staff, Workers/Drivers and external stakeholders as is necessary to ensure their continued health and safety;
- Provide all persons with the knowledge and tools to enable them to complete their daily duties to the best of their ability, aligned with Workplace Health and Safety;
- Develop and maintain internal processes and procedures that achieve high levels of customer service and provide systems of work which minimise the risk of injury to people and damage to property and the environment;
- Provide written company Safe Operating Procedures and instructions to ensure safe work practices;
- Ensure compliance to the relevant standards, legislation, and regulations, to ensure alignment and conformity with statutory obligations applicable to the state/s operating in.

RESPONSIBILITIES

WASCO recognises that the overall responsibility to provide a safe workplace, rests with Management who will be accountable for the implementation of this policy and business processes. These responsibilities include:

- Ensuring that the WHS policy and procedures are communicated and implemented;
- Establishing measurable objectives and targets to ensure continued improvement aimed at the elimination of work-related injuries and illnesses;
- Providing adequate resources to meet these WHS commitments.

Staff Members (All roles) also have responsibilities, which will include –

- Following all WHS instructions and adhere to procedures that are aligned with ISO 45001;
- Recognising hazards which may affect the health and safety of themselves, others, or the environment and report and address these as required;
- Ensure their actions do not affect the safety of other persons;
- Comply with all Safe Operating Procedures and instructions, provided either verbally or formally;
- Participate in the recording and control of hazards and risks in the workplace;
- Participate in training, retraining and or rehabilitation when requested;

IMPLEMENTATION AND REVIEW

In fulfilling these objectives, **WASCO** is committed to regular consultation with Management, Staff, Workers/Drivers, and stakeholders to ensure that our internal systems and procedures operate effectively, and that relevant standards, Workplace Health & Safety Legislation, regulations and other statutory obligations applicable to the state/s operating in are met, and reviewed regularly.

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1.3.2 Fatigue Management Policy

At **WASCO Pty Ltd** we are committed to providing a safe workplace for Management, Staff & Workers/Drivers, stakeholders and visitors. **WASCO** will ensure that it abides by the regulations and statutory obligations applicable to the states operating in, related to proper performance.

As part of Management's view on compliance and with the requirements of the regulations within the applicable laws, our actions are to ensure that we conform to our own objectives.

AIMS AND OBJECTIVES

WASCO endeavours to achieve the following-

- The elimination of risks and unsafe work practices caused by impaired or fatigued Workers/Drivers;
- Compliance with the Work Health and Safety laws and legislation, Heavy Vehicle National Law and including Fatigue Laws and statutory obligations applicable to the states operating in;
- The fundamental principal of this policy is that Fatigue in the workplace can create risk and may present a serious threat to the well-being of Workers/Drivers and other persons;
- Ensure all shifts and rosters and working hours are consistently reviewed with knowledge and awareness of risks associated with fatigue in the work place.

RESPONSIBILITIES

WASCO recognises that the overall responsibility to provide a safe workplace, rests with Management who will be accountable for the implementation of this Fatigue policy and business processes. These responsibilities include –

- Ensuring fatigue related information is communicated and implemented;
- Establishing measurable objectives and targets to ensure continued improvement aimed at the elimination of work-related fatigue risks;
- Providing adequate resources to meet these WHS commitments.

Staff Members (All roles) also have responsibilities, which will include –

- Ensure their actions do not affect the safety of all other Workers/Drivers, persons of the community;
- Their fitness for duty is maintained at all times and fatigue is to be considered as a priority;
- Comply with all safe work instructions, provided either verbally or formally;
- Participate in the controls applied to risks in the workplace to reduce the risk of fatigue related incidents;
- Participate in training and communicate regularly if any fatigue related issues could affect your work.

IMPLEMENTATION AND REVIEW

In fulfilling these objectives, **WASCO** is committed to regular consultation with Management, Staff, Workers/Drivers, and stakeholders to ensure that our internal systems and procedures operate effectively, and that relevant standards, Workplace Health & Safety Legislation, regulations and other statutory obligations applicable to the state/s operating in are met, and reviewed regularly.

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1.3.3 Alcohol & Other Drugs Policy

WASCO Pty Ltd is committed to providing and maintaining a safe working environment for Management, Staff, Workers/Drivers, stakeholders and visitors, that is free from the influence and risk of hazards associated with the consumption of both prescribed and non-prescribed drugs and alcohol in the workplace.

All Staff Members, regardless of their position or classification have a responsibility to ensure that they present FIT FOR DUTY and are unimpaired by Alcohol or other Drugs, which may inhibit them from performing their duties efficiently or cause risk to themselves, other persons or the general public.

AIMS AND OBJECTIVES

To fulfil these commitments, **WASCO** will –

- Endeavour to achieve the elimination of risks and unsafe work practices caused by impaired persons in the workplace;
- Ensure compliance with statutory obligations applicable to the state/s operating in;
- Create awareness regarding the effects of Alcohol and other Drugs in the workplace and how it may create risk and may present a serious threat to the wellbeing of persons;
- Implement regular training and awareness regarding the consumption of any drug including prescribed, over the counter sales or non-prescribed medications and/or how alcohol may impair an employee's ability to maintain a safe work environment.

The fundamental principal of this policy is to communicate that alcohol, drugs and substances in the workplace are not permitted and increase risks and may present a serious threat to the well-being of Management, Staff, Workers/Drivers, stakeholders and visitors.

The consumption through any means of any substance, including prescribed or non-prescribed medications and or any alcoholic substance may impair a person's ability to work as directed, failing to maintain a safe work environment and perform the required task.

RESPONSIBILITIES

WASCO will ensure that all Staff Members (All roles) have access to confidential counselling and advice services if identified as having a substance, alcohol or other drug related personal problem, which affects their work performance and the safety of others and the community.

Management, Staff or Workers/Drivers accessing medical or other assistance will not be discriminated against through the period of counselling or support. Internal procedures will be developed and reviewed, with training, awareness and education to all persons will occur of the outcomes of any testing conducted either internally or externally.

Staff Members (All roles) also have responsibility, which will include-

- Must present for work daily - unimpaired, not fatigued or under the influence of any substance that will affect their ability to perform the tasks as advised – FIT FOR DUTY;
- Are responsible to report to Management, any issues of other Workers/Drivers who may be thought to be impaired or unfit to perform their duties safely or where risk may be imposed to others;
- Any person, advised by a medical practitioner of prescribed medication as required to be taken, they are to seek clarification from their medical practitioner as to the effects of the medication on their individual performance when completing their normal duties which may include the operation of a vehicle or configuration;
- At any time when random testing is being conducted, if required, employees must participate with the advised testing protocol being applied.

IMPLEMENTATION AND REVIEW

In fulfilling these objectives, **WASCO** is committed to regular consultation with Management, Staff, Workers/Drivers, and stakeholders to ensure that our internal systems and procedures operate effectively, and that relevant standards, Workplace Health & Safety Legislation, regulations and other statutory obligations applicable to the state/s operating in are met, and reviewed regularly.

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1.3.4 Chain of Responsibility Policy

WASCO Pty Ltd acknowledges that there are vast external influences within the transport and related industries which we conduct or provide our services to. **WASCO** is guided by the set objectives and responds to the supplier and client's expectations, always maintaining our involvement with other parties, referred to 'supply chain participants'. Management is to provide training to ensure the required responsibilities are known and are adhered with by all Staff Members. Individual responsibilities are to be communicated to all relevant persons within the business during the induction process and ongoing.

WASCO is committed to work aligned with the client's needs and other parties, focusing on improvement, whilst ensuring compliance to applicable HVNL and WHS laws and regulations, and meeting statutory obligations applicable to the state/s operating in. Management practices and commitment as documented, demonstrates that **WASCO** is prepared to act on the outcomes of Internal Reviews, audit findings and periodic assessment of the business activity and assessed risk.

AIMS AND OBJECTIVES

WASCO endeavours to achieve the following-

- Complying with statutory obligations applicable to the state/s operating in and industry best practice;
- Communicating the obligations of the roles and responsibilities for Management, Staff, Workers/Drivers and responsible parties in the supply chain and shared or common responsibilities;
- Providing the necessary awareness, ongoing training, review, monitoring and commitment of directions taken/advised or committed by Management, Staff & Workers/Drivers in their control;
- Ongoing review of internal practices that have influence on possible non-conformity and non-compliance with statutory obligations applicable to the state/s operating in.

RESPONSIBILITIES

Staff Members (All roles) also have responsibility, which will include-

- Having knowledge of the strategies being applied by Management internal and externally, to assess that processes implemented are effective and controlled;
- Ensuring that **WASCO** Management, Staff & Workers/Drivers are trained in the awareness of Mass, Dimensions, Fatigue, Alcohol and other Drugs, Load Restraint, Speeding, Standards and day to day commercial requirements of the industry we operate within;
- Internal reporting is to occur, hazards and risks are to be assessed by all persons within the business by conducting performance reviews on all processes and tasks;
- All persons directly employed or in control or have influence on managerial or operational processes, are to be monitored and assessed to ensure ongoing conformance remains compliant;
- Internal and external communication is under taken regularly to demonstrate awareness and observations are being investigated and if required, non-conformity is eliminated.

IMPLEMENTATION AND REVIEW

In fulfilling these objectives, **WASCO** is committed to regular consultation with Management, Staff, Workers/Drivers, and stakeholders to ensure that our internal systems and procedures operate effectively, and that relevant standards, Workplace Health & Safety Legislation, regulations and other statutory obligations applicable to the state/s operating in are met, and reviewed regularly.

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1.3.5 Speed Management Policy

WASCO Pty Ltd is committed to ensuring that vehicles, configuration and or assets purchased are to be controlled with the latest on board technologies when applied to assist in speed Management. Therefore, part of the **WASCO** obligation is the commitment to the provision of a safe workplace for its Management, Staff, Workers/Drivers, stakeholders and visitors.

AIMS AND OBJECTIVES

WASCO endeavours to achieve the following-

- Purchase vehicles and configurations that are fitted with new technology aligned with Speed Limiting;
- Implementation of Telematics devices that provide up to date data in various forms and reports for review. This fitted equipment is regularly checked and serviced to ensure they meet the required standard;
- Speed limiter devices will be checked and a Certificate of Compliance may be obtained annually.

Driving schedules are prepared with regard to the following:

- Ensuring that speed compliance is included always and as part of any contractual negotiations or consideration of the work to be performed including all processes and tasks required to perform the work under the advised conditions/terms;
- Legislative requirements for maximum work hours is considered for required routes to be used;
- Consultation with Workers/Drivers to confirm they are able to safely complete the work allocated without speeding;
- Planning for unexpected delays to complete journeys without speeding and consideration of delays that may occur;
- Sufficient rest breaks, including personal activities such as time and resources to manage personal hygiene, eating meals and travelling to or from the depot or site pre post work.

WASCO will investigate instances of Workers/Drivers detected speeding through electronic or reported process. Workers/Drivers are trained, aware and educated about not speeding and reporting speed related issues such as faults with equipment, Infringements or Non-Conformance. Staff Members and Workers/Drivers are provided with regular reminders about the importance of working together to ensure compliance with the law, including toolbox sessions, internal newsletters, training, education or information being distributed electronically, in hard copy or via internal communication.

RESPONSIBILITIES

Staff Members (All roles) also have responsibility, which will include-

- Operate and control issued vehicles and configurations within the legal limits and safely;
- Adhere with the directives, formal instructions as provided by Management or the manufacturers on the safe operation of the vehicle and configuration, and speed controlling fitted devices;
- Report any faulty equipment as fitted to any company owned or operated vehicle that is not fully operational as intended to assist speed management;
- Internal and external communication is under taken regularly to demonstrate awareness and observed possible breaches are being reviewed or investigated and if required.

IMPLEMENTATION AND REVIEW

In fulfilling these objectives, **WASCO** is committed to regular consultation with Management, Staff, Workers/Drivers, and stakeholders to ensure that our internal systems and procedures operate effectively, and that relevant standards, Workplace Health & Safety Legislation, regulations and other statutory obligations applicable to the state/s operating in are met, and reviewed regularly.

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1.3.6 Maintenance Policy

WASCO Pty Ltd is committed to providing safe to operate and reliable vehicles and configurations required in any combination operated on a roadway at any time, used or supplied as part of the haulage, transport, carriage of freight with the control of the **WASCO** operations.

WASCO has documented the process of our commitment, regarding vehicle and configuration maintenance within this policy. **WASCO** is committed to maintain all vehicles and configurations as industry best practice and vehicles and configurations are maintained as per the manufactures recommendations or better. The **WASCO** processes are to continue to create records and evidence intended to fully document and maintain firm historic maintenance records for all vehicles and configurations used.

AIMS AND OBJECTIVES

WASCO is committed to providing a safe place of work and all resources used in the daily processes conducted by Workers/Drivers and records generated as required. All **WASCO** owned and operated assets are maintained to appropriate manufacturer's standards and specifications or better. This will include the vehicles and configurations under the control of Management of **WASCO** and engaged Workers/Drivers, mechanics or external repairers.

RESPONSIBILITIES

WASCO will either complete the repairs and servicing internally and or engage a competent, responsible or qualified persons to undertake major or minor service and repairs on the **WASCO** fleet of vehicles and configurations. **WASCO** will schedule regular services in accordance with the manufacturer's specification and industry best practice. Repairs will be managed internally with the assistance of electronic records, telematics and other recording processes, to retain a historic record of work that has been completed on each asset.

WASCO Management will provide resources and training, awareness and education to all Workers/Drivers on the processes of inspection and reporting;

- All vehicles and configurations will be maintained at a standard that exceeds the manufactures recommendations or better;
- Internal Management processes will continue to occur and be managed by **WASCO**, where records and scheduling of servicing, repairs, and maintenance will be managed;
- The life cycle of vehicles and configurations owned or operated, will be assessed periodically and this review may require maintenance processes or schedules to be reviewed to ensure service and inspection intervals are reducing risks.

Workers/Drivers also have responsibilities, which will include;

- **WASCO** Workers/Drivers are responsible for completing a Pre-Trip Safety Inspection as a formal record that the asset has been regularly inspected;
- Assess the vehicle or configuration to ensure it is safe to operate at the time of inspection and ongoing in any shift;
- At all times operation of any asset, must occur as per the instruction provided by the manufacture and of training, awareness and education provided;
- Any observed faults or repairs must be recorded and communicated to Management, safe operation of the **WASCO** vehicle or configuration;
- All provided training in the use of resources as provided must be used to ensure that the maintenance and safety of any asset continues.

IMPLEMENTATION AND REVIEW

In fulfilling these objectives, **WASCO** is committed to regular consultation with Management, Staff, Workers/Drivers, and stakeholders to ensure that our internal systems and procedures operate effectively, and that relevant standards, Workplace Health & Safety Legislation, regulations and other statutory obligations applicable to the state/s operating in are met, and reviewed regularly.

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1.3.7 Dimensions & Mass Loading Policy

WASCO Pty Ltd is committed to achieving agreed measured standards of service as provided and this is to be conducted with knowledge of the statutory compliance obligations within the business. To ensure that all stakeholders are provided a level of opportunity that allows the consolidation of knowledge, experience and the goodwill of all directly involved. When conducting our business activities, we shall maintain a minimum standard as required under the Heavy Vehicle National Law (HVNL) obligations when using or engaging vehicles to transport goods, ensuring the conformance with the Mass limits.

AIMS AND OBJECTIVES

WASCO is committed to fulfilling our commitments and conforming to the law by;

- Seek continuous improvement by providing training and resources to our Staff Members.
- Ensure that all vehicles are loaded to the applicable mass limits only.
- Our compliance with HVNL and performance is monitored and communicated through a consultative approach.
- The maintenance of all vehicles and configurations including the inspection of load restraint, is fit for purpose and resources will be considered, as well as reviewing the management system and procedures.
- Develop and maintain procedures, work instructions and practice that achieve high levels of management and Workers/Drivers awareness, in providing systems of work which minimise the risk of injury to people, damage to infrastructure and the environment/community.
- Our created load documentation, is provided and is accurate and provides vehicle mass limits information that is known and must be shared for Management, Staff & Workers/Drivers.

RESPONSIBILITIES

Staff Members (All roles) are expected to use their job skills and knowledge to enhance all elements as noted. Staff Members shall be consulted and shall follow agreed work practices; abide with the laws, observe company and clients instruction to maintain a safe and legal operation;

- **WASCO** will assist Workers/Drivers control and manage the required duties and provide them with knowledge, resources, training and awareness of processes to assist reduce risk and comply with the HVNL.
- To provide our Management, Staff & Workers/Drivers, as well as others with the knowledge and tools to enable them to complete their daily duties to the best of their ability.
- Communicate responsibilities, aligned with use of load scales equipment, reporting workplace or loading/unloading/work related hazards, and the benefits of formally reporting these.
- Loading and unloading practices, including load security, is the responsibility of the person or persons within the control of the initial process and must consider and reduce the risk of exposing other persons and possible harm to the community, and / or seeking payment for non-conforming loads or services.
- Pre departure checks, travel conditions, and dimensions of the vehicle and load must be conforming at all times and are the responsibility of the Worker/Driver.
- Awareness of the legal requirements, of any vehicle, its load, route when loaded, the vehicles mass when under GML, CML or HML, required load restraint equipment application.
- On road awareness of legal or advised clearance of structures and permitted roads, must be controlled by the Worker/Driver or the vehicle and this does include the dimensions of the trailer/s.

IMPLEMENTATION AND REVIEW

In fulfilling these objectives, **WASCO** is committed to regular consultation with Management, Staff, Workers/Drivers, and stakeholders to ensure that our internal systems and procedures operate effectively, and that relevant standards, Workplace Health & Safety Legislation, regulations and other statutory obligations applicable to the state/s operating in are met, and reviewed regularly.

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2. WASCO – Business information

TABLE 2: WASCO LOGISTICS INFORMATION

Head office address	60 Commercial Drive, Shailer Park – Logan City, QLD Australia 4128
ABN	29 122 647 287
Phone	07 3255 6550
CoR contact	General Manager – Michael Butterworth
CoR contact email	michael.butterworth@wascoenergy.com.au

3. General requirements

WASCO Pty Ltd, referenced throughout as **WASCO**, will ensure that Staff Members are aware of their responsibilities to comply with the Heavy Vehicle National Law and relevant standards and legislation. All heavy vehicles sub-contracted by **WASCO** are required to operate compliantly within the HVNL as per the conditions of engagement established by **WASCO** to the Workers/Drivers. **WASCO** will have in place adequate systems and fully documented procedures to be able to promote and demonstrate compliance of the relevant legislative requirements. Specifically, these shall include, but not be limited to managing Workers/Drivers through where Workers/Drivers declare that their heavy vehicles at all times are:

- Mechanically sound, meet all safety requirements and are fit for purpose;
- Operated by a Worker/Driver competent in the operation of the vehicle or configuration they are driving and the task they are carrying out that has had all required rest stops, meal breaks and rest periods between shifts to ensure appropriate fatigue management;
- Operated within the prescribed legal speed limit;
- Loaded in accordance with a documented load management procedure to ensure compliance with all mass and dimension limits with loads adequately restrained and secured.

Management will ensure that Workers/Drivers operating heavy vehicles do so in accordance with this standard, and specifically:

- Are empowered to stop a task if the task is unsafe or it is dangerous to proceed;
- Have the responsibility to cease work if unfit, unwell or fatigued;
- Operate the vehicle within the law at all times.

3.1 CoR activities

Under the CoR, **WASCO** engage Workers/Drivers to carry out the following activities:

- Transport various waste and recyclable materials to and from engaged client sites;
- Use the heavy vehicle to provide onsite hire or services;
- Operate and drive heavy vehicles to deliver products or services;
- Cartage and dispose of materials from sites to approved receipt locations

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4. Legislation

4.1 WHS legislation

The Work Health and Safety Act 2011 extends the scope of business liability for employee welfare and is relevant to all industries. When it comes to fleet management, the Heavy Vehicle National Law (HVNL) and the Work Health and Safety Act 2011 (WHS Act) make it clear that everybody from business owners and managers to employees, contractors and suppliers is part of the Chain of Responsibility. This means everyone is responsible for taking steps to prevent incidents caused by risks such as mass, load restraint, dimension, fatigue and speeding.

WASCO understands that Management, Staff & Workers/Drivers are responsible for looking after health and safety at work. Staff Members will have various duties of care depending on their position in the business, including taking steps to prevent incidents caused by risks such as mass, load restraint, dimension, fatigue and speeding. Management have processes in place to manage the various risks relevant to daily operations and Workplace Health and Safety, as well as ensuring all Workers/Drivers conducting the work for **WASCO** are appropriately trained.

4.2 CoR Legislation

4.2.1 Management and Client relations

Prior to any commencing proceeding formal commercial arrangements, Management of **WASCO** require that all parties understand their obligations and these are communicated.

4.2.1.1 WASCO and client

The pre-engagement of contract work, shall require that **WASCO** and their client are aware of each entities obligations under the Heavy Vehicle National Law and CoR Legislation. Additional to the HVNL, the engaged working relationship must at all times adhere with the below and these are documented in detail within the Heavy Vehicle Management Plan content.

- Heavy Vehicle National Law and Regulations relative to the work performed
- This Heavy Vehicle Management Plan and associated procedures and responsibilities
- Work Health and Safety Act & Regulation

The engaged entities must maintain their own internal compliance and conduct their businesses legally and as per the statutory obligations, and in addition both entities will communicate any changes to the expectations included maintaining and providing information to **WASCO** such as the below on request:

- Business Details
 - ◆ Business Entity / Trading Name
 - ◆ Business & Postal Address
 - ◆ ABN & ACN
 - ◆ Contact person – Position / Phone / Email
- Commercial Risk
 - ◆ Business Type
 - ◆ Size of business
 - ◆ Industrial Relations
- Insurance
 - ◆ Worker's Compensation
 - ◆ Public Liability Insurance
 - ◆ Carriers Liability/Marine Transit Insurance
 - ◆ Comprehensive Motor Vehicle Insurance

WASCO will create and manage processes that comply with

- Chain of Responsibility (CoR legislation)
 - ◆ Processes in place to manage compliance and review as required

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- Chain of Responsibility (CoR) – Driver Fatigue
 - ◆ Processes in place to manage compliance with Fatigue and wellbeing
- Chain of Responsibility (CoR) – Speed Compliance
 - ◆ Processes in place to manage compliance with monitoring and control
- Chain of Responsibility (CoR) – Vehicle Mass & Dimension Management
 - ◆ Processes in place to manage compliance with heavy vehicle mass & dimensions
- Chain of Responsibility (CoR) – Load Restraint
 - ◆ Processes in place to manage compliance with providing suitable equipment used to restraint
- Chain of Responsibility (CoR) – Safe Loading & Unloading
 - ◆ Processes in place to manage compliance with this- processes to guide Workers/Drivers
- WH&S Induction Card & WHS Documents
- Training & Awareness of Workers/Drivers
- Worker/Driver Safety — Personal Protective Equipment (PPE) & Emergency Response
- Worker/Driver Experience & Qualifications
- Registrations and maintaining renewals
- Safety Equipment Fitted- that is suitable and required for the task
- Repairs & Maintenance of the vehicles and trailer to maintain them as safe to operate
- Control of Safety and Environmental Risks
- Knowledge & Compliance Of On Site Requirements and client instruction

4.2.1.2 Safe Work Method Statement (SWMS)

Workplace Health and Safety legislation requires **WASCO** to provide safe systems of work and resources of Staff Members to identify foreseeable hazards. Such resources may include documentation using to train and guide, assess the risks of those hazards and eliminate the risks or, if eliminating the risks is not reasonably practicable, control the risks.

Safe Work Method Statements should be developed by Management as per the safety requirements identified under the Chain of Responsibility.

WASCO may implement their own Safe Work Method Statements, which can be provided to Staff Members as a guide to be used when developing their own safety management system.

4.2.1.3 Client & Management Procedures review

WASCO may at any time request to review working relation with the client periodically. Commercial and safety management procedures and documentation, may be requirement to be reviewed in consultation.

Where charges in the scope of work, conditions, expectation and process, require the task to be reviewed, this must be completed with consideration to the HVNL and WHS Act. As and if required, internal management records and documentation are to be considered to ensure that the processes when completed, maintain compliance under the applicable laws, and this will be communicated between **WASCO** and the client. Unlawful requests will not be adhered with and consultation shall be required to achieve a suitable outcome.

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4.2.2 Vehicle operations

4.2.2.1 Selection of vehicle (Fit-for-Purpose Vehicles)

WASCO ensure vehicle standards must comply with requirements under the Heavy Vehicle (Vehicle Standards) National Regulation (NSW) and the Vehicle Standards Regulations.

The provided vehicle and trained persons will be scheduled to perform the service as per the operational

- The vehicles & configurations are being serviced and maintained;
- The configuration must be suitable to transport the materials as owned by the client
- The loading control equipment is to be installed to assist with managing the mass
- The load covering equipment must be suitable to restrain the load during transit

4.2.2.2 Selection of vehicle (Loading / Unloading Requirements & Zones)

All Workers/Drivers within **WASCO** must comply with Mass, Dimension and Loading as in Chapter 4 of the HVNL.

Vehicles & Configurations must be loaded so that they are stable, safe and remain fit for purpose for the route and environmental conditions.

Loads cannot exceed legal mass and dimension limits for that vehicle and configuration. Records of axle and gross mass weights are to be recorded when operating under permit or above GML Limits as per the use of the nominated daysheet.

Workers/Drivers must ensure the load on the vehicle is safe, balanced and appropriately restrained as per the NTC Load Restraint Guide 2018.

A Loading Unloading Exclusion Zone (LUEZ) is to be maintained at all times while the loading or unloading process occurs.

4.2.2.3 Selection of vehicle (Compliance of loads)

WASCO will ensure, that as per the provided information from Management, that the allocated vehicle conducting a load has the allowable mass limits to undertake this prior to notifying the Worker/Driver, although the Workers/Drivers hold the responsibility to ensure that their vehicle does not breach mass limits. Road Access Permits or Approvals will be managed internally by Management, although day-to-day compliance with this is the responsibility of the Worker/Driver.

4.2.2.4 Pre-Trip Safety Inspections

Good vehicle or configuration operation consists of far broader knowledge than merely knowing how to operate the controls. **WASCO** provides training, awareness, education and resources to Workers/Drivers to be used to perform and record findings of the conducted Safety Inspection.

At point of commencement, Workers/Drivers are to adhere to the instruction and resources provided when conducting check of the vehicle or configuration, as per the Pre-Trip Record Book. Training, awareness and education through the sharing of knowledge will enable Workers/Drivers to become familiar with the terminology, parts, vehicles and configurations, and increase the Workers/Drivers alertness expected to the point of recognising warnings of impending mechanical difficulties. The Safety Inspections are a simple safety check performed by the Worker/Driver which, acknowledges and records an outcome of the vehicle or configuration being 'safe to operate'. As part of the Safety Inspection, the assessment deems the vehicle or configuration is safe to the limits of the inspection and the Workers/Drivers inspection capabilities.

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4.2.2.5 Maintenance schedule frequency

WASCO management will look at service and preventative maintenance reports when allocating vehicles, configurations and equipment to trips, and will take into account the next services and/or preventative maintenance due before allocating the loads.

The **WASCO** fleet is periodically maintained to the relevant intervals as recommended by the manufacturer. Servicing of vehicles will be scheduled as per kilometres travelled or hours worked. Speedo readings as recorded daily on the applicable daily worksheet, or gathered through the electronic tracking, to create a service schedule summary to be used to forecast work load for the mechanic. Management & Workers/Drivers are also informed of due services, as the vehicles have an affixed service label positioned on the vehicle, and this is changed over at every B and C Service performed. Services can be performed as per the scheduling process [FORM 20 – Service Scheduling Register](#) and records retained for work completed and the document can be used to forecast static services at set periods per vehicle.

Services are completed by a competent, responsible or qualified persons, trained in the process as per the indicators on the used service sheets, and may refer to the Table of Tolerances sighted within [FORM 15 – Record of Competency to Maintain Accredited Vehicles & Configurations](#), as set by The Operator/Business. Repairs and services are recorded on the internal standard form and resource known as [FORM 14 – Truck Service Form](#) and [FORM 16 – Trailer Service Form](#). These structured documents are required to be populated with all mechanical repairs and services completed. These records must be retained for the life of the vehicles and configurations, and secured for auditing purposes.

4.2.2.6 Fault Reporting, Recording & Repair

Workers/Drivers shall inspect and record any observed vehicle faults that require repair, and these observations are to be recorded on the provided resource once a Safety Inspection is carried out, and also throughout the day as identified. Training and the use of the resources are the stand practice in the Worker/Driver training, awareness and education, and may be recorded using [FORM 3 – Training, Awareness & Education Record](#).

Recorded faults shall be communicated directly to **WASCO** Management as per the internal fault reporting resource, who will coordinate repairs and nominate an internal or external repairer, who will ensure that the fault is rectified. Once the recorded fault is completely repaired, the fault will be closed and records retained as evidence and for auditing purposes.

All major faults reported formally or verbally must be assessed professionally by the **WASCO** contract repairer or competent, responsible or qualified person internal, only when instructed by the above mentioned.

WASCO Management will consult with external service providers and will reference the defective items to decide on the appropriate actions. This would include the following options: -

Minor fault: Low Risk

- ✓ Record on provided resource for assessment at next service if unable to fix immediately. A record is to be recorded in the internal fault reporting resource, on what level of risk is applied to each item.

Medium-High or Safety related fault: Medium to High Risk

- ✓ Organize urgent repair as soon as practical, and record on the provided internal fault reporting resource.
- ✓ Tag 'Out of Service' if fault is dangerous, causing risk or affects the safe operation.

Condition to be monitored:

- ✓ Record on the provided resource record, indicating what is to be monitored, at what intervals, and by whom.

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Monitor Fault: – As recorded in the internal fault reporting resource

Fault to be monitored identifying the upper limit of the monitoring period. This would be the next scheduled service date unless daily monitoring of the fault by the Worker/Driver determines that the fault must be rectified earlier.

Deferred Fault: – As recorded in the internal fault reporting resource

Where a fault is deferred until later e.g. next scheduled service or until receipt of parts, the upper limit of the deferred period would be the next scheduled service date unless daily monitoring of the fault by the Worker/Driver determines that the fault must be rectified earlier.

Not Repaired: – As recorded in the internal fault reporting resource

If, after testing or inspection by a suitably qualified person, a fault is considered not to need repair i.e. in the situations mentioned above, if the fault is not repaired immediately the decision and the name of the person making this decision is to be recorded in The internal fault reporting resource as a **record** and details described with be used to assess any further or rework as required.

4.2.3 Fitness for work

4.2.3.1 Fatigue management – Scheduling and Rostering

Scheduling and rostering practices must ensure that all schedules and Workers/Drivers rosters are planned in accordance within the legislated operating limits, as a minimum taking into account Workers/Drivers fitness and the total time for all driving and work activities to be safely completed.

Note: "Schedules" refers to planning work / trips. "Rosters" refers to planning Workers/Drivers shifts.

Rosters and schedules are advised to the Workers/Drivers when the pattern of work has been identified and can be well anticipated on an ongoing regular basis.

Persons responsible for scheduling and rostering will:

- 1) Plan schedules and rosters to be reasonable and achievable under legislative operating limits and in accordance with the appropriate fatigue scheme for the Workers/Drivers.
 - a. Management are to ensure the work allocated to the Workers/Drivers is within their legal operating limits, and notify **WASCO** Management as responsible for the scheduling.
- 2) Ensure schedules and rosters are documented including any changes made.
 - a. This will occur as per the use of the record management system.
- 3) Monitor and review schedules and rosters on an ongoing basis for compliance to legal operating limits including adherence to legal and safe speeds.
 - a. **WASCO** will monitor on their behalf that their Workers/Drivers are completing an amount of work that would be within their legal operating limits and hours, although the Workers/Drivers are required to ensure they do not breach total hours, required rest breaks or speed limits, and communicated with **WASCO**.
- 4) Consider ramifications to Workers/Drivers fatigue when altering schedules and rosters and where adverse impact is determined, apply appropriate counter measures.
- 5) Workers/Drivers are to have input into schedules to ensure trip plans are reasonable.

Safe Transit Times

As per the use of the scheduling system, **WASCO** Management will allocate loads to Workers/Drivers, and they will accept them as the day goes on. If a load allocated is unable to be completed due to breaching hours or fatigue, the Workers/Drivers will notify Management who will re-allocate the work elsewhere.

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The following are to be considered when determining Safe Transit Times in Trip Schedules:

- 1) Estimate the safe lawful average speed for the specific journey taking into account time of day / week factors in order to estimate a safe driving time. **WASCO** will consult to Workers/Drivers when estimating safe average speed for the trip.
 - a. Times can be monitored as per the scheduling system as **WASCO** can see when loads were accepted, and then completed.
- 2) Provide additional time to adjust for peak hour traffic, known traffic congestion points or any other issue, which may affect transit time.
- 3) Factor in vehicle configuration, Gross Vehicle Mass and Gross Combination Mass when determining average speed and safe transit times.
- 4) Factor in regulated rest periods and any other additional period that the Workers/Drivers may require to safely carry out the trip.

4.2.3.2 Fatigue management – Fitness for Duty

All Workers/Drivers are to declare themselves as “fit to drive” daily via the internal resource. This is to be declared as completed periodically to **WASCO** as per the providing of completed records.

This assessment also may include a medical examination being completed by a medical practitioner as per the Austroads assessment, which is managed by the Workers/Drivers.

All Workers/Drivers are required to advise their Scheduler if they are unfit to drive due to any lifestyle, health or medical issues both before and during work. If the Workers/Drivers condition changes during a shift, and they become fatigue or unable to drive, they will be required to advised Management & rest. If the Workers/Drivers Fitness for Duty is still not suitable to operate a heavy vehicle, alternate transportation will be organised for the Worker/Driver, and they will not move the vehicle.

Workers/Drivers may also be subject to random drug and alcohol testing on client sites, or as directed after any accident or incident.

4.2.3.3 Fatigue management – Responsibilities

All responsibilities and duties for fatigue management can be found in this document under CoR Roles and responsibilities.

Workers/Drivers will be inducted into this document, and Management hold the responsibility of providing training, awareness & education, and making the Workers/Drivers aware of their responsibilities specific to fatigue management in their daily works.

4.2.3.4 Fatigue Management – National Driver Work Dairy

The National Driver Work Diary must be carried by Workers/Drivers at all times when operating a heavy vehicle. Under the fatigue management regulations, National Driver Work Diaries are required to be utilised when travel exceeds 100km from their base.

Workers/Drivers must ensure that they complete the work diary and ensure these are assessed and verified.

Workers/Drivers must declare to that this is completed and being complied with as per the completion of daily records. Refusal from the Workers/Drivers to supply this information will result in **WASCO** not continuing engagement of this until they are able to comply with CoR requirements and this management plan.

4.2.4 Speeding

The speed limit is exactly that and **WASCO** does not condone speeding by any Workers/Drivers. It is a limit, not an essential speed you must travel at. Workers/Drivers are to ensure they slow down for work areas, wet, icy, rough or gravel roads, near pedestrians, on sites and other situations where it will take longer for the vehicle to stop.

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Never drive over the speed limit under any circumstances. The maximum speed for a truck over 4.5T GVM is 100km/h, all NSW roads have this maximum limit and this must not be breached. **WASCO** does not condone speeding and speeding breach by Workers/Drivers or known by **WASCO** will result in the engagement being reviewed by Management.

WASCO may utilise in-vehicle tracking through fitting telematics, and this is to be monitored regularly for compliance (if applicable). Instances of speeding will be managed and addressed by **WASCO** as per the Non-Conformance Reporting Procedure.

5. Training and Competency

The Workers/Drivers employed by **WASCO** are communicated the training requirements as per the induction into this COR Management Plan, and Management must ensure CoR training requirements are met for their Workers/Drivers who have responsibilities in the supply chain.

The organisational chart and the roles and responsibilities documented in this CoR Management Plan outlines what is required by our employed Workers/Drivers, and what their roles are in regards to CoR and the training that is required.

The Heavy Vehicle Management Plan is required to advise that appropriate training, awareness and education is to be provided to all persons, depending on their role and their ability to influence specific CoR issues. The purpose of such training is to ensure that all personnel involved in operations that may affect CoR compliance are made aware of the CoR requirements. Records of the training are required to be maintained for all persons as per the use of [FORM 3: Training, Awareness & Education Record](#) and produced if required. Details of this are then to be recorded and monitored through the use of [FORM 2: Training Needs Analysis & Register](#).

5.1 Training & education

As per the Workers/Drivers acknowledgement of this Heavy Vehicle Management Plan through the [FORM 3: Training, Awareness & Education Record](#), Workers/Drivers declare that they participate in on-going training as directed.

All training will be competency-based, meaning that Workers/Drivers will be assessed to ensure that they have understood the training and achieved the required results; a record of the completed training will be retained.

Practical assessments may be undertaken for Workers/Drivers and this will be recorded on a [FORM 26: Verification of Competency](#) or similar, and managed.

Training provided to the Workers/Drivers may include:

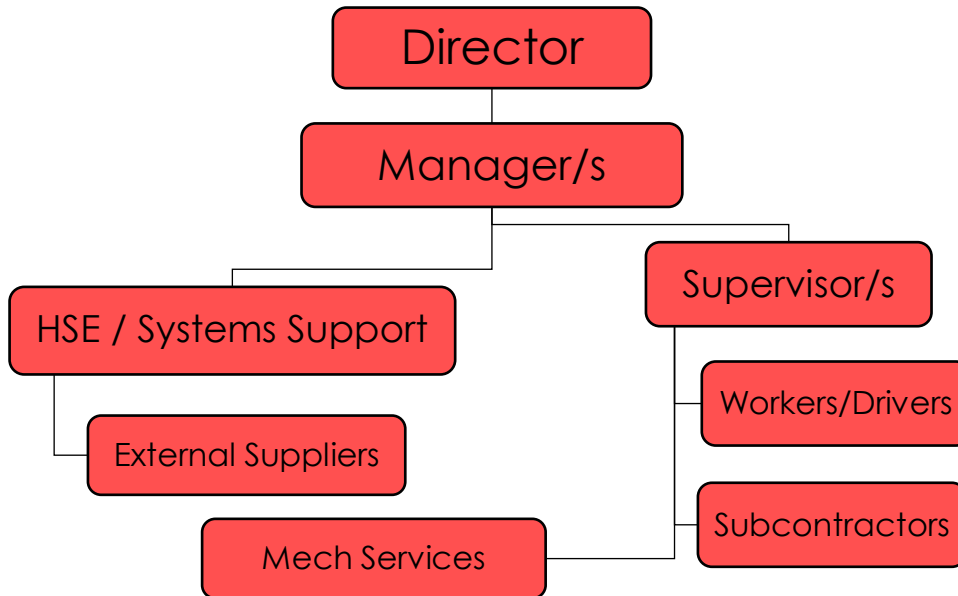
- ✓ Internal process and completion of the Workers/Drivers internal documents and procedures.
- ✓ Role specific training in new technologies and systems improvements (scheduling system or similar)
- ✓ Operation of vehicles and configurations used in the operation or being introduced and evaluated (incl. compliant use of a heavy vehicle).
- ✓ Chain of Responsibility obligations and awareness for the Workers/Drivers.
- ✓ First Aid, Emergency Response and other training required with the scope of the Workers/Drivers operations.
- ✓ Hazard identification and assessment.

Internal training on the Heavy Vehicle Management Plan systems and procedures must be completed internally by **WASCO** Management as per the training records in place. This is to be monitored as per the [FORM 2: Training Needs Analysis & Register](#).

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5.2 CoR Organisation Chart

FIGURE 1: COR ORGANISATION CHART



5.3 CoR Roles and Responsibilities

5.3.1 Manager/s (Project & Construction)

As a Manager of **WASCO**, you have a responsibility to ensure all levels of Management are managing Chain of Responsibility as per this Heavy Vehicle Management Plan and not compromising safety whilst following state and National Transport laws.

Responsibilities:

- Ensure that all operations are conducted as per the statutory obligations of the applicable laws and legislative requirements of the position, by reviewing and monitoring the business activities to ensure conformity with laws, regulations, Codes of Practice, Heavy Vehicle National Law, and other statutory obligations applicable to state/s operating in;
- Ensure that the operational risks are determined, recorded, action control risks implemented and communicated to all relevant parties within **WASCO** control and the supply chain. As determined through the risk principles and management practices, a safe working environment and corresponding procedures have been implemented, and are to be adhered to.
- Ensure that vehicles and configurations are maintained in a safe condition and a regular program of maintenance established, review the Table of Tolerances to ensure it complies with the National Heavy Vehicle Inspection Manual, and ensure all suspension repairs are tested (where appropriate) before a vehicle is returned to full in-service use;
- Consulting with Staff and Workers/Drivers on WHS, Fatigue, Environmental and other issues;
- Assess fatigue and other risks associated with work being undertaken within varying operations is recorded and controls applied, and also assess records of Workers/Drivers fitness for duty declarations to ensure these are complying and record created are verified for accuracy;
- Instructions given are to be complying with legal operating limits, rostering or scheduling (e.g. Minimum continuous break for sleep);

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- Assessing fatigue and other risks associated with work being undertaken within varying operations is recorded and controls applied;
- Assessing records of Workers/Drivers fitness for work declarations to ensure these are complying and records created are verified for accuracy;
- Making sure Workers/Drivers are trained and informed about fatigue and other operational risks and hazards, while ensuring contracts and business arrangements consider fatigue, risks, operational issues, level of risk imposed, and that rosters do not require Workers/Drivers to exceed the permitted number of working hours;
- Ensuring contracts and business arrangements consider fatigue, risks and operational issues and level of risk imposed;
- Developing and implementing safe work procedures that minimise fatigue, operational risk, processes and tasks are controlled and the known risks are recorded and reviewed;
- Implement a safety and awareness culture, and promote initiatives and monitor;
- Ensuring that rosters do not require Staff and Workers/Drivers to exceed the permitted number of working hours and any risk is assessed;
- Monitor that loads, loaded vehicles do not exceed dimension or mass limits and all loads are properly restrained and transported within the permits or classifications, verifying that Workers/Drivers, routes and vehicles can legally deliver the load prior to scheduling journey;
- Keeping records or schedules and rosters related to all Workers/Drivers is under your control. You will be responsible for reviewing data from electronic records (if applicable) and aligning this information with other sources of information, as a verification process to ensure the accuracy of the data. You will further analyse this information and improve efficiency and performance of the business operations and Worker/Driver performance;
- Regularly reviewing operations and applied controls to reduce all forms of risk (safety and environmental) within the workplace;
- Ensuring that the developed schedules and rosters do not encourage Workers/Drivers to breach driving hours, speed or mass requirements under Chain of Responsibility or the statutory obligations applicable to the state/s operating in;
- Ensuring customers and suppliers are communicated with and managed to comply with their role within the supply chain under Chain of Responsibility and applicable laws;
- Conduct incident investigations using provided resources, to determine root cause and participate in corrective action and ongoing reporting and monitoring as required, while engaging in training, system review and continuous improvement of existing or new systems;
- Engage in training, system review and continuous improvement of existing or new systems.
- Ensuring all Notifiable Incidents and Occurrences are recorded, logged in [FORM 7: Non-Conformance & Notifiable/Incident Register](#) reported to the applicable authorities as required within the nominated timeframe, to assist with managing safety within the transport industry.

5.3.2 HSE / Systems Support

As part of the Administration within **WASCO**, the responsibilities are summarised below;

- Ensure that all operations are conducted as per the statutory obligations of the applicable laws and legislative requirements of the position, by reviewing and monitoring the business activities to ensure conformity with laws, regulations, Codes of Practice, Heavy Vehicle National Law, and other statutory obligations applicable to state/s operating in;
- Responsible for completing all administration tasks, verifying records, electronic and hard copy for the purpose of assessing and auditing documentation for compliance as directed by management;
- Assist and maintain all accounting records and perform data entry of internally created documents and statutory obligations, as well as reporting any observed hazards, risks through the internal formal process;
- Review **WASCO** Worker/Driver created Daily Worksheet records, National Driver Work Diary pages, EWD (if applicable) and other records created to document logistical movements within the business day to day operations, advising Management of any observed breaches

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of work or rest periods by Worker/Driver. Furthermore, they will assist and record any observed non-conformances and assist with the corrective actions if required as part of the internal systems administration;

- Manage the service records and schedules associated with internal management record keeping systems (electronic or hardcopy), current information and obsolete information, and ensuring Service Sheets and Roadworthy Inspections are signed off by the person who carries out the work and/or by a Competent, Responsible or Qualified Person;
- Maintain records of qualifications and competencies of maintenance personnel;
- Assist and record any observed non-conformances and assist with the corrective actions if required as part of the internal systems administration;
- Report any observed hazards, risks through the internal formal process;
- Complete and update vehicle or configuration maintenance records as created within the business operations under the CoR Management System Manual;
- Assist with administration of employee records, time sheets, payroll and associated HR duties, including review and updating of registers and other documents;
- Complete all document changes under instruction of Management and distribute under the instruction of Management, while also managing and implementing changes as required to internal processes as advised by Management, as per the known and recorded risks within the business activity or process;
- Manage and implement changes as required to internal processes as advised by Management, as per the known and recorded risks within the business activity or process;
- Monitor data from electronic records (if applicable) and align this information with other sources of information, as a verification process to ensure the accuracy of the data. The analysis of this information and improve efficiency and performance of the business operations and Worker/Driver performance will also occur;
- Ensuring all accidents and incidents that are considered Notifiable Incidents or Occurrences are reported to the Manager/s of **WASCO** to ensure this can be reported to the applicable authorities as required within the nominated timeframe.

5.3.3 Supervisor/s

As a Supervisor of **WASCO** the responsibilities are summarised below;

- Ensure that all operations are conducted as per the statutory obligations of the applicable laws and legislative requirements of the position, by reviewing and monitoring the business activities to ensure conformity with laws, regulations, Codes of Practice, Heavy Vehicle National Law, and other statutory obligations applicable to state/s operating in;
- Ensure that vehicles and configurations are maintained in a safe condition and a regular program of maintenance established, while conducting the allocation of vehicles and configurations for periodic services, repair of recorded or known faults, and inspecting that all vehicle, configuration and load restraint equipment is safe;
- Ensuring that the developed schedules and rosters do not encourage Workers/Drivers to breach driving hours, speed or mass requirements under Chain of Responsibility or the statutory obligations applicable to the state/s operating in;
- Ensure faults reported in the Fault and Repair Report Book (or similar) and faults found during normal servicing are prioritised as per the fault priorities, and if vehicles or configurations are not repaired immediately that a record of the decision and the person making the decision is recorded on the Fault and Repair Report (or similar);
- Ensure training, awareness and education is given to Workers/Drivers to assist with complying to legal operating limits, rostering or scheduling (e.g. Minimum continuous break for sleep), conduct assessments of fatigue and other risks associated with work being undertaken, and assessing records of Workers/Workers/Drivers fitness for work declarations to ensure these are complying and records created are verified for accuracy;

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- Developing and implementing Safe Operating Procedures that minimise fatigue, operational risk, processes and tasks are controlled by the Scheduler, and the known risks are recorded and reviewed;
- Ensure that rosters do not require Workers/Workers/Drivers to exceed the permitted number of working hours and any risk is assessed, that loads, loaded vehicles and configurations do not exceed dimension or mass limits and all loads are properly restrained and transported within the permits or classifications;
- Keeping records or schedules and rosters related to all Workers/Workers/Drivers is controlled by the Scheduler/s, as well as verifying that Workers/Workers/Drivers, routes and vehicles or configurations can legally deliver the load before scheduling the journey;
- Monitor data from electronic records and align this information with other sources of information, as a verification process to ensure the accuracy of the data. The analysis of this information and improve efficiency and performance of the business operations and driver performance will also occur.
- Ensuring all accidents and incidents that are considered Notifiable Incidents or Occurrences are reported to the Manager/s of **WASCO** to ensure this can be reported to the applicable authorities as required within the nominated timeframe.

5.3.4 Workers/Drivers

As a Worker/Driver of **WASCO** the responsibilities are summarised below;

- Ensure that all operations are conducted as per the statutory obligations of the applicable laws and legislative requirements of the position, by reviewing and monitoring the business activities to ensure conformity with laws, regulations, Codes of Practice, Heavy Vehicle National Law, and other statutory obligations applicable to state/s operating in;
- Ensure that they are present to commence work, fit for duty, personally free from alcohol, drugs and substances and have had the required statutory rest break. They are required to participate in testing, training and assist with ensuring that medical or personal conditions are determined and management will provide support where required;
- Inspect their vehicle prior to start-up as per the relevant Safety Inspection, and report any mechanical faults or repairs required to the Scheduler. The completion of the Safety Inspection will be conducted to the best of the Workers/Drivers ability, checking all applicable aspects as per the inspection checklist. Through this, they must ensure that the vehicle or configuration does not exceed dimension or mass limits prior to and during any journey when in your control, as well as ensuring that the load is appropriately restrained and that all parts of the vehicle or configuration within their control are secured and restrained as per Load Restraint guidelines of training, awareness and education provided;
- It is a crucial responsibility of the Worker/Driver to ensure the fault reporting process is followed as per the fault and reporting procedure, ensuring faults are reported in the Fault and Repair Report Book (or similar) and faults found during trips are reported to the Scheduler as soon as reasonably practicable.
- Workers/Drivers will ensure that severe faults reported are prioritised as per the fault priorities and if vehicles or configurations are not repaired immediately that a record of the decision and the person making the decision is recorded on the Fault and Repair Report (or similar);
- Ensure that they have taken the statutory rest break as per HVNL, their start time does not place you in breach of the mentioned law, and that they are monitoring their own performance and taking regular periods of rest to avoid continuing to work when tired or beyond your required break as per HVNL;
- Disclose any matter that may affect your or other Workers/Drivers fitness for duty, and are aware of their requirement to stop driving if they believe their fatigue level is a risk to themselves and others;
- Ensure the completion of the National Driver Work Diary and / or applicable Daily Worksheet as required;
- Assist in incident investigations using provided resources, provide information to assist in determining root cause and participate in corrective action and ongoing reporting and

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monitoring as required, and engage in training, system review and continuous improvement of existing or new systems;

- Participate in testing, training and assist with ensuring that medical or personal conditions are determined and Management of **WASCO** will provide support where required;
- Monitoring their own performance and taking regular periods of rest to avoid continuing to work when tired or beyond your required break as per HVNL;
- Complying with WHS, Fatigue and other Management procedures and resources provided
- Complying with operating limits (e.g. Minimum continuous break for sleep) including accurately recording all hours of work and rest;
- Stopping driving / operating / working if you believe your fatigue level is a risk to yourself and others;
- Ensuring that the load is appropriately restrained and that all parts of the vehicle within your control are secured and restrained as per Load Restraint guidelines of training provided;
- Report any observed hazards, risks through the internal formal process.
- Ensuring all accidents and incidents that are considered Notifiable Incidents or Occurrences are reported to the Manager/s of **WASCO** to ensure this can be reported to the applicable authorities as required within the nominated timeframe.

5.3.5 Mech Services

As part of the Mech Services within **WASCO** the responsibilities are summarised below;

- Ensuring that the overall Maintenance System including suspension components is complied with and that there are sufficient people and equipment resources to ensure this is possible.
- Ensure all suspension repairs are tested (where appropriate) before a vehicle or configuration is returned to full in-service use.
- Notify Management if the vehicle(s) or configuration (s) are unavailable for use due to outstanding repairs or testing (i.e. un-roadworthy) or if follow up work or monitoring is required.
- Ensures compliance to the manufacturers specifications of the vehicles or configurations.
- Setting maintenance standards in accordance with the manufacturer's requirements and identifying who is responsible for work performed.
- Clearing vehicles and configurations from the workshop to return to the road.
- Managing the service records associated with internal management record keeping system (electronic or hardcopy), current information and obsolete information.
- Ensuring the fault reporting process is followed as per the fault and reporting procedure.
- Ensuring faults found during normal servicing are recorded on the Service Sheets or Fault and Repair Report Books.
- Ensuring faults reported in the Fault and Repair Report Book (or similar) and faults found during normal servicing are prioritised as per the fault priorities and if vehicles are not repaired immediately that a record of the decision and the person making the decision is recorded.
- Ensuring Service Sheets or Inspection Sheets are signed off by the person who carries out the work and or by Competent, Responsible or Qualified Persons.
- Maintaining records of qualifications of workshop personnel and preferred suppliers/outside providers.
- Communicating with outside providers to ensure providers are made aware of the requirements of the company maintenance or accreditation requirements.
- Reviewing outside providers to ensure providers are complying with the requirements of Management for the servicing and maintenance of company vehicles and configurations.
- Maintenance of all vehicles and configurations is carried out in accordance with manufacturers' specifications and within the set service parameters.
- Review the Table of Tolerances to ensure compliance with the National Heavy Vehicle Inspection Manual.
- All work completed in the workshop is to be managed and records are to be created and verified prior to the vehicle or configuration returning to normal operation.

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6. Monitor, audit and review

Management of **WASCO** will work together with Management to ensure CoR performance is being monitored, and breaches recorded as per the CoR Management Plan are managed. Management may periodically conduct a [FORM 1: Monthly Compliance Report CoR](#), and this will be reviewed by Management.

WASCO has the right to review and amend the content of this CoR Management Plan and communicate such changes to Staff Members.

6.1 CoR Auditing

The management may request internal assistance in conducting an internal audit or engage the services of an external supplier at their discretion, or as per the instruction from **WASCO**.

The management to engage a qualified auditor to prepare a documented report on the performance of the internally created records and provide a summary report to be used to suggest improvements to the **WASCO** record management procedures.

7. Risk management and reporting

Reporting on near misses, accidents and infringements arising from CoR issues must be done so within two (2) working days of such events taking place. Details of the incident and the corrective actions must be included in the monthly progress reports.

- Fatigue
- Mass, Axle Weight & Dimension
- Load Restraint
- Speeding
- Maintenance
- Breaches (HVNL / NHVAS / WHS)

7.1 Reporting from Management, Staff & Workers/Drivers

Management, Staff & Workers/Drivers are under the same obligation as **WASCO** in regards to reporting. All reporting required by Workers/Drivers should also be done as soon as practicable with a copy given to **WASCO** so that it can be maintained by Management and included on the monthly progress reports.

If a breach or penalty notice is issued to a Worker/Driver, this must be communicated immediately to **WASCO**, and the management of this is the responsibility of Management & Workers/Drivers.

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8. Non-Conformance and corrective actions

8.1 Control of Non-Conformance

The induction of all persons (Management, Staff & Workers/Drivers) is conducted to assist in carrying out their work and operate in a structured manner as to prevent nonconformities, accidents or WHS or Environmental incidents. However, **WASCO** recognises that non-conformances may occur from time to time within its work and through a failure in processes or performance.

If the proposed non-conformance disposition may involve a miss allocation of a customer's order, delivery of product, the customer will be consulted before proceeding. Non-conformance records are kept and the effectiveness of the non-conformance rectification is monitored as to ensure there is continuous improvement.

8.2 Recording and traceability

This Heavy Vehicle Management Plan describes what action to take if non-conformances in processes or work completed is detected during any activity within the daily activities of **WASCO** and is Workers/Drivers.

For any non-conformances, this procedure is applied to determine if the root cause was directly related to a system fault or human error, which may be caused by non-compliance with a procedure and or process.

For safety non-conformances, this procedure is applied to eliminate any safety hazards, unsafe work practices and unsafe site conditions, quarantine non-compliant products and consult with personnel about changes made to address safety non-conformances.

For quality, safety and environmental non-conformances, this procedure is applied again to determine where the root cause commenced and apply the applicable clean up measures to control or reduce the risk.

All records of non-conformances are to be recorded on the [FORM 8: Non-Conformance Record](#) and this record will remain a live document until such time as the detail and close out have all been completed and recorded in the [FORM 7: Non-Conformance & Notifiable/Incident Register](#) by **WASCO**.

All persons are provided with a copy of or access to the [FORM 8: Non-Conformance Record](#), as they are responsible for reporting, managing and closing out any relevant issues.

8.3 Responsibility to close out

Both **WASCO** Management, Staff & Workers/Drivers are responsible for the following:

- Evaluating non-conformances and deciding how to rectify them (with the affected parties e.g. our service, customer where required).
- Verifying that rectification has been successfully implemented from the controls applied
- Maintaining the non-conformance reporting system and the assessment of all reported NC's
- Close out recorded noncompliance as soon as practicable

8.4 Communication of Non-conformances and corrective actions

Where corrective actions are taken to resolve a non-conformance of any kind it is recorded on the [FORM 7: Non-Conformance & Notifiable/Incident Register](#) and a [FORM 8: Non-Conformance Record](#) is completed. Where appropriate, or requested to do so, **WASCO** Management will forward copies of applicable Non-conformance reports to all parties concerned or affected to ensure complete awareness of resolution methods or requirements.

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9. Hazard identification and risk analysis

9.1 Risk identification - what could happen?

WASCO may conduct Risk Assessments where required to identify risks that may be relevant to the project with respect to CoR in both the design and construction stages.

When undertaking the Risk Assessment, WASCO will use the documented CoR management procedures and associated technical resources including tools, guidelines and fact sheets as references to identify control measures for CoR activities:

- Heavy Vehicle Management Plan
- Risks Assessments

9.2 Risk assessment - what is the likelihood it may happen?

WASCO will utilise the Operational Risk Matrix below to determine the potential likelihood and consequence level of the risk that have been identified in the CoR Risk Assessment.

A CoR Risk Assessment may be conducted on at the request of the client.

FIGURE 2: OPERATIONAL RISK MATRIX

Step 2 - Using the Potential Consequence, decide on the likelihood of occurrence to categorise the incident or hazard risk rating.

		Potential Consequence Level				
		Insignificant	Minor	Significant	Major	Catastrophic
Potential Likelihood Level	Almost Certain <i>The potential consequence is expected to occur in most circumstances</i>	Med 11	High 16	High 20	Ext 23	Ext 25
	Likely <i>The potential consequence will probably occur in most circumstances</i>	Med 7	Med 12	High 17	High 21	Ext 24
	Possible <i>The potential consequence is expected to occur at some time</i>	Low 4	Med 8	Med 13	High 18	High 22
	Unlikely <i>The potential consequence could occur at some time</i>	Low 2	Low 5	Med 9	Med 14	High 19
	Rare <i>The potential consequence may occur in exceptional circumstances</i>	Low 1	Low 3	Low 6	Med 10	Med 15

RISK LEVELS	SCORES	PARAMETERS
EXTREME	23 – 25	If the post-control risk is EXTREME the activity MUST NOT proceed. Elimination, substitution, isolation and/or engineering controls must be put in place to reduce the risk rating to LOW or MEDIUM
HIGH	16 – 22	If the post-control risk is High the activity MUST NOT proceed. Alternate controls must be put in place to reduce the risk rating to LOW or MEDIUM
MEDIUM	7 – 15	The activity can proceed so long as the highest level and most appropriate risk control measures have been identified and implemented
LOW	1 – 6	Activity may proceed with normal supervision after implementing control measures

9.3 Risk management - what can we do about it and can it be prevented?

Control measures will be used to reduce the likelihood of the event occurring. WASCO will endeavour to use the hierarchy of control sequence, starting from elimination for each risk identified. WASCO may then implement the control measures noted in the Risk Assessment on the client site, if requested.

Staff & Workers/Drivers are to perform a risk assessment at the arrival of any site to determine if the identified or observed risks are controlled and access to the site has been determined as safe.

Risk Assessments may be developed as per the use the **WASCO Risk Assessment template 1**, and the following are in place:

- [Fatigue](#)
- [Load Restraint](#)
- [Loading & Unloading](#)
- [Maintenance](#)

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- [Mass & Dimensions](#)
- [Speed](#)

9.4 Risk review - what has happened? Do we need to change what we do?

Based on the severity of the event that has occurred, **WASCO** will conduct an investigation to determine if permanent updated procedures need to be put in place.

Any and all Accidents, Incidents and Near Misses must be managed as per the **WASCO** documented [FORM 41: Accident, Incident & Near Miss Report](#).

This will be reported as per the [FORM 41: Accident, Incident & Near Miss Report](#) and this record will remain a live document until such time as the detail and close out have all been completed and recorded.

If deemed necessary by Management, further investigation will occur as per the use of [FORM 42: Incident Investigation Report](#).

Should this occur, a toolbox will be distributed and a compulsory sign off will occur with records being kept for future reference from the Staff & Workers/Drivers. This will occur as per the [FORM 30: Consultation & Communication Record](#).

WASCO Management will assess the recorded information as part of the internal review process and Management will determine if processes or procedures require change to minimise or eliminate the risk.

10. Document control - documents, data and records

10.1 Document control

This Heavy Vehicle Management Plan was initially created and will be continually managed by **WASCO** Management and all supporting Procedures, Forms, HS&EWMS, and processes are to be controlled and reviewed periodically by **WASCO** Management and consulted with Workers/Drivers as required.

Document identification will ensure all documents have the company name, version number and revision date as an indicator of the amendment date, to be reviewed periodically.

This standard identification procedure is to be applied to all related documents and forms being used within this CoR Management Plan, all obsolete records shall be maintained for a period of three years or as needed and logged into the amendment table. On approval from **WASCO** Management, all amended document changes will be filed and accessible within the electronic filing system structure. All obsolete documents will be held in the same secure location as determined by Management.

All amendments to the Heavy Vehicle Management Plan are to be tracked through 'track changes', this process will allow the 'changes only' to be communicated to any persons, contractors, clients for the purpose of instruction, awareness or training.

10.2 Access to this Management Plan

This Heavy Vehicle Management Plan has been assembled in the interests of Management, Staff & Workers/Drivers. In addition, all key personnel will be issued with a copy (hard or soft to be advised and subject to location and accessibility), or relevant extracts of this Heavy Vehicle Management Plan and will thus give every person ready access and understanding of their obligations and the position of **WASCO**.

10.3 Distribution of controlled copies

Copies of this Heavy Vehicle Management Plan are issued to the nominated parties on a distribution list. Controlled copies are kept fully up to date at all times and identified with the copy number and the recipient's position.

If copies of this CoR Management Plan are distributed to nominated Staff Members or external stakeholders, a register is to be maintained to record details of whom the CoR Management Plan is

Revision History				
Document ref:	Heavy Vehicle Management Plan	Revision:	1.0	Table of Contents
Document owner:	WASCO (Australia) Pty Ltd	Last review date:	30.06.2022	
Approved by:	General Manager – Michael Butterworth	Date:	June 2022	Next review date: 30.06.2023
<small>ECC V 7.0 -04/22</small>	This document cannot be modified without approval of the General Manager			Page 29 of 31

issued to, the date of issue, and the management plan serial number, on a Management Plans Distribution Register.

When the Chain of Responsibility Management Plan is returned to Management for any reason, this return will also be recorded on the same register.

Copy type	Copy no.	Revision	Date	Owner	Position
Master Controlled Copy	Copy No. 1	1.0	30.06.2022	WASCO Pty Ltd	General Manager
Un-Controlled Copy	Copy No. 2	1.0	30.06.2022	WASCO Pty Ltd	General Manager

10.4 Records to be maintained

A system of document control must be in place to ensure only current version documents are referred to in regard to the management of Chain of Responsibility including, Maintenance, Mass & Dimension, Fatigue, Load Restraint and Speed.

Documents which later become records must be maintained for prescribed periods to demonstrate compliance to the legislation and HVNL requirements.

The following processes and records are to be created, maintained and verified by **WASCO**:

- 1) Implement a system under which documents are approved, issued, reviewed, modified and accounted for in accordance with document control procedures
- 2) Ensure that all records are complete, legible, stored, maintained and available for management and review purposes.
- 3) Collect, file and maintain relevant records, some of which may include:
 - a) Risk Assessments
 - b) Consultation records (toolbox, prestart etc)
 - c) Audit / Review Processes
 - d) Incident Reports / register
 - e) Non-conformance reports / register
 - f) Fault Reports / records
 - g) Rosters and Schedules
 - h) Workers/Drivers Work Diary records
- 4) Maintain currency of information of Workers/Drivers; some of which may include:
 - a) Driver personal contact information
 - b) Workers/Drivers licence for the type of vehicle
 - c) Workers/Drivers record printout from TMR (max 12 months)
 - d) Verification of Workers/Drivers competency
 - e) Any other training qualifications
 - f) Drug and Alcohol Testing
 - g) Daily driver work diary.
- 5) Maintain Currency of information of vehicles (company); some of which may include:
 - a) Vehicle details register
 - b) Vehicle registration papers
 - c) Vehicle mass limits
 - d) Additional Mass limit documentation (PBS) if applicable;
 - e) External accreditations (mass, maintenance etc)
 - f) Vehicle pre trip inspections
 - g) Service records / Schedule
 - h) Fault Reports / register
 - i) Speed limiter inspection records
 - j) Mass Verification records / records.

Revision History

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<small>ECC V 7.0 -06/22</small>	This document cannot be modified without approval of the General Manager				Page 30 of 31

11. Amendment register

AMENDMENT RECORD					
Reason for amendment	Date	Pages affected	Old issue date	New issue	Requested by
First release Heavy Vehicle Management Plan	30.06.2022	All	N/A	1.0	General Manager

Revision History					
Document ref:	Heavy Vehicle Management Plan	Revision:	1.0	Table of Contents	
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<small>ECC V 7.0 -06/22</small>	This document cannot be modified without approval of the General Manager				Page 31 of 31



1st July 2022

WASCO (Australia) Pty Ltd

60 Commercial Drive Shailer Park Logan City QLD 4128

COMPLIANCE STATEMENT

The scope of work included the requirement to conduct a desktop review, on the management processes, that are documented and as controlled by **WASCO (Australia) Pty Ltd** as stated.

The intent of the desktop review, was to evaluate if the compliance of the Heavy Vehicle Management Plan, that the processes being managed align with the obligations under the Heavy Vehicle National Law. The provided management system procedures, were presented electronically, which allowed the desktop review to occur and this Compliance Statement to be recorded as verification of the intent by **WASCO Pty Ltd** in the implementation and control of their management systems.

The provided management document that the review was constructed on is known as the:

Heavy Vehicle Management Plan – Version 1.0 -dated June 2022

Management Plan Sections	Verified	Management Plan Sections	Verified
Roles & Responsibilities	<input checked="" type="checkbox"/>	Load Restraint Procedures	<input checked="" type="checkbox"/>
Relevant Policies	<input checked="" type="checkbox"/>	Maintenance /Roadworthiness	<input checked="" type="checkbox"/>
Risk Management and control	<input checked="" type="checkbox"/>	Nominated Worker/Drivers	<input checked="" type="checkbox"/>
Incident Management	<input checked="" type="checkbox"/>	Training & Competency	<input checked="" type="checkbox"/>
Management Review & Reporting	<input checked="" type="checkbox"/>	Audits & Internal Review	<input checked="" type="checkbox"/>
Speed Management Procedures	<input checked="" type="checkbox"/>	Consultation & Communication	<input checked="" type="checkbox"/>
Fatigue Management Procedures	<input checked="" type="checkbox"/>	Record Keeping & Documentation	<input checked="" type="checkbox"/>
Mass Management Procedures	<input checked="" type="checkbox"/>	Safety Procedures and risk controls	<input checked="" type="checkbox"/>

The presented document indicated that conformance shall occur when implemented, the management plan 'does' communicate the Management Practices. These when reviewed included details procedural instruction, in maintaining a systematic and proactive approach as required to disseminate compliance within the operational tasks of **WASCO**. The key processes externally reviewed, were specific to the **WASCO** management practices and partial conformance with the Heavy Vehicle National Law and Work Health and Safety Act. On review of the presented management system, being the Heavy Vehicle Management Plan controlled by **WASCO** has demonstrated they have in place a management resource, as used to comply with their statutory obligations as required when implemented.

Adrian Scott

National Heavy Vehicle Regulator Certified Auditor – Western Australia Main Roads – Heavy Vehicle Principal Auditor

Exemplar Global Auditor for Quality – Safety – Environmental Management Systems – Diploma in Work Health and Safety

22. APPENDIX F – TRAVEL-JOURNEY MANAGEMENT PLAN / DRIVER CODE OF CONDUCT



CHAIN OF RESPONSIBILITY POLICY

Wasco recognises and accepts its obligations in the transport chain of responsibility to maintain and promote safe operations. Wasco shall:

- undertake to comply with all road transport laws, codes and guidelines applying to our operations, including the CSG Logistics Safety Code of Practice;
- not knowingly make or meet any demand or requirement that would cause us to breach road transport laws applying to our operations;
- ensure we have in place suitable and adequate processes, programmes, and training so that we can demonstrate we have taken reasonable steps to comply with all relevant laws;
- conduct training to develop staff awareness of business policies and procedures and their obligations such as
 - fatigue management,
 - speed compliance,
 - loading and unloading requirements,
 - scheduling requirements,
 - well maintained and appropriately designed and equipped vehicles, and
 - driver health, safety and security requirements.
- ensure staff are not just aware of their obligations, but are actively engaged in implementing practices;
- request information from transport operators and/or drivers about what systems they have in place to prevent breaches of road transport laws when transporting goods;
- cause all new contracts or arrangements to include compliance with the relevant laws as a material requirement;
- recognise and accept that cost alone should not be a determining factor in meeting our transport obligations.

Mel Whyte
President
Wasco Australia

09 March, 2017





WASCO (AUSTRALIA) PTY LTD

JOURNEY MANAGEMENT PROCEDURE

Jemena KGMS Marlin Facilities Project

2211-HSS-PLN-005

<i>Document No.</i>	<i>Revision status</i>	<i>Issued By</i>	<i>Checked By</i>	<i>Approved By</i>	<i>Date</i>	<i>Comments</i>
2211-HSS-PLN-005	A	CO	JW	AF	28/02/23	IFR
2211-HSS-PLN-005	0	CO	JW	AF	10/03/23	IFU

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1. INTRODUCTION

1.1 Background

This Journey Management Procedure has been created for the Jemena KGMS Marlin Facilities Project.

1.2 Purpose

The purpose of this Journey Management Procedure is to ensure that Wasco personnel travel arrangements to the project site are protected against all identified risks. Travel risks associated with travel in and within the area is classified as “LOW”.

The intent of this Journey Management Procedure is to ensure that effective preventative controls and journey management protocols are established.

1.3 Scope

This plan applies to all Wasco employees, contractors and visitors travelling to the Project.

The plan has been developed and will be implemented under the authority of the Wasco Health, Safety and Environment (HSS) Manager.

This plan is for all journeys to the site including logistics.

1.4 References and Supporting Documents

- 2211-PRM-PLN-001 Project Execution Plan
- 2211-HSS-PLN-004 Emergency Response Plan
- 2211-HSS-PLN-001 Health, Safety and Environment Management Plan
- 2211-HSS-REG-001 Project Risk Register

1.5 Definitions

In the Journey Management Procedure the following terms shall have the meanings set forth below. The definitions cover the singular as well as the plural.

Table 1 - Definitions

Term	Definition
Asset	A specific business entity owned, or partially owned by Wasco
Asset Protection	Functional integration of security management, crisis management and business continuity management, to include safe travel planning, in order to protect Wasco’s human and physical assets, and nearby communities, from emergencies and crises.
Awareness	A level of knowledge necessary to conduct activities in accordance with the HSE Management System, and applicable legal and other requirements.
Contractor	An individual, company or other legal entity that carries out work or performs services under a contract of services. This includes subcontractors.
Crisis	Loss of management control resulting in an actual or potential threat to Wasco’s long-term ability to do business due to the impact on the operability, image, reputation and liabilities of Wasco
Crisis and Emergency	A tiered response based on the severity of an actual or potential
Emergency	An abnormal occurrence that can pose a threat to the safety or health of employees, customers, or local communities, or which can cause damage to assets or the environment.
Emergency Response	A project plan that contains all relevant information to support an Emergency Plan (EMP) effective emergency response and identifies all safety, health and security hazards.

Term	Definition
JHA	Job Hazard Analysis
Incident	Any occurrence that has resulted in, or has the potential to result in (that is, a near miss), adverse consequences to people, the environment, property, reputation or a combination of these. A significant deviation from standard operating procedures is also classified as an 'incident'. Ongoing conditions that have potential to result in adverse consequences are considered incidents.
JMP	Journey Management Plan – A specific travel plan for separate journeys
Response controls	Predetermined actions taken following a security threat or incident, emergency or crisis to minimise continuing risks and mitigate impacts of the event while regaining management control of the situation. It may include imposition of temporary, enhanced risk management controls.
Risk	The chance of something happening that will have an impact on objectives.
Risk management	The culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects
Security management	Organised management function that identifies and assesses security threats, classifies assets, rates system vulnerabilities determines the resulting material risk, identifies and implements effective security controls to protect against those risks.
Security threat	Intention or determination to inflict harm; an indication or warning of a possible security event. Unlike a hazard, a security threat is based upon a human intent to harm.
Violations	Deliberate deviations from safe operating practices, procedures, standards or rules. Can be further categorised as routine, exceptional or acts of sabotage

2. PROJECT ASSESSMENT

Each Project that Wasco undertakes will be different and the specific travel risks will be different. As part of the overall project risk assessment and preparation, Wasco will undertake an assessment of the travel risks and develop specific plans where necessary.

When conducting the review, consideration should be given to the following significant variations in conditions include but are not limited to:

- Client requirements;
- travel risks and warnings;
- previous audit and review results;
- legislation, regulations and policy;
- incident statistics;
- Site specifics
- Construction methodology and location of facilities etc;
- Assessment of available communications; and
- Training needs and records.

After the initial consultation and subsequent compiling of any proposed amendments, the Wasco HSE Manager will facilitate a meeting of the key stakeholders to discuss any required modification to the plan.

3. PLANNING AND PREPARATION

3.1 Assessing the implications of Travel

Prior to any Wasco travel it is important to clearly identify what it is that you need to achieve and the planning parameters involved ranging from the time available to budgetary constraints or restrictions on freedom of movement. Confirm what resources are required to achieve the task and if they are available. Consider how these limitations are

likely to impact on your travel. It is important that more than one course of action be developed irrespective of how unlikely their use may be as the development of options provides a forum for the comparison and consideration of problems or limitations and their potential for impact on travel. There may be a requirement to develop a decision point matrix to counter identified problems should they arise.

In planning consider the method of transport required, the weather, routes that will be used, the time of day for moving, traffic conditions, lighting, road conditions, terrain and potential choke points; the duration of the journey and whether it crosses from day to night; and safe areas along the route should a break down occur or an incident that requires help.

Always ensure personnel inform Wasco Site Management of the plan and provide them with a copy of the trip plan and JHA (if necessary). If the journey is lengthy then ensure that contact with Wasco Management is carried out regularly and let them know how and where the journey is. This allows them to monitor a journey in conjunction with the designated journey manager. Do not change a plan without informing Wasco Management, as this will prevent people looking for personnel in the wrong areas if something untoward occurs.

3.2 Risk Assessment

The traveller or team leader must conduct a risk assessment in order to identify potential hazards for the journey (if this is required).

3.3 Operational Requirements

Each operational site has developed and maintains emergency response plans and to ensure the safety of Wasco personnel and assets. All travellers must comply with local operational site safety, health, and environment requirements. This may include site inductions and the following of other specific protocols both prior to arrival and on departure.

4. TRAVEL TO SITE

It is recommended that personnel allow a minimum of one (1) week to arrange and complete the travel arrangements. Travel arrangements may be processed in a quicker time frame however all requests will be reviewed on a case by case basis with the reasons for short notice attached. There will be no guarantee of achieving travel permission under the normal processing time.

4.1 Travel Coordinator

All travel arrangements for intended travel to the project area are to be processed through the Wasco Travel Coordinator. Trip plans for the intended travel must be provided to the Travel Coordinator in sufficient time to ensure that appropriate accommodation, travel resources and other arrangements are able to be confirmed as being available.

The Wasco Travel Coordinator is responsible for:

- The development and implementation of travel administration policies and procedures
- The coordination of staff and contractor mobilization and R&R travel to and from site
- Manage all site travel including charter buses and hire cars for mobilisation, demobilisation and R&R travel for all site personnel and contractors
- Manage transport to/from site and airports for all site personnel
- Ensure that all travel arrangements, recording, actioning and forwarding of correspondence, for the site, its personnel, their suppliers and subcontractors is completed on a timely basis between site and other entities
- Maintain suitable local accommodation for staff and visiting company guests
- Ensure all record keeping in relation to employees and site travel are maintained
- Support the project site logistically, assisting the procurement and expediting process where necessary
- Liaise with the client staff on travel coordination issues

4.2 Travel Authorisation Process

A minimum of one (1) week notification is required for arrangements to be made for travel to site.

The following are required prior to travel to the site:

- Travel Authorisation and Trip Plan
- Road Travel Map Route
- Detailed Proposed Itinerary of Activities & Requirements
- Personal Details Form
- Privacy Disclosure Form

4.3 Travel Confirmation

Once the Travel Coordinator has received all travel documents and they have been authorised by the appropriate manager, the Travel Coordinator will then make all of the required arrangements for the trip and activity.

All travel to the project is subject to the availability of suitable accommodation, transport, safety and weather. If you plan on travelling to site and the Travel Coordinator is unable to accommodate your request, then you will be notified of the earliest date that you are able to travel.

Note: It is important that the traveller informs the Travel Coordinator of any changes to proposed itineraries or cancellations of travel.

4.4 Prior to Departure

It is recommended that you contact Wasco on the day of travel to confirm that your bus will be departing at the planned time. Listed below are the websites and contact numbers to check the departure information for the departing flights.

4.5 Emergency Contacts

Ensure that you have in your possession at all times the appropriate contact numbers in case of an emergency. The Travel Coordinator will provide you with an up-to-date emergency contact list.

4.6 Accommodation

When travelling to the Project Site, arrangements will be made for accommodation. These arrangements will be made with the Travel Coordinator at the time of travel arrangements.

5. MEDICAL AND HEALTH REQUIREMENTS

All Wasco sites are equipped with an appropriate level of first aid trained personnel and related equipment. Should you have any travel related health issues the travel coordinator must be notified to allow for suitable arrangements.

All persons travelling to site must ensure that they are medically fit to travel. If in doubt consult with your GP.

6. VEHICLE TRAVEL

6.1 Overriding Principles and Accountabilities

- All vehicles will be fit-for-purpose and inspected using an appropriate prestart checklist prior to the journey beginning. This is to include sufficient emergency drinking water, food, spare parts and communications equipment.
- Drivers will have been properly trained and advised of the trip plan and comply with the requirements of this Trip Plan
- Drivers will be rested and alert (not suffering from fatigue or tiredness) prior to the journey commencing and must ensure adequate rest breaks as set out in the plan are taken during the trip.
- Drivers will not be under the influence of alcohol, drugs prior to or during the journey
- The Travel coordinator is responsible to authorise all trip plans, confirm that all procedures have been followed correctly and monitor the progress of the journey/activity. The coordinator is also responsible for closing out the tracking at the completion of the journey.
- The Travel coordinator will raise the alarm if the vehicle fails to report in at the destination within the "late" arrival time frame.
- A road travel tracking register or copy of the submitted Trip Plan is to be utilised to monitor the progress of all road journeys.

- The traveller/team leader is responsible to contact the Travel Coordinator at designated times or places and on arrival at the destination or completion of the activity.
- In the case of any delay during a journey contact must be made with the Travel Coordinator notifying them of the reason for the delay (e.g. flat tyre) expected period of delay, revised expected time of arrival, and notification when travel has been resumed to the destination.

6.2 In Vehicle Monitoring Systems (IVMS)

All Wasco owned vehicles will be fitted with IVMS and monitored by Wasco's General Manager

IVMS monitoring logs shall be reviewed for compliance. Non-compliance will result in disciplinary action.

Should a vehicle become lost, the live IVMS monitoring facility can be accessed to locate the vehicle and the driver can be sent directions.

6.3 Fatigue management

All journeys must be planned and the fatigue effects of travel and work must be considered by supervisors and managers. Control measures to address fatigue included, but are not limited to:

- Drivers must plan their trip and be well rested beforehand
- Drivers must not drink alcohol at all before driving – all drivers must have a BAC of 0.00%
- Drivers must not drive if their prescription medication causes drowsiness
- Eat lightly during journeys and steer clear of fatty foods which can make you feel sluggish
- Plan for a maximum of 12 hours work/day inclusive of travel
- Plan to take regular breaks when driving long distances (a minimum of a fifteen minutes break every 2 hours)
- Whenever you stop, get out of the car and walk around for a while
- Share the driving where possible
- Passengers must monitor the driver and advise a rest break if a driver is showing signs of fatigue

6.4 Road Travel (Specific) Risk Assessment

Industry wide incident analysis trends show that travel by road has a much higher risk than other modes of transport. Management should look for ways to avoid road journeys where possible in achieving business objectives.

Where light vehicle journeys are required this would include:

- Questioning whether any journey is required at all by examining business importance of the proposed travel.
- Examining other modes of travel such as coach

Where road journeys are unavoidable trips should be combined where possible and appropriate safety controls put in place to mitigate against identified risks.

6.5 Driving to distant destinations

For anyone who is driving a vehicle, the following must be observed:

- Driver must have a valid driver's license;
- Driver must file a Journey Management Plan (Journey Management form) with base before leaving;
- Journey plan must detail route and contact times and places; and
- Must register with Travel Coordinator onsite prior to leaving.

Vehicle drivers are responsible for the safe operation of vehicles and the safety of all passengers at all times. Vehicles are to be operated at posted speed limits, project area speed limits and always to comply with the road conditions at hand. Seat belts are to be worn at all times by all vehicle occupants.

6.6 Overdue Vehicles

The response to an overdue call will be three (3) stages as follows:

- Stage 1 - Response – 30 Minutes Over Due

- The Travel Coordinator or Construction Office will attempt to make contact with the overdue vehicle by sat phone, mobile phone and/or radio.
- Stage 2 - Response – 60 Minutes Overdue
 - The Travel Coordinator will send a vehicle (which must have operational communications capable of calling back to the base camp) to the last confirmed field location of the vehicle and will also notify the Construction Manager.
 - Utilise the IVMS to determine the location of the vehicle and inform the search vehicle
- Stage 3 - Unable to Locate
 - The Travel Coordinator (or a person nominated by the Travel Coordinator) will notify the Client and request a Search and Rescue operation be initiated.

6.7 Vehicle Accidents

If you are involved in a vehicle accident, which causes injury or damage to any person, livestock or property, stop the vehicle if it is safe to do so. Assist any injured persons, get details of other drivers, if any. If it is not safe move to a safe area, as soon as is practical contact the nearest Police Station or Project camp or the Wasco Security Coordinator.

6.8 Vehicle Breakdowns

On most occasions plans will be in place and driver/security personnel are trained to manage breakdown situations. If however you are self-driving the following should be observed. Inform your Travel Coordinator, Wasco Management or someone reliable at your destination so that they can co-ordinate assistance, should this be required.

7. PERSONNEL MOVEMENT

7.1 Isolated Work

Isolated work is considered to be any activity at locations in which the possibility of being stranded in the bush due to unforeseen weather conditions or emergencies or where personnel are required to work or travel any more than 1 kilometre from drop off points on foot.

Isolated work will require reliable and multiple means of communication or emergency alerting systems.

All likely isolated on foot work personnel movements must be recorded on a journey management log at the respective base prior to departure. Information required to be recorded is as follows:

- Name
- Date
- Location/area of activity
- General planned movement throughout the day
- Time and location of pick up point
- Regular call in over the radio at a time interval to be determined in the Site-Specific Security Plan

All isolated work will require one survival pack per person involved in the task. Survival pack contents are only to be used in the event of an emergency. The use of any items must be reported on the return of the pack so that the item can be replaced.

Changes to activity plans or deviations from pre-planned trekking routes require notification and approval from the respective base camp. This allows the journey management board to be updated. Under no circumstances are changes permitted until contact is established with the base camp and authorisation granted.

Avoid getting lost:

- Ensure you understand the route, use a map, and obtain clear directions.
- Utilise a suitably qualified guide for field trips and rely on their local knowledge of the terrain and weather.
- Plan for the unexpected and never assume.
- If in doubt – ask questions.

7.2 Aircraft

All aircraft activity related to the project shall be conducted in accordance with CASA regulations and shall include mandatory SAR time recording and logging

A permit shall be issued prior to any aircraft activity to ensure all stakeholders and landowners have prior notification of aerial activity.

The pilot or observer shall notify Wasco of planned aerial activities before commencing to ensure full communication and monitoring of these activities is achieved

8. EMERGENCIES

8.1 Emergency Actions – Travelling Parties

- In the event of an emergency establish radio or phone contact with a Wasco base on the designated channel or on any operable communication device and clearly state EMERGENCY-EMERGENCY-EMERGENCY.

Emergency procedures are located in the red folder in the glovebox of the vehicle and in the back of the project passport folder.

- State your name, location and the type of emergency.
- Provide as much information to the base camp as is possible.
- Ensure that the base camp call-sign has recorded the information and is taking required action.
- If possible maintain contact with the base camp call sign or arrange a regular call back time at which point contact will be re-established. (I.e., every 10 minutes).
- Remain confident that the relevant emergency response plan will be activated and action taken to assist you.
- All other personnel are to maintain radio silence unless directed to provide assistance.

8.2 Actions by Base Camp Call

- Record the Response to the Emergency Call
- Designate a responsible person to maintain contact with the travelling party.
- Notify the HSE Coordinator, the senior manager at the point of departure and the destination if applicable of the emergency.
- Determine requirement to activate Site Specific ERP.
- Activate search and rescue planning or emergency response team members.
- Ensure clear factual information is passed to the ERT team leader or search party team leader prior to departure from the base camp locality.

Note: Any declared emergency situation shall be responded to in accordance with the current Site-Specific Emergency Response Plan, (ERP) and Wasco Emergency Management Plan (EMP).

9. TRAVELLING TO JEMENA KGMS MARLIN FACILITIES

9.1 Commuting to site

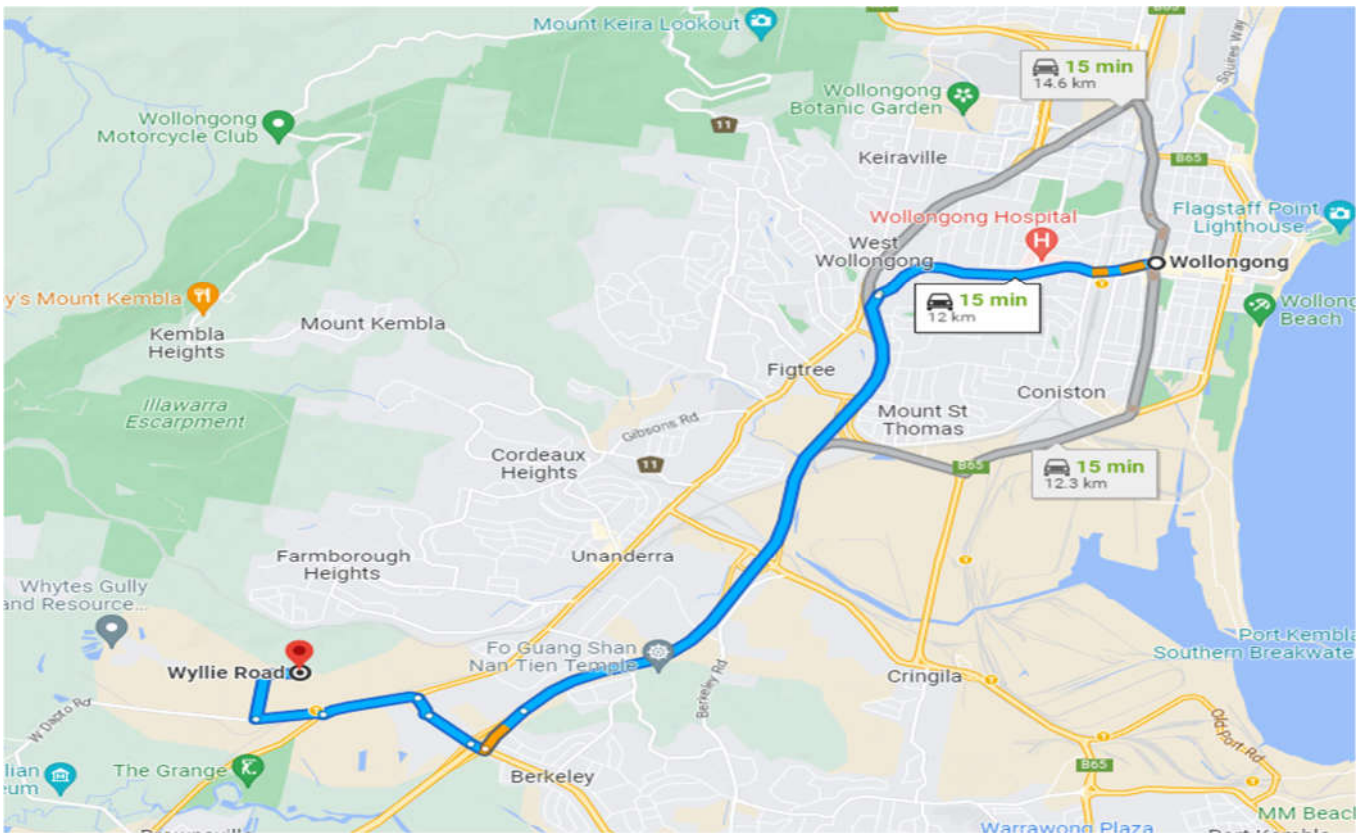
Where practicable and considering the restrictions and guidelines around COVID 19 to minimise traffic on the roads to the site carpooling and/or minibuses should be used where possible to transport workers from accommodation to the site. There is limited parking at the plant site for contractor vehicles

9.2 Travel time and distances

The distance from Wollongong CBD to Jemena KGMS Marlin Facility is approximately 12km and approximately a 20 min drive by car. The distance from Shellharbour Airport, Airport Rd, Albion Park to Jemena KGMS Marlin Facility is approximately 14.6km and approximately a 20-minute drive by car. Interstate travellers need to consider the extra travel time required to get to site, and to manage their travel to minimise fatigue.

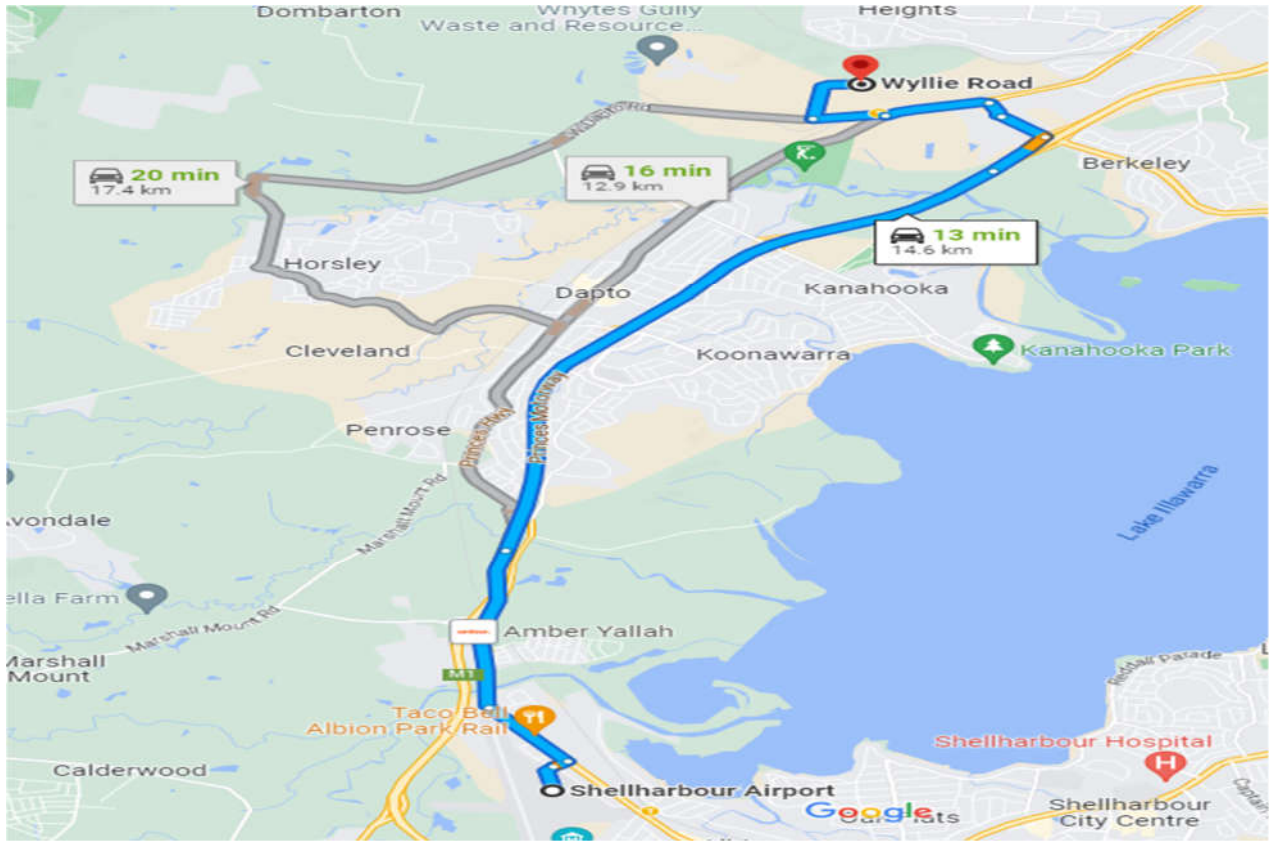
9.2.1 Wollongong CBD to Jemena KGMS Marlin Facility

- Head west on Crown St/Princes Hwy towards Crown Ln – 2.5km.
- Use the left lane to take the Princes Hwy S slip road – 27m.
- Keep right and merge onto M1 – 5.9km.
- Take the Northcliffe Dr exit towards Berkeley/Kembla Grange/Warrawong – 500m.
- At the roundabout, take the 3rd exit onto Northcliffe Dr – 170m.
- At the roundabout, take the 1st exit and stay on Northcliffe Dr – 500m.
- At the roundabout, take the 1st exit and stay on Northcliffe Dr – 230m.
- Turn left onto Princes Hwy - 800m.
- Slight right onto W Dapto Rd – 550m.
- Turn right onto Wyllie Rd – 800m.



9.2.2 Wollongong airport to Jemena KGMS Marlin Facility

- Head north on Airport Rd – 400m.
- At the roundabout, continue straight to stay on Airport Rd – 140m.
- Turn left onto Princes Hwy/A1 – 1.0km.
- At the roundabout, take the 2nd exit onto National Route 1 heading to Wollongong/Sydney – 2.4km.
- Merge onto M1 -7.2km.
- Take the Northcliffe Dr exit towards Berkeley/Kembla Grange/Warrawong – 650m.
- At the roundabout, take the 1st exit onto Northcliffe Dr – 450m.
- Turn left onto Princes Hwy -800m.
- Slight right onto W Dapto Rd – 550m.
- Turn right onto Wyllie Rd – 800m.



APPENDIX 1 - ROAD TRAVEL RISK SCENARIO AND CONTROL MATRIX

Table 2 - Risk Scenarios for Road Travel

Hazard and Definition	Unsafe Condition	Control
Fatigue	<ul style="list-style-type: none"> Lack of rest / sleep Driving at night Emotional stress Drugs and alcohol Prolonged driving time 	<ul style="list-style-type: none"> Drivers well rested prior to commencing journey Travel during daylight hours Travel two-up where possible – share the driving If not fit for work, notify Manager for relief driver Do not drive under the influence of any drugs or alcohol (ensure prescription medication does not create drowsiness) Take a 15-minute rest break every 2 hours.
Poor Road conditions	<ul style="list-style-type: none"> Unsealed road Potholes Poor visibility (trees overhanging, hills, corners etc) 	<ul style="list-style-type: none"> Drive to suit the conditions Ensure load (where applicable) is securely fastened Stay on the left hand side of the road Keep headlights on at all times throughout the journey Ensure adequate separation distances are maintained between vehicles
Slow moving machinery on the road	<ul style="list-style-type: none"> Agricultural vehicles Heavy haulage vehicles 	<ul style="list-style-type: none"> Maintain safe separation distances Only overtake under safe conditions
Mobile equipment	<ul style="list-style-type: none"> Interaction with public vehicles 	<ul style="list-style-type: none"> Where possible always be courteous to faster moving vehicles Indicate safe overtaking zones Utilise road shoulders only when safe to do so
Wildlife on the road	<ul style="list-style-type: none"> Native wildlife Agricultural animals Roadkill 	<ul style="list-style-type: none"> Stay alert Drive during daylight hours (where able) Do not swerve if an animal is likely to collide with your vehicle Where peripheral vision is impaired by trees / thick bush, slow to safe speed.
Poor visibility	<ul style="list-style-type: none"> Fog Rain Other weather 	<ul style="list-style-type: none"> Drive to suit conditions Headlight on at all times Keep to the left Do not continue to drive if conditions are too severe
Speeding	<ul style="list-style-type: none"> Self-awareness 	<ul style="list-style-type: none"> Adhere to road rules and conditions Compliance with project speed limits

Hazard and Definition	Unsafe Condition	Control
Unfamiliar with the surroundings/site location	<ul style="list-style-type: none"> • Confusion • Stress • Extended time / allowance for the journey • Running out of fuel 	<ul style="list-style-type: none"> • Familiarise yourself with the route prior to departure • Source relevant maps (where required) • Allow adequate time for delays / rest breaks • Ensure you have sufficient fuel
Unsafe vehicle	<ul style="list-style-type: none"> • Vehicle breakdown • Lack of maintenance • Not roadworthy 	<ul style="list-style-type: none"> • Ensure vehicle is roadworthy before departure (e.g. Pre-start check, mechanical service, checked by a competent person etc

APPENDIX 2 - DRIVER SAFETY PROCEDURE CHECKLIST AND SIGNOFF

Supervisor and/or responsible person(s) shall use the check boxes to initial in the right-hand column to indicate items that have been fulfilled by the driver(s) undertaking this induction session.

Table 3 - Driver Safety Checklist

Preliminary Driver Requirements	
The driver understands that he/she is fully accountable for their conduct whilst driving and as such are responsible to comply with all relevant state and/or federal road/traffic laws at all times.	
The driver has viewed and understands the requirements in this document.	
The driver is appropriately licensed.	
Company Vehicle Equipment List	
The driver understands that the following items must be carried in the vehicle whilst travelling in a Company vehicle/ rental vehicle to and from the site: <ul style="list-style-type: none"> • <i>Recommended Route Maps.</i> • <i>Emergency roadside triangles or beacons (three of either).</i> • <i>First Aid Kit.</i> • <i>Basic Car Tool Kit (provided and checked by car rental agency).</i> • <i>Spare Wheel and Replacement Kit (provided and checked by car rental agency).</i> • <i>Hi-Viz vest</i> 	
Vehicle Selection Requirements	
The driver understands that vehicles used to travel to site must meet the following criteria:	
All light vehicles used for work related activities shall comply with the Wasco (and client) Standard. A rental vehicle used for work related activities shall be sourced from an approved rental company. Any owned/leased vehicle used for work related activities shall be an approved company vehicle. Light vehicles should have high visibility colour.	
Driver Alertness Management (Fatigue Avoidance)	
Drivers are to be well rested before departure and shall never drive with significant sleep deficit	
The driver understands that it is a mandatory travel rule for his or her workday not to exceed 15 hours including travel time. In the event that the total workday hours may exceed 15 hours, the driver shall either: Seek accommodation, where they can then obtain some adequate rest before proceeding. Any accommodation/travel arrangements shall be taken in accordance with established Company procedures; or Hire a taxi or appoint another driver who can transport them to alternative accommodation.	
Wasco recommends that travel be undertaken during daylight hours. However, in unforeseen circumstances where this is not possible and overnight accommodation has been considered – drivers have the preference to travel at night so long as the 15-hour workday rule is not exceeded.	
Wasco encourages drivers to take a passenger, however, should this not be practicable, drivers have the preference to travel alone so long as they consider: <ul style="list-style-type: none"> • Their familiarity with the route – this means that the route should have been travelled at least once; • The need to take more frequent rest stops; and • The requirement to comply with all aspects of the driver safety procedure 	
Driving after a main meal should be avoided as it can induce drowsiness lasting for several hours.	
Whilst driving, operate the air conditioner on the ‘fresh air’ cycle to assist with dehumidifying the interior of the vehicle and provide fresh air circulation.	

Drivers are not to consume medication that may cause drowsiness either before or during a trip.	
Drivers shall not operate any vehicle if impaired by legal or illegal drugs including alcohol.	
Where travel time is in excess of two hours, at least one 15-minute break shall be taken every two hours whilst travelling to or from the worksite.	
<p>If drivers feel sleepy while driving, they shall stop immediately, and either:</p> <ul style="list-style-type: none"> • Take a power nap; (No greater than 15 minutes of sleep) • Change driver; or • Seek accommodation, where they can then obtain some adequate rest before proceeding. Any accommodation/travel arrangements shall be taken in accordance with established Company procedures. 	
To maintain increased visibility whilst travelling, the vehicle shall be driven with the running lights (low beam headlamps) on at all times.	
Speed	
Drivers shall obey all road traffic laws and drive in accord with particular road and traffic conditions. Drivers are personally responsible for the payment of any traffic fines, they may incur, whilst in charge of a company vehicle.	
Drivers from interstate or overseas should be aware that hazards may exist whilst driving in rural areas (eg Kangaroos, livestock etc) and that they shall take particular care and drive to the conditions when travelling in these areas. Be prepared for changing conditions and avoid travelling at night.	
Drivers shall adjust their speed to provide good overall control and adequate emergency stopping capability to suit the various conditions that may be encountered such as fog, sun glare, heavy rain and unsealed roads.	
<p>Drivers should decrease their speed in circumstances where they are unfamiliar with either:</p> <ul style="list-style-type: none"> • The type of vehicle they are driving. • The route they are driving. • Road condition 	
Rail Crossings	
Always expect a train.	
When approaching a crossing LOOK, LISTEN and LIVE.	
Stop when signal lights begin to flash – do not attempt to cross the tracks until the lights stop flashing.	
Don't assume that signal lights are infallible – all mechanical and electronic devices can fail – So look for trains even if there are lights and/or boom gates.	
Never race a train to a crossing.	
Mobile Phones	
Mobile phones, whether hands free or not, shall only be used by the driver of a vehicle whilst the vehicle is stationary and parked in a safe location.	
Switch off mobile phones before approaching a refuelling point to avoid the risk of fuel vapour ignition.	
Breakdown, Accident and Hazard Situations	
Move vehicle to a safe location well off the road and stay alert to passing traffic.	
Position breakdown triangles either side of your vehicle to provide sufficient warning to passing traffic.	
Wear safety vest if changing a tyre or undertaking a similar task.	
For all life-threatening emergencies, call 000.	
All accidents, be they minor or major shall be reported to your immediate Supervisor/Manager.	

In instances where a rental vehicle has sustained damage, drivers are to deal directly with the car rental agency. As soon as reasonable practicable, the incident shall also be reported to your immediate Supervisor/Manager.	
Any travel hazard or near miss observed or experienced by a driver shall be reported to your immediate Supervisor/Manager at the earliest opportunity, for recording in the Incident Notification System. This will assist with the identification of possible solutions/actions that can be communicated to other drivers to prevent a more serious incident from occurring.	
Driving on wet unsealed roads should be avoided where possible as this may lead to vehicle instability due to wheel ruts which could assist in the vehicle rolling over if control is lost.	

Driver Declaration

I confirm that all information provided to my supervisor and/or responsible person(s) in relation to this document is true and correct. I understand and agree to abide by the procedures set down in this document.

Name of Driver:			
Title:			
Date:		Signature:	

Name of Supervisor and/or responsible person(s):			
Title:			
Date:		Signature:	

APPENDIX 3 – JOURNEY MANAGEMENT PLAN

Travel by Road			
<i>When completed, this form is to be sent to travel coordinator and Supervising Manager prior to travel.</i>			
Travelling from:		Travelling to:	
Site Contact Name:			
Phone:			
Email:			
Vehicle rego:		IVMS model:	
Proposed route:			
Start point:			
Break point: Minimum 15 minute break			
End Point:			
Outward Journey:			
Date	Estimated time of leaving	Estimated time of arrival	Confirmation of arrival
Return Journey			
Date	Estimated time of leaving	Estimated time of arrival	Confirmation of arrival
Crew Member Name		Crew member mobile	
<p><i>On reaching your outward / return destination, contact shall be made with the travel coordinator.</i></p> <p>Note: If contact is not made within 1hr of estimated arrival time, your site contact will be contacted and steps to locate you will be initiated.</p>			
Authorisation Project Manager:			
Name			
Title			
Signature			
Date			
Department manager			

JOURNEY MANAGEMENT PROCEDURE

KEMBLA GRANGE METERING STATION PROJECT



Name	
Title	
Signature	
Date	

APPENDIX 4 - EMERGENCY CONTACTS

WASCO Personnel		JEMENA Personnel		Emergency Services	
Andrew Freeman Project Manager	M: 0429 993 168 andrew.freeman@wascoenergy.com.au	Leon Terenyi Project Manager	M:0417 302 488	Ambulance Beltana Ave, Dapto NSW 2530	000 or Station: (02) 9320 7777
Ian Shewring Construction Manager	M: 0408 727 577 ian.shewring@wascoenergy.com.au	David Hawks HSE Business Partner	M:0499 006 702	Fire Station 80 Central Rd, Unanderra NSW 2526	000 or (02) 4272 1125
Kazuya Hosokawa Project Engineer	M: 0402 531 079 kazuya.hosokawa@wascoenergy.com.au	Simon Bryzinski Construction Superintendent	M:0407 596 391	Nearest Hospital Loftus St, Wollongong NSW 2520	(02) 4222 5000
Michael Butterworth General Manager	M: 0439 210 494 michael.butterworth@wasco.com.au	Nathan Keyes Project Engineer	M:0455 604 402	Police 72 Byamee St, Dapto NSW 2530	000 or (02) 4262 9499
Julie Warren HSE Manager	M: 0411 739 768 julie.warren@wascoenergy.com.au	John Tinline Quality Advisor	M:0414 947 214	SafeWork NSW Level 1/60 Burelli St, Wollongong	(02) 4222 7333 Incident Notification: 13 10 50
Craig Ostler HSE Advisor	M: 0448 965 333 craig.ostler@wascoenergy.com.au			Wollongong City Council 41 Burelli Street, Wollongong NSW	(02) 4227 7111 council@wollongong.nsw.gov.au
Wasco Head Office	Ph: 07 3255 6550			Petroleum & Gas Inspectorate	1300 910 933
				Australia National Security Hotline	1800 123 400
				Endeavour Energy	13 10 81
				Sydney Water Faults	13 14 50 Sydney Water Complaints
				Telstra	13 22 03

23. APPENDIX G – SWEPT PATH ANALYSIS OF ENTRY AND EXIT AT KGMS



Truck Delivery Entry

LAYDOWN AREA

Driveway IN/OUT
Truck Delivery Exit

Driveway IN/OUT

Entrance/
Exit

Amenities

Generator

Jemena

Wasco

Crib Room

Entrance/
Exit

24. APPENDIX H - CONSULTATION RECORD

The following table provides a detailed record of the consultation activities associated with this Traffic Management Plan.

Stakeholder	Date Sent	Send Method	Due Date	Date Received	Comments
Wollongong City Council (WCC)	29 March 2023	Email	6 April 2023	29 March 2023	Acknowledged receipt. No further comments provided as at 18/04/2023. <i>No action.</i>
Transport for NSW	29 March 2023	Email	6 April 2023	29 March 2023	Acknowledged receipt. No further comments provided as at 18/04/2023. <i>No action.</i>
Wollongong City Council (WCC)	28 June 2023	Visit to WCC	12 July 2023	19 July 2023	WCC have yet to provide a written response as at 5/7/2023. Follow-up phone call was completed 5 th July 2023. Reference number CR0210695 WCC have provided a written response accepting the changes on 19 th July 2023.

Wasco met with Wollongong City Council on 28th June 2023 to discuss the changes to the updated Traffic Management Plan (Rev 1), specifically in relation to site parking. During the meeting, WCC provided verbal acceptance of the changes to site parking but have lodged an enquiry through to the traffic team for final acceptance. A follow-up phone call to WCC has been made on the 5th July in relation to the acceptance, as referenced in the above table, seeking written confirmation that the changes were accepted. Updated Reference number CR0210695.

WCC have provided a written confirmation on 19th July 2023 accepting the changes to site parking.

Note: REV 1 TMP amendments are not relevant / do not pertain to state controlled roads and as such TfNSW engagement is not required.

Note: consultation was not undertaken with Sydney Trains as Stage 2 pertains to a localised area on Wyllie Road, Unanderra that does not interface with Sydney Trains assets or land holdings. Given Stage 2 does not interface with Sydney Trains, it was deemed that consultation with Sydney Trains would not be required (as per Section 14.1).