



# Risk

## SMS-MS1\_Risk\_ST12 – Land Transportation Procedure

### Purpose

- + To manage the risks to health and safety of drivers, passengers and other road users arising from the use of vehicles whilst undertaking Santos activities

### Scope

- + This procedure applies to vehicles and driving performed under Santos' influence and control.

#### Life Saving Rules

##### **Wear your seat belt, drive to conditions and do not use any mobile device during driving**

- I confirm vehicle is fit for purpose before use
- I always wear a seatbelt
- I do not exceed the speed limit and reduce my speed for road conditions
- I do not overtake in dust or reduced visibility
- I do not use phones or operate devices, even in hands free mode while driving
- I am fit, rested and fully alert while driving
- I follow journey management requirements
- I confirm loads are properly restrained and within Gross Vehicle Mass (GVM) limits

### Document control

Document Owner:	Manager H&S Technical Support		
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## 1 Requirements

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### 1.1 Safe Driver and Journey

1. Drivers must be licenced to drive in the class, type and configuration of the vehicle being driven
2. Drivers must be trained and competent in the safe operation of vehicles. Refer to Appendix A for details on training requirements.
3. Driver approval requirements
  - a. Drivers (employees and contractors) must be approved for driving. The intent of approving drivers is to minimise driving exposure through a focus on number of drivers. Drivers can be approved for driving in field roads (Authorised drivers) or driving within plant and town boundaries (Restricted drivers).
  - b. Santos workers driving a Santos vehicle, must be approved either as an authorised or a restricted driver. Refer to Appendix A for details on approval and training requirements.
    - i) Authorised driver – Santos worker who is required, as part of the duties they perform for Santos, to drive on sealed/ unsealed field roads. Approval must be provided their by Santos level two leader.
    - ii) Restricted driver – Santos worker who is required, as part of the duties they perform for Santos, to drive within township/ plant boundaries and on sealed highways. Restricted drivers are not permitted to drive on sealed/ unsealed field roads. Approval must be provided by their Santos level two leader
  - c. Approved drivers must be issued with a personal IVMS keys. Drivers must only use their personal IVMS keys and must not use generic IVMS keys
  - d. A system must be established to monitor IVMS exceptions and feedback driver behaviour and performance

4. Seat belts must be worn by all occupants whenever a vehicle<sup>1</sup> is in motion, including reversing
5. Drivers must travel at speeds appropriate to the conditions
6. Speed limits must not be exceeded:
  - a. sealed roads – travel at speeds up to the sign posted speed limit
  - b. unsealed roads – 60km/h maximum, unless signposted lower
7. Drivers must be fit to drive
  - + Refer to *MS14-ST08 Drug and Alcohol Procedure* for requirements on impairment by alcohol, illegal substances and medication
  - + Refer to *MS1-ST15 Fitness for Work and Fatigue Management* for fatigue requirements
8. All journeys must be planned for safe arrival considering fatigue management, off-road driving, night time driving and emergency response requirements, and must include the following requirements:
  - a. drivers of light vehicles must rest for 15 minutes after every two hours of driving
  - b. field operations must define and implement requirements for reporting and recording vehicle movements and actions to be taken when a traveller is recorded as overdue
  - c. any need for additional vehicle lighting
9. Water crossings must only be undertaken where there is no practicable alternative and the hazards have been assessed as safe to cross. As a minimum water crossing must;
  - a. Not be undertaken when the depth of water is more than 300mm in the depth marker. Water crossing must not be undertaken if the depth cannot be accurately assessed
  - b. Not be undertaken if the flow rate is more than 2 m/s at 300mm., Rule of thumb, no wake evident around trees/ posts)
  - c. Only be undertaken if the condition of the surface is known to be sound
10. Overtaking another vehicle is prohibited when driving in dust or other situations of reduced visibility
11. Four wheel drive must be engaged, where fitted, when driving on unsealed roads and off road
12. Cruise control must not be used when driving on unsealed roads or in wet conditions
13. Drivers must stop in a safe location, prior to interacting with a mobile device<sup>2</sup>. This includes making or receiving phone calls and sending/reading messages, regardless if 'hands free'.
14. All light vehicles must reverse park or use drive through parks (i.e. forwards facing on commencement of journey)
15. Where vehicles are fitted with IVMS, a system must be established to monitor and feedback driver behaviour and performance
16. Drivers must only use their personal IVMS keys and must not use generic IVMS keys
17. Tampering of IVMS system is prohibited

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<sup>1</sup> Not mandatory in golf cart type vehicles

<sup>2</sup> Excludes oral communication using 2-way radios fitted to vehicles

## 1.2 Safe Vehicle

1. Vehicles must be:
  - a. inspected regularly (considering the type of vehicle, roads and journeys being undertaken) to check they are in a suitable condition to drive
  - b. maintained in keeping with manufacturer's guidance
2. A vehicle's safe loading limit, inclusive of passengers, must not be exceeded
3. Loads must be restrained internally and externally to reduce the risk of vehicle instability from load shifting or injury from projectiles
4. When using lifting equipment to load or unload from vehicles, loading and unloading exclusion zones (LUEZ) must be used at all times during loading/unloading activity associated with a vehicle in accordance with Appendix B. Refer to *MS01-ST08 Lifting Operations Procedure* for more information.
5. IVMS devices must be installed in light and heavy vehicles that are driven on field roads
  - a. IVMS devices must meet the Safer Together *In-Vehicle Monitoring Systems Specifications Standard Version 01*

### 1.2.1 Light Vehicles

6. All Santos light vehicles procured after 1 December 2019 must comply with the Safer Together *Light Vehicle Specification Version 01*<sup>3</sup>

### 1.2.2 Light Vehicle Trailers

7. Light vehicle trailers must comply to the following:
  - a. light vehicle trailers must not exceed 2.5m in overall width and the overhang distance from axle to the rear of the load is not to exceed 2.5m
  - b. in cases where the carried load projects greater than 1.2m from the rear of the trailer, a flag must be fitted to warn of this hazard
  - c. dual axle trailers should be selected where possible
  - d. dual safety chains must be fitted when trailers are in use
  - e. light vehicle trailers with a gross trailer mass (GTM) of greater than 0.750 tonnes must have a compatible brake system fitted
  - f. where the GTM exceeds 2 tonnes, the braking system must be fitted with a breakaway system that causes the brakes to be applied if the trailer becomes disconnected from the towing vehicle

**Note:** Trailers with a GTM of less than or equal to 0.75 tonnes do not require brakes to be fitted.

### 1.2.3 Heavy Vehicles

8. All Santos heavy vehicles procured after 1 December 2019 must meet the Safer Together *Heavy Vehicle Specification Version 03*<sup>3</sup>

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<sup>3</sup> Santos is transitioning to the Safer Together light vehicle specifications in line with fleet replacement strategy. Target compliance for vehicle specification is December 2022.

#### 1.2.4 Heavy Vehicles – Non Dangerous Bulk Liquid Loads<sup>4</sup>

9. Heavy vehicles and trailers designed to carry non-dangerous bulk liquid loads must be sized and designed such that slosh is minimal

#### 1.2.5 All-Terrain and Utility Vehicles

10. Quad bikes (or similar) are prohibited under all circumstances
11. Other utility or side-by-side type vehicles (excluding golf cart type vehicles) must meet the following minimum safety specification:
  - a. bench or bucket type seating with seat belts
  - b. steering wheel and foot operated brake and accelerator
  - c. roll-over protection
12. When using utility or side-by-side type vehicles:
  - a. helmets that comply with *AS1698:2006 Protective helmets for vehicle users* must be worn:
    - i) at locations within a gazetted (legal) road or road-related area
    - ii) in other locations when travelling at speeds in excess of 20km/h
  - b. a radio or other means of communication must be carried

### 1.3 Vehicle Recovery

1. Only workers that are trained and competent may perform light vehicle recovery. Refer to Appendix A for details on training requirements.
2. When using a second vehicle for recovery, workers must:
  - a. undertake a documented risk assessment for each recovery
  - b. use only original equipment manufacturer-approved recovery points
  - c. use task-specific recovery equipment that meets or exceeds applicable Australian Standards
3. Recovery of a bogged vehicle (where wheels are not moving freely) using a tilt tray truck by a Santos employee is prohibited under all circumstances.

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<sup>4</sup> Requirements for liquids that are Dangerous Goods (e.g. crude oil) are detailed in the *Australian Code for the Transport of Dangerous Goods by Road and Rail* (ADG Code)

## 2 Key Terms

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<b>Term or acronym</b>	<b>Definition</b>
Aggregate trailer mass (ATM)	The total mass of the trailer when carrying the maximum load recommended by the manufacturer. This will include any mass imposed onto the towing vehicle.
Field road	A field road is any road or track within a Santos area of operations that may be a public or private road. The road or track may have a natural or bitumen (or similar) surface. This excludes plant and town boundaries.
Gross trailer mass (GTM)	The maximum loaded mass transmitted to the ground by the axle, or axles, of the trailer when coupled to a towing vehicle. Except for semi-trailers, the difference between the ATM and GTM is usually small.
Gross vehicle mass (GVM)	The maximum loaded mass of a motor vehicle
Heavy vehicle	A vehicle that with a gross vehicle mass (GVM) or aggregate trailer mass of more than 4.5 tonnes. The GVM of a vehicle is the maximum it can weigh when fully loaded, as specified by the manufacturer.
Light vehicle	A vehicle with a gross vehicle mass (GVM) not more than 4500kg, not including motorbikes, bicycles and tricycles
LUEZ	Loading/unloading exclusion zone
Off-road	Driving associated with travel on unformed roads, including but not limited to, traversing pipeline easements, site scouting and seismic activities. Off road driving does not include formed unsealed roads leading to Santos assets/facilities (e.g. well pad access tracks).
Santos worker	Any person who performs work, or provides services, in any capacity for, or on behalf of, Santos, including all of the following: (a) employee, officers and directors (b) contractors, agents, consultants and subcontractors (c) apprentices, trainees, secondees, students gaining work experience and volunteers
Vehicle	Includes heavy and light vehicles but excludes mobile plant (e.g. forklifts and cranes, scissor lifts). Refer to <i>MS01-ST08 Lifting Operations Procedure</i> for more information about mobile plant used for lifting.
Road-related area	An area that divides a road, a footpath or nature strip adjacent to a road, car parks and any shoulder of a road

## Appendix A Driver Training and Approval Requirements

1. Santos Workers must hold the minimum qualifications and approvals defined in the table below.

Vehicle type / driving conditions	Qualification/training required	Re- qualification frequency	Approval required
Driving on sealed highways <sup>5</sup> OR Within plant and township boundaries <sup>6</sup>	Santos Safe Drive online module <i>All Santos Restricted drivers must complete this training</i>	3 yearly	Restricted driver Authorised driver
Driving on unsealed roads outside township boundaries	Santos safe drive online module AND <i>PMASUP236B – Operate vehicles in the field<sup>7</sup> assessed in the location where the individual works</i>	3 yearly	Authorised driver
Driving off-road roads	Santos safe drive online module AND <i>RIIVEH305E – Operate and maintain a four wheel drive<sup>8</sup> assessed in the location where the individual works</i>	3 yearly	Authorised driver
Towing light vehicle trailers	<i>AURTGA001 Drive and Manoeuvre Trailers</i> OR Equivalent	3 yearly	n/a
All-terrain and utility vehicles	N/A	N/A	Authorised driver when used on unsealed roads or outside township boundaries
Light vehicle recovery	<i>FWPCOT3260 – Recover four wheel drive vehicles<sup>9</sup></i> OR Equivalent	n/a	n/a
Heavy vehicles	Heavy Vehicle Roll Over Awareness AND <i>TLIF0001 – Apply Chain of Responsibility Legislation, Regulations and Workplace Procedures (Level 1) or equivalent</i> AND <i>TLIF0005 – Apply a fatigue risk management system or equivalent</i> AND Defensive Driver Training	5 yearly	n/a

**Table 1.** Minimum qualification for Santos Worker

<sup>5</sup> This refers to highways and not field roads (e.g. if the drivers are only required to undertake journey from Whyalla to Port Bonython or Roma to Injune). Driving on sealed field roads is hazardous. Drivers on sealed field roads must be authorised drivers.

<sup>6</sup> Town boundaries refer to driving within a hub (e.g. Moomba town fence)

<sup>7</sup> Contractors driving their own vehicles must be qualified in PMASUP236B or RIIVEH305E or their equivalent with a 5 year refresh period. Contractors need to complete Santos Safe Drive online module.

<sup>8</sup> Contractors driving their own vehicles must be qualified in PMASUP236B or RIIVEH305E or their equivalent with a 5 year refresh period. Contractors need to complete Santos Safe Drive online module.

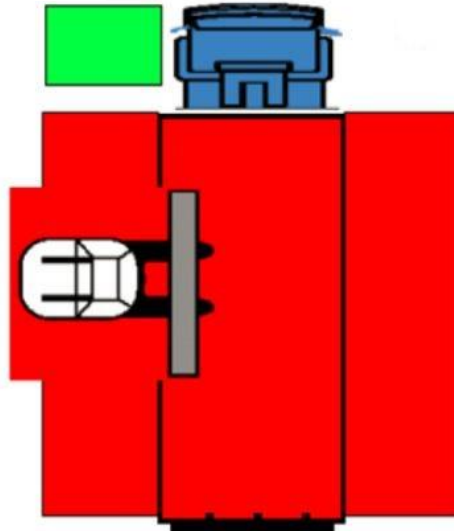
<sup>9</sup> This course does not cover recovery using tilt-tray truck. Refer Section 1.3, requirement 3.

### Green zone SAFE!

Safe zone must be positioned to enable loading/unloading operator to maintain visual contact whilst operating loading/unloading equipment.

### Red zones DANGER!

No one must be in the red zone while machinery is operating. A truck driver or any other person can only enter the exclusion zone when instructed clearly by the machine operator.



*The same system applies when loading in non-painted areas. Consider using fences, cages, barriers, truck gates, barricades, bollards, tape, chains, etc.*