



S2-FGJV-HSA-PRO-0011

JOURNEY MANAGEMENT AND IVMS DISCIPLINARY PROCEDURE

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CONTENTS

1. PURPOSE AND SCOPE	3
1.1. Purpose	3
1.2. Scope	3
2. ABBREVIATIONS AND DEFINITIONS.....	3
3. ROLES AND RESPONSIBILITIES	3
4. INSTRUCTIONS	4
5. TRANSPORTATION OF PERSONNEL.....	4
6. TRANSPORTATION OF MATERIAL.....	4
7. APPROVAL FOR TRAVEL	5
8. DRIVING REQUIREMENTS	5
8.1. Incidents	5
8.2. Roadside Maintenance	5
9. MISSING DRIVER / PERSONNEL.....	6
9.1. Search Party.....	6
10. IN VEHICLE MONITORING SYSTEM (IVMS)	6
10.1. IVMS Devices.....	6
10.2. IVMS Data Monitoring	7
11. IVMS DISCIPLINARY EXCEPTIONS AND ACTIONS	8
11.1. Point Deduction System.....	8
12. NON-COMPLIANCE	8
APPENDIX A: EXCEPTIONS AND PENALTIES	10

1. PURPOSE AND SCOPE

1.1. Purpose

To describe the Health, Safety & Security procedure to be followed when operating vehicles to ensure the safety of the personnel and vehicles involved.

This procedure shall provide the instructions on how to implement the In-Vehicle Monitoring System (IVMS) to produce the desired output.

This Procedure does not circumvent or overwrite established vehicle requirements of New South Wales. All drivers and vehicles must meet the requirements of state and federal laws for vehicle operation.

1.2. Scope

This procedure applies to vehicle utilization performed in support of FGJV operations in all areas of the Snowy 2.0 Project.

2. ABBREVIATIONS AND DEFINITIONS

ACRONYM / TERM	DEFINITION
FGJV	Future Generation Joint Venture
FMS	Fleet Management System: A combination of devices, software tools, and other resources put together in a system to manage CDJV fleet of vehicles for maintenance and plant equipment required issues (like maintenance, fuel consumption)
IVMS	In Vehicle Monitoring System: "On-board" computer, connected to the vehicle mechanical and electrical systems, used to collect data on vehicle's activities and to monitor safe driving habits
JMP	Journey Management Plan
SHL	Snowy Hydro Limited (The Client)

3. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Project Director	Responsible to ensure that all tools and equipment are available in support of this Procedure
Construction Manager	Responsible to ensure implementation and compliance with the procedure
Site HSE Manager	Responsible to ensure that all light and heavy vehicle operators are given proper orientation and training. Shall be responsible to conduct analysis of the data collected from the IVMSs and issue recommendations based on these analysis reports
HR / IR Manager	Responsible for the correct implementation of the disciplinary process for breaches of this procedure
Plant and Equipment Manager	Responsible to ensure that all vehicles are in a safe mechanical condition for operation provided by the Plant Department. The Plant Manager shall ensure the proper implementation of the Fleet Management System on all vehicles and shall ensure that all vehicles are mounted with a properly working IVMS with each IVMS Tag registered to a driver
Line Managers and Supervisors	Responsible to ensure that the drivers or operators of vehicles are qualified and are fit for work prior to operating any vehicle

ROLE	RESPONSIBILITIES
All Drivers	<p>Responsible to implement and comply with all reasonable instructions included in this procedure.</p> <p>Require a valid licence to operate the vehicle according to its classification.</p> <p>All light vehicle drivers must have completed an approved 4x4 training course to be issued an IVMS key.</p> <p>That they are trained and made aware of their responsibilities under the provisions of this procedure</p>

4. INSTRUCTIONS

- All legal vehicle documentation and licenses shall be valid, and copies kept in vehicle.
- All light and heavy-duty vehicles on the Project shall be mounted with the IVMS.
- The vehicle shall be in a good condition and safe to drive prior to operation. Proper inspection shall be undertaken and documented on the daily vehicle inspection form.
- Drivers are not to be impaired by alcohol and drugs (including prescription medication which may impair performance).
- Strict disciplinary action will be taken against any violators; violation of this procedure may include termination.
- Drivers shall never drive when feeling sleepy.
- Drivers shall never use mobile phones when driving. If the use of a mobile phone is urgently needed, it is required that the operator stops the vehicle in a safe location and then makes / answers a call.
- Drivers shall not eat / drink when operating a vehicle – it increases the chances of distraction and thus increases the chance of incidents.
- No person can smoke in a vehicle as per FGJV policy.
- If Fauna is damaged due to collision, if possible, remove the carcass to the side of the road (if safe to do so) and report the incident immediately to the FGJV Environment Team.

5. TRANSPORTATION OF PERSONNEL

Drivers and passengers are always required to wear their seat belt.

Vehicles can only carry the number of passengers in accordance with the vehicle compliance plate and the number of available seatbelts.

Passengers shall not be transported in the tray of pickups or on truck beds.

Drivers shall not transport unauthorized persons in Company vehicles. The driver's supervisor shall authorize all passengers in the vehicle.

Drivers have full authority to refuse to transport any passenger who refuses to use seat belts. Conversely, passengers may refuse to ride with a driver who refuses to wear his seat belt.

6. TRANSPORTATION OF MATERIAL

The driver is responsible for transporting materials in compliance with the National Transport Commission and ensuring that a load does not exceed the manufacturer's design load capacity.

All loads must be properly covered when necessary, secured and tied down.

Materials should not extend over the sides of the vehicle unless appropriate road permits are granted.

Loads extending beyond the front or rear shall be marked with a red flag. No load can extend more than 2 metres beyond the rear or 1.2 metres in front of the vehicle and such loads must be equipped with visible warning devices at the rear end points.

As a rule-of-thumb, during normal conditions keep 3-4 seconds difference between your vehicle and the front vehicle, when driving a small vehicle, and 5-6 seconds when operating a large one.

7. APPROVAL FOR TRAVEL

Specific approval for travel must be obtained in the following instances:

- Any Night Travel (written permission from the Construction Manager);
- Any Lone Work (written permission from Construction Superintendent);
- Any travel that is not organised as part of the Project mobilisation e.g. visitors to site for Project purposes such as Environmental Surveys (permission from the Construction Manager).

8. DRIVING REQUIREMENTS

The Project policy is that no Project Personnel drive at night without the specific approval of the Construction Manager, or his nominated representative. Failure to obey this requirement will result in disciplinary action.

All vehicles must be operated in a safe and legal manner by the designated licensed drivers who hold a current 4WD Trained Certificate, with attention to overloading, speed restrictions, fatigue management and directions.

A detailed vehicle inspection shall be made prior to all departures with results of the check recorded in the FGJV supplied log report books.

Defects that impact on the safety of the vehicle shall be rectified prior to use.

FGJV acknowledges that long hours without adequate rest can impair performance to a similar or greater level than alcohol. All project personnel shall comply with the requirements of the Substance Abuse and Fitness for Work Procedure S2-FGJV-HSA-PRO-0012.

8.1. Incidents

In the event of an incident the following applies:

1. Stop and raise the Alarm (Channel 16 or 40 or mobile phone)
2. Render assistance if safe to do so
3. Call for medical, police or fire services assistance where required
4. Advise Plant and Equipment Journey Management and your Supervisor
5. Give name and company name to other parties and Police where requested.

8.2. Roadside Maintenance

In the event of roadside maintenance, the following applies:

1. Attempt to park the vehicle on the road verge well clear of the road
2. Initiate emergency hazard lights and roof mounted warning light
3. Contact your Supervisor or the Plant Department using project radio system, channel 16 or channel 40
4. Do not attempt repairs or maintenance to the vehicle
5. If in doubt wait for assistance.

9. MISSING DRIVER / PERSONNEL

The Site HSE Manager (or his delegate) shall establish a controlled Missing persons search.

This shall commence:

- After a worker has not made contact one (1) hour after the allotted contact time.

9.1. Search Party

In the event a personnel member is not accounted for, a search party shall be formed to locate the missing person(s).

The search party shall consist of a minimum of two (2) personnel (one of whom has first-aid training) be equipped with as a minimum:

- First-aid kit;
- Detailed area maps;
- Enough quantities of drinking water (minimum 5 litres per person);
- Torch;
- Radios;
- A satellite phone for communication with the Plant and Equipment Journey Management attendant, or FGJV Site HSE Manager (or delegate).

The search party shall be given the last known location of any person(s) missing and the approximate time at that location.

The search party shall travel along the planned route as per the Journey Management Plan.

Before sending out a search party, the FGJV Site HSE Manager (or delegate), shall be advised by radio or phone and kept informed of the situation in order to assist if the situation escalates.

10. IN VEHICLE MONITORING SYSTEM (IVMS)

FGJV's continued commitment to safety has seen the implementation of the IVMS for Project vehicles for the Snowy 2.0 Project.

The IVMS provides a system to enable the real time tracking of personnel driving in the Project field environments. Its purpose is to assist in improving driving behaviour which has been identified as a key risk to safety performance on the Snowy 2.0 Project.

The IVMS registers vehicle speed and location and provides the driver with a Panic Alarm button should an emergency occur.

The objective is to ensure that;

- All personnel are complying with safe driving standards as determined by FGJV and Snowy Hydro Ltd (SHL), including the requirement to drive to conditions and within the nominated speed limits;
- To enable timely and accurate location of vehicles in the event of an emergency.

10.1. IVMS Devices

The device will be installed on all types of vehicles; device can be fitted in electronic or Mechanical Vehicles' speedometers. The Plant and Equipment department is responsible for the installation and maintenance of the IVMS.

The data monitored by default by the devices are the following:

- Speed at all time;
- Hours Driven;

- Rest time;
- RPM;
- Heavy braking;
- Fast Acceleration;
- Incident Report;
- Last minute log;
- Idle time;
- Date and Time;
- Ignition;
- Time Running.

The data that can be monitored by the devices are as follows:

- Fuel Sensors;
- Door Activity;
- Siren;
- Lights;
- Handbrake;
- Air Conditioning;
- Oil Pressure;
- GPS;
- Indicators;
- Seat Belt;
- Speed Limiters;
- Idle Limiter.

10.2. IVMS Data Monitoring

The Plant Manager shall appoint a designated representative who shall be responsible for continuous download of information from the IVMS installed on vehicles.

The following are the reports and safety information required from the IVMS and reported to the Construction Manager and Site HSE Manager:

- Number of Kilometres Driven per vehicle;
- Number of operational hours per day per vehicle;
- Night driving hours per vehicle per day (Night Driving is defined as driving after sunset by 30 minutes. Night driving should be limited as much as is practicable);
- Records of over speeding (measured against the project specific sites speed limits);
- Harsh breaking incidents;
- Acceleration exceptions;
- Idling exceptions;
- RPM exceptions;
- Seatbelt exceptions;

- Handbrake exceptions;
- Route travelled per day (where applicable; for vehicles equipped with the GPS Module of the Fleet Monitoring System);
- The recordings of the IVMS equipment immediately before and after an incident took place.

The above collected data shall be analysed by the Project and Site HSE Manager(s), Project Director and Construction Managers. The output shall be used to compile / identify:

- Descriptive statistics on vehicle safety for the project;
- Driving behaviour of the drivers and improvements over time;
- Vehicle incident investigation supporting documents;
- Corrective actions and close out;
- Loss of driving privileges for drivers who lose allocated points.

11. IVMS DISCIPLINARY EXCEPTIONS AND ACTIONS

The IVMS is not only to recognise good driving behaviours but to also provide feedback to drivers who register driving exceptions.

Managers are to use the IVMS data to detect poor driving and modify behaviour of individuals found to be breaching the project rules relating to the operation of vehicles on the Project.

It is a requirement of the FGJV that each person operating a motor vehicle have their own individual IVMS fob key and have completed a recognised 4 WD course before operating a project vehicle.

The Project Director will audit this process to ensure all exceptions have been dealt with as per the requirements of Appendix A: and that driver behaviour is improving.

11.1. Point Deduction System

Every person is given fifty (50) points. Points are deducted monthly based on breaches and the allocated points for such listed in Appendix A. Once a person reaches zero (0) points they will automatically be banned from driving on the Project for one (1) calendar month from the date zero points was attained.

Point deductions are cumulative for a period of six (6) months, after which the points balance is reset to fifty (50) points for all personnel and any deductions reset to zero.

In the case that personnel have reached fifty (50) points within the period and had their right to drive suspended, following completion of the driving suspension that persons points balance will be reset to fifty (50) points and all deductions reset to zero. Note the consequences of a second ban within twelve (12) months below.

A disciplinary letter is also to be issued to enable the HR Performance Management process to be followed.

Personnel hired as full-time drivers (coach, HGV. etc.) who lose driving privileges and are unable to be given alternate duties maybe removed from the Project.

A second ban for any driver within a twelve (12) month period will result in disciplinary action up to and including removal from the Project.

The Discipline Table is to be submitted weekly to the Construction and Discipline Managers, HSE Managers and the Project Director for oversight of repeat offenders.

12. NON-COMPLIANCE

The Construction Manager will counsel personnel who refuse to comply with this procedure, and disciplinary measures shall be applied accordingly. All employees are held accountable for their actions or inaction pertaining to this procedure. Continued non-compliance may result in disciplinary action up to, and including, removal from the project.

Appendix A: EXCEPTIONS AND PENALTIES

IVMS BREACH	POINTS DEDUCTED
IVMS 05 -14 Km/Hr Over IVMS SPEED LIMIT	ONE (1) POINT
IVMS 15 - 19 Km/Hr Over IVMS SPEED LIMIT	THREE (3) POINTS
IVMS 20 + Km/Hr Over IVMS SPEED LIMIT	FIVE (5) POINTS
* NOT WEARING A SEATBELT WHEN THE VEHICLE IS IN MOTION	FIVE (5) POINTS A written explanation by the offender must be completed.
TAMPERING WITH IVMS HARDWARE AND ASSOCIATED SPEED ALARMS	A written explanation by the offender must be completed. May result in immediate removal from the Project.

* To be addressed on a case by case basis. A written explanation must be completed for a seatbelt violation. If three seatbelt exceptions are recorded in a year, then the person will be issued a written warning. Subsequent exceptions may result in removal from the Project.

Drivers will be held accountable for the passengers in their vehicle who do not comply with wearing a seatbelt.