

## SMS-HSS-OS2-PD08 Land Transportation Procedure

## Purpose

The purpose of this document is to provide the requirements for vehicle use when conducting Santos work activities to reduce the risks to:

- + Drivers
- + Passengers
- + Other road users

#### Scope

This scope of this document applies to vehicle operations while performing Santos related work activities in Australia.

The following applies to overseas sites or projects (permanent or temporary assignment):

- + Requirements of this document apply in principle but must be adapted following risk assessment to meet local laws, risks and conditions.
- + Differences must be approved by the Country/Project Manager and HSER Manager.

Out of scope is non-Santos work related driving activities.

# Life Saving Rules Wear your seat belt and drive to conditions I confirm the vehicle is fit for purpose before use I always wear a seatbelt I do not exceed the speed limit and reduce my speed to suit the 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 Technical Health & Safety Support             |                 |     |
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| Approved by:    | Vice President EHSS, Access and Aboriginal Engagement |                 |     |
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| Version Changes: | <ul> <li>Usability Mapping reformatting</li> <li>Application of requirements to overseas sites/projects added to Scope section</li> <li>Driver fatigue requirements for mandatory rest breaks clarified and requirements for fatigue detection technology alerts added</li> <li>Driver authorisation categories revised to Restricted, Field and Off-road</li> <li>Heavy vehicle driver history checks requirements added</li> <li>New water crossing requirements aligned with Safer Together and associated annual awareness training</li> <li>Vehicle specifications clarified for light, heavy, contractor, hire and personal vehicles</li> <li>Santos contractor IVMS requirements updated, including exemption for short term contractors</li> <li>Minimum frequency of driver vehicle inspections added</li> <li>Additional vehicle recovery information</li> <li>New requirements for preventing falls from the back of trucks</li> <li>Santos driver training re-fresher training frequency revised to 5 yearly and RPL for drivers already holding valid nationally accredited driver training.</li> </ul> |
|------------------|--|
|                  | valid nationally accredited driver training.   |

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# 1. Driving Requirements

## 1.1 Safe Driving

| Fit to drive                     | Drivers must be fit to drive.<br>Drivers must not be impaired by:<br>+ Alcohol<br>+ Illegal substances<br>+ Medication<br>+ Fatigue (see Fatigue Management and Journey Management).   |
|----------------------------------|--|
| Using vehicle safety<br>features | <ul> <li>Drivers must use vehicle safety features as follows:</li> <li>+ Seat belts must be worn by all occupants whenever a vehicle is in motion, including reversing. <u>Exception</u>: moving vehicles at low speed within a vehicle maintenance facility.</li> <li>+ Four-wheel drive must be engaged when driving on unsealed roads and offroad.</li> <li>+ Cruise control must not be used when driving on unsealed roads or in wet conditions.</li> </ul> |
| Speed limits                     | Speed limits must not be exceeded. Drivers must drive at safe speeds considering road and environmental conditions even if it is lower than the designated speed limit.<br>The speed limit on unsealed roads is 60km/hr unless signposted lower.   |
| Mobile devices                   | <ul> <li>Drivers must stop in a safe location prior to interacting with a mobile device. This includes:</li> <li>+ Making or receiving phone calls and sending/reading messages, including 'hands free'. <u>Exception</u>: oral communication using 2-way radios fitted to vehicles.</li> <li>+ Entering information into journey navigation devices e.g. FieldNav app.</li> </ul>   |
| Overtaking                       | <ul> <li>Overtaking must only be undertaken where there is:</li> <li>+ Clear vision of the road ahead and oncoming traffic.</li> <li>+ Sufficient clear road to complete without speeding.</li> <li>Overtaking is prohibited when driving through dust or in other situations of reduced visibility e.g. sun glare, fog, blind crests / corners.</li> </ul>  |
| Parking light vehicles           | All light vehicles must reverse park or use drive through parks at Santos sites (i.e. forwards facing on commencement of journey).   |

## 1.2 Fatigue and Journey Management

| Light vehicle drivers | Light vehicle drivers must comply with the following to manage fatigue:  |  |  |  |  |
|-----------------------|--|--|--|--|--|
|                       | + Not drive for more than 10 hours in a 24-hour period.  |  |  |  |  |
|                       | + Stop and rest for 15 minutes after 2 hours of continuous driving (or sooner if   |  |  |  |  |
|                       | required). Note: A journey is considered to be continuous if there have not  |  |  |  |  |
|                       | been at least 15 minutes of stops accumulated during a 2-hour period.  |  |  |  |  |
| Heavy vehicle drivers | Heavy vehicle drivers must comply with:  |  |  |  |  |
|                       | <ul> <li>Fatigue management requirements defined for light vehicle drivers except</li> </ul>   |  |  |  |  |
|                       | when the vehicle driver's primary role is a heavy vehicle truck driver.  |  |  |  |  |
|                       | <ul> <li>Heavy Vehicle National Law requirements (or equivalent for the jurisdiction) for<br/>driver fatigue management as a minimum.</li> </ul>                                   |  |  |  |  |
| Fatigue detection     | Drivers of vehicles fitted with fatigue detection technology must pull over and stop   |  |  |  |  |
| technology            | for at least 5 minutes if a fatigue alert is activated whilst in motion. No action   |  |  |  |  |
|                       | required if vehicle is stationary.   |  |  |  |  |
| Journey management    | Journeys outside of plant, facility or township boundaries must be planned and   |  |  |  |  |
|                       | monitored for safe arrival.  |  |  |  |  |
|                       | Journey management must include the following:   |  |  |  |  |
|                       | + Journey planning e.g. route planning, expected duration/arrival time, sufficient   |  |  |  |  |
|                       | fuel and drinking water, rest break opportunities, functioning communications  |  |  |  |  |
|                       | <ul> <li>equipment, response plan in an event of an emergency or vehicle breakdown.</li> <li>+ Reporting and recording vehicle movements and actions to be taken when a</li> </ul> |  |  |  |  |
|                       | traveller is recorded as overdue.  |  |  |  |  |
|                       | <ul> <li>Night-time driving undertaken as part of routine operations must have pre-</li> </ul>   |  |  |  |  |
|                       | approved journey management controls in a documented journey   |  |  |  |  |
|                       | management plan for the site or activity.  |  |  |  |  |
|                       | + Night-time driving outside of routine operations must be approved by the   |  |  |  |  |
|                       | driver's most senior site-based supervisor or manager.   |  |  |  |  |
|                       |  |  |  |  |  |
|                       | <b>NOTE:</b> The Santos FieldNav app is available as a helpful   |  |  |  |  |
|                       | journey management tool.   |  |  |  |  |
|                       | Details are available on Discover or via the Santos Health,  |  |  |  |  |
|                       | Safety & Security or Fleet Management teams.   |  |  |  |  |

## 1.3 Driver Training and Authorisation

| Drivers must be licenced | Drivers must be licenced for the class, type and configuration of vehicle being driven.<br>If a driver has their licence suspended, cancelled or has a restriction imposed, the driver must: |  |  |
|--------------------------|--|--|--|
|                          | <ul><li>+ Not operate a vehicle.</li><li>+ Notify their supervisor.</li></ul>  |  |  |
| Driver training          | Drivers must complete the training specified in Appendix A.  |  |  |

# Drivers must be authorised

Drivers must be authorised for the type of:

- + Vehicle being driven e.g. light or heavy
- + Driving required.

Authorisations required are described as follows:

| Authorisation | Description   |
|---------------|---|
| Restricted    | Driving within:<br>+ urban areas<br>+ plant areas<br>+ sealed highways between urban areas.   |
| Field         | Restricted driving authorisation plus driving on sealed or unsealed roads in Santos field areas.  |
| Off-road      | Restricted and field authorisation plus driving on unformed<br>tracks e.g. pipeline easements, site scouting or seismic<br>activities.<br>Note: Off-road areas may require environment and/or land<br>access approval prior to being driven on. |

Refer to Appendix A for more information.

History check for heavy vehicle drivers A traffic offence history check must be completed prior to authorisation as a heavy vehicle drivers only driving heavy vehicles within the confines of a plant area boundary). The history check must:

- + Be completed no more than 6 months prior to authorisation.
- + Cover at least the previous 5 years.
- + Include all Australian states and territories where the driver is or was licenced.

Authorisation to drive a heavy vehicle may not be given if the history check identifies any of the following have occurred in the last 5 years:

- + Loss / suspension of heavy vehicle driver's licence.
  - The following drug and alcohol offenses:
    - Mid or high range blood alcohol
    - Driving under the influence of drugs
    - Refusing an alcohol or drug test.
- + 2 or more serious traffic offences including, but not limited to:
  - Low range blood alcohol
  - High speed e.g. greater than 30 km/h over the speed limit or similar in the jurisdiction
  - Dangerous / negligent / reckless driving
  - Hoon offence
  - Refusing to stop for police
  - Driving while disqualified/suspended.
- + 2 or more heavy vehicle driving offences (e.g. speed, fatigue).
- + A pattern of traffic offences indicating a poor attitude towards road law compliance and / or road safety.

## 1.4 Water Crossings

| Considerations                       | <ul> <li>A driver must only consider driving through water if:</li> <li>+ There is no practical alternative.</li> <li>+ They have confidence that: <ul> <li>- The road surface is intact.</li> <li>- The water depth and speed are safe (see table below).</li> </ul> </li> </ul>   |                          |  |  |
|--------------------------------------|---|--------------------------|--|--|
| Determining water depth<br>and speed | Drivers must never enter water on foot or in their vehicle to try to determine depth.<br>Depth can be judged from depth markers if the road is intact, visual assessment if<br>road surface is visible through the water, observing other vehicles crossing etc.<br>The following table and diagram provides criteria for water speed and maximum<br>depth:   |                          |  |  |
|                                      | Water speed   | Maximum depth            |  |  |
|                                      | Fast-flowing (above normal walking pace).   | Bottom rim of the wheel. |  |  |
|                                      | Slow flowing or still (below normal walking pace).  | Wheel hub                |  |  |
|                                      | Slow flowing  |                          |  |  |
|                                      | Drivers must consider the crossing high risk and must not cross if there is any doubt about:  |                          |  |  |
|                                      | <ul> <li>+ Suitability of surface</li> <li>+ Depth of water</li> <li>+ Speed of water.</li> </ul>   |                          |  |  |
|                                      | Refer to High Risk Water Crossings for further assess   | sment requirements.      |  |  |
| High risk water crossings            | Drivers must contact their supervisor and have a conversation about high risk water crossings. These include:   |                          |  |  |
|                                      | <ul> <li>Crossings at night.</li> <li>Width of water more than 5 m. <u>Exception</u>: designated concrete causeways with flood markers and no signs of recent heavy flooding.</li> <li>Driver has not driven the road in the last 3 months.</li> <li>Driver is not confident in their assessment of the depth, speed or surface condition of the crossing.</li> <li>Water at the crossing exceeds height / speed limits but there is an emergency situation which requires the vehicle to cross.</li> </ul> |                          |  |  |
|                                      | <ul> <li>NOTE: A crossing is not considered</li> <li>t is under the active control of t</li> <li>t has been declared open by or<br/>gas operators.</li> </ul>   | he Police / Main Roads   |  |  |

| Supervisor conversation         | The superviso<br>must include t   | r's conversation with a driver regarding a high risk water crossing<br>he following:  |  |
|---------------------------------|---|---|--|
|                                 | + Challeng  | e the driver on the need to cross.  |  |
|                                 | + Discuss t   | he following:   |  |
|                                 |   | the driver has determined the speed and depth of the water.<br>risks and the controls the driver will use before, during and after the<br>sing.                                   |  |
|                                 | The superviso   | r must:   |  |
|                                 | <ul> <li>Not let drivers cross if there is any doubt about the risk.</li> </ul> |   |  |
|                                 | + Establish contact with the driver once they have crossed.                     |   |  |
| Safely driving through<br>water | The following determined sa   | requirements apply to driving through water once it has been fe to cross:   |  |
|                                 | When  | Requirement   |  |
|                                 | Before  | <ul> <li>+ Select low range 4WD and choose a low gear.</li> <li>+ Lower windows to provide an escape route.</li> <li>+ One vehicle at time to cross.</li> </ul>                   |  |
|                                 | During  | <ul> <li>+ Approach the water at slow speed.</li> <li>+ Don't brake when approaching the water.</li> <li>+ Drive in the middle of the road where the crown is highest.</li> </ul> |  |

+ Drive in the middle of the road where the crown is highest.

+ Gently apply the brake pedal with left foot for a few seconds

+ Drive at a steady speed without change gears.

while driving to dry the brakes.

After

# 2. Vehicle Specifications

## 2.1 Types

| 5                      | All light vehicles procured after 1 December 2019 must meet the specifications provided in Safer Together Light Vehicle Specification Version 02.<br>Light vehicles procured prior to 1 December 2019 should be:                             |   |  |  |
|------------------------|--|---|--|--|
| _                      | <ul> <li>Fitted with the specified equipment where practicable.</li> <li>Replaced with a vehicle that fully meets the specification within a reasonably practicable time frame.</li> </ul>   |   |  |  |
| Light vehicle trailers | Light vehicle trailers specification   | s are as follows:   |  |  |
|                        | + Trailers must not exceed 2.5m in overall width.  |   |  |  |
|                        | 0  | e to the rear of the load must not exceed 2.5m.                                     |  |  |
|                        | <ul> <li>A flag must be placed at the end of the load when the carried load projects<br/>greater than 1.2 m from the rear of the trailer.</li> </ul>   |   |  |  |
|                        | + Dual axle trailer must be sel  | ected where possible.   |  |  |
|                        | + Dual safety chains must be used when trailers are in use.  |   |  |  |
|                        | <ul> <li>Trailers with greater than 0.75 tonnes gross trailer mass (GTM) must be fitted<br/>with a compatible brake system.</li> </ul>   |   |  |  |
|                        | <ul> <li>Where the GTM exceeds 2 tonnes, trailers must have a breakaway system<br/>fitted to the braking system. This system will cause the brakes to be applied if<br/>the trailer becomes disconnected from the towing vehicle.</li> </ul> |   |  |  |
|                        |  | 1 December 2019 must meet the specifications<br>y Vehicle Specifications Version 3. |  |  |
|                        | Heavy vehicles procured prior to 1 December 2019 should be:  |   |  |  |
|                        | + Fitted with the specified equipment where practicable.   |   |  |  |
|                        | <ul> <li>Replaced with a vehicle that fully meets the specification within a reasonably<br/>practicable time frame.</li> </ul>   |   |  |  |
|                        | The following requirements apply to heavy vehicles with specific loads:  |   |  |  |
|                        | Specific loads   | Requirement   |  |  |
|                        | Heavy vehicles and trailers designed to carry bulk liquids   | Must be sized and designed so that slosh is minimised.                              |  |  |
|                        | Heavy vehicles carrying dangerous goods Must meet the requirements of the Australian Code for the Transportation of Dangerous Goods by Road and Rail.  |   |  |  |

| All-Terrain and utility vehicles | <ul> <li>All-terrain, utility or side-by-side type vehicles (excluding golf cart type vehicles) must have the following minimum safety features:</li> <li>Bench or bucket type seating with seat belts.</li> <li>Steering wheel.</li> <li>Foot operated brake and accelerator.</li> <li>Roll-over protection.</li> </ul> |  |  |  |
|----------------------------------|--|--|--|--|
|                                  | Motor bike and quad bikes (or similar) are prohibited.   |  |  |  |
|                                  | Helmets must:  |  |  |  |
|                                  | <ul> <li>+ Be worn at locations within a gazette (legal) road or road-related area and in other locations when travelling at speeds in excess of 20km/hr.</li> <li>+ Comply with AS1698 Protective helmets for vehicle users.</li> </ul>   |  |  |  |
|                                  | A means of communication must be carried e.g. radio, mobile phone.   |  |  |  |
| Contractor vehicles              | Mode 1 and Mode 2 contractor vehicles must meet or exceed Santos' vehicle specifications. Minor deviations for short term vehicle use must be approved by the Asset / Project Manager and HSER Manager.  |  |  |  |
| Hire vehicles                    | Hired vehicles used in an urban environment must be ANCAP 5 star-rated.<br>As far as reasonably practicable, hire vehicles used for field-based driving must:  |  |  |  |
|                                  | <ul> <li>+ Meet the specifications outlined for Santos vehicles.</li> <li>+ Meet IVMS requirements.</li> </ul>   |  |  |  |
|                                  | Minor deviations for short term rentals must be approved by the Asset / Project<br>Manager and HSER Manager.   |  |  |  |
| Privately owned vehicles         | Privately owned vehicles may be used for occasional Santos work-related driving in urban areas if the vehicle is:  |  |  |  |
|                                  | <ul> <li>+ ANCAP 5 star-rated or equivalent NCAP rating at the time of manufacture.</li> <li>+ In a safe and suitable condition to drive.</li> </ul>   |  |  |  |
|                                  | Privately owned vehicles must not be used for Santos work-related driving in field-<br>based areas unless there is a specific written agreement in place and the vehicle<br>meets all the requirements of this procedure.  |  |  |  |
| 2.2 In-Vehicle Mon               | itoring System (IVMS)  |  |  |  |
|                                  |  |  |  |  |
| IVMS devices                     | IVMS devices must:   |  |  |  |

| IVMS devices must |  |
|-------------------|--|
|-------------------|--|

- + Be installed in light and heavy vehicles that are driven on field roads or offroad.
- Meet the latest version of Safer Together In-Vehicle Monitoring Systems + Specifications Standard.
- Use the current approved version of IVMS mapping. +
- Not be tampered with. +

Authorised drivers must only use the personal IVMS key that has been allocated to Personalised IVMS keys them.

> If a key has been misplaced, a temporary key may be used for short periods provided the following is recorded:

- + Name of user
- + Date used
- + Time of use.

| IVMS data is monitored       | IVMS data must be monitored for driver behaviour and performance. Feedback is<br>provided to drivers and their supervisors.<br>As a minimum, monitoring requirements must comply with the latest version of<br>Safer Together In-Vehicle Monitoring Systems Specifications Standard. |
|------------------------------|--|
| Contractor IVMS requirements | IVMS units and monitoring are required for Mode 1 and Mode 2 contractors<br>undertaking field or off-road driving where:   |
|                              | + Contractor vehicles will be on site for 3 months or longer.  |
|                              | <ul> <li>Contractor has ongoing work where vehicles are expected to return to site regularly.</li> </ul>   |
|                              | Deviations from these requirements must be approved by the Santos Contract Sponsor and Santos HSER Manager.  |
|                              | Contractors required to drive Santos vehicles must use their personal Santos issued IVMS key.  |
|                              | IVMS driving performance data must be submitted monthly to Santos via Santos online reporting portals.   |

#### 2.3 Maintenance and Checks

| Minimum requirements | Vehicles must be maintained and regularly checked to ensure they are in a safe and suitable condition to drive. Consideration should be given to:  |
|----------------------|--|
|                      | <ul><li>+ Type of vehicle.</li><li>+ Roads and journey being undertaken.</li></ul>   |
|                      | The following are minimum requirements:  |
|                      | <ul> <li>+ Scheduled maintenance based on manufacturer's guidance.</li> <li>+ Regular inspections by drivers where the minimum frequency is first use of the vehicle by the driver and weekly thereafter.</li> </ul> |
| Damaged vehicles     | Vehicles with any damage or fault that may affect safe operation must not be driven until fixed.   |

## 2.4 Vehicle Recovery

| Vehicle recovery methods  | The following methods may be used to recover a bogged / stranded vehicle:  |
|---------------------------|--|
|                           | + Leave vehicle in place until weather and road conditions improve   |
|                           | + Request specialised vehicle recovery contractors to recover vehicle  |
|                           | + Self-recovery using:   |
|                           | <ul> <li>basic recovery tools e.g. shovel, vehicle recovery boards (Maxtrax)</li> <li>a vehicle mounted winch on a light vehicle if trained to do so.</li> </ul> |
|                           | <ul> <li>Assisted recovery of a light vehicle by trained personnel using another vehicle<br/>e.g. static tow or winch.</li> </ul>                                |
|                           | The following methods are prohibited:  |
|                           | + Snatch straps  |
|                           | + Winch recovery of a bogged vehicle with a tilt tray truck by a Santos employee.  |
| Vehicle recovery training | Refer to Appendix A for vehicle recovery training requirements.  |

| Recovery equipment                   | Vehicle recovery equipment will be carried or fitted to vehicles based on a local assessment e.g. types of road/tracks and typical conditions, access to assistance. This may include:  |
|--------------------------------------|---|
|                                      | <ul> <li>Basic self-recovery equipment e.g. shovels or vehicle extraction boards.</li> <li>Specialised recovery equipment e.g. winches, static tow straps, shackles, dampener bag (min 1kg), tree protector straps.</li> </ul>  |
|                                      | Specialised recovery equipment must:  |
|                                      | <ul> <li>+ Be designed and rated for vehicle recovery use.</li> <li>+ Meet or exceed Australian Standards.</li> <li>+ Maintained and inspected prior to use in accordance with manufacturer's requirements.</li> </ul>  |
| Assisted recovery by another vehicle | When performing an assisted recovery using another vehicle the following is required:   |
|                                      | <ul> <li>Only use original equipment manufacturer approved recovery points.</li> <li>Position people out of the line of fire of any potential recovery equipment failure e.g. winch cable or rope break.</li> </ul>   |
| Transporting a damaged vehicle       | <ul> <li>A broken-down or damaged vehicle must be transported for repair by:</li> <li>+ Specialised third party providers / contractors.</li> <li>+ A trained person using a Santos vehicle approved for the intended purpose e.g. tilt tray truck or trailer.</li> </ul> |

# 3. Vehicle Load Management

| Safe load limit           | A vehicle's safe loading limit including passengers must not be exceeded.  |  |  |
|---------------------------|--|--|--|
| Loads restraint           | <ul> <li>Loads must be restrained to prevent the load from:</li> <li>+ Shifting causing vehicle instability.</li> <li>+ Falling from the vehicle causing a road hazard.</li> <li>+ Becoming a projectile while in transport.</li> <li>Refer to the National Transport Commission Load Restraint Guides for guidance on safe carriage of loads for light and heavy vehicles.</li> </ul>   |  |  |
| Loose items in vehicle    | Loose items in the vehicle cabin must be minimized<br>the event of a vehicle incident.   | d to reduce the risk of injury in                                    |  |
| Prevent falls from trucks | <ul> <li>As far as practicable, accessing or working from the back of a truck must be minimised by designing work so it can be performed from ground level. For example:</li> <li>Place controls, fill points, load securing points, toolboxes etc. within reach from ground level.</li> <li>Using load, loading and securing methods that don't require accessing the back of the vehicle.</li> <li>Using tools/aids that allow work to be conducted from ground level (e.g. grab poles).</li> <li>If accessing the back of a truck is required, the following must be used:</li> <li>A safe means of access that allows 3 points of contact, for example:</li> <li>Designated permanent, retractable or foldaway steps or ladder with handrails.</li> <li>Ramp with handrails or that allows the user to remain at least 1m from its side edges.</li> <li>Mobile or portable steps, step ladder or platform.</li> <li>Fall prevention controls as outlined in the table below. Suitable fall prevention methods include:</li> <li>Fixed, retractable or temporary barriers or rails.</li> <li>Fixed or mobile work platforms.</li> </ul> |  |  |
|                           | <ul> <li>Work positioning or fall restraint systems</li> <li>Potential fall height</li> </ul>  | that prevent a fall.<br>Mandatory use of fall<br>prevention controls |  |
|                           | <1m (e.g. low loader trailer)  | No   |  |
|                           | 1–2m (e.g. typical flatbed truck/trailer)  | <1m from edge – Yes<br>≥1m from edge - No                            |  |
|                           | >2m (e.g. top of tanker)   | Yes  |  |

Refer also to Falls and Falling Objects Procedure (SMS-HSS-OS02-PD10).

Loading / unload exclusion zone (LUEZ) controls must be established when using lifting equipment to load or unload a vehicle. This ensures unauthorised persons are prevented from entering a hazardous load environment e.g. movement of lifting devices, potential fall path of the load.

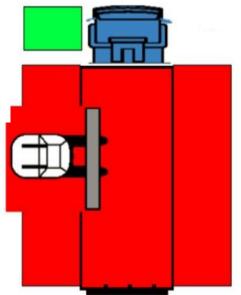
Refer to the following LUEZ diagram:

#### **Green zone SAFE!**

Safe zone must be positioned to enable loading / unloading operator to maintain visual contact with the truck driver 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 by the machine operator.



Safe (green) and Danger (red) zones must be physically defined using:

- + Paint
- + Barriers
- + Bollards / cones
- + Chains / tape
- + Other similar visual methods.

## 4. Key terms

| Term or acronym              | Definition   |  |
|------------------------------|--|--|
| Field road                   | A field road is any formed road or track within a Santos area of field operations, excluding urban areas and plant areas.  |  |
|                              | May be a public or private road and may have a sealed or unsealed surface.   |  |
| 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.  |  |
| Gross vehicle mass (GVM)     | The maximum loaded mass of a motor vehicle.  |  |
| Gross combination mass (GCM) | The maximum loaded mass of the towing vehicle and any trailer, or trailers, being towed while driving on the road.   |  |
| Heavy vehicle                | A vehicle with a gross vehicle mass (GVM) of more than 4.5 tonnes and/or a combination that includes a vehicle with a GVM of more than 4.5 tonnes or a passenger bus carrying more than 12 passengers. |  |
|                              | 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 motorbike, quad bike, all-terrain/utility vehicles bicycles and tricycles.   |  |
| LUEZ                         | Loading/unloading exclusion zone.  |  |
| Off-road                     | Driving on natural land or unformed tracks that have not been designated as a field road.  |  |
|                              | This will generally include pipeline right-of-way tracks and seismic or scouting activities.   |  |
| Plant areas                  | Within the boundaries of a plant/facility or its immediate surrounds (e.g. adjacent workshop, yard or administration areas).   |  |
| 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.  |  |
| Static tow recovery          | Vehicle recovery method where the recovery vehicle commences pulling from a standing start (i.e. not a running start).   |  |
| Urban area                   | Within recognised boundaries of populated areas (e.g. cities, towns).  |  |
| Vehicle                      | Includes heavy vehicles, light vehicles and all-terrain/utility vehicles.  |  |
|                              | Excludes unregistered mobile plant (e.g. forklifts, scissor lifts). Refer to SMS-<br>HSS-OS02-PD05 Plant Safety Procedure and SMS-HSS-OS02-PD03 Lifting<br>Operations Procedure.                       |  |

## 5. Reference Documents

Reference the following documents as needed:

| Document Name  | Document ID       |
|--|-------------------|
| AS1698 Protective helmets for vehicle users                                    | External          |
| Australian Code for the Transportation of Dangerous<br>Goods by Road and Rail. | External          |
| Falls and Falling Objects Procedure  | SMS-HSS-OS02-PD10 |
| HSE Contractor Management Procedure  | SMS-HSS-OS08-PD01 |
| Lifting Operations Procedure   | SMS-HSS-OS02-PD03 |
| Plant Safety Procedure   | SMS-HSS-OS02-PD05 |
| National Transport Commission Load Restraint Guides                            | External          |
| Safer Together Light Vehicle Specification Version 2                           | External          |
| Safer Together Heavy Vehicle Specifications Version 3                          | External          |
| Safer Together In-Vehicle Monitoring Systems<br>Specification Standard         | External          |

## Appendix A Driver Training and Approval Requirements

| Vehicle/driving type  | Qualification/training required  | Expiry               | Approval required  |
|---|--|----------------------|--|
| Urban, plant areas or<br>sealed highways<br>between urban areas <sup>1</sup>  | Santos Safe Drive online module (EHS.006)  | 5 years              | Restricted authorised<br>driver<br>(L4 Manager approval)   |
| Field roads (unsealed<br>or sealed)   | Santos Safe Drive online module (EHS.006)<br>AND<br>Annual Water Crossing Seasonal Awareness online<br>module or equivalent <sup>2</sup>   | 5 years <sup>6</sup> | Field authorised driver<br>(L2 Manager approval)   |
| Driving off-road  | AND<br>Santos approved driver training (EHS.005A/008A) <sup>3</sup><br>OR<br><i>PMASUP236 Operate vehicles in the field</i> <sup>4,5</sup><br>OR<br><i>RIIVEH305F Operate and maintain four wheel drive</i> <sup>4,5</sup>   | 5 years              | Off-road authorised driver<br>(L2 Manager approval)  |
| Towing light vehicle<br>trailers  | AURTGA001 Drive and Manoeuvre Trailers (EHS.097) or equivalent   | 5 years              | N/A  |
| All-terrain and utility vehicles  | Urban/Plant, Field or Off-Road training as above based<br>on where the vehicle will be used<br>AND<br>Instruction and demonstration of competence via<br>vehicle supplier or another competent driver.   | N/A                  | Restricted, Field or Off-<br>road authorised driver<br>based on driving location<br>Supervisor approval to<br>use vehicle.         |
| Light vehicle recovery (e.g. winches)   | <i>FWPCOT3326 Recover four wheel drive vehicles</i> (EHS.038) or equivalent  | N/A                  | N/A  |
| Heavy vehicles <sup>7</sup><br>(excluding drivers only<br>driving HVs within the<br>confines of a plant area<br>boundary) | Urban/Plant, Field or Off-Road training as above based<br>on where the vehicle will be used<br>AND<br>Heavy Vehicle Roll Over Awareness (EHS.131)<br>AND<br><i>TLIF0001 Apply Chain of Responsibility Legislation,</i><br><i>Regulations and Workplace Procedures (Level 1)</i><br>(WH.021) or equivalent<br>AND<br><i>TLIF0005 Apply a fatigue risk management system</i><br>(EHS.046) or equivalent<br>AND<br>Santos Heavy Vehicle Defensive Driving (EHS.128) | 5 years              | Restricted, Field or Off-<br>road authorisation based<br>on driving location<br>Heavy vehicle driver<br>authorisation <sup>8</sup> |

<sup>&</sup>lt;sup>1</sup> This refers to highways and not field roads (e.g. driver only required to undertake journey from Whyalla to Port Bonython or Roma to Injune).

<sup>&</sup>lt;sup>2</sup> Water crossing awareness training must be completed annually ahead of the typical wet season period for most Australian operations (notionally Nov-Mar). Contractors driving their own vehicles may complete their own company's equivalent training.

<sup>&</sup>lt;sup>3</sup> Santos driver training is available for Field road drivers (EHS.005A, based on PMASUP236) and Off-road drivers (EHS.008A, based on RIIVEH305F). The training has been adapted to Santos' specific needs and the practical component is completed in Santos field locations.

<sup>&</sup>lt;sup>4</sup> New drivers of Santos vehicle already holding PMASUP236 or RIIVEH305E/F may apply for recognition of prior learning (RPL) for these qualifications up to 5 years from attainment if evidence is provided of the practical training or subsequent work related driving experience in similar conditions to Santos field areas (i.e. unsealed field roads). Upon expiry Santos driver training must be completed (EHS.005A/008A).

<sup>&</sup>lt;sup>5</sup> Contractors driving their own light vehicles must be qualified in PMASUP236 or RIIVEH305F or their company's equivalent with a 5 year refresh period. Contractors must complete Santos Safe Drive online module.

<sup>&</sup>lt;sup>6</sup> Annual expiry for Water Crossing Awareness

<sup>&</sup>lt;sup>7</sup> Contractors driving their own heavy vehicles must complete their company's equivalent training with a 5 year refresh period.

<sup>&</sup>lt;sup>8</sup> Either included as part of initial driver authorisation (L4 or L2 approval) or added to existing light vehicle authorisation (L4 approval).