



# Journey Management Procedure

## Health and Safety

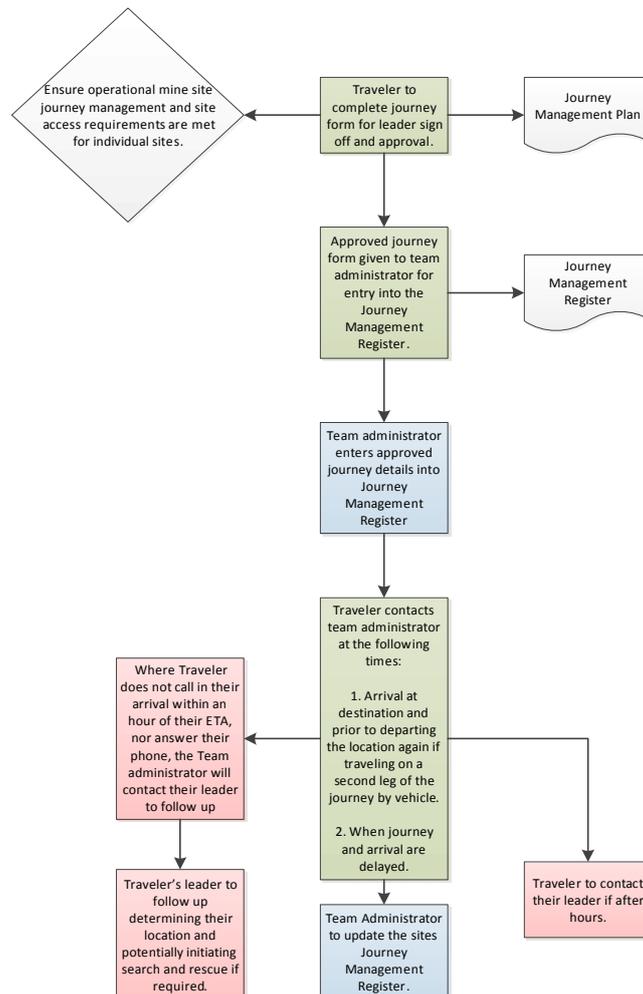
### 1 Purpose and scope

The purpose of this procedure is to maintain safe travel practices, aiding Roy Hill personnel travelling within the Pilbara in identifying the risks and hazards associated with their travel, and that there are controls in place to ensure safe arrival at their destination.

This Journey Management Procedure provides mandatory requirements to support implementation and conformance with Roy Hill Operations HSES Management and Performance Standards, including HSES MS13-Security and Emergency Management.

This Procedure applies to all persons entering and departing Roy Hill operations, other workplaces or any area which Roy Hill has accountability.

### 2 Planning



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### 2.1 When is a JMP Required?

You DO NOT need to complete a JMP if:

- You are a visitor (i.e. Not performing any work) and you are being escorted by a fully inducted person.
- Your journey of more than 40km is part of your normal working zone and your whereabouts is monitored; or
- The Area GM has approved your journey without a JMP (i.e. Emergency Services Worker responding to an Emergency)

You DO need to complete a JMP if:

- Your journey is more than 40 km from your normal place of work; or
- You are travelling to a new destination with which you are unfamiliar or travel is irregular.

### 2.2 Journey Management Plan

Risks associated with driving on site shall be risk assessed prior to travel. This includes the competency of the personnel, fitness to perform the journey and planning for the journey.

First time travellers shall identify themselves to their departure and destination contacts so that appropriate plans and monitoring can be put in place to mitigate risk.

The following information shall be included on the Journey Management Plan (JMP) template (OP-FRM-00015), as a minimum:

- Traveller details (name and contact number)
- Passenger details (number, name and contact number)
- Vehicle details (registration, colour, make, model, etc.)
- Travel route details:
  - Destination
  - Route to be taken
  - Departure time
  - Estimated time of arrival (ETA)
  - Estimated time of return (ETD)
  - Any scheduled stops
  - Contact at destination
  - Notification of Safe arrival at the destination / return
- Accommodation Details
- Assessment of hazards and risks associated with the travel
- Approval to travel

### 2.3 Hazard / Risk Assessment and Management

Drivers shall ensure that risks (assessment – attached to the JMP) associated with the following be checked prior to travel and mitigated as far as practicable. As a minimum, these include:

- Vehicle condition by way of a pre-start check.
- Road conditions, route of travel, closures or diversions.
- Weather conditions.

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- Fatigue – impact of time, rest breaks and distances.
- Driving outside of daylight hours.
- Driving at dawn and dusk.

**Note:** Where a journey proposes a higher risk (e.g. Remote / isolated work areas or travelling for long distances in bushland), a task specific Job Hazard Analysis (JHA) may also be required.

In addition, the traveller shall ensure that:

- Maps and/or drawings that cover the travel route are available (in the case that they have not made the journey previously).
- Contact persons have been contacted and are aware of your trip, the detail of such, and are available to take your call, and have a current site contact list.
- A method of communication has been determined and is available (i.e. UHF radio, mobile phone, satellite phone, etc.) for the length of the travel route.
- Training, such as appropriate driver permit levels are held (having completed 4WD training course or having a drivers licence have been checked and uploaded to the Training Portal prior to travel as required).
- They have knowledge of emergency first aid procedures.
- Adequate water supply for the number of personnel travelling and the duration of the trip. Also consider unplanned events such as breakdown delaying estimated time of arrival (ETA).
- Loose items are relocated (to reduce the chance of injury by projectiles in the event of an accident or near miss).

During the journey:

- Observe speed limits and other road signage.
- Adhere to requirements for use of beacons where designates.
- Drive with the windows up
- In the event of feeling fatigued or ill, pull over where it is safe to do so, and take a rest break from driving or switch drivers where available. Ensure the destination contact and administrator is notified if the rest break time will affect the destination arrival time.
- Ensure that you have regular rest breaks on long trips. Maximum continuous driving time is 2 hours, and it is a requirement to have a minimum of 10-15 minute rest break before continuing travel.
- In the event of a breakdown or accident, stay within close proximity of the vehicle at all times and immediately notify the administrator and destination contact
- Take particular care during and after heavy rain which may increase the likelihood of hazardous road conditions, for example slippery roads, flooded causeways, wash outs and flash flooding of creek beds.
- Do not change from the original planned route unless it becomes unsafe, in which case you must notify your contact person and the administrator.
- Travel in convoy with other vehicles where practical.
- Engage 4WD for off road conditions.

Post Journey:

- Ensure vehicle is parked in fundamentally stable condition.
- Notify the destination contact and Roy Hill administrator of safe arrival.

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### 2.4 Managing Your Journey

Before the start of any journey where a JMP applies, the Traveller shall provide their Contact(s) with the departure and arrival location(s), and a copy of their completed JMP.

The Traveller shall confirm the JMP detail with their leader and destination contacts and obtain approval for the journey. The Traveller is not permitted to undertake the journey without their leader's approval.

Once the Traveller arrives at the intended location, they shall advise the departure location contact and/ or administrator of their arrival.

In the event that contact has not been made within 1 hour of the specified time the administrator shall alert the traveller's leader. Should the leaders efforts to make contact fail, they may then notify and escalate to emergency response services (e.g. the emergency services team if on site) so that a search may be initiated. Refer to procedures for emergency management.

Note: Atmospheric conditions, lack of radio range or other interference may prevent the Traveller from making contact. In this event, the Traveller shall seek alternative communication to make contact in order to avert an emergency response.

Risk of limited communications shall be assessed prior to journey to determine whether there needs to be alternative arrangements in place. This will depend on the intended Journey location.

Alternative communications may include:

Satellite phone communication with client/other contractors.

Telephones (land line) are available at towns, fuel stations, station homesteads and mining facilities.

UHF / VHF radio(s).

#### 2.4.1 Inclement Weather and Road Conditions

Expected weather conditions for the planned route must be ascertained prior to any trip. In the event of a sudden change in weather conditions; adjust speed, and if safe to do so, pull over until weather clears.

**If weather conditions are predicted to be poor, the trip should be delayed until weather conditions improve.**

Current road conditions must also be established prior to any trip. This includes checking with your leader or site gate house as to the condition of the roads along the route and local access roads.

Information on road and weather conditions can be obtained through the following resources:

- Calling Main Roads – 13 81 38
- [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)
- [www.bom.gov.au/wa](http://www.bom.gov.au/wa)
- [www.dfes.wa.gov.au/alerts](http://www.dfes.wa.gov.au/alerts)

#### 2.4.2 Initiating Search and Rescue

Search and rescue is initiated if the traveller does call in to advise that they have reached the nominated destination/ location, i.e. Return to the Mine Camp within 1 hour of their nominated ETA.

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### 3 Accountabilities

Role	Responsibility
Administration Staff	<ul style="list-style-type: none"><li>Record details of travel on the Journey Management Register.</li><li>Ensuring that the administration mobile is monitored and arrival/ departure phone calls noted on the register.</li><li>Contact the traveller in the event that they do not call in within 1 hour of their ETA</li><li>Contact the traveller's supervisor in the event that the traveller is not answering their phone.</li></ul>
Leader	It is the responsibility of the Leader to ensure: <ul style="list-style-type: none"><li>That personnel making a journey have the correct processes, systems and information to ensure their safe travel.</li><li>That they are available to follow up on the location of personnel making the journey, should the administration team be unable to reach them, and initiate search and rescue where required.</li></ul>
Traveller	It is the responsibility of traveller(s) to: <ul style="list-style-type: none"><li>Ensure that the JMP process is followed.</li></ul>

### 4 Definitions

Term	Definition
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
Hazard	Something with the potential to cause injury or harm
JMP	Journey Management Plan
Journey	To Travel – undertake a journey or trip, the act of travelling from one place to another.
Risk	The probability of injury or harm occurring
Traveller	Person undertaking a journey

### 5 References

Document number	Title
-	Mines Safety and Inspection Act 1994 (WA)
-	Mines Safety and Inspection Regulations 1995 (WA)
OP-STD-00195	HSES Performance Standards
OP-FRM-00015	Journey Management Plan
OP-TEM-00003	Journey Management Register
OP-PLN-00085	Mine Emergency Response Plan
OP-PLN-00017	Rail Emergency Response Plan

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Document number	Title
OP-PLN-00081	Port Emergency Response Plan
OP-PLN-00087	Medical Emergency Response Plan

## 6 Review

This procedure will be reviewed in accordance with the Roy Hill Change Management Standard.

If no changes are requested it will be reviewed annually.

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