



Vehicle Operation Procedure

HSE

1 Purpose and Scope

The Purpose of this Procedure is to prevent injury to personnel and damage to property through the safe operation of vehicles.

This Vehicle Operation Procedure provides mandatory requirements to support the implementation of and conformance to Roy Hill Operations HSES Performance Standard 01 – Vehicle Operation.

This Procedure applies to all persons entering Roy Hill operations, or any other workplace for which Roy Hill maintains accountability for.

2 Vehicle Requirements

2.1 Risk Analysis

All vehicle types used for work purposes shall be subject to a risk assessment identifying the conditional and behavioural factors that impact vehicles and driving safety.

The assessment shall:

- Involve personnel who will use or have used the equipment
- Address aspects of safe operation including and not limited too; handling, driver vision, brake failure, tyre blow out and access/egress for personnel; and
- Consider any other factors relevant to the vehicle types and activities for which the vehicle shall be utilised.

Refer to the Risk Management Procedure for further information on conducting the risk assessments.


2.2 Vehicle Inspections and Conditions

There shall be a system to ensure that all vehicles driven for work purposes, including hired vehicles, are subject to an appropriate pre-operation safety check. The pre-operational safety check shall be based on the outcomes of the risk assessment for that vehicle to ensure applicable critical controls are functional.

The frequency of pre-operational inspections and checks shall be:

- A documented Pre-Start Safety Inspection is to be completed for all vehicles (including Light Vehicles, Heavy Mobile Equipment, Mules, etc) that are used by different operators at the commencement of each shift. All subsequent operators within the shift shall review the current Pre-Start Safety Inspection and undertake a visual walk around check of the vehicle to identify any faults or damage
- A vehicle which is assigned to one operator (single use) shall have a weekly documented Pre-Start Safety Inspection completed at a minimum and a visual walk around check completed daily to identify any faults or damage
- Classified plant or vehicles that are used in high risk activities, and are used by different operators shall have a documented Pre-Start Safety Inspection by each new operator prior to use

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Approver Signature	Issue Date	Page
3	OP-PRO-00764	J Day	Regional Manager HS		19/12/2017	1 of 6

Vehicle Operation Procedure

HSE

- Additional requirements must be applied where vehicle, area, or task specific requirements are greater than the above requirements (e.g. pit rules, remote work, journey management) or as determined by a risk assessment

All vehicle Pre-Start Safety Inspections shall be recorded on the relevant checklist, with a copy remaining in the vehicle.

Any damage or defects found on vehicles shall be reported and repaired.

Un-roadworthy vehicles shall not be operated and shall be tagged out of service.

Custodians of leased, owned, or hired vehicles shall ensure they are maintained in accordance with the manufacturer's recommendations, and/or with the instructions of the leasing or renting organisation.

2.3 Vehicle Requirements

All vehicles used for work purposes, including all hire vehicles, shall be roadworthy and fitted with fixed seats and safety belts for the driver and all passengers.

No private vehicles shall be permitted on Roy Hill sites without written permission by the Registered Manager if on a mining lease otherwise the relevant General Manager/ Head of for other work areas. Private vehicles that are permitted on site shall be roadworthy.

Where applicable, vehicles shall be registered, licensed and insured in accordance with the relevant regulations.

Roy Hill leased and owned cars, vans and trucks shall be equipped with first aid kits, fire extinguishers and where a risk assessment has identified the requirement, warning triangles, chocks etc.

Cargo restraints or barriers shall be fitted to enable loads stored in the cabin of the vehicle to be restrained.

For further information refer to Roy Hill Mine Light Vehicle Specification.

2.4 Tyres and Rim Safety

A Tyre Management Plan shall be established and implemented for all tyres and rims of size 60cm/24 inches and greater.

The Tyre Management Plan shall include and is not limited to the following:

- Managing tyre fires, vehicle lightning strikes and vehicle contact with high voltage electricity
- Establishment of restricted work zones (RWZ) and exclusion zones for tyre installation, removal and handling
- Fallback prevention on tyre and rim handling equipment
- Tyre and split rim deflation, removal, assembly and re-inflation
- Tyre inflation
- Welding, cutting and application of heat sources to rims or wheels
- Lifecycle tracking of tyres, rims and wheels
- Tyre, rims, wheels, and assembly periodic inspection and testing
- Disposal of unserviceable tyres, rims and wheels
- Job competencies and work instructions for all tyre maintenance, servicing activities.

The Tyre Management Plan shall be approved by the senior manager at the operation and reviewed every 12 months.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00764	J Day	Regional Manager HS	19/12/2017	2 of 6

Vehicle Operation Procedure

HSE

3 Training, Licensing and Competency

All personnel who are required to operate vehicles for work purposes shall complete the appropriate VOC and hold the appropriate licence, certificate and/or qualification for that vehicle. Copies of these qualifications shall be made available to Roy Hill prior to personnel being permitted to operate the vehicle for Roy Hill work purposes.

Any vehicle competency training must address hazards specific to the vehicle and the tasks for which it is used.

All persons required to operate a vehicle in active mining areas shall hold a current Pit Permit.

All persons, drivers and passengers, entering the Rail Service Track shall have completed the RST track awareness training.

Personnel shall notify their immediate manager of any cancellations, suspensions or disqualifications of any vehicle licences, certificates or qualifications as soon as reasonably practical and prior to operating any vehicle for work purposes covered by that qualification.

Light Vehicle drivers shall:

- Complete a Roy Hill VOC
- Hold an appropriate current national or state motor vehicle driver's licence valid for the vehicle

Heavy Mobile equipment operators shall:

- Hold an appropriate current national or state motor vehicle driver's licence valid for the vehicle
- Be a minimum of 18 years of age
- Be competent and licensed to operate the equipment if appropriate

Unlicensed personnel, 'E' plate, 'P' plate and personnel who hold an international driver's licence are not permitted to drive company or personal vehicles for Roy Hill work related purposes unless:

- They have successfully undergone a competency assessment specific to the vehicle and driving activities they will be performing; and
- Written permission has been given by the Registered Manager if on a mining lease otherwise the relevant General Manager/ Head of for other work areas.

Where Roy Hill vehicles are driven on public roads, the operator shall hold the appropriate licence for that vehicle.

4 Operation

Vehicles shall be driven within the prescribed speed limit and with due care and attention to the conditions.

Employees found in breach of a prescribed speed limits shall be referred for formal investigation conducted in accordance with the Roy Hill Fair Culture process and Roy Hill Disciplinary Action and Investigation Procedure.

Vehicles shall not be operated by individuals whilst under the influence of alcohol or other drugs in accordance with the requirements set out in the Fitness for Work Procedure and the Drug and Alcohol Procedure.

The Western Australian Road Traffic Code (r.625) for the use of mobile phones shall be followed:

- A mobile phone may only be used by the driver of a vehicle to make or receive a call while driving if the phone is either:
 - Secure in a mounting affixed to the vehicle

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00764	J Day	Regional Manager HS	19/12/2017	3 of 6

Vehicle Operation Procedure

HSE

- If not secured, can be operated without touching it, utilising hands-free capability e.g. Bluetooth, handsfree car/vehicle kit, etc.

It is recommended that where practical a driver shall only make or receive calls when the vehicle is not in operation.

Vehicle windows should be wound up when driving unless the window is required to be wound down for the safe operation of the vehicle.

Drivers and passengers shall wear their seat belts at all times whilst the vehicle is operational.

Any loose articles that have the potential to become projectiles, shall be secured/restrained.

No vehicle is to be push-started or roll-started. Should a vehicle be inoperable an out-of-service tag shall be placed on the steering wheel and the light vehicle maintenance department contacted.

Vehicles shall not be used for towing unless they are engineered for that task and have sufficient towing capacity.

Vehicle Recovery shall only be conducted by maintenance personnel after a JHA stepping out the recovery process has been developed and approved by the relevant Superintendent or greater. If this is not possible (due to location RST) then the department is required to have listed the risk in their department risk register highlighting the approved process.

All vehicle incidents that occur on the Roy Hill Rail Service Track (RST) shall be (If Possible) immediately reported to Roy Hill Train Control.

Vehicle incidents and accidents occurring on public roads shall be reported to the local authorities in accordance with the requirements of the local laws. Accidents and infringements of road regulations involving company vehicles shall be reported and investigated.

4.1 Active Mining Areas or In Pit Operations

A pit permit system to limit the number of people that drive in an open pit shall be in place. This system shall include a process to ensure that individuals are not permitted to drive in an open pit unless they are required to do so as a part of their normal business function.

4.2 Mobile Equipment Interactions

No vehicle is to approach within 50 metres of any heavy mobile equipment without first making positive radio contact with the operator or controller of that equipment. If permission to approach is given through the radio contact, where relevant, the heavy mobile equipment shall ground any earth moving tools prior to the light vehicle approaching

4.3 Unattended Vehicles

Any unattended vehicle shall be parked in a fundamentally stable position to ensure it cannot become mobile or roll away. If a fundamentally stable position cannot be attained, the vehicle shall be chocked or rolled into a berm, kerb or gutter to make it fundamentally stable.

To assist with keeping the vehicle cockpit cool; for short periods of time a vehicle can be left running if unattended but the vehicle shall be parked in a fundamentally stable position.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00764	J Day	Regional Manager HS	19/12/2017	4 of 6

Vehicle Operation Procedure

HSE

5 Definitions

Term	Definition
Fundamentally Stable	Where mobile equipment is left in a manner such that it is unable to roll away or move if it is left in neutral and the braking system, including park brakes, are not applied.
Heavy Mobile Equipment	Larger vehicles and machinery used in the mining process which can move from one part of the site to another under their own power. They may include: <ul style="list-style-type: none">• Haul trucks• Water trucks• Graders• Rollers• Wheeled Dozers• Dozers• Excavators• Shovels• Tracked or wheel loaders• Drill rigs• Mobile Processing units.
Light Vehicle	A light vehicle is any land-based vehicle weighing less than 4.5 tonnes gross. Examples of light vehicles include: <ul style="list-style-type: none">• Cars, 4WDs, sports utility vehicles, pick-ups, utilities• Personnel carriers such as the long wheel base “troop carriers”, light trucks with crew cabins, buses and other vehicles designated from time to time as personnel carriers• Any vehicle that requires the driver to hold only a civil car drivers licence• Forklifts• Mules.
Unattended Vehicle	A vehicle is unattended when a licensed or qualified person to operate that vehicle is not positioned at the controls of that vehicle.
Vehicle	Any vehicle used for work purposes including light vehicles and mobile equipment.

Table 1 – Definitions

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00764	J Day	Regional Manager HS	19/12/2017	5 of 6

Vehicle Operation Procedure

HSE

6 References

Document Number	Title
	Bow Tie PH-01 Explosives (Storage, Handling and Transport)
	Bow Tie PH-18 Vehicle Interactions
	Bow Tie PH-03 Fire and Explosion (Non Explosives)
	Bow Tie PH-07 Dropped Product
	Bow Tie PH-09 Crushed by Moving Equipment
	Bow Tie PH-12 Projectiles
	Bow Tie PH-13 Structural Failure
	Bow Tie PH-15 Severe Weather
	Bow Tie PH-19 Rail versus Vehicle / Pedestrian
	Bow Tie PH-6 Dropped Tools and Equipment
	Level 3 Risk Assessment Procedure
	Mines Safety and inspection Act 1994 (WA)
	Mines Safety and Inspection Regulations 1995 (WA)
	Occupational Safety and Health Act 1984 (WA)
	Occupational Safety and Health Regulations 1996 (WA)
	Western Australian Road Traffic Code r.265
AS 2359.2	SAA Industrial truck code – Part 2: Operation, 1985
OP-SPC-00034	Light Vehicle Specification
OP-PRO-00477	Fitness for Work Procedure
CO-PRO-00038	Risk Management Procedure - Operations
OP-STD-00033	HSES Performance Standard 01 – Vehicle Operation.
OP-PRO-01311	Fair Culture Procedure
OP-FRM-01657	Fair Culture Coaching – Error Management _Form
OP-FRM-01658	Fair Culture - Peer Learning Form
HR-PRO-00050	Disciplinary Action & Investigation Procedure

Table 2 – References

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00764	J Day	Regional Manager HS	19/12/2017	6 of 6