



Journey Management Procedure

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Authority

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History

Revision	Date	Amended By (Name)	Details of Amendment
0.0	06/01/2015	Codie Davies	Document renumbered supersedes WI-OHS-022
0.1	21/06/2016	Anthony Gollan	Document reviewed to incorporate 5 Star Commitment requirements.
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2.0	18/10/2016	Louise Grimes	Issued for use
3.0	23/06/2017	Anthony Gollan	Document reviewed with minor amendments
4.0	08/10/2020	Anthony Gollan	Amendments made to sections - 6.1, 6.3 and 6.10.
5.0	27/07/2023	Vanessa Placheta	SCEE Electrical Branding and Review
6.0	09/03/2026	Anthony Gollan	Document reviewed

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1 Purpose

This Procedure specifies the requirements of the Vehicle Journey Management System established within SCEE Electrical Pty Ltd and to eliminate or minimise the risk of fatalities, injuries and events arising from the use of motor vehicles.

2 Scope

This procedure is to apply to all SCEE employees, subcontractors, visitors or members of the public travelling on, to or from site sites under the control of SCEE.

3 Definitions

Term	Definition
HR licence	Heavy Rigid Licence - A motor vehicle that has 3 or more axles and a gross vehicle mass greater than 8 tonnes.
JHA	Job Hazard Analysis
LR licence	Light Rigid Licence - A motor vehicle with a gross vehicle mass over 4.5 tonnes to a maximum of 8 tonnes (no axle limit) or which carries more than 12 passengers (including the driver) to a maximum of 8 tonnes.
MR licence	Medium Rigid Licence - A motor vehicle that has 2 axles and a gross vehicle mass greater than 8 tonnes.
Perth Metropolitan Area	As defined by the Planning and Development Act 2005 with the outer extent being the City of Wanneroo and the City of Swan to the north, the Shire of Mundaring, Shire of Kalamunda and the City of Armadale to the east, the Shire of Serpentine-Jarrahdale to the southeast and the City of Rockingham to the southwest.
R&R	Rest and Relaxation Break
RDO	Rostered Day Off
SCEE	SCEE Electrical Pty Ltd
Worker	A person is a worker if the person carries out work in any capacity including work as — <ul style="list-style-type: none"> a) an employee; or b) a contractor or subcontractor; or c) an employee of a contractor or subcontractor; or d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e) an outworker; or f) an apprentice or trainee; or g) a student gaining work experience; or h) a volunteer; or i) a person of a prescribed class.

4 Responsibilities

Role	Responsibility
Project Manager	Ensure full compliance with the requirements of this procedure
Site Manager	Audit and Monitor Compliance with this procedure.
HSE Advisor	Audit and Monitor Compliance with this procedure.
Supervisor	Conduct workplace inspections and enforce compliance with this procedure
Workers	Comply with the requirements of this procedure.

5 Flowchart

N/A

6 Journey Management

This procedure shall be read and interpreted in conjunction with the client and SCEE relevant plans and procedures for vehicle use including SCEE's [5 Star Commitment Procedure SCEE- BS-HS-PRO-0027](#).

6.1 Drivers

All SCEE personnel driving vehicles shall ensure:

- They are not under the influence of any drugs or alcohol that may affect their ability to safely drive the vehicle;
- They cease to operate the vehicle if they are suffering symptoms of fatigue;
- They do not smoke in any vehicle;
- They will only use mobile phones while the vehicle is stationary and in a safe location or via hands free equipment;
- Seat belts are worn at all times by the driver and all passengers;
- That they hold a current driver's license for the class of vehicle they are driving;
- Any changes to driver's license must be reported to your supervisor asap i.e. any conviction by a court for a traffic offence, any driver's license suspensions, if driving under Extraordinary Driver's Licence (EDL) a copy of part "A" must be supplied all conditions stated in part A must be strictly followed, any change of address and a copy of the license once renewed must be supplied and a copy uploaded into STEMS:
- Daily prestart checks and inspections are carried out and recorded in the vehicle log book;
- Any change to the condition of the vehicle is reported to their supervisor as soon as practicable;
- Any injury sustained to themselves or passengers, or near miss, or accident arising out of a vehicle driving on site will be reported to their supervisor as soon as practicable;
- They have completed the SCEE Induction prior to driving on any site road;
- They have the necessary client site driving permits and have attended the necessary driver training as may be required in client procedures prior to driving a vehicle on any site road. This includes situations where site roads are driven on when travelling from accommodation in R&R or RDO situations;
- They have obtained written authorisation to drive in restricted areas as required;

- They always give way to emergency vehicles; and
- They do not bring private vehicles into the site.

6.2 Hi-ace Buses

The Toyota Hi-ace 14 seater buses require a LR, MR, or HR licence, to drive on site. This is regardless of the number of passengers in the bus.

6.3 Vehicles

All SCEE vehicles on site are required to have an amber flashing light fitted for driving in construction areas. The light shall be turned off when travelling on public roads unless operating as an escort vehicle. Seat belts must be fitted and in working condition for each seat in the vehicle. Each seat must be forward facing. Roll-over protection must be fitted to all vehicles built before 2016. All vehicles built from 2016 onwards must have an ANCAP 5 STAR rating. Light vehicles will have the head lights wired to be on whenever the engine is switched on.

Each SCEE vehicle is to have a daily prestart inspection conducted and recorded in the vehicle log book.

6.4 Light Vehicle and Heavy Mobile Plant Interaction

Drivers of light vehicles are to ensure they maintain a safe minimum distance of 30 meters between their vehicle and heavy mobile plant.

In uncontrolled areas, light vehicles shall give way to heavy mobile plant.

6.5 Loading of Vehicles

Loads must be restrained to prevent unsafe movement during all conditions of operation. The load restraint system must, therefore, satisfy the following requirements:

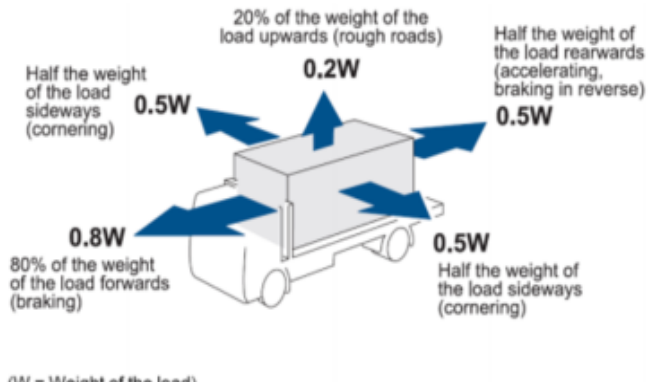
- the load should not become dislodged from the vehicle
- any load movement should be limited, such that in all cases where movement occurs, the vehicle's stability and weight distribution cannot be adversely affected and the load cannot become dislodged from the vehicle.

Loads that are permitted to move relative to the vehicle include loads that are effectively contained within the sides or enclosure of the vehicle body such as:

- loads which are restrained from moving horizontally (limited vertical movement is permissible)
- very lightweight objects or loose bulk loads (limited horizontal and vertical movement is permissible)
- bulk liquids (limited liquid movement is permissible).

Every load must be restrained to prevent unacceptable movement during all expected conditions of operation. (turning, braking, acceleration)

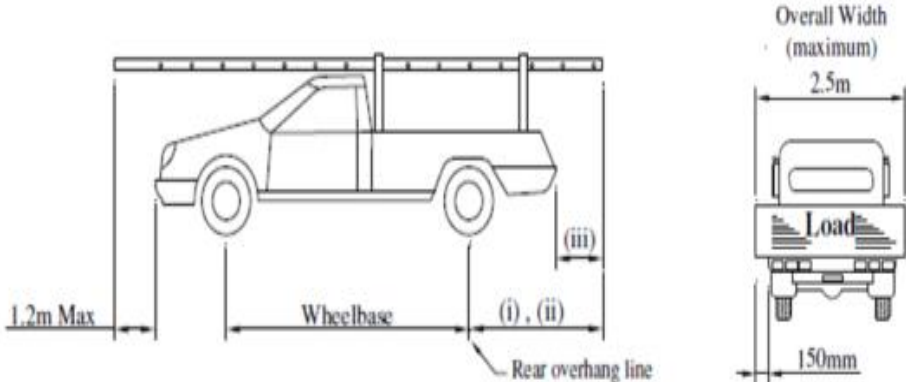
- Use a vehicle appropriate for the type of load you are carrying.
- Position the load correctly.
- Use suitable restraint equipment, in good condition.
- Check your load restraint before leaving and periodically during the trip.



(W = Weight of the load)

Load Restraint

Loads carried on work vehicles may overhang the front, rear and sides providing the load does not exceed the dimensions shown below.



- (i) Rear overhang is measured from the centre of the rear axle
- (ii) Rear overhang must not exceed the lesser of 60% of the wheelbase or 3.7 m.
- (iii) If load projects more than 1.2 from the rear of the vehicle a warning signal (brightly coloured flag) at least 300mm long attached .

Load Dimensions

6.6 Overtaking

SCEE personnel driving vehicles may overtake another vehicle provided it is safe to do so and that:

- The speed limit is not exceeded;
- There is sufficient visibility of the road ahead;
- The vehicles are well clear of a road intersection;
- The action of overtaking does not endanger other road users; and
- Indicator lights are used where fitted.

In order to overtake heavy mobile plant, the driver must first make radio and/or visual contact with the other driver and get a positive visual and/or audible response. Vehicles driving on completed access roads are excluded from this rule.

6.7 Speed Limits and Traffic Signs

Vehicles are not to exceed the maximum speed limit signposted on any road they are travelling on. Drivers are to take care and ensure that vehicles are driven to the conditions of the road and sufficient clearance is provided to personnel and plant when driving through congested work areas.

All traffic signs shall be obeyed. If in doubt as to the intent, direction or definitions of a sign seek your supervisor for immediate clarification.

No vehicle shall proceed past a road block on site without the express permission of the traffic control point person except for emergency vehicles travelling to or from an emergency.

6.8 Wheel Changing

Changing of wheels presents a hazard from a number of perspectives. Personnel must ensure they are protected as much as possible from passing traffic, and are to take into account the manual handling risk associated with lifting and movement of light vehicle wheels. Where possible team lifting procedures are to be employed.

For vehicles up to 4.5t Gross Vehicle Mass (GVM):

- Park the light vehicle on level ground where possible. Avoid positioning the vehicle on blind bends or over the crest of a hill where the vehicle may not be visible to oncoming traffic;
- Park the vehicle in a manner that puts the wheel to be changed on the opposite side of passing traffic (if possible);
- Put the vehicle in gear;
- Apply the park brake;
- Activate the Hazard Lights on the Vehicle;
- Leave the Beacon on (if one is fitted, if possible);
- Place warning triangle in a position to warn oncoming traffic;
- Attach Personal Danger Tag to steering wheel;
- Remove the keys from the ignition, place the keys in your pocket;
- Chock the front and rear wheels on the opposite side to the wheel to be changed;

- Ensure the Jack is in sound condition and has the capacity to lift the vehicle;
- Check the accessory tools are the correct ones to suit the jack and that they are in good condition;
- Check the spare wheel is in sound condition;
- Ensure the correct tools are being used to undo the wheel nuts;
- Loosen wheel nuts prior to jacking vehicle (do not remove them completely);
- Maintain a straight back while undoing the wheel nuts;
- Establish a firm foundation for the jack to be placed on;
- Ensure the jack is located in the correct position under the vehicle at the recommended point of jacking as directed by the manufacturer;
- Use the correct tools to activate the jack;
- Ensure you are positioned clear of the vehicle in a manner that you do not have any part of your body under the vehicle while jacking the vehicle up;
- Remove wheel nuts. Place them in pocket or vehicle tray to prevent loss;
- Assume the correct position for manual lifting to remove the wheel from the hub;
- Assume the correct position for manual handling to lift the replacement wheel onto the hub;
- Replace wheel nuts;
- Lower the vehicle onto the ground;
- Ensure that you are positioned clear of the vehicle in a manner that you do not have any part of your body under the vehicle while lowering the vehicle to the ground;
- Use the correct tool to tighten wheel nuts ensuring to keep your back straight;
- Pack up the tools used and put them in their correct position within the vehicle;
- Place the wheel with the tyre to be repaired in a position to ensure it will remind you that it needs to be repaired – if possible place and out of service tag through the wheel nut holes (not all punctures are visible); and
- Remove wheel chocks, warning triangle, turn off hazard lights and beacon (if on).

For vehicles over 4.5t GVM refer to vehicle instruction manual.

6.9 Towing Operations

All SCEE towing operations on site are to adhere to the following requirements:

- Vehicles to be used must have an approved tow hitch;
- Only approved towing slings shall be used to tow equipment;
- Safety chains and locking pins must be engaged where fitted;
- Trailers must be in brake position when loading or unloading. Brakes on trailers must be used where the net load exceeds a capacity of 750kg;
- The weight of the load to be towed must not exceed 75% of the weight of the towing vehicle;
- The route to be taken should be familiar and any possible hazards identified such as clearances, road width, condition of the road surface, and interaction with other traffic; and
- The driver must ensure the load being towed is secured before departure.

SCEE personnel must first seek approval from their supervisor when towing another vehicle or recovering a disabled vehicle or plant. Once the task has been approved a Job Hazard Analysis (JHA)

must be performed. As part of the JHA it should be identified whether the towing vehicle is suitable for the task and is approved for towing, further to this it should be determined whether additional towing or braking capacity is required. Only personnel experienced in the recovery of disabled vehicles or plant shall conduct recoveries. A hazard triangle shall be placed at the front and rear of any vehicle which has broken down and is obstructing the roadway or surrounding traffic.

Refer: [SCEE-BS-HS-PRO-0001 Job Hazard Analysis](#)

Tie down hooks fitted to vehicles must not be used as towing points. Lifting appliances such as slings, chains and shackles shall not be used for towing. Should SCEE personnel require the use of “snatch” straps and other towing devices then they must be used as per the manufacturer’s instructions. A caution sign or hazard lights shall be placed at the front and rear of any vehicle which is being towed or an escort vehicle is to be used.

6.10 Parking of Vehicles

Before exiting a parked vehicle, the driver is to ensure that the engine is off, the vehicle is secure and parking brakes have been applied. Where provided light vehicles shall be parked with the keys left in the ignition unless parked in designated, sign-posted parking areas. NOTE: Vehicles are not to be left running when unattended.

When vehicles are parked on a slope the wheels must be turned to the side of the road or chocked. Drivers should ensure that vehicles are always parked where they can be clearly observed, especially when within the working area of heavy mobile plant.

On most sites vehicles will be required to be reversed parking.

6.11 Vehicle Journeys

SCEE will ensure that any risks concerned with vehicle journeys involving irregular, abnormal, off-road and/or long distance driving conditions are managed and controlled to assist in the reduction of risks to be as low as reasonably practicable. A Journey Management Plan is mandatory for any journey over 50km in one direction.

A journey management plan is not required within 150km of the Perth Metropolitan Area unless otherwise determine by SCEE Project Management.

Long distance travel offsite, for example travel to and from regional towns and off-road activities, will be controlled to the point where the SCEE Site Manager will ensure that designated responsible drivers:

- Have conducted a thorough check of the vehicle to be used and ascertained that all essential emergency equipment is contained within the vehicle prior to departure, i.e. First-Aid kit, wheel brace, spare tyre;
- Have provided a map of the journey, including roadways to be used, stop-over points and ultimate destinations are identified;
- Estimate departure and arrival times to and from the location are indicated;

- Have ascertained that the vehicle to be used is suitable for the journey, recorded the type and registration details of the vehicle;
- Have checked for any changed environmental and road conditions at the time of travel. This includes knowing the forecasted weather conditions during the journey;
- Are aware of driver fatigue issues and safe management of driver fatigue;
- Are made aware that off-road vehicles are not to be operated to the detriment of the environment or community. Local government and statutory controls must be strictly adhered to off site;
- Advise local authorities and the Site Manager of any collision should one occur; and
- Advise the Site Manager or designated supervisor of a mechanical breakdown and what action is required or has been undertaken to reinstate the vehicle to operational status.

All SCEE personnel designated as responsible drivers and who are undertaking vehicle journeys will be advised that kangaroos, cattle and emus are common in country areas and care should be taken when driving particularly at dawn, sunset and at night. Local farmers often move livestock along the local roads and courtesy and patience is required under such circumstances.

SCEE employees will be advised at induction and various Toolbox Meetings that inappropriate off site behaviour shall be grounds for disciplinary action, including dismissal

Refer: [SCEE-BS-HS-TEM-0046 Journey Management Template](#)

7 References

Documents, both internal and external, that are referenced within the content of this procedure, including Australian and International Standards and legislation.

Document ID	Document Title
SCEE-BS-HS-PRO-0027	5 Star Commitment Procedure
SCEE-BS-HS-PRO-0001	Job Hazard Analysis
SCEE-BS-HS-TEM-0046	Journey Management Template

8 Related Documents

Related documents are those that have a relationship with this document, for example if this was the Operational Risk Management procedure related documents would include the work instruction to complete a JHA, the JHA template, Take 5 work instruction and booklet, etc.

Document ID	Document Title
SCEE-BS-HS-TEM-0046	Journey Management Form
SCEE-BS-HS-RAS-0001	Vehicle Risk Assessment Light Vehicle
SCEE-BS-HS-RAS-0003	Vehicle Risk Assessment Truck
SCEE-BS-HS-RAS-0011	Workplace Transport Risk Assessment Mini Bus