



WHS-62A Safe Travel between Generation Sites

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1 Purpose

The purpose of this procedure/instruction is to outline the communication process required when travelling between Territory Generation sites and emergency management in the event of an incident.

Clear communication protocols will ensure all person(s) travelling by road are monitored for safe arrival at their destinations and allow for timely follow up should an incident occur.

2 Scope

This procedure is applicable to all Territory Generation employees.

3 References

- WHS-02 *Safe Driving Handbook* April 2006
- WHS-02B Vehicle Inspection Checklist
- NT *Fleet Drivers Handbook* March 2005

4 Roles and Responsibilities

Role / Title	Responsibility
Territory Generation CEO	Ensure that: <ul style="list-style-type: none"> • All Territory Generation Personnel are aware of the requirements of this procedure and its management in sites under Territory Generation Control. • Instigates procedure review as required.
Manager Generation North and South	Ensure that: <ul style="list-style-type: none"> • This procedure procedure is put in place at relevant power stations. • Territory Generation Staff are advised and trained as necessary in the procedure to be followed. • Procedure detail and necessity for compliance is included in site induction material. • Systems are in place for record management as required.
Territory Generation Staff	<ul style="list-style-type: none"> • Ensure that procedures are followed.
Project Managers and Coordinators	Ensure that: <ul style="list-style-type: none"> • Contractors are informed of and follow this procedure, where applicable. • Procedures are adhered to by personnel they are responsible for. • They identify locations where personnel <i>shall</i> comply with this procedure in their area of responsibility.

Territory Generation Staff and its Contractors	Shall ensure that: <ul style="list-style-type: none"> • They comply with the instructions contained within this procedure. • Shall use the correct equipment in accordance with this procedure, where applicable. • They complete a <i>risk assessment</i> where it is identified that a possible risk, to the health and safety of the <i>employee</i> exists. • <i>They</i> undertake regular training.
Document Owner	<ul style="list-style-type: none"> • The position who prepares, reviews and maintains this document
Document Sponsor	<ul style="list-style-type: none"> • The position responsible for the approval and use of this document.

5 Definitions

Urban travel	Means travel on sealed urban roads within city or town boundaries such as Alice Springs, Tennant Creek, Yulara, Darwin and Palmerston. Includes travel between the following Territory Generation North sites: Ben Hammond, Mitchell Centre, Berrimah, Channel Island and Weddell power stations; and Territory Generation South sites: Ron Goodin and Owen Springs power stations.
Inter regional travel	Means travel on sealed major roads in rural areas. Includes travel between the following Territory Generation sites: Darwin, Katherine, Alice Springs (Ron Goodin), Tennant Creek, Yulara, and Kings Canyon power stations.
Off road travel	Means travel on unsealed roads that may or may not be in remote areas.
Officer in charge	Means Site coordinator in regional sites (KPS, YPS, and TCPS). Control room operator for RGPS, OSPS and CIPS sites
Shall	Means a mandatory requirement
Should	Means an advisory requirement

6 Records

All vehicle accidents and incidents are to be recorded in the GRACE system.

7 Communication protocol

7.1 Urban travel: No formal notification is required, other than normal courtesy.

7.2 Inter-regional travel: All persons travelling by vehicle are required to contact the Officer in Charge* at the planned destination to advise the following:

- a) Time of departure and expected arrival time.

- b) Means of contact i.e. mobile phone, satellite phone or two-way; and provide numbers.
- c) Vehicle make, model and registration number.

* Exception is travel from Yulara to Kings Canyon sites. In this instance the person travelling is to advise suitable remaining personnel at Yulara.

7.3 Off road travel: Off road travel and travel to remote areas/communities is not normally a work role requirement within Territory Generation.

- Territory Generation employees shall not travel off road (on unsealed roads) unless they have been given authorisation to do so by the Manager Territory Generation North or South.
- In the event that off road travel is approved, communication protocols listed in 7.2 shall be strictly adhered to.
- A satellite phone and first aid kit shall be carried.
- Vehicles shall be fully inspected prior to travel to ensure roadworthiness.
- Vehicles shall be assessed to ensure they are appropriate for the road conditions. Where available 4WD vehicles should be used.
- Any additional requirements such as the carrying of additional water, fuel etc. shall be identified and initiated prior to travel.

7.4 Night driving: Night driving is to be avoided where possible, with the exception of on call. Territory Generation personnel are to drive to inter regional sites in day light hours only, unless approval is received from Manager Generation North or South in exceptional circumstances. All required communication protocols as listed in **7.2 above** are to be strictly adhered to in the event of approved inter-regional travel at night.

8 Emergency Management

8.1 Non-arrival:

In the event that the person travelling has not arrived at their destination within **1 hour** of the expected arrival time, the **Officer in Charge at the destination** is to take the following actions:

- Attempt to contact the person using mobile phone, satellite phone or two-way, as appropriate
- Contact the accommodation provider at the destination to determine if the person has checked-in
- Check with other sources at the destination to ascertain possible whereabouts
- Check Supervisor or other staff at origin to ensure they did leave on time
- Contact the Manager Generation North or South, where appropriate; and advise of the situation
- Continue to attempt to contact.

In the event that the person travelling cannot be located, the **Manager Generation North or South** is to contact the employee's home to check if the person is at home or if there has been any contact. If there has been no contact, then Police are to be informed of the situation.

8.2 Breakdown:

In the event of breakdown:

- Turn on hazard lights to alert other traffic and move the vehicle to the shoulder of the road, if possible.
- Complete basic checks of fuel, oil, water and battery terminals.

- Contact your Supervisor and/or the Officer in Charge at your intended destination, to advise of the situation.
- Keep clear of the roadway and approaching traffic, until assistance arrives.
- If you are in a rural area and unable to make contact - stay with the vehicle. If passing motorist(s) stop to offer assistance - Request them to make a call on your behalf for assistance when communication coverage allows or at the next roadhouse or property.
- If possible record contact details for a follow-up thank you from PWC.

NT Fleet vehicles:

If you are in an NT Fleet vehicle and need to call for emergency roadside assistance:

Phone 8202 4937 - Quote NT Fleet policy number 036213 FLT.

If your NT Fleet vehicle requires towing contact:

NT Fleet Darwin 89245638

NT Fleet Katherine 8973 8794

NT Fleet Alice Springs 8951 5582

Hire vehicles:

If you are in a Hire vehicle, follow hire car company guidelines for roadside assistance and towing.

8.3 Delays:

In the event of unforeseen delays when travelling:

- Contact the Officer in Charge at your intended destination to advise amended time of arrival ASAP.

8.4 Accident:

In the event of being involved in an accident:

- Stop immediately where it is safe to do so. If your vehicle is drivable, move to a safe area and ensure hazard lights are switched on.
- Render assistance to anyone who may have been injured, if safe to do so.
- Call "000" for ambulance, fire or police, if required.
- Report the accident to your Line Manager/Supervisor and/or Officer in Charge at your intended destination.
- If you are in a rural area and unable to make contact – stay with the vehicle. If passing motorist(s) stop to offer assistance – Request them to make emergency calls on your behalf when communication coverage allows, at the next roadhouse or property.
- Police are to be notified if a person or persons are injured. (Do not admit liability).
- Report any damage to other vehicles or property to the nearest Police station if there are no police in attendance at the accident scene.
- If another vehicle is involved, take down the following details:
 - full name of driver
 - Contact details of driver and any passengers (address and phone numbers)

- Licence details of driver
 - Registration number, make, model and year of other vehicle
 - Exact location of accident, street names
 - Date and time of accident
 - Names and contact details of any witnesses
- Report the incident in GRACE under Motor Vehicle Accident category.