It is the responsibility of the Primary Driver to check-in with the Journey Manager on completion of the journey, or as and if the journey plans change. If the Primary Driver has not made a check-in call within 30 minutes after the estimated time of arrival (ETA), the schedule will be deemed missed and the Journey Manager shall attempt to make contact as per the Travel Procedure.

|  |
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| SECTION 1: TRAVEL DETAILS |
| **Primary Driver Details:** | **Primary Driver Signature:** | **Departure Date & Time:** |
| Name: |  |  |
| Ph: | **Estimated Date & Time of Arrival:** |
| **Journey Manager:**  | **Nominated Contact Person at Destination:** |  |
| Name: | Name: | **Vehicle Registration:** |
| Ph: | Ph: |  |
| **Passenger Details:** | **Reason for Travel:** |
| Name: |  |
| Ph: |
| Name: | **Journey Description (From, To, Via):** |
| Ph: |  |
| Name: |
| Ph: |

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| Section 2: risk assessment - strike out controls which are not applicable, tick to confirm risk rating and amend as appropriate |
| Hazard | Cause | Impact | Controls | Risk Rating |
| Loss of control of vehicle | Driver errorInteraction with faunaInclement weatherVariable standard of road surfaces | Personal injury and/or damage to vehicle resulting from:Collision with another vehicle, livestock, or wildlifeSingle vehicle collision | Driver is licensed for the class of vehicle being driven.Driver is well rested and free from the influence of alcohol and drugs (including prescription medication with drowsiness warnings).Driver modifies speed to cater for factors such as weather, traffic, fauna, and road conditions.Journey is scheduled to conclude within 14 hours of start of workday.A pre-start inspection of the vehicle is carried out and all safety concerns addressed prior to departure.Vehicle equipped with trauma/first aid kitTravel commences after dawn and concludes before dusk.Shared driving where driver reports experiencing signs of fatigue.Journey Manager is to be contacted upon arrival at destination to confirm safe arrival, and Journey Manager to carry out the requirements of the Travel Procedure if no contact is made within 30 mins of estimated arrival time. Journey Manager to set a reminder alarm for themselves for 30 mins after the estimated arrival time to contact the primary driver. |  |  |  |  |
| Vehicle stranded | Mechanical failureCollisionLack of fuelTyre failure | Personal illnessPersonal harm | All controls as stated above (per ‘Loss of control of vehicle’).Minimum 1 litre of water for every 1 hour of journey per person on board.Fleet Care (roadside assist) contact details recorded in the vehicle.Mobile telephone on board (in case mobile reception available).All personnel remain with vehicle.Spot Gen 3 Global Positioning Device (GPS)Prior to trip check condition (inflation) of spare tyre, make sure tyre changing equipment is present in the car and in usable condition.Persons travelling in vehicle have the ability to changeout tyre in relation to its location and the likely environmental conditions.Driver and/or passengers familiar with route, or maps on board. |  |  |  |  |
| Roads inaccessible | BushfireFloodMotor vehicle incidentMustering | Modified route required Delayed arrival | Driver reviews late information from BOM, Main Roads, DFES and any internal communications to understand suitability to travel.Driver modifies speed to cater for factors such as weather, traffic, fauna, and road conditions.Driver follows the direction of emergency services personnel as applicable, tunes in to radio for emergency updates (e.g., ABC Local Radio; Port Hedland:603AM, Onslow: 1188AM, Karratha: 702AM)Deviations from planned route (as above) reported to Contact at destination however possible.  |  |  |  |  |

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| section 3: travel approval |
| **Approver Name and Position:** | **Approver Signature:** | **Approved Date:** | **Approved Time:** |
|  |  |  |  |

**See over for Approver requirements and PPA Risk Matrix**

RISK MATRIX

|  |  |
| --- | --- |
|   | Consequence Rating |
|   | **Insignificant** | **Low** | **Moderate** | **High** | **Catastrophic** |
| **Life / Health** | Injury / illness not requiring treatment; or First aid treatment required. | Medical treatment injury / illness. | Lost time injury / illness(recoverable); or Restricted work injury. | Disabling injury / illness (non-recoverable). | Fatality. |
| **Almost Certain** | **Moderate** | **Moderate** | **High** | **Extreme** | **Extreme** |
| Has occurred frequently at the location and in the Company and is common in projects.Once or more during the next year. |
| **Likely** | **Moderate** | **Moderate** | **High** | **High** | **Extreme** |
| Has occurred frequently in the Company and <20% of projects.1-2 year timeframe |
| **Possible** | **Low** | **Moderate** | **Moderate** | **High** | **Extreme** |
| Has occurred once or twice in the Company and in <5% of Projects.5 year timeframe |
| **Unlikely** | **Low** | **Low** | **Moderate** | **Moderate** | **High** |
| Has occurred in Industry but not in the Company and rarely in projects.10-20 year timeframe. |
| **Rare** | **Low** | **Low** | **Moderate** | **Moderate** | **High** |
| Almost unheard of in the Industry or in projects. |

RISK TOLERANCE LEVEL

|  |  |
| --- | --- |
| GREEN*LOW* | *Driver may approve.*  Driver must review the Journey Management Plan and verify that identified controls can be fully implemented, and that all personnel fully understand the task and their role.  The journey may proceed with caution, but be prepared to reassess the risk |
| YELLOW*MODERATE* | *PPA Supervisor input required.*  Supervisor must review the Journey Management Plan and discuss potential additional controls with the Driver.  If controls cannot be implemented to reduce the risk rating to green, the Supervisor must sign the Journey Management Plan as ‘Approver’. |
| ORANGE*HIGH* | *PPA One-up Line Manager\* input required.*  One-up Line Manager must review the Journey Management Plan and discuss potential additional controls with the driver or their supervisor.  If controls cannot be implemented to reduce the risk rating to yellow or green, the One-up Line Manager must sign the Journey Management Plan as ‘Approver’. |
| RED*EXTREME* | *Journey must not proceed.* Input must be sought from the appropriate Manager for further advice.  If controls cannot be implemented to reduce the risk rating to orange, yellow or green, the task must be reconsidered, alternative travel methods employed, or a full Risk Assessment conducted to establish suitable controls |

# document owner

The Director Health and Safety is responsible for this form.