

DRIVER CODE OF CONDUCT & INDUCTION REQUIREMENTS

JALCO AUSTRALIA PTY LTD

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This document details Driver Code of Conduct and Induction Requirements for Jalco Australia Pty Ltd, located Unit 1/8 Johnston Crescent, Horsley Park, NSW,2175.

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1. Introduction

Jalco Australia Pty Ltd Horsley Park is a contracting manufacturing business that produces a range of commercial and homecare cleaning products; laundry liquids, bleach, bathroom, dishwash, multipurpose, cream cleansers, fabric softeners, floor and window cleaners.

Jalco Australia Pty Ltd driver code of conduct outlines the requirements related to transit operations. The code of conduct is applicable to site inbound and outbound deliveries, supporting Jalco Australia Pty Ltd Traffic Management Plan and PACT Transport Safety (Chain of Responsibility) Policy.

The plan is to be used and followed in conjunction with Jalco Australia Pty Ltd Traffic Management Plan and induction development for site.

The driver code of conduct will ensure development of specific measures are implemented and focus on opportunities to minimise, mitigate and manage traffic volume, traffic safety and acoustic impact.

1.1 Objectives

The objectives of the driver code of conduct are to:

- Ensure compliance with the conditions associated with state significant development application (SSDA).
- Minimise noise impacts on the community.
- Encourage a safe environment for drivers inclusive of inbound and outbound deliveries when on site.
- Address Transport safety through contractual arrangements that insists all parties comply with safe transport core standards so that transport operations are safe and comply with the law.
- Educate and provide a process for training personnel in transport safety, consistent communication and create positive transport culture.

1.2 Traffic Management Committee

To ensure that driver code of conduct is adhered to and in line with traffic management plan, a traffic management committee has been formed and composed of the following site personnel at Jalco Australia Pty Ltd Horsley Park.

Name	Position
Paul Holland	Site Operations Manager
Christine Kazzi	Senior HSE Advisor
AJ Afualo	Warehouse Supervisor
Ritesh Singh	Warehouse Supervisor
Gopi Dhanekula	Engineering Manager

The site traffic management committee will meet annually to discuss driver code of conduct, review traffic management practices and measure efficacy of plans.

The ongoing management, and monitoring of the driver code of conduct and traffic management plan will be coordinated by the nominated Chairperson of the traffic management committee. Resources will be allocated to assist in this task by the site operations manager.

1.3 Site Responsibilities

- It is jointly and the responsibility of all department managers and supervisors to ensure compliance with driver code of conduct by any employees under their control.
- Subcontractors (and their workers), transit carriers and any labour hire staff are to be notified of the requirements of the driver code of conduct at

induction and it is a condition of their engagement that they comply at all times whilst on Jalco Australia Pty Ltd site.

- Any employee who suspects a breach of this code must report this without delay to their immediate supervisor. In the event that an immediate supervisor is not available the breach should be reported to either a member of the traffic management committee or site operations manager.
- Ensure that all drivers adhere to the designated heavy vehicle routes as required by the route designated above.
- Ensure no breaches of road transport laws, and to make sure that any actions or inactions taken by management do not contribute to or encourage breaches of the NHVR.
- Ensuring all work-related vehicles are well maintained, and that the equipment enhances driver, operator, and passenger safety by way of:
 - Daily prestart inspections for all vehicles and associated equipment.
 - All vehicles must be fitted with reverse alarms.
 - Ensure all operators on-site have a current verification of competency (VOC) for their current driver's licence of the appropriate class.
 - Ensure maintenance requirements are met.

1.4 Driver Responsibilities

- Be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work.
- Be cognisant of the noise and emissions requirements imposed within the traffic management plan, and in a broader sense, the NSW/ Australian Road Rules.
- Display the highest level of professional conduct when driving a vehicle at work.
- Ensure they have a current Australian State or Territory issued driver licence for the class of vehicle they are driving, and this licence is to be carried.
- Immediately notify their supervisor or manager if their drivers' licence has been suspended, cancelled, or has had limitations applied.
- Comply with all traffic and road legislation at all times.
- Assess hazards while driving and demonstrate appropriate care.
- Regularly check the oil, tyre pressures, radiator, and battery levels of vehicles they regularly used.
- Obey all on-site signposted speed limits and comply with directions of traffic control supervisors in relation to movements in and around temporary or fixed work areas.
- Not drive outside of the approved heavy vehicle routes. All drivers must obey weight, length and height restrictions imposed by the National Heavy Vehicle Regulator, and other Government agencies.

- Be aware that at no time may a tracked vehicle be permitted or required on a paved road.
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness –to do so will merit disciplinary measures.
- Wear a safety seat belt at all times when in the vehicle.
- Avoid distraction when driving – the driver will adjust car stereos/mirrors etc. before setting off or pull over safely to do so.
- Report any near-hits, crashes, and scrapes to their manager, including those that do not result in injury.
- Report infringements to a manager at the earliest opportunity.
- Report vehicle defects to a manager prior to the next vehicle use.
- Adhere to the authorised site access and egress routes.
- Follow speed limits as imposed within the estate.
- Take reasonable care for his or her own personal health and safety.
- Not adversely, by way of actions or otherwise, impact on the health and safety of other persons.
- Notify their employer if they are not fit for duty prior to commencing their shift.
- Ensure all loads are safely covered and / or restrained, as necessary.
- Ensure no dirt or debris from the vehicles is tracked on to the public road network.
- Operate their vehicles in a safe and professional manner, with consideration for all other road users.
- Not use mobile phones when driving a vehicle or operating equipment. If the use of a mobile device is required, the driver shall pull over in a safe and legal location prior to the use of any mobile device.
- Advise management of any situations in which the driver knows, or thinks, may present a threat to workplace health and safety.
- Drive according to prevailing conditions (such as during inclement weather) and reduce speed, if necessary.
- Have a valid Container Wright Declaration if they are to move freight containers.

2. Induction Requirements

Site induction is a key condition of entry and access to site at Jalco Australia Pty Ltd Horsley Park. The induction is managed via Who on Location software and controlled by senior HSE advisor for the site. The induction PowerPoint demonstrates PACT and site safety requirements which includes identified hazards with risks, emergency information, access to amenities etc. The site induction is complimented with a competency assessment. Failure to successfully complete competency assessment will deny entry when driver arrives to site and attempts sign

in at boom gate. An invitation to induction is sent to driver and company which they operate to complete before arrival.

3. Personal Protective Clothing (PPE)

Transit drivers attending site **MUST** wear the following PPE:

- Steel cap boots
- Long Pants & Sleeve
- Safety Glasses
- Hi Vis in accordance with manufacturers specifications

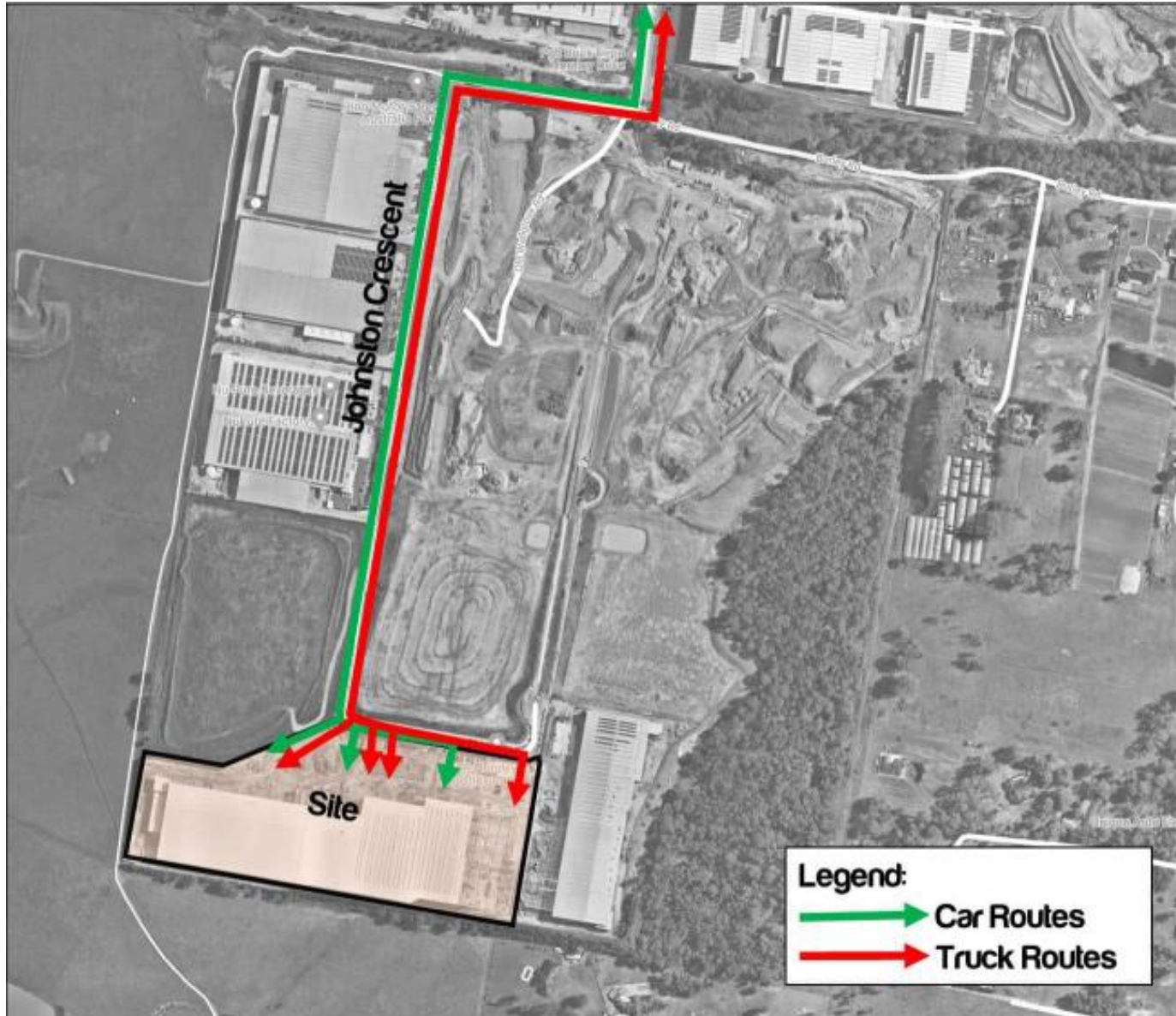
4. General Provisions

The following provisions will apply to all Jalco Australia Pty Ltd transit providers. They apply to any area where vehicular traffic is experienced at Jalco Australia Pty Ltd premises including vehicle entry or exit points to premises, driveway, car park area, external storage yard (collectively referred to as “Traffic Areas”):

- Drivers must sign in at the boom gate located at the entrance.
- Drivers must speak with site representative upon arrival to site.
- Drivers must remain seated in designated exclusion zone located inside warehouse office until load is either loaded or unloaded. Drivers will be provided sufficient time to open curtains, cages and be seated in designated area prior to commencement of forklift operation.
Please note: Tankers will be provided a designated safety area to manage and monitor bulk transfer.
- Drivers transferring bulk into storage tank are responsible for housekeeping at discharge station i.e. cleaning spills, returning equipment etc.
- Drivers must ensure correct paperwork and documentation is provided to site representative.
- Drivers must liaise with site representative and report any safety, environmental hazards, near misses and/ or incidents.
- Drivers must walk, do not run; beware of slip, trip, and fall hazards, especially when exiting a vehicle.
- Keep a good lookout and watch for any pedestrians, vehicles, structures, or obstacles in your path – use sight and sound observations.
- Be courteous to other users of traffic areas on the premises.
- Trucks and Tankers are to ensure adherence to allocated time slot for inbound and outbound deliveries.
- Reversing is only permitted inside the site gates for vehicles parking in unloading and loading bays.

4.1 Driver Routes

All vehicles must abide with following route to and from site:



4.2 Speed Limits

All vehicles must follow designated speed limit signs. The speed limit around the site is limited to 10km/hr for all vehicles.

4.3 Equipment Performance

It is the driver's responsibility to report vehicle faults to own business and should not be operated. It is the vehicle owner and transit providers responsibility to ensure that the vehicle is maintained to ensure safe vehicle operations.

4.4 Boom Gate

A boom gate is installed at the entrance of site to allow vehicle to sign in. Inducted drivers will only be permitted to enter site; hence drivers need to complete induction prior to arriving to minimise impact on traffic flow.

5. Incident Management & Reporting

All vehicle incidents or accidents that occur onsite must be reported to department lead, senior HSES advisor, site operations manager and transit provider immediately. Incidents that occur on public road network emergency services, transport NSW and transit provider must be notified.

5.1 Management of Non-Compliance

Trucking Companies shall ensure their drivers (including sub-contractors) are instructed on Jalco Australia Pty Ltd requirements and provide the necessary supervision and corrective actions to ensure compliance. Where non compliances with these procedures are observed site representatives will:

1. The driver involved will be approached regarding site breach and advised of noncompliance and behaviour.
2. The drivers name, registration number of the truck, fleet number (large number displayed on rear of trailer) and documentation of delivery will be recorded.
3. The incident will be recorded in Velocity EHS system and reported to traffic management committee.
4. An HSE or noncompliance alert via email will be shared with supplier and/or transit provider.
5. Traffic management committee will determine whether driver is banned from site or need to undergo re-induction. Where the decision is made for driver to be re-inducted, driver will under supervision on premise.

5.2 Truck Breakdown

In the event that a truck breakdown on site, the following process is applicable:

1. The truck driver is to make their truck safe and secure.
2. The driver must notify warehouse supervisor and transit provider.
3. The warehouse supervisor will check area is made safe and report to site management team.

4. For any services that transit provider organise to attend site and repair breakdown, the following protocols will comply:
 - The personnel attending site will need to be inducted and supervised while onsite
 - Prior to commencement of repair a JSEA or SWMS will need to be provided and other documentation required as per contractor management procedure PACT WHSE PRO 001.02 Contractor Engagement Procedure.

5.3 Motor Vehicle Accident

- Stop your vehicle as close to it as possible to the scene, making sure you are not hindering traffic. Ensure your own safety first, then help any injured people and seek assistance immediately if required.
- Ensure the following information is noted:
 - Details of the other vehicles and registration numbers
 - Names and addresses of the other vehicle drivers.
 - Names and addresses of witnesses.
 - Insurers details
- Give the following information to the involved parties:
 - Name, address, and company details
- If the damaged vehicle is not occupied, provide a note with your contact details for the owner to contact the company.
- Ensure that the police are contacted should the following circumstances occur:
 - If there is a disagreement over the cause of the crash.
 - If there are injuries.
 - If you damage property other than your own.
- As soon as reasonably practical, report all details gathered to your manager.

5.4 Spills

For all minor spills driver must ensure area is adequately cleaned up using available spill kits and waste disposed of in an acceptable environmental manner. Driver must report spillage to site representative. Major spillages will result in the activation of pollution incident plan and emergency plan. In this instance emergency services and other regulatory agencies will be notified as per procedures.

6. Implementation, Compliance and Monitoring

The driver code of conduct in conjunction with traffic management plan will be periodically audited to monitor performance, particularly in relation to noise minimisation around Jalco Australia Pty Ltd. The audits will be conducted by traffic management committee or alternatively consultants when required.

7. References

Ason Group Operational Traffic Management Plan prepared 14th April 2022
Ason Group Traffic Report prepared 26th May 2022
Ason Group Traffic Assessment prepared 3rd November 2021
PACT Transport Safety (Chain of Responsibility) Policy
Department of Planning and Environment
Work Health and Safety Act NSW 2011
Heavy Vehicle National Transport Safety Management Laws (Heavy Vehicle National Law (HVNL) 2018 (Commonwealth)

8. Document Control

Date	Description	Revision No.	Author
12/08/2022	New document	0	Christine Kazzi