



# **FAROF JOURNEY MANAGEMENT PROCEDURE**

## **Health and Safety**

---

## Table of Contents

<b>1. PURPOSE AND SCOPE</b> .....	<b>3</b>
<b>2. PLANNING</b> .....	<b>3</b>
2.1. When is a JMP Required? .....	3
2.2. Journey Management Plan.....	<b>3</b>
2.3. Hazard / Risk Assessment and Management .....	3
2.4. Managing Your Journey .....	5
2.4.1. Inclement Weather and Road Conditions .....	5
2.4.2. Initiating Search and Rescue .....	5
<b>3. ACCOUNTABILITY</b> .....	<b>6</b>
<b>4. DEFINITIONS</b> .....	<b>6</b>
Appendix - Journey Management Plan Form .....	7

## 1. PURPOSE AND SCOPE

The purpose of this procedure is to maintain safe travel practices, aiding FAROF personnel travelling within and outside the state in identifying the risks and hazards associated with their travel, and that there are controls in place to ensure safe arrival at their destination.

This Procedure applies to all persons entering and departing from FAROF operations, other workplaces or any area which FAROF has accountability.

## 2. PLANNING

### 2.1. When is a JMP Required?

You DO NOT need to complete a JMP if:

- You are a visitor (i.e. not performing any work) and you are being escorted by a fully inducted person.
- Your journey of more than 40km is part of your normal working zone and your whereabouts is monitored; or
- The Manager has approved your journey without a JMP (i.e. Emergency Services Worker responding to an Emergency)

You DO need to complete a JMP if:

- Your journey is more than 40 km from your normal place of work; or
- You are travelling to a new destination with which you are unfamiliar or travel is irregular.

### 2.2. Journey Management Plan

Risks associated with driving on site shall be risk assessed prior to travel. This includes the competency of the personnel, fitness to perform the journey and planning for the journey.

First time travelers shall identify themselves to their departure and destination contacts so that appropriate plans and monitoring can be put in place to mitigate risk.

The following information shall be included on the Journey Management Plan (JMP) template as a minimum:

- Traveler details (name and contact number)
- Passenger details (number, name and contact number)
- Vehicle details (registration, colour, make, model, etc.)
- Travel route details:
  - Destination
  - Route to be taken
  - Departure time
  - Estimated time of arrival (ETA)
  - Estimated time of return (ETD)
  - Any scheduled stops
  - Contact at destination
  - Notification of Safe arrival at the destination / return
- Accommodation Details
- Assessment of hazards and risks associated with the travel
- Approval to travel

### 2.3. Hazard / Risk Assessment and Management

Drivers shall ensure that risks (assessment – attached to the JMP) associated with the following be checked prior to travel and mitigated as far as practicable. As a minimum, these include:

- Vehicle condition by way of a pre-start check.
- Road conditions, route of travel, closures or diversions.
- Weather conditions.
- Fatigue – impact of time, rest breaks and distances.
- Driving outside of daylight hours.
- Driving at dawn and dusk.

**Note:** Where a journey proposes a higher risk (e.g. Remote / isolated work areas or travelling for long distances in bushland), a task specific Job Hazard Analysis (JHA) may also be required.

**In addition, the traveler shall ensure that:**

- Maps and/or drawings that cover the travel route are available (in the case that they have not made the journey previously).
- Contact persons have been contacted and are aware of your trip, the detail of such, and are available to take your call, and have a current site contact list.
- A method of communication has been determined and is available (i.e. UHF radio, mobile phone, satellite phone, etc.) for the length of the travel route.
- Training, such as appropriate driver permit levels are held (having completed 4WD training course or having a drivers license have been checked and uploaded to the Training Portal prior to travel as required).
- They have knowledge of emergency first aid procedures.
- Adequate water supply for the number of personnel travelling and the duration of the trip. Also consider unplanned events such as breakdown delaying estimated time of arrival (ETA).
- Loose items are relocated (to reduce the chance of injury by projectiles in the event of an accident or near miss).

**During the journey:**

- Observe speed limits and other road signage.
- Adhere to requirements for use of beacons where designates.
- Drive with the windows up
- In the event of feeling fatigued or ill, pull over where it is safe to do so, and take a rest break from driving or switch drivers where available. Ensure the destination contact and administrator is notified if the rest break time will affect the destination arrival time.
- Ensure that you have regular rest breaks on long trips. Maximum continuous driving time is 2 hours, and it is a requirement to have a minimum of 10-15 minute rest break before continuing travel.
- In the event of a breakdown or accident, stay within close proximity of the vehicle at all times and immediately notify the administrator and destination contact
- Take particular care during and after heavy rain which may increase the likelihood of hazardous road conditions, for example slippery roads, flooded causeways, wash outs and flash flooding of creek beds.
- Do not change from the original planned route unless it becomes unsafe, in which case you must notify your contact person and the administrator.
- Travel in convoy with other vehicles where practical.
- Engage 4WD for off road conditions.

**Post Journey:**

- Ensure vehicle is parked in fundamentally stable condition.
- Notify the destination contact and FAROF administrator of safe arrival.

**2.4. Managing Your Journey**

Before the start of any journey where a JMP applies, the Traveler shall provide their Contact(s) with the departure and arrival location(s), and a copy of their completed JMP.

The Traveler shall confirm the JMP detail with their leader and destination contacts and obtain approval for the journey. The Traveler is not permitted to undertake the journey without their Supervisor's approval.

Once the Traveler arrives at the intended location, they shall advise the departure location contact and/ or administrator of their arrival.

In the event that contact has not been made within 1 hour of the specified time the administrator shall alert the traveler's supervisor. Should the leaders efforts to make contact fail, they may then notify and escalate to emergency response services (e.g. the emergency services team if on site) so that a search may be initiated.

Refer to procedures for emergency management.

Note: Atmospheric conditions, lack of radio range or other interference may prevent the Traveler from making contact. In this event, the Traveler shall seek alternative communication to make contact in order to avert an emergency response.

Risk of limited communications shall be assessed prior to journey to determine whether there needs to be alternative arrangements in place. This will depend on the intended Journey location.

Alternative communications may include:

Satellite phone communication with client/other contractors.

Telephones (land line) are available at towns, fuel stations, UHF / VHF radio(s).

**2.4.1. Inclement Weather and Road Conditions**

Expected weather conditions for the planned route must be ascertained prior to any trip. In the event of a sudden change in weather conditions; adjust speed, and if safe to do so, pull over until weather clears.

**If weather conditions are predicted to be poor, the trip should be delayed until weather conditions improve.**

Current road conditions must also be established prior to any trip. This includes checking with your supervisor as to the condition of the roads along the route and local access roads.

**2.4.2. Initiating Search and Rescue**

Search and rescue is initiated if the traveler does call in to advise that they have reached the nominated destination/ location, i.e. return within 1 hour of their nominated ETA.

### 3. ACCOUNTABILITY

Role	Responsibility
<b>Administration Staff</b>	<ul style="list-style-type: none"> <li>Record details of travel on the Journey Management Register.</li> <li>Ensuring that the administration mobile is monitored and arrival/ departure phone calls noted on the register.</li> <li>Contact the traveler in the event that they do not call in within 1 hour of their ETA</li> <li>Contact the traveler’s supervisor in the event that the traveler is not answering their phone.</li> </ul>
<b>Supervisor</b>	<p>It is the responsibility of the Supervisor to ensure:</p> <ul style="list-style-type: none"> <li>That personnel making a journey have the correct processes, systems and information to ensure their safe travel.</li> <li>That they are available to follow up on the location of personnel making the journey, should the administration team be unable to reach them, and initiate search and rescue where required.</li> </ul>
<b>Traveler</b>	<p>It is the responsibility of traveler(s) to:</p> <ul style="list-style-type: none"> <li>Ensure that the JMP process is followed.</li> </ul>

### 4. DEFINITIONS





Term	Definition
<b>ETA</b>	Estimated Time of Arrival
<b>ETD</b>	Estimated Time of Departure
<b>Hazard</b>	Something with the potential to cause injury or harm
<b>JMP</b>	Journey Management Plan
<b>Journey</b>	To Travel – undertake a journey or trip, the act of travelling from one place to another.
<b>Risk</b>	The probability of injury or harm occurring
<b>traveler</b>	Person undertaking a journey



Appendix – FAROF Journey Management Plan Form

Journey management details									
Is the trip necessary? Why? _____									
Can it be combined with another trip? If not, why? _____									
Is there a need for night driving? If so, why? _____									
Journey Manager responsible for driver and vehicle: Name: _____					Date: _____				
Signature: _____									
Departure date	Departure time	Vehicle registration number	Vehicle Colour	Is the Vehicle fit for the trip?	Driver Name	Driver phone number	Driver Signature	Known destination / rest area(s) and mitigation specific instructions (e.g. contact notification details, place to stay overnight), etc.	
Other Personnel travelling									
Name					Phone Number				
1. _____									
2. _____									
3. _____									
4. _____									
Departure point	destination	Estimated time of arrival	Estimated time of return	Rest Break?	Contact person at destination & phone number	Intended route	Known destination / rest area(s) and mitigation specific instructions (e.g. contact notification details, place to stay overnight), etc.		



Driving Life Saving rules		Feedback to Person's Supervisor: Did the trip go as expected? If not Why?		Driver Signature
	No alcohol or drugs while working or driving		Wear your seat belt	
	Do not use your phone or exceed speed limit while driving		Follow prescribed journey management plan	
Journey Manager remarks:				
DRIVING HAZARD ANALYSIS				
Hazard	Control	Risk rating	Responsibility	
Fatigue - Night Driving - Alcohol - Dehydration - Prolonged periods of driving without breaks	-Ensure driver is well rested before departing - Travel during daylight hours - Have 2 persons in vehicle for journey where possible - Rotate driving - Night driving only if authorised by the Manager - test for driver before departing - No alcohol to be consumed on trip - Ensure 10 L water taken per person - Complete Fatigue Management check sheet (DO NOT drive if in the high risk category).			

		<ul style="list-style-type: none"> <li>- Take regular driving breaks. A break of ten minutes every two hours as a minimum.</li> </ul>	
<b>Road Conditions</b> <ul style="list-style-type: none"> <li>- Unsealed roads</li> <li>- Pot holes</li> <li>- Poor visibility</li> <li>- Inclement Weather</li> </ul>		<ul style="list-style-type: none"> <li>- Drive to road / weather / visibility conditions</li> <li>- Ensure all loads are secured</li> <li>- Drive defensively and obey all road rules</li> <li>- Drive with headlights on throughout journey</li> <li>- Check weather forecast prior to departure</li> <li>- cancel trip if severe</li> <li>- Stop journey if severe weather develops</li> <li>- wait until conditions are safe to continue</li> <li>- Driver to complete defensive driver / 4WD training</li> </ul>	
<b>Other Traffic</b>		<ul style="list-style-type: none"> <li>- Drive defensively and obey all road rules</li> <li>- Maintain safe separation distances</li> <li>- Only overtake under safe conditions</li> </ul>	
<b>Wildlife</b>		<ul style="list-style-type: none"> <li>- Maintain good visibility lights / clean windscreens</li> <li>- Travel during daylight hours</li> <li>- Do not swerve to avoid fauna on road</li> <li>- Remove any deceased animals from the road</li> <li>- Check for young and euthanise if required. Report incidents.</li> </ul>	
<b>Speeding</b>		<ul style="list-style-type: none"> <li>- Drive defensively and obey all road rules</li> <li>- Drive to road conditions</li> <li>- Set departure and arrival times with</li> </ul>	

<p>Unfamiliar With Destination</p> <ul style="list-style-type: none"> <li>- Anxiety</li> <li>- Journey takes extended time</li> <li>- Insufficient fuel</li> </ul>	<p>sufficient time for safe travel including stopping and rest breaks.</p> <ul style="list-style-type: none"> <li>-Driver to familiarise themselves with journey route</li> <li>- Source relevant maps</li> <li>- Allow adequate time for delays or rest breaks</li> <li>- Ensure vehicle has full fuel tank before departure</li> <li>- Plan refuelling points along route as required</li> </ul>	
<p>Vehicle Breakdown</p> <ul style="list-style-type: none"> <li>- Poor maintenance</li> <li>- Puncture</li> </ul>	<ul style="list-style-type: none"> <li>-Complete vehicle pre-start before departure</li> <li>- Ensure spare tyre is in good condition and pumped up</li> <li>- Carry 2nd spare tyre for vehicle if in remote areas</li> <li>- Park well off the road if tyre change is necessary</li> <li>- Vehicles to travel in convoy if possible</li> </ul>	
<p>Driver gets lost</p>	<ul style="list-style-type: none"> <li>-Lodge Journey Management Plan</li> <li>- Source relevant maps</li> <li>- Follow agreed route in Journey Management Plan</li> <li>- Carry mobile phone/ Satellite Phone</li> <li>- Remote travel, carry EPIRB device.</li> <li>- Phone in at designated points in Journey Management Plan</li> <li>- Stay with the vehicle if lost or broken down</li> </ul>	
<p>Vehicle accident</p>	<ul style="list-style-type: none"> <li>-Carry mobile phone/ Satellite Phone</li> <li>- Vehicle to have 1st aid kit and fire</li> </ul>	

	extinguisher fitted - Identify if member of the travel party is 1st aid trained.		