



Safe Operation of Mobile Equipment Procedure

Brief description

This Procedure defines the safe operation requirements for all mobile equipment at GPC.

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1 Terms and definitions

The following key terms and definitions apply to this Procedure:

“Authorised to drive/operate” means a person holding a valid State or Territory licence for the specific equipment, and/or a mobile equipment driving competency CTO for the specific equipment.

“Bike” means tricycle or quad bike that are powered or self-propelled mobile two, three or four wheeled bike.

“Bulk” means in relation to the transport of dangerous goods, bulk is defined as:

- (a) Gases (Class 2) in a container having a capacity exceeding 500 litres
- (b) All other classes in a container having a capacity exceeding 450 litres, and in a container having a net mass exceeding 400 kilograms

“Competency to operate (CTO)” means a competency based assessment process authorising personnel to operate specific equipment within GPC.

“Familiarisation” means a process for Workers to gain understanding of the various control and safety functions as well as correct and safe operation of specific makes and models of plant/equipment.

“Fundamentally stable” means when related to parked mobile equipment, means the mobile equipment can be left unattended without the possibility of it moving under its own energy, or the influence of gravity. The test is if the engine is off, gears in neutral and all brakes disengaged, the mobile equipment does not move.

“GPC controlled site” means GPC property that is accessible only via the site access system (Cardax). Also includes GPC property with signage prohibiting public access such as Tidor Quarry and dredge cells.

“GPC roads open to the public” means roads owned by GPC that members of the public have unrestricted access to. Roads include Marina Parklands, Spinnaker Park and any GPC provided car park that is external to a GPC controlled site.

Note: Port user access roads inside a GPC controlled site are not roads open to the public – access is controlled and monitored by GPC.

“Gross vehicle mass (GVM)” means the maximum loaded mass of a vehicle stated on the vehicle’s compliance plate.

“Heavy machinery equipment” refers to heavy-duty vehicles, specially designed for executing construction tasks, most frequently ones involving earthwork operations. They are also known as heavy machines, construction equipment or heavy vehicles.

“Heavy vehicle” means any vehicle with a GVM of more than 4.5 tonnes.

“Light vehicles” means any vehicle with a GVM of less than 4.5 tonnes.

For the purpose of these rules, light vehicles are vehicles, personnel carriers and miscellaneous vehicles comprising:

- (a) Cars, 4WD sports utility vehicles, pickups, utilities, mini loaders (Dingo).
- (b) Personnel carriers such as long wheel base “troop carriers” light trucks with crew cabins and other vehicles designated from time to time as personnel carriers.

- (c) Side By Side passenger ATV.

Any vehicle that requires the driver to hold a current State or Territory drivers licence.

“Mobile Elevated Work Platform (MEWP)” means a mobile machine (device) that is intended to move persons, tools and material to working positions and consists of at least a work platform with controls, an extending structure and a chassis, but does not include mast climbing work platforms.

“Mobile equipment” means any mechanically or electrically driven machine capable of moving under its’ own power and requires a driver/operator and includes light vehicles.

Mobile equipment includes a trailer attached to the equipment and heavy machinery equipment. Examples include but are not limited to:

- (a) Regardless of engine capacity, all hoists, mobile truck mounted concrete placing booms, load shifting equipment, dozers, excavators, forklifts, front-end loaders, backhoes, graders, order picking forklift trucks, boats, road rollers, skid steer loaders, and scrapers.
- (b) Tractors, road sweepers etc.
- (c) Remotely controlled mobile equipment.
- (d) It includes any form of transport that moves on wheels and a hovercraft; but not a train or tram.

“Positive communication” means communication to which there has been a response of recognition from the party being contacted.

“Road” includes GPC controlled site roads, public roads, dirt and haul roads.

“Trailer” means a vehicle that is built to be towed, or is towed, by a motor vehicle, but does not include a motor vehicle being towed.

Terms that are capitalised and not otherwise defined in this Procedure are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

2 Introduction

2.1 Purpose

The purpose of this Procedure is to define the safe operation requirements for all mobile equipment at GPC. This Procedure should be read in conjunction with the detailed manufacturers operating instructions for different mobile equipment and the GPC Traffic Management Procedure.

2.2 Scope

This Procedure applies to all persons who operate/drive mobile equipment on GPC controlled sites or are performing work under control of GPC on or near GPC roadways accessible by the public.

It applies to all forms of mobile equipment operated/driven on GPC controlled sites or for work purposes for work under control of GPC on or near GPC roadways accessible by the public.

The Motor Vehicle Standard provides specific details on requirements for use of company motor vehicles.

Bicycles, Motorbikes, Tricycles & Quadbikes are prohibited on all GPC controlled sites. Exception for motorbikes is where personal vehicle parking is located within the GPC controlled site access gate (Barney Point and Auckland Point). In this instance motorbike use is only permitted to and from the parking area, not accessing areas around the site.

2.3 Objectives

The objectives of this Procedure are to:

- ensure the safe operation and use of mobile equipment at GPC workplaces;
- reduce the risk of an incident relating to the operation of mobile equipment occurring; and
- meet the requirements of the GPC Safety Management System.

3 Safe Operation of Mobile Equipment

3.1 Mobile equipment risk assessment

All mobile equipment used for work purposes shall have a plant risk assessment completed by the Owner prior to initial use.

The risk assessment must involve both operators and maintainers of the mobile equipment and address all aspects of safe operation including handling, prevention of mobile equipment overturning, driver vision, brake failure, tyre blow out, mechanical failure of pressurised elements, competency and access and egress for both operators and maintainers. Identified issues must have an action plan to manage those issues. Required controls for safe operation to manage the associated risks must be documented in the risk assessment. These controls should be included in any associated CTO's and Safe Work Instructions.

All mobile equipment must have vehicle/plant registration where applicable for each piece of equipment.

3.2 Licencing and competencies

GPC's 'Trained, Competent and Authorised' Life Saving Commitment states *I will only perform tasks that I am trained, competent and authorised to do.*

All mobile equipment operators/drivers required to operate/drive on GPC sites shall hold a current State or Territory drivers licence and/or high risk work licence and the relevant CTO and Familiarisation, excluding light vehicles.

Where no official licence is required for operation (e.g. backhoe, front-end loader, skid steer loader, excavator, dozer, grader, scraper and ship loader and the like), the relevant Statement of Attainment, Familiarisation and GPC CTO is required for GPC employees, and for contractors, the relevant CTO's completed within their own company.

Workers should not continue to operate a vehicle/mobile equipment, without seeking advice, if they feel not capable to safely and effectively perform the task or manage the risks. If Workers are unfamiliar with the operation of the vehicle/mobile equipment or come across a scenario when operating that they are unsure about, it is the employee's responsibility to seek further advice before proceeding or continuing. Advice or further instruction may be sought from Supervisor, another competent person, Safe Work Instructions, OEM manuals etc.

(a) Driving licence and high risk work licence

People holding a **learner's permit** are not permitted to drive light vehicles on site.

Provisional licence holders are permitted to drive on site without “P” plates on display. Normal road rules apply for offsite (“P” plates on display).

In the case of a person’s State or Territory driving **licence being disqualified or suspended**, the person shall notify their Supervisor of this situation and will not be able to drive onsite until the disqualification/suspension has been lifted.

In order to continue operating mobile equipment as part of the person’s role under a CTO while within the confines of a GPC controlled site, approval must be sought from their Manager or Contractor Manager. If approval is given, the operator shall be restricted to only the areas within the confines of the site boundaries controlled by GPC.

Any loss/expiry of a high risk work licence for a **prescribed occupation** issued by Workplace Health & Safety Queensland means the person cannot operate that mobile equipment under any circumstances.

(b) Mobile equipment with crane attachments

When operating **earthmoving or particular crane (EPC)** machinery in crane mode, a crane CTO is required as well as the earthmoving CTO and Familiarisation.

(c) GPC competency to operate (CTO)

A **CTO** is required for of each type of mobile equipment excluding light vehicles.

A CTO shall be **valid** for the prescribed amount of time as mandated in accordance with the Competency to Operate Procedure.

A CTO is **not required** for port users such as taxi drivers, provedores, samplers and the like when driving on GPC controlled sites. Some provedores are required to have CTO’s e.g. Crane Trucks.

Aurizon is also excluded from requiring a CTO when they access any of the rail lines.

Other **exemptions** for requiring a CTO may also be granted by the relevant GPC Manager who will also approve an appropriate GPC employee to escort the driver (e.g. Tour bus driver). Vehicles engaged in escorting mobile equipment (e.g. cranes) must stay within clear sight of the mobile equipment being escorted at all times. Exemptions will be managed in accordance with the GPC Competency to Operate Procedure.

3.3 Fitness for work

All Workers share in the responsibility to minimise and manage the adverse effects of fitness for work with respect to the operation of mobile equipment. In accordance with the GPC Fit for Work Standard, all Workers are to be fit for work and perform their duties without imposing risks to the health and safety of themselves, others or to the safety of the worksite. All mobile equipment operators must comply with the requirements outlined in the Testing for Alcohol and Other Drugs Procedure and Fatigue Risk Management Procedure.

3.4 Access to site

Dry hire or contractor forklifts, elevated work platforms (EWP) and mobile cranes shall require a record of inspection and this must be supplied by the hiring company prior to handover to GPC.

Forklifts must be inspected and approved by someone with the approved licence e.g. hirer or GPC Representative.

Mobile crane registerable plant certificates and records of inspection must be sighted by a GPC Supervisor/Representative prior to the use of the mobile crane onsite.

All contractor and port user vehicles wishing to access operational sites at the Port of Gladstone or Port of Rockhampton are required to enter their vehicle registration details into Rapid Global. Vehicles must have an operational need to be on site.

3.5 Pre-start safety inspections

Pre-starts for pool light vehicles shall be performed prior to the first operation of the vehicle once per week. Daily pre-starts may be performed where there are multiple users i.e. change of shift (Operations).

A mobile equipment pre-start safety inspection shall occur prior to the first operation of the equipment each day. This inspection must be recorded in the relevant **pre-start checklist** which is kept with the mobile equipment.

Pre-start vehicle checklist books are available from the warehouse.

Pre-start heavy machine checklist books are available from the warehouse.

Any identified damage or defects shall be reported to Supervisors and acted on according to their category as defined within the inspection check sheets.

All defects that do not affect the safe operation of a forklift or mobile crane shall be logged in the machines daily pre-start check sheet for the equipment owner to rectify.

3.6 Parking

Mobile equipment, including light vehicles, must always be reverse parked where sign posted. For all other areas, the vehicle should be parked so that the first movement of the vehicle is forward.

Where a designated park is not provided, the mobile equipment is to be parked in a safe location reversed in where possible.

Drivers/operators shall ensure they engage the parking brake, place the transmission in gear, ("P" for automatics), and turn engine off when unattended.

For mobile equipment with ground engaging devices such as blades or tines, these shall be lowered to the ground.

3.7 Leaving vehicles and mobile equipment running

Vehicles and mobile equipment are **not to be left running** unless someone is in attendance within the front of the cabin or there is an essential requirement such as a turbo cooling timer or supplying power to a power take off or similar for refuelling or servicing purposes. In such cases, the mobile equipment must be parked in a fundamentally stable position and the driver in attendance.

Mobile equipment should not be left running when in a proximity close enough to a confined space or tunnel mouth that could compromise the atmosphere of the space or tunnel.

3.8 Isolation

All mobile equipment shall be isolated at the designated battery isolator or, where not available by removing keys from the ignition prior to the following activities:

- under bonnet pre-start inspection;

- refuelling (exemption for D11 fleet); or
- maintenance activities.

Light vehicles with no battery isolator require no lock out as long as the ignition key is held by the person working on the vehicle.

3.9 Seat belts and restraint devices

Drivers and passengers must follow Queensland Road Rules in regards to the wearing of seatbelts and restraint devices. Where seatbelts and restraint devices are fitted in mobile equipment, they must be worn.

Drivers shall check that all passengers are seated and have their seat belt buckled before moving off.

All occupants travelling in the basket of a boom-type MEWP, or a scissor lift if an anchor point is provided, must wear a suitable length lanyard in their personal fall protection system to allow it to perform like a seat belt and prevent the person from being ejected from the basket.

3.10 Traffic regulations

Unless otherwise specified, Queensland Road Rules (*Transport Operations (Road Use Management – Road Rules) Regulation 2009*) apply when driving on roads within GPC controlled sites.

Heavy vehicles must also comply with the *Heavy Vehicle National Law Act 2012* where applicable when being used or operated on public / state owned roads or land.

All drivers are **banned from using a mobile phone** that is held in the hand while driving. See also GPC Distracting Devices Procedure.

Smoking is strictly prohibited in all mobile equipment at all times. This includes when driving, operating, refuelling or when checking batteries. See also GPC Smoking Procedure.

Speed limit signs shall be adhered to at all times, however, mobile equipment drivers must always drive to the prevailing conditions. This means all mobile equipment is to be driven in a safe and sensible manner having due regard for other mobile equipment and the road and weather conditions existing at the time.

All mobile equipment must only be operated on a stable and safe surface as is appropriate for the mobile equipment and the work being undertaken.

3.11 Rights of way

The following rules apply to determine who has the right of way within a GPC controlled site:

- Pedestrians shall give way to all mobile equipment at all times.
- A light vehicle shall give way to another light vehicle in accordance with Queensland Road Rules.
- A light vehicle shall always give way to any piece of heavy machinery equipment regardless of the situation.
- Drivers of all other mobile equipment and pedestrians shall give way to any oversize mobile equipment being escorted by an escort/pilot vehicle.
- When trains and carriages are on the track, pedestrians are not permitted to cross rail lines between carriages of trains at any time. In stockpile areas, pedestrians must

use caution if crossing the tracks (only permitted when there are no trains or carriages).

3.12 Loading and unloading activities

(a) General activities

When items are being loaded or unloaded from a vehicle using powered mobile plant or similar, the following precautions shall be taken:

- Demarcate an appropriate exclusion zone to prevent unauthorised access to the loading / unloading area.
- The vehicle to be loaded / unloaded must be parked fundamentally stable.
- Where the driver is included in the loading / unloading activities, they must be included in the risk assessment process to ensure adequate management of personnel / mobile equipment interaction.
- Loads secured for transport purposes that may potentially move on unloading shall not be unsecured until rigging equipment that will be used to unload the load is in place and the load is supported by a suitable power operated lifting device.
- Over Centre Load Binders (otherwise known as Dog, Chain Dog or Bulldog) shall not be used by GPC employees, GPC contractors or GPC contracted transport companies to secure loads transported on site. Ratchet style tensioners may be used as an alternative.
- Appropriate unloading controls shall be put in place by Warehouse employees for non-contracted transport companies that deliver to the Warehouse.

(b) Loading/unloading a mobile elevated work platform (MEWP) from a vehicle

In addition to the precautions described for general loading / unloading activities, when a MEWP is loaded or unloaded from a vehicle, the following precautions shall be taken:

- Persons must have a high risk licence where relevant, Familiarisation and CTO.
- For boom type MEWP's the boom shall be retracted and lowered as far as practicable without obscuring a clean view of the wheels; and
- Where the maximum gradient of loading ramps, tilt trays and slide beds are greater than the rated grade ability of the MEWP, the MEWP shall be loaded onto the vehicle winch.

3.13 Securing and carrying loads

Drivers must ensure they do not exceed the carrying capacity of the vehicle (GMV).

Drivers are responsible for ensuring that their load:

- is carried in a cargo area and not on a vehicle seat;
- is positioned in a manner that does not affect the vehicle's balance or stability, therefore reducing its steering or braking performance;

- is properly restrained so that it does not move under all driving conditions, including emergency braking; and
- does not become dislodged and fall from the vehicle or trailer.

(a) Transportation of gas cylinders

When transporting gas cylinders they shall be secured in a vertical position at all times.

(b) Transportation of bulk dangerous goods

All bulk transport of dangerous and/or hazardous goods being carried into a GPC controlled site must comply with the Australian Code for the Transport of Dangerous Goods by Road & Rail (ADG 07) and the relevant legislation.

3.14 Trailers and towed equipment

No vehicle or other mobile equipment is permitted to tow other mobile equipment unless it is engineered to do so.

A forklift shall not be used as a towing or push device, unless appropriate attachments are fitted. A tow rope must never be attached to the mast to pull or drag loads.

The laden mass of the trailer is not to exceed the towing capacity of the vehicle and the towing capacity of the approved towing apparatus fitted to the vehicle.

When towing a trailer, the hitch must be connected correctly and the safety mechanism must be engaged.

3.15 Vehicle and heavy machinery equipment recovery

No vehicle or heavy machinery equipment shall be towed unless the equipment used for towing or snigging/pulling is specifically designed and load rated.

All towing equipment shall be stored, maintained and a register of this equipment must be kept by area owners.

Towing bars, slings and shackles shall be regularly inspected as per GPC Lifting Operations Procedure.

A documented Job Safety Analysis (JSA) for towing shall be completed before the task is attempted to identify issues and develop a safe work method.

3.16 Management of risk associated with mobile equipment overturning

To avoid overturning mobile equipment, operators should:

- Operate and maintain all mobile equipment in accordance with manufacturer's instructions.
- Make sure tyres, where applicable, are correctly inflated as under inflated tyres can reduce stability.
- Not travel across a slope greater than that recommended by the manufacturer.
- Slow down when driving across a sloping, uneven or wet surface.
- Assess ground conditions and ensure there is adequate ground stability or ground support for the mobile equipment.

- Comply with the GPC Excavation and Penetration Procedure and ensure appropriate controls are in place when setting up close to excavations or trenches.
- Comply with the GPC Lifting Operations Procedure.

Tractors must not be used unless the tractor is securely fitted with a roll-over protective structure.

3.17 Approaching heavy machinery equipment in stockpile or landfill areas

Mobile equipment shall not approach within 50 metres of heavy machinery equipment without first making positive communication (i.e. two-way radio contact with the operator of the heavy machinery equipment being approached).

Vehicles shall not approach within 30 metres of heavy machinery equipment until:

- The vehicle operator has contacted the heavy machinery equipment operator and communicated their intention to approach inside the 30 metre restricted zone.
- The operator of the heavy machinery equipment has parked fundamentally stable in a designated safe park area and lowered ground engaging devices if fitted.
- The operator of the heavy machinery equipment has made positive contact and granted permission for the vehicle to enter the 30 metre restricted zone.

The operator of the vehicle may then approach the heavy machinery equipment and park in a position which is not within the 'No Go' and 10m zones and is to the side of the cabin of the heavy machinery equipment (flashing or rotating orange beacon must be operational). The vehicle shall only park as indicated in Figure 1.

Under no circumstances is the heavy machinery equipment to be moved in any direction whilst the vehicle is inside the 30 metre restricted zone.

Once the vehicle has completed its activity/time in the restricted parking zone, the vehicle must leave the restricted area first and make positive contact with the heavy machinery equipment operator after leaving the 50 metre zone.

Examples where the 50 metre rule may be invoked:

- Hot seat change over where a light vehicle is required to access the coal stock pile
- Approaching an excavator at the quarry.

Examples where the 50 metre rule would not be invoked:

- Dozer working in the edge of the coal stock pile and vehicles travelling within 10 metres on a designated road
- Front-End Loader under escort.

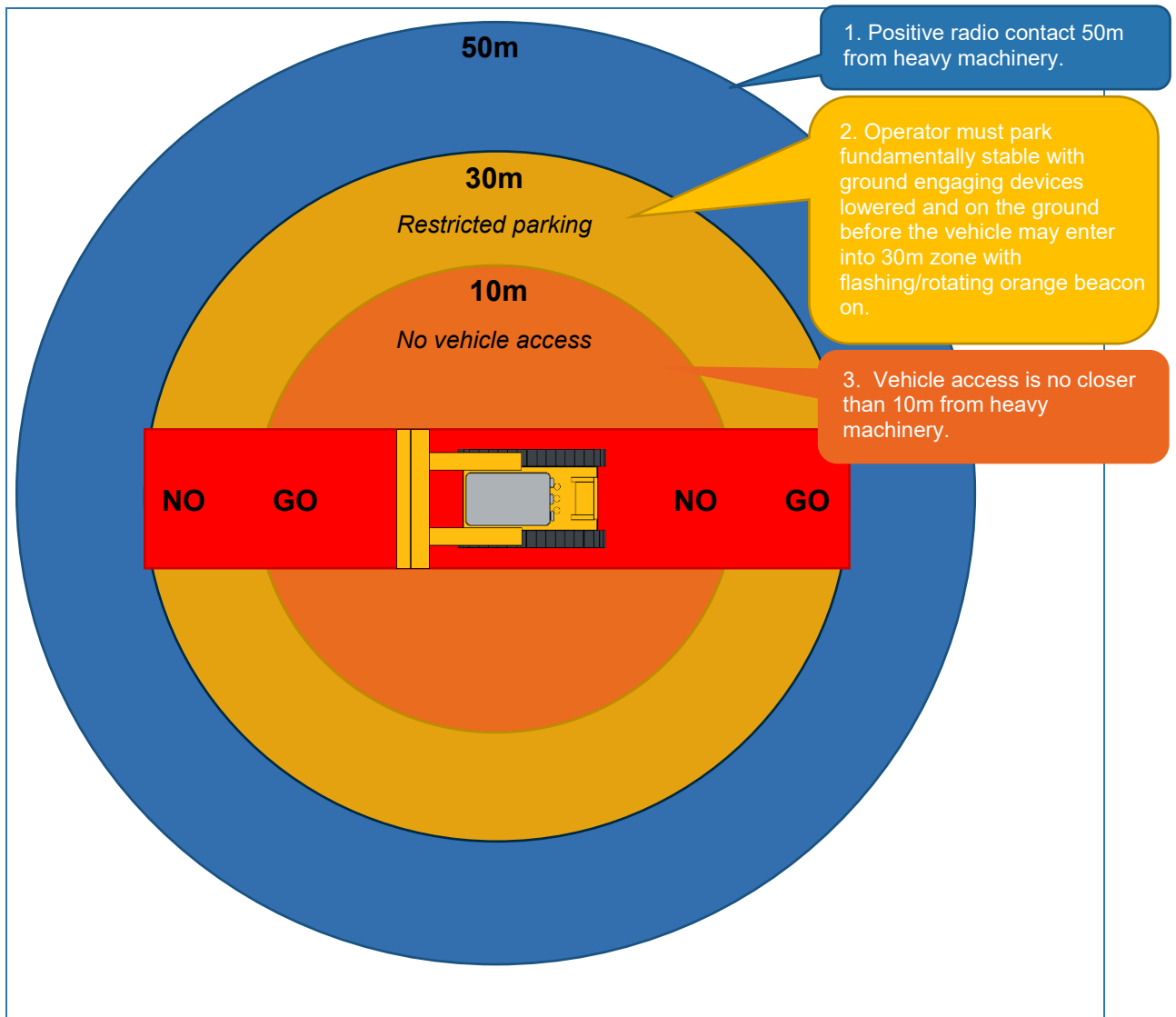


Figure 1 Restricted zones for approaching heavy machinery equipment (50 metre rule)

(a) **Overhead electrified lines**

Mobile equipment carrying loads are considered to be “WORKING” and as such cannot come within 3 metres of any energised part of the overhead line or structure without appropriate authorisation and strict controls. If the mobile equipment is too large to traverse a rail crossing it must either pass at the designated cross point at dump stations or the dozer overpass bridge. Cranes carrying loads cannot travel across a rail crossing if any part of the crane can come within 3 metres of any energised part of the overhead line or structure. If necessary, use a truck to carry loads across rail crossings.

Zones are established around overhead electrified lines as follows:

- **Zone C – No Go Zone** – closest to and surrounding the electric line where Electricity Supply Authority approval is required. A ‘permit to work’ will also be required.
- **Zone B** – surrounds the electric line and is further away than Zone C. It is for authorised persons. Authorised persons are Workers who have successfully completed a recognised training course in overhead line electrical hazards so are permitted to work in Zone B. A ‘permit to work’ may be required.

- **Zone A** – furthest away from the electric line and is for unauthorised persons. Unauthorised persons are Workers who have not received training in overhead line electrical hazards and do not have sufficient training or experience to enable them to avoid the dangers from overhead electric lines and associated electrical equipment.

Unless authorised, all work must only be undertaken in Zone A as illustrated in Figure 2.

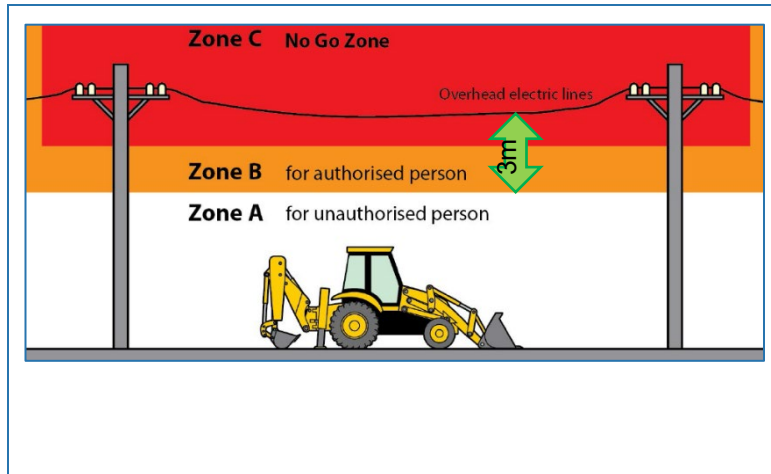


Figure 2 Work zones around overhead electrified lines

3.18 Contacting overhead powerlines or struck by lightning

If any mobile equipment comes in contact with powerlines or is struck by lightning, the following must occur:

- The driver must remain in the vehicle until advised safe to exit by emergency services.
- Barricade off the area within 300 metres of the vehicle (avoid the sides of the tyres due to the potential for explosion).
- The vehicle shall be quarantined for at least 24 hours due to the potential for explosion of the tyres.

If there is a fire in the vehicle, firefighting must be carried out using remote control monitors positioned forward or behind the vehicle.

A competent person should internally inspect all tyres before normal use.

3.19 Mobile equipment crossing rail lines

Mobile equipment is only permitted to cross rail lines at designated level crossings with the lines clear and obeying all signage before proceeding.

3.20 Tyre fires

The primary cause of tyre fires is the application of heat to the tyre or the development of heat within the tyre structure by one or more of a variety of mechanisms such as:

- electrical earthing through the tyre as a result of lightning strike or power-line contact;
- wheel component heating through misuse of brakes or electric-wheel motor problems; or

- internal tyre damage as a result of excessive speed, road camber deficiencies and ply separation.

The same primary causes can result in a violent explosion of the tyre under some circumstances. When encountering tyre fire situations the driver of the mobile equipment shall proceed as follows:

- If possible, the driver is to position the mobile equipment in a manner so that the direction of any blast is toward open space. Park the mobile equipment in a fundamentally stable position.
- The driver is to vacate the area as quickly as possible in a direction moving away from the affected tyre.
- Call 000 for the QFES or contact Security on 4976 1222 to call QFES.
- Notify the Supervisor of the situation.
- Direct other personnel to clear the danger area and barricade an exclusion zone (300 metres).
- All personnel shall observe the exclusion zone around the affected machine.

The quarantine of the machine will last no less than 24 hours which is to be observed by all personnel due to potential for explosion of tyres.

3.21 Tyre and rim safety

Tyres and rims above 610mm in diameter shall only be worked on by a suitably qualified person. GPC employees must hold the Kal Tire training competency to perform work on these tyres.

The qualified person must consider the following:

- Training and Competency Assessments
- Tyre and Rim Selection
- Tyre and Rim/Wheel Handling Tools and Equipment
- Handling and Storage
- Tyre and Rim/Wheel Mount and dismount
- Installation and removal of Rim/Wheel Assemblies
- Inflation/Deflation of Tyres and Pressure Maintenance
- Operations and Maintenance of Tyres
- Operations and Maintenance of Rims/Wheels
- Storage and Disposal of Scrap Tyres

The broader management of tyres and rims is detailed within the tyre and rim removal JSA.

3.22 Incidents

When the requirements of this Procedure are not followed, then an incident must be raised in SAI360 and investigated to determine the cause in accordance with the GPC Incident Management and Investigation Procedure.

Refer also to the GPC Motor Vehicle Standard and GPC Managing Discipline Specification.

4 Roles and responsibilities

To assist GPC Representatives to better understand their responsibilities, key responsibilities and accountabilities are summarised below:

Role	Responsibilities
Relevant Manager	To ensure that GPC complies with its obligations by: <ul style="list-style-type: none">• Approving an exemption from wearing a seatbelt on medical grounds.• Approving an exemption to driving on site without a mobile equipment CTO (e.g. Tour bus driver).
Superintendents	To ensure that GPC complies with its obligations by: <ul style="list-style-type: none">• Implementing the requirements of this Procedure within their area for all mobile equipment activities.• Ensuring that suitably trained persons are licenced and competent to operate mobile equipment and familiarised.
Supervisors	To ensure that GPC complies with its obligations by: <ul style="list-style-type: none">• Ensuring risk assessments are re-validated at any time the scope of work changes or the risk of mobile equipment operations changes.• Ensuring completion of mobile equipment Pre-Start Check Sheets.• Ensuring that parking and lay down areas are maintained in a safe, clean and tidy condition and that designated safe parking areas are established and incorporate fundamentally stable parking.• Ensuring their team members operating mobile equipment are licenced, familiarised and competent.• Implementing the requirements of this procedure within their area for all mobile equipment activities.
Mobile Equipment Owner	To ensure that GPC complies with its obligations by: <ul style="list-style-type: none">• Auditing the system.• Ensuring mobile equipment:

Role	Responsibilities
	<ul style="list-style-type: none"> - Is operated and maintained to the standard defined in this Procedure and in line with appropriate asset standards. - Is made available for scheduled maintenance and repair. - Used for work purposes to undergo a risk assessment and the risk assessment is reviewed annually. • Ensuring drivers who are required to use vehicles off site hold a current vehicle drivers licence for that class of vehicle. • Ensuring persons operating mobile equipment are licenced and familiarised under the relevant mobile equipment CTO/Familiarisation and that records of competency are documented.
Safety and Training Department	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Ensuring persons operating mobile equipment are licenced and familiarised under the relevant mobile equipment CTO/ Familiarisation and that records of competency are maintained.
Maintenance Planners / Schedulers / Maintainers	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Ensuring requirements of this Procedure and manufacturers' guidelines/instructions are followed during the planning of routine servicing, modification and maintenance of mobile equipment.
Mobile equipment operators	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • Maintaining driving licence as required by legislation. • Ensuring mobile equipment CTO and Familiarisation is current. • Using all mobile equipment in a safe manner and operating within the rated load capacity. • Adhering to all site speed limits and road restrictions. • Ensuring the driver and all passengers wear their seatbelts at all times. • Reporting all near misses, incidents and mobile equipment damage to their Supervisor immediately. • Providing the Safety and Training team copies of their licence/s.

Role	Responsibilities
	<ul style="list-style-type: none"> • Parking mobile equipment in a fundamentally stable position and use a designated safe park area whenever possible. • Complying with the requirements of this Procedure.

5 Appendices

5.1 Appendix 1 – Related documents

(a) Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	Legislation/regulation
State Acts	<p><i>Work Health and Safety Act 2011 (Qld)</i></p> <p><i>Work Health and Safety Regulation 2011 (Qld)</i></p> <p><i>Transport Operations (Road Use Management) Act 1995 (Qld)</i></p> <p><i>Transport Operations (Road Use Management – Vehicle Registration) Regulation 2010 (Qld)</i></p> <p><i>Transport Operations (Road Use Management – Road Rules) Regulation 2009 (Qld)</i></p> <p><i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010 (Qld)</i></p> <p><i>Heavy Vehicle National Law Act 2012</i></p>
Other	<p>Managing risks of plant in the workplace Code of Practice 2021</p> <p>Electrical safety Code of Practice 2020 – working near overhead and underground electric lines</p> <p>Vehicle Standards Bulletin (VSB1) – Building Small Trailers</p> <p>Australian Design Rules</p> <p>Australian Code for the Transport of Dangerous Goods by Road & Rail (ADG 07.6)</p> <p>AS 1742 Manual of Uniform Traffic Control Devices</p>

(b) **Gladstone Ports Corporation documents**

The following documents relate to this Procedure:

Type	Document number and title
Tier 1: Policy	#365624 Safety Policy
Tier 2: Standard/Strategy	#854303 Safety Management Framework Standard #1319108 Motor Vehicles Standard #1331115 Fit for Work Standard
Tier 3: Specification/ Procedure/Plan	#1169443 Personal Protective Equipment Procedure #1516431 Traffic Management Procedure #491670 Isolation Guideline #1346896 Distracting Devices Procedure #1095082 Smoking at GPC Procedure #1497376 Lifting Operations Procedure #1075526 Incident Management and Investigation Procedure #960456 Managing Discipline Specification #539806 Isolation Regulation #1606001 Competency to Operate Procedure #163222 Testing for Alcohol and Other Drugs Procedure #1331120 Fatigue Risk Management Procedure
Tier 4: Instruction/Form/ Template/Checklist	#1621179 GPC Corporate Glossary Instruction
Other	N/A

5.2 Appendix 2 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
22/07/2021	Original document creation. Includes HSF legal review.	Kirsty Iszlaub, Safety & Training	Tony Young, Safety & Training Manager	Craig Walker, Chief Operating Officer

Revision date	Revision description	Author	Endorsed by	Approved by
		Specialist – Systems		
05/08/2021	Administrative changes and update to s3.4 para3	Catherine Kelleher, Information Management Officer	Kirsty Iszlaub, Safety & Training Specialist – Systems	Mariette Lansdell, a/ Company Secretary
27/09/2021	Addition of heavy vehicle definition. Immaterial change to 3.4 and 3.10	Kirsty Iszlaub, Safety & Training Specialist – Systems	Tony Young, Safety & Training Manager	Tony Young, Safety & Training Manager
20/06/2022	Amendment of requirements for approaching heavy machinery (50-30-10) to provide clarification and consistent interpretation. v 6 approved by Acting Operations General Manager on 19/07/2022 and published.	Kirsty Iszlaub, Safety & Training Specialist – Systems	Tony Young, Safety & Training Manager	Ged Melrose. Acting Operations General Manager