

FLEET SAFETY

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1. GENERAL

Drivers of vehicles have a responsibility to act with care and consideration to avoid incidents.

1. When driving or operating a vehicle or item of plant, employees shall:
 - Comply with the Victorian road rules and regulations and must not drive vehicles unless authorised.
 - Without exception, all parking and traffic offences as well as any associated fines or penalties incurred while driving a vehicle are the personal responsibility of the driver.
 - Possess a current licence or authority appropriately endorsed for the category of vehicle/plant to be operated.
 - Notify Management immediately if their driver's licence is suspended or cancelled.
 - Know and obey all applicable laws and regulations in addition to company safety rules.
 - Fill in the appropriate logbook for each vehicle as required.
 - NOT smoke within any vehicle.
 - Inspect the vehicle prior to use, reporting and correcting any unsafe conditions.
 - NOT operate a hand held mobile phone, radio or TMR whilst driving a motor vehicle on a public roadway. This includes vehicles that are stationary in traffic.
 - NOT board or alight from a vehicle that is in motion.
 - Before filling the fuel tank, ensure that the engine is shut off. The hose nozzle shall be kept in contact with the fuel tank to avoid static sparks. Smoking and naked flames are prohibited. Radio and mobile phone transmissions shall be avoided whilst the vehicle is being refuelled.
 - Wherever possible, position the vehicle to avoid the necessity of reversing. When returning to a parked vehicle and prior to departing from your location, visually inspect the vehicle to ensure that it is safe to drive.

- NOT permit anyone to ride on the running boards, mudguards, or any part of the vehicle, except on seats or inside the body walls. Passengers shall not stand up in moving vehicles unless assigned to the job for the purpose of raising service wires along the route.
2. When an employee has been involved in a vehicle incident, they shall:
 - Report the incident to their Management and to the Fleet Company in accordance with documented procedures.
 - Report the incident to the police within 24 hours of the incident occurring, if the incident involved injury to the driver or a third party.
 3. Wherever a vehicle or item of plant is fitted with seat belts, they shall be worn at all times by the driver and occupants. At no time shall the number of passengers exceed the number of seat belts provided.
 4. In the event of an accident occurring at or near a worksite on a public roadway, employees shall undertake the following action:
 - If a traffic controller is being used, their primary responsibility is to maintain control of the traffic flow to ensure the safety of the worksite and the public.
 - Provide assistance to members of the public or employees involved.
 - Notify the appropriate emergency services.
 - Obtain the names and addresses of any witnesses as well as all relevant details.
 - Report the details of the incident to your Management.

2. ELEVATING WORK PLATFORMS

1. When operating an Elevating Work Platform (EWP), employees shall:
 - Be trained and licensed to operate the EWP and be aware of its capabilities and limitations, in accordance with the manufacturer's specifications.
 - Ensure that the EWP's fibreglass boom is tested at least every 6 months. The EWP shall not be used near energised assets if the test is overdue.
 - Wear an approved fall protection device and lanyard whenever in an EWP and maintain at least one foot firmly on the floor of basket at all times.
 - Inspect daily, all controls and areas considered critical to safe operation, including controlled descent devices, to ensure that they operate properly prior to use, as outlined in the EWP Log Book.
 - Ensure that all out-riggers are in the down position on stable ground and where necessary, steel plates, timber pads or suitably prepared packing of the required strength shall be placed under the outrigger or stabilizer foot plates, that the hand brake is set and that the truck wheels are chocked, before operating the boom.
 - Ensure that the EWP is set up within the 5° range of the levelling indicators.
 - Earth the vehicle if it is physically possible for any portion of the EWP to contact live assets or equipment.
 - Regularly clean the fibreglass surfaces, boom, basket and jib to ensure that insulating members are free of dirt, oil, or other contaminants that might degrade dielectric integrity.
 - Ensure that hydraulic hoses, tools, and material cannot become entangled with any control levers.
 - NOT move the EWP from one location to another (other than positioning activity) with the equipment in any position other than fully retracted.

- NOT allow material to loosely lie in the bottom of the basket.
 - Observe minimum clearance distances from electrical assets.
 - Be restrained to at least one point (e.g. pole or EWP) when exiting or entering an EWP basket.
2. For EWP's that are only partially insulated, the following permanent notice shall be fixed at each operator's station:

DANGER BEWARE OF POWER LINES

This appliance is not fully insulated. Do not permit any uninsulated part of this appliance to be in close proximity to live conductors.

3. FORKLIFTS

1. When operating forklifts, employees shall:
- Be trained and authorised to operate the type of forklift.
 - Inspect the forklift at the beginning of each shift to ensure that the equipment and accessories are in safe operating condition and free from apparent damage that could cause failure whilst in use.
 - Always operate the forklift at a safe speed, dictated by the surrounding conditions.
 - Slow down and sound the horn at cross aisles and other locations where vision is obstructed.
 - Ensure that the load is carried to the rear when descending an incline and that the load is carried to the front when ascending an incline.
 - Ensure that the engine is turned off when a forklift is being refuelled.
 - NOT at anytime ride on the load or any other part, and shall not stand or pass beneath the elevated forks, whether loaded or empty.
 - Ensure only an approved platform is used for the purposes of elevating people.

- Ensure only approved attachments to the mast or forks are used.
- When moving a forklift, loaded or empty, ensure that the forks are carried as low as possible but high enough to clear uneven surfaces.
- Only carry loads, which are securely and safely loaded and are within the rated capacity of the forklift.
- Ensure that forklifts with internal combustion engines are not operated in enclosed areas for prolonged periods of time, so as not to exceed the acceptable levels of carbon monoxide.

4. MOBILE PLANT

1. Mobile plant may only be used in the vicinity of live conductors and/or electrical apparatus after precautions appropriate to the particular circumstances have been considered and approved action taken.
2. The precautions to be considered within a risk assessment shall include:
 - Check the structure to which work is to be carried out and the two adjacent structures.
 - De-energising the conductors and/or electrical apparatus.
 - Positioning the mobile plant such that limits of approach can be maintained in all circumstances.
 - The use of safety observers, barriers and notices.
 - The use of other precautions such as physical restrictions or control devices in conjunction with barriers.
 - The suppression of Auto-Reclose.
3. When working with mobile plant, employees shall:
 - Be suitably trained.
 - Give specific consideration to its use during planning of the work when mobile plant is to operate adjacent to live conductors and/or electrical apparatus.
 - Observe the minimum approach distances to electrical assets.

- Inspect the plant prior to use and complete the vehicle logbook.
- Mobile plant and, where appropriate, vehicles, shall be earthed by a trailing earth conductor.
- Take signals from only one person during operation except for emergency stop situations.
- Before operating the boom, ensure that all outriggers are in the down position on stable ground, that the hand brake is set and that the truck wheels are chocked.
- NOT stand on or ride a load or work under a suspended load or inside the angle of a winch line.
- Attach tag lines to heavy objects when possible to prevent swinging or twisting of the load.
- Not leave the controls of cranes, hoists, derricks or similar lifting equipment while the load is suspended unless the following actions, where applicable, have been taken:
 - a. All loads shall be removed from the hook or dedicated lifting device.
 - b. The hook shall be raised to a position where it is safely clear of other operations, or hooked back or otherwise appropriately secured.
 - c. All powered motions shall be disabled. Means shall be provided and used to prevent unauthorised operation of the crane during the crane operator's absence.
- When working with an un-insulated boom near energised conductors, appoint a designated safety observer other than the operator, to observe the approach distance of the boom or load and give timely warning if approach distances are encroached.
- NOT perform work in any station or allow mobile plant to enter any station without first obtaining the permission of the person in charge of the station, and accepting all the conditions imposed by that person.
- NOT lift or push out of the way, live high voltage conductors in order to pass mobile plant below them.

- Suitably cover live low voltage conductors when lifting or pushing them out of the way to provide clearance for a vehicle or it' load.
 - Control the movements of loads by means of approved non-conducting ropes of minimum length or other approved means where there is a risk of infringing the "Safe Approach Distance" to electrical conductors. No person outside the cabin of the mobile plant shall directly contact the load, mobile plant or any attached conducting objects.
4. Where no alternate route is available and the mobile plant cannot be arranged to provide the required clearance to exposed live apparatus of voltage not exceeding 66kV, arrangements shall be made with the person in charge of the high voltage conductors, to be temporarily and securely repositioned to provide the specified clearance, or alternatively, for the issue of an Access Authority to allow the conductors to be contacted and lifted or pushed out of the way.
 5. The person in charge of the work shall, through all work party members, ensure compliance with the "Safe Approach Distance" for mobile plant/lifting equipment and the following general requirements for all the work situations covered in these instructions:
 - Pole structures carrying live circuits shall be checked to ensure that they are in a safe condition prior to the commencement of any work.
 - Suppression of auto-reclose.
 - A Safety Observer shall be appointed.
 - For all work, either specific work instructions shall be issued or alternatively, Organisation Procedures shall apply.
 6. Pole structures may be lifted between exposed live low voltage conductors, by lineworkers, in accordance with organisational procedures and under direct supervision of the person in charge.

5. LIFTING EQUIPMENT

All lifting equipment shall be inspected and tested annually and shall show paint markings consistent with those in Table 1. Appendix III - Rigging.

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