

FATIGUE MANAGEMENT AND EMERGENCY RESPONSE POLICY AND PROCEDURES – Updated May 2015

INTRODUCTION

This Manual outlines the practices and procedures used by Camlin Investments Pty Ltd with specific regard to Fatigue Management and Emergency Responses. It operates in conjunction with the Policy and Procedure Manual of Camlin investments, and in line with the Work Health and Safety Act (2011) and the Heavy Vehicle Fatigue Management National Regulation 2012. All Policies contained within this manual are developed to ensure all employees and contractors of Camlin Investments understand the commitment the company has to safety and providing the highest quality service to its customers.

Section 1 – FATIGUE MANAGEMENT

Camlin Investments identifies its role in managing the effect of fatigue on its employees as:

- Identifying the hazards that can contribute to fatigue
- Assessing the risks of these hazards
- Implementing and maintaining risk control measures, and
- Reviewing the effectiveness of the control measures

Fatigue is an acute, ongoing state of tiredness that leads to mental or physical exhaustion and prevents people from functioning within normal boundaries. It is more than feeling tired and drowsy, it is a physical condition that can occur when a person's physical or mental limits are reached. Fatigue is one of the main causes of accidents on Australian roads. Further, Australian surveys have shown that 45% of long distance heavy vehicle drivers have experienced Fatigue. During 2007 – 2011, heavy vehicles were involved in 15% of fatalities on Australia Roads.

It is the Policy of Camlin Investments to remain cushioned from these statistics by engaging drivers and ensuring all drivers are aware of the signs of fatigue; the causes of fatigue and how to manage fatigue, if and when it does appear.

1.1 Warning Signs – The signs of fatigue include:

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| ✓ Yawning | ✓ Feeling hungry and thirsty |
| ✓ Heavy or sore eyes | ✓ Slowing of reaction time |
| ✓ Blurring vision | ✓ Feeling stiff or cramped |
| ✓ Seeing things that aren't there | ✓ Fluctuating driving speed |
| ✓ Daydreaming and not concentrating | ✓ Poor gear changes |
| ✓ Becoming impatient | ✓ Wandering over the centre line, or the road edge |

Any one, or a combination of these signs is a warning that fatigue has commenced and action needs to be taken immediately.

1.2 Avoidance of Fatigue

It is the responsibility of Camlin Investments Pty Ltd to develop schedules and trip plans to attend to the requirements of the customer. These schedules are developed by the Transport Operations Manager Michael Anning, who co-ordinates company drivers in line with NSW Roads and Maritime Services and Australian Government regulations and requirements regarding maximum driving hours, and as outlined in Table 1.

Further, it is the Policy of Camlin Investments to operate under the following procedures to avoid instances of fatigue:

- a. Appropriate scheduling and trip planning to reduce or remove the amount of time drivers spend on the road between midnight and 6.00 am
- b. Schedule trips to ensure adequate times are given to destination
- c. Allow drivers time to recover after an extended trip
- d. On long delays alternative accommodation is considered that will allow drivers to receive effective rest
- e. Ensure that drivers are in a suitable state to complete scheduled trip
- f. Remain extra vigilant in efforts to guard against drug and alcohol use
- g. Drivers are made aware that at no time are they to consider the load as an 'urgent' delivery, and that normal legal times are available to complete the journey
- h. Casual drivers are employed to rest permanent drivers, as required
- i. Selection criteria and training of casuals is the same as for permanent drivers
- j. The Transport Operations Manager Take advantage of "changeovers" to get best utilisation of drivers and trucks

Table 1 – Operating Limits as per Heavy Vehicle (Fatigue Management) National Regulation 2012

Total Period	Maximum Working Time	Minimum Rest Time
In any period of....	A Driver must not work for more than a total of...	To remain out of Risk Breach, must have
5 ½ hours	5 ¼ hours	15 mins continuous rest
8 hours	7 ½ hours	30 mins rest, in blocks of 15 mins continuous rest
11 hours	10 hours	60 mins rest, in blocks of 15 mins continuous rest
24 hours	12 hours	7 continuous hours stationary rest *
7 days (168hrs)	72 hours	1x24 hours continuous stationary rest
14 days (336 hrs)	144 hrs	2x24 continuous hrs stationary rest *. 1 st 24hrs rest must be taken after a max of 84hrs work. 4 nights off, includes 2 consecutive nights rest

1.3 Management of Fatigue

If an instance of fatigue is recognised, Camlin Investments will review the circumstances surrounding the driver in question. The review shall include the following areas:

- a. Immediate shift completion time frames
- b. Prior week's work diary
- c. Prior month's work schedule
- d. Last instance of leave that was taken
- e. Personal circumstances that may have been involved – for example – new baby; family concerns

The review shall make amendments to the driver's schedule, and where possible, allow for leave to be taken for rest and recovery.

Driver schedules shall be reviewed to ensure no like instances of planning that may allow another instance of fatigue to arise.

1.4 Driver Responsibility

It is the responsibility of every driver at Camlin Investments to follow the Policy and Procedures in relation to Fatigue Management, and to abide by the regulatory authorities with regards to Operating Limits.

If a driver is found to blatantly ignore the Operating Limits, and direction of the Transport Operations Manager and the trip plan / schedule has not been adhered to for other reasons, for example – getting home early on a Friday / finishing up early in the afternoon to get a game of golf in etc – the driver will be issued with first and final formal warning. One further instance of this nature shall result in immediate dismissal.

1.4 Drivers Folder Resources Regarding Fatigue

- a. 4 Second Space Cushion
- b. Health Tips for Long Distance Drivers
- c. BP Truck Stop Listing
- d. Take 5

Section 2 – EMERGENCY RESPONSE

In the instance of an emergency, there exists several policies and procedures which all drivers are trained in during their Induction at commencement of employment. It is the Policy of Camlin Investments to review and update these Policies as we learn from incidents in the daily running of the business. Employees are updated on a regular basis (minimum 6 monthly) and a review of their awareness of Emergency Reponse is included in the Driver Audit (Refer Policy & Procedures Manual / Section 8 Training).

Reaction time of an Emergency Reponse is critical, specifically with regards to dangerous goods, and Camlin takes the welfare of its employees and the working order of its equipment assests seriously - Safety is sacrosanct; it will not and cannot be compromised.

It is the policy of Camlin Investments to supply knowledge to company drivers and all staff involved in the handling of dangerous goods, so that in the event of an emergency, appropriate action will be taken to minimise damage to lives and surrounding property.

2.1 Transport Emergency Reponse Plan (TERP)

Camlin Investments has and maintains a TERP which outlines areas of responsibility in the event of an emergency, with regards to:

- a. Plan Activation – Internal Alert / Situation Reporting / Resource Mobilisation
- b. Response – External Alert / Emergency Action – Containment – Clean Up
- c. Resources – Communications / PPE / Media
- d. Preparation – Training / Knowledge Database / PPE Maintenance

It is the Policy of Camlin Investments to ensure this TERP is provided to all drivers as part of their training and is made available in the Drivers Folder. Please refer to this.

2.2 Drivers Folder Resources Regarding Emergency Reponse

- a. TERP
- b. Accident Procedures
- c. Action on spills
- d. HAZCHEM Emergency Action Code
- e. The Hazards of Nitrogen Asphyxiation
- f. Safety Alerts 2010 / 2011
- g. Accident/Incident report (2)
- h. SOP 4001-0 Peerless Customer Site Melbourne H2 Supply System
- i. SOP 4006-3 Filling of Argon and Nitrogen
- j. SOP 4007-1 Filling of oxygen
- k. SOP 4008-0 Filling Delta Energy
- l. SOP 4014 BHP Safety and conduct requirements
- m. SOP 4031-0 Filling of Hydrogen
- n. SOP 4055-1 Filling of LIN LAR LOX tankers at all sites except BHP Port Kembla
- o. SOP 4062 Safety requirements as per Aust DG Code
- p. SOP 4121 LOX Tankers at Port Kembla
- q. SOP 4307 Hydrogen Filling Involving 8 Tube trailer
- r. SOP 4316 Filling Vessels LIN LAR LOX
- s. Safety Bag Contents