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| Rio Tinto Borates  **HSEQ Procedure**  Vehicles and Driving Site Procedure | |
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| 01-HSEQ-PR-G | |
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| Scope | | |
| This procedure applies to all vehicles, including mobile mining equipment, owned and operated by U.S. Borax or its contractors, which are used at the U.S. Borax Boron operations or off-site for U.S. Borax business purposes. This procedure documents how the requirements of the Rio Tinto Vehicles and Driving Standard 2015 including Mass Transport group procedure are to be implemented. | | |
| Definitions | | |
| **Motor Vehicle**  All self-propelled vehicles including haulage equipment that operates at the U.S. Borax Boron operations and any company owned vehicle used off-site on public roadways. Motor vehicles may also be used for transportation of personnel or materials/equipment.  **Site Licensed Operator**  Any employee or contractor who is approved as per this procedure to drive a self-propelled vehicle at the U.S. Borax Boron operations.  **Mass Transport Vehicles**  Mass transport vehicles are those that are capable of carrying nine or more occupants.  **Supporting Documentation**  **Boron Traffic Management Plan(s)**  <http://rtmsp.corp.riotinto.org/Americas/California/Boron/HS/Safety%20Documents/Traffic%20Management%20Plan.doc>  **MSHA Part 30 CFR**  <https://arlweb.msha.gov/regs/30cfr/>  **Journey Management Procedure**  <http://rtmsp.corp.riotinto.org/_layouts/15/osssearchresults.aspx?u=http%3A%2F%2Frtmsp%2Ecorp%2Eriotinto%2Eorg&k=Journey%20Management>.  **Equipment Operator Competency**  <http://rtmsp.corp.riotinto.org/Americas/California/Boron/Training/Training%20Forms/EQUIPMENT%20COMPETENCY%20EVALUATION.doc>  **Light Vehicle Operator Competency**  <http://rtmsp.corp.riotinto.org/Americas/California/Boron/HS/Safety%20Documents/Safety%20Forms/SAF-C3-003.doc>  **Vehicles and Driving Guidance Note**  <https://intranet.riotinto.org/dms/RTHQ-HSE/hsecdocumentation/HSEC%20Documentation/C03.%20Vehicles%20and%20driving%20guidance%20note(2015).pdf> | | |
| General Requirements | | |
| This section outlines the specific U.S. Borax Boron operations requirements for vehicles and driving.  **Requirements for Site Licensed Operator**  All Site Licensed Operators must:   * Adhere to the requirements outlined in the approved Boron Traffic Management Plan(s) * Have a valid civil driver’s license * Report any status change to their civil driver’s license, to management (DUI, license revoked, suspension or medical restrictions) within 7 days of the change in status * Complete annually a Vehicle Competency Training observation to reinforce safe driving techniques and show their valid civil driver’s license to a competency assessor * Be fit for duty at all times (Drug and Alcohol impairment, Fatigue or other factors) * Conduct a Pre-Operational checklist prior to the operation of any motor vehicle (or sign on to an existing valid pre-op). *Items marked in* ***bold*** *in the pre-op are shut down items. If a bold item is determined not to be functional, the motor vehicle must not be driven, be tagged out and reported to the department leader who is to make arrangements for the Truck Shop to retrieve the vehicle for repairs.* * Check that the park brake on the motor vehicle will hold on the steepest grade that will be encountered at least once per shift * Wear a seatbelt at all times while the motor vehicle is moving and ensure all passengers are also wearing seatbelts * If carrying a transported load, conduct a risk assessment prior to transport and ensure the load is restrained or secured with devices that allow the potential stored energy to be released in a controlled manner. Over the center load binders should not be used * Obey all rules of the road as required by the State of California * Obey all Boron rule of the road as outlined below * Obey all parking rules as outlined below   **Boron Rules of the Road**  The following must be adhered to when driving at U.S Borax Boron operations:   * All speed limits must be adhered to. Generally in the plant area the speed limit is 12 mph. In the pit it is 35 mph. Follow other limits as posted however if conditions require a lower speed then drive to conditions * When driving, personal electronic devices are not permitted to be used (Phones, MP3 Players, etc.) and/or other devices that may distract the driver * Ear phones and ear buds are not permitted while driving * Motor vehicles are not to be left running unattended * Prior to starting a motor vehicle, the horn must be sounded once * Prior to moving a motor vehicle forward, the horn must be sounded once to prevent accidental contact will pedestrians or other objects * Prior to reversing a motor vehicle, the horn must be sounded twice unless a back-up alarm is in place * When reversing, if the view is restricted then a spotter must be used   **Rules of the Road-Mine area**  Employees and contractors operating motor vehicles in the mine must possess a Pit Driver’s License. A Pit Driver’s License is an application process from the Mine Operations Superintendent. Those that do not possess a Pit Driver’s License must be escorted by a person who possesses a Pit Driver’s License if they need to enter the mine area. Persons considered for a Pit Driver’s License must:   * Have a legitimate purpose to drive in the mine * Will be driving in the mine area at least every two weeks * Successfully complete the Pit Driver’s License training course * Have a vehicle equipped with a flag that is 12 ft. from ground level, a radio on channel 5 and a beacon (strobe)   **Driving in the Mine**  The following must be adhered to when driving in the mine at U.S Borax Boron operations:   * Adhere to the requirements outlined in the approved Boron Traffic Management Plan(s) * The mine area observes right hand traffic * Heavy Mobile Equipment (HME) has the right of way * Overtaking of haul trucks is not permitted * Over taking of other HME is permitted provided positive communication is attained * Follow distance behind haul trucks is 300 ft. * If carrying a transported load, conduct a risk assessment prior to transport and ensure the load is restrained or secured with devices that allow the potential stored energy to be released in a controlled manner. Over the center load binders should not be used * No foot traffic is allowed in the mine area   **Parking Rules**  The following must be adhered to when parking a motor vehicle at U.S. Borax Boron operations:   * The park brake must be set when the motor vehicle is vacant * All light vehicles must be chocked on the back right hand wheel unless the vehicle is reversed into a parking stall with a set of parking strips or the back wheels are in a parking ditch * The motor vehicle must be placed in neutral prior to setting the park brake to ensure no movement occurs * Equipment with ground engaging implements (GEI) does not need to be chocked if the implement is in the down position. Examples of GEI include but are not limited to Dozer and Grader blades, Rippers. * All other equipment must be chocked while unattended * Forklifts and Skid Steers do not need to be chocked if on flat level ground. The motor vehicle must be placed in neutral while disengaging the foot brake. If the equipment moves it must be chocked and park brake set * Man lifts and Scissor lifts must be chocked at all times when unattended   **Towing**  If a motor vehicle needs to be towed because it is stuck, a lifting sling must be used. The towing vehicle must be designed to do so. No chains are permitted for towing. After the tow, the sling must be painted orange and set aside so it is not used in lifting operations.  If a light vehicle is not stuck but need to be towed, the Truck Shop must be notified for a flatbed to retrieve the motor vehicle.  **Journey Management**  All journeys for work that are on work time and over 2 hours are required to comply with the Journey Management Procedure.  A nominated person must be contacted via telephone or verbally to establish:   * Route * Expected time of arrival * Confirmation of contact information   A 1 hour grace time is given for which to phone in upon arrival. After which, the following steps must be followed:   1. Nominated Person to call Employees three times -If no answer 2. After the third no answer from the Employee, the Nominated Person is to contact Human Resources 3. Human Resources and the Nominated Person are to decide the next steps on a case by case basis   RTB employees are responsible when preparing to travel to conduct a Take 5 to ensure fitness for work and should take into account prior to travel:   * Fatigue * Mechanical condition of vehicle * Route selection * Fuel * Drinking water * Pre operational inspections * Expected weather conditions * Emergency preparedness (e.g. first aid kit, cell phone charged, fire extinguisher)   **Using Company Owned Motor Vehicles on Public Roadways**  If a company owned vehicle is taken off site, it must be licensed for use on public roads. Typically these vehicles start with the asset number “70” located on the front upper quarter panel. As part of the pre-operational inspection ensure the license and registration is present.  **Motor Vehicles**  All motor vehicles must be maintained according to the original equipment manufacturer’s specifications.  All new light vehicles purchased must at a minimum possess:   * Three point seatbelts * Electronic stability control * Side, curtain and front airbags * Anti-lock braking   Utility vehicles (Kubotas and forklifts) are exempt from this clause.  All motor vehicles used for work purposes must be fitted with:   * fixed seats and safety belts for the driver and all passengers, unless a risk assessment approved by the area manager specifies otherwise * a speedometer or like means of informing operators of vehicle speeds for vehicles capable of exceeding the lowest speed limit, and * warning devices to help prevent inadvertent interaction with pedestrians and/or objects.   Motor vehicles to be fitted with two way radios must be fitted in accordance with Traffic Management Plan  Tires and rims must be maintained in accordance with the US Borax Standard Operating Procedure located in the Truck Shop | | |
| **Risk Assessment**  All motor vehicles, vehicle activity and driving routes are subject to a risk assessment prior to their initial use/implementation. Risk assessments must be reviewed on a regular basis. Risk assessment must follow RTB’s Risk Assessment Procedure and involve the appropriate personnel. The risk assessment must include but be not limited to:   * Interactions with other vehicles * Pedestrian-vehicle interactions * Vehicle –Rail interactions * Maintenance risks * Fatigue * Periodic competency evaluations * Weather conditions * Personal behavior   In addition, a risk assessment must be completed prior to loading or unloading of a transported load.  **Mass transport**  Mass transport vehicles must be fitted with two fire extinguishers in the cabin and have an alternate point to exit. If a mass transport is identified as high risk due to distance, duration or hazardous weather, a formal risk assessment must be completed that captures:   * Journey management * Fatigue * Hours of travel (night driving) * Route selection * Communication availability * Remote travel   **Responsibility** | | |
| | **Personnel** | **Responsibility** | | --- | --- | | **Management** | * Ensure that all employees and contractors under their immediate supervision, who are required to operate motor vehicles or haulage equipment, are qualified to do so. * Ensure that all employees and contractors who are required to operate motor vehicles or haulage equipment have an approved site and state driving permit or license. * Maintain proof of training with the department in charge in the training personnel folder * Establish a Review Board to review and determine employee and contractor’s licensing requirements and eligibility * Ensure each of their direct reports are observed by a competent person driving each year * Reinforce safe driving techniques * Ensure that risk assessments are completed for each class of vehicle. * Ensure that all company vehicle defects reported are repaired in a timely manner | | **Employees and Contractors** | * Maintain the appropriate qualifications and state licenses/permits to operate motor or haulage equipment onsite * Only drive in areas that they are permitted to do so * Perform a daily pre-operational check of the equipment they are required to operate and report any deficiencies or unsafe items found * Keep a copy of the daily pre-operational inspection in the vehicle and make it available for review upon request * Ensure that all shutdown items identified as defective are corrected before the equipment is placed into service * Inform the company of any changes to their state license within seven (7) days of a change of status * If driving a company vehicle offsite on a public roadway that all Californian road rules are adhered to | | | |