

# Appendix D. Driver Code of Conduct

## Driver Code of Conduct

Safe Driving Policy for Warehouse 2, Lot 1-5 Mamre Road, Kemps Creek.

### Objectives of the Drivers Code of conduct

- To minimise the impact of earthworks on the local and regional road network.
- To minimise conflict with other road users.
- To minimise road traffic noise.
- To ensure truck drivers use specified heavy vehicles routes between the Site and the sub-regional road network.

### Code of Conduct

The code of conduct requires that while driving any vehicle for work-related purposes. Drivers are to be issued with a copy of the Drivers Code of Conduct, and must comply with all of the following:

- Demonstrate safe driving and road safety activities.
- Abide by traffic, road, and environmental legislations.
- Follow site signage and instructions.
- Drivers must only enter and exit the site via the approved entry and exit points and travel routes.

The below activities in any vehicles will be considered as a breach of conduct and will result in removal from site:

- Reckless or dangerous driving causing injury or death.
- Driving whilst disqualified or not correctly licensed.
- Drinking or being under the influence of drugs while driving.
- Failing to stop after an incident.
- Loss of demerit points leading to suspension of licence.
- Any actions that warrant the suspension of a licence.
- Exceeding the speed limit in place on any permanent or temporary roads.

### Driver Responsibilities

All Drivers on site must:

- Be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work.
- Display the highest level of professional conduct when driving a vehicle at all times.
- Ensure they have a current driver licence for the class of vehicle they are driving, and this licence is to be carried at all times.

- Immediately notify their supervisor or manager if their drivers' licence has been suspended, cancelled, or has had limitations applied.
- Comply with all traffic and road legislation when driving.
- Assess hazards while driving.
- Undertake daily pre-start checks of mufflers, oil, tyre pressures, radiator, and battery levels of company vehicles they regularly used.
- Drive within the legal speed limits, including driving to the conditions.
- Not drive outside of the approved heavy vehicle routes. All drivers must obey weight, length and height restrictions imposed by the National Vehicle Regulator, and other Government agencies. Heavy Vehicles shall adhere to the selected routes.
- Do not queue on public roads unless a prior approval has been sought.
- Be aware that at no time may a tracked plant be permitted or required on a paved road.
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures.
- All drivers to report to their supervisor if they have been prescribed medication prior to the start of work.
- Wear a safety seat belt at all times when in the vehicle.
- Avoid distraction when driving – the driver will adjust car stereos/mirrors etc. before setting off or pull over safely to do so.
- Report ALL near-misses, crashes, and scrapes to their manager,
- Report infringements to a manager at the earliest opportunity.
- Report vehicle defects to a manager prior to the next use of the vehicle.
- Follow speed limits as imposed within the estate.
- Keep loads covered at all times.
- Park in dedicated light vehicle or heavy vehicle parking spaces.
- Follow the approved site ingress/ egress routes only, as defined below.



Figure B: Construction Vehicle Route Map

### Road Traffic Noise

Generating excessive noise is governed by legislation and is an offence. Heavy trucks generate a higher level of noise than light vehicles.

The amenity of surrounding road users/residents is to be maintained as far as practical during the construction process. Vehicles traveling to, from and within the site shall not create unreasonable or unnecessary noise or vibration to minimise interference to adjoining building operations.

No tracked vehicles will be permitted or required on any paved roads. All heavy vehicle operators are required to adhere to the following during the course of their duty:

- If possible, minimise road traffic noise by not using engine brakes near residences and built-up areas.
- All vehicles must be fitted with audible reversing alarms. These are essential for the safety of all personnel. Reversing alarms are, however, the source of potential noise complaints from neighbouring residents, so all drivers should be aware of this and try to minimise reversing when possible.
- Avoid loading and unloading of materials/deliveries outside of daytime hours.
- Trucks should not idle near residential receivers.
- Stationary sources of noise, such as generators, should be located away from sensitive receivers.

- Project personnel, including relevant sub-contractors, to acquaint themselves with noise and vibration requirements and the location of sensitive receivers during inductions and toolbox talks.
- Delivery vehicles should be fitted with straps rather than chains for unloading, wherever possible.
- Truck drivers should avoid compression-braking and overrevving as far as practicable when accessing the site during the approved hours and avoid them entirely outside of the approved work hours.
- Where night-time works are required, trucks should use broadband reversing alarms.

## Site Team Responsibilities

Mirvac is responsible to take all steps necessary to ensure company vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe.

This will be achieved by undertaking the following:

- Ensuring all vehicles are well maintained and that the equipment enhances driver, operator, and passenger safety by way of:
  - Pre-commencement checks for all new plant arriving on-site and prior to undertaking any work.
  - Daily prestart inspections for all plant, vehicles, and equipment currently on-site.
  - All construction plant must be fitted with a flashing light, fire extinguisher and reverse alarms (or squawkers).
  - Ensure all operators onsite have a current verification of competency (VOC) for their current driver's licence of the appropriate class.
  - Ensure maintenance requirements are met and recorded.
- Identify driver training needs and arranging appropriate training or re-training. This may include providing the below:
  - Operator VOC assessment as part of all inductions.
  - Regular Toolbox discussions on safety features, managing fatigue, approved heavy routes, driver responsibility and drink-driving.
- Encouraging Safe Driving behaviour by:
  - Ensuring the subcontractor is informed if their staff become unlicensed.
  - Not covering or reimbursing staff speeding or other infringement notices.
  - Ensuring Legal use of mobile phones in vehicles while driving only and that illegal use is not undertaken.
- Encouraging better fuel efficiency by:
  - Use of other transport modes or remote conferencing, whenever practical.
  - Providing training on, and circulating information about, travel planning and efficient driving habits.

## Crash or incident Procedure

- Stop your vehicle as close to it as possible to the scene, making sure you are not hindering traffic. Ensure your own safety first, then help any injured people and seek assistance immediately if required.
- Ensure the following information is noted:
  - Details of the other vehicles and registration numbers
  - Names and addresses of the other vehicle drivers.
  - Names and addresses of witnesses.
  - Insurers details

- Give the following information to the involved parties:
  - Name, address, and company details
- If the damaged vehicle is not occupied, provide a note with your contact details for the owner to contact the company.
- Ensure that the police are contacted should the following circumstances occur:
  - If there is a disagreement over the cause of the crash.
  - If there are injuries.
  - If you damage property other than your own.
- As soon as reasonably practical, report all details gathered to your manager.

## Environmental Procedures

A range of measures shall be implemented to ensure the following:

- No dirt or debris from the construction vehicles is tracked on to the public road network.
- Reduce the impacts to sensitive receivers, including, where practicable, starting noisy equipment away from sensitive receivers and implementing respite periods.
- Watering of dusty activities will be undertaken, or activities temporarily halted and then resumed once weather conditions have improved.
- Containment measures for spillages will be provided at appropriate locations and in close proximity to staff car park areas, dangerous goods stores areas and main Project work areas.
- All vibratory compactors must not be used closer than 30 metres from residential buildings unless vibration monitoring confirms compliance with the vibration criteria, and
- Keep an accurate record which includes the range of measures undertaken to reduce environmental impacts.