

Transport Code of Conduct (TCC)

Rutherford Refinery – 41 Kyle St, Rutherford NSW

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Revision History

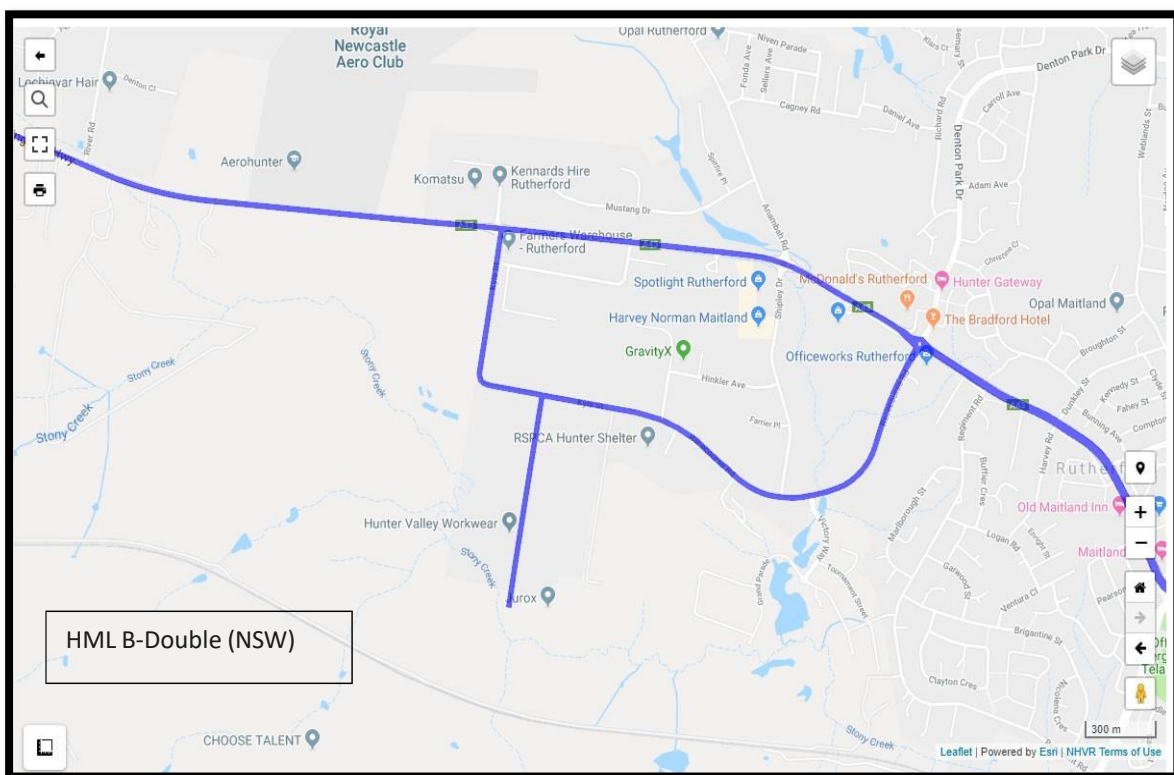
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0	14/07/2006	-	Original TCC	Stuart Douglas	Project Manager
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5	27/06/2019	-	Update TCC	Bart Downe	Environmental Business Partner
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7	21/04/2023	2022 AEMR	Update TCC	Scott McLeod	Regional Manager – Refineries

1. Introduction

This Transport Code of Conduct (TCC) procedural document aims to provide transport information for the management of all heavy vehicle traffic movements relating to the Rutherford Refinery site. The objective of this document is to minimise impacts on the local and regional road network, including factors such as traffic noise.

This procedural document therefore applies to all employee, subcontracted and 3rd party drivers responsible for the delivery and transportation of pre-treated oil and finished product to / from the Cleanaway Refinery, which is located at 41 Kyle Street, Rutherford, New South Wales (NSW) (the 'Site').

Roads and Maritime Services (RMS NSW, now known as Transport for NSW) have since upgraded the Kyle Street / New England Highway to accommodate B-Doubles. The approved B-Double route is shown on the plot below (available at: www.service.nhvr.gov.au).



(Source: www.service.nhvr.gov.au)

Note, this Transport Code of Conduct (TCC) procedural document is a sub-plan of the Site Operational Environmental Management Plan (OEMP) and complies with the requirements set out in Project Approval No.05_0037. Further, consideration of the following documents should occur when considering the information contained within this TCC and the environmental management activities undertake onsite:

- Operational Environmental Management Plan (OEMP)
- Air Quality Management Plan (AQMP)
- Groundwater Management Plan (GWMP)
- Stormwater Management Plan (SWMP)

The TCC was provided to the DPIE, Council and EPA for consultation on 22 November 2019. No comments were received on the TCC from either agency.

An updated version of this plan (i.e. Rev7) shall also be provided to DPE, Council and EPA for further consultation in April 2023.

2. References

- Transport for NSW licensing requirements for heavy vehicles.
- Traffic regulations applicable to heavy vehicles.
- Transport for NSW Heavy Vehicle Drivers' Handbook.
- Cleanaway Drug and Alcohol Policy.
- Cleanaway Claims and Rehabilitation Injury Management Policy.
- Cleanaway Fatigue Management Policy.
- Cleanaway Driver Position Descriptions.
- Cleanaway Life Saving Rules and Environmental Absolutes.
- Cleanaway Heavy Vehicle Safe Truck Safe Driver Pre Start and Post Trip Guide.
- Cleanaway Heavy Vehicle Safe Truck Safe Driver Checklist.
- NSW Department of Planning Project Approval No 05-0037.

3. Responsibilities

3.1 Drivers (including 3rd parties)

The driver is responsible for:

- Ensuring that all activities associated with collection and transport are conducted in a safe and environmentally acceptable manner.
- The safekeeping of the vehicle and its cargo.
- Driving practices consistent with the highest professional standards and appropriate regulatory governing bodies.
- Operating the vehicle in accordance with NHVL, ADG code, and Cleanaway policies and procedures, where applicable.
- Obeying the road rules.
- Following instructions from regulatory authorities such as, but not limited to Transport for NSW, EPA and the Police.
- Completion of all appropriate paperwork (i.e. including NSW EPA paperwork, if applicable).
- Completion of regular vehicle safety checks.
- Reporting of incidents or potential hazards associated with carrying out their normal duties.

3.2 Fleet & Equipment Manager (Hydrocarbons)

The Fleet and Equipment Manager is responsible for (including both internal fleet and sub-contractors):

- Implementing and co-ordinating the transport logistics and fleet management programme.
- Providing and co-ordinating adequate transportation to satisfy Company and client requirements.
- Ensuring that drivers operate in a professional manner in accordance with legal obligations and Company policies.
- Ensuring that vehicles comply with legal requirements and are appropriately licensed.
- Ensuring that vehicles and drivers are appropriately insured.
- Ensuring that vehicles carry appropriate equipment such as spill kits and safety equipment.
- Ensuring that the vehicles are appropriately maintained.
- Inspect and approve all vehicles and transport-related equipment before placement in service.
- Ensuring that repairs to vehicles are completed in a timely manner.
- Ensuring that adequate resources are available to maintain the transport fleet.
- Maintaining records and documents relating to the Cleanaway fleet and contracted operators.
- Reporting any incidents.
- Inclusion of the requirements of this code within the subcontract agreement between Cleanaway and any sub-contractor.
- Adherence of this code of conduct by all subcontracted companies.

Cleanaway shall undertake all steps reasonably practical to ensure 3rd party drivers adhere to the above requirements, including but not limited to those listed in this document and those requirements referenced in

Section 2 above. This aligns with our commitment to the safe operation of Heavy vehicles both on our sites and while operating on public roads.

4. Procedure

4.1 Legislation

Drivers, operators and transport staff are required to comply with the law at all times including the Roads and Traffic Act, EPA Regulations and various State and federal laws where interstate consignments occur. Further, vehicles and drivers must comply with dangerous goods laws, if applicable.

Each vehicle / driver must carry the following:

- First aid kit.
- Warning triangles.
- A copy of the relevant EPA transport licence (and related Transport PIRMP), where required.
- The Safety Data Sheet (SDS) and a risk assessment for the product being transported, where required.
- Safety equipment including personal protective equipment (PPE) and fire extinguishers.
- Emergency spill kit.
- Emergency information in relation to the product being transported such as an emergency procedure guide (i.e. HB76, if required).
- Emergency management plan including emergency contact names and telephone numbers.
- Placards and Emergency Information Panels, where required.
- Alert improvement booklet.
- Cleanaway docket book.
- Logbook.
- Trip Hazard Warning signs.

The driver is responsible for ensuring that the items listed above are available at all times within the vehicle (where they are relevant to the activity being undertaken).

In addition to the items listed above it may be necessary to carry additional items depending on specific site requirements. These additional items could include, but are not limited to:

- Safety helmet.
- Site specific PPE.

4.2 Safe work practices

All drivers transporting products to and from the site are required to report to the Refinery Control Room and provide documentation, as necessary. Drivers must not conduct transfer operations without instruction or direct supervision from Cleanaway personnel.

Drivers must remain with their vehicle during all transfer operations. Prior to any transfer operation, drivers or operators (depending on their induction status) are to ensure that the receiving vessel has available capacity. On completion of transfers, drivers and operators are to ensure that liquid residues are adequately removed or drained from hoses to minimise the potential of a spill.

Personal vehicles are only to be parked within designated areas and driven within the site according to site safety procedures.

Drivers are required to observe all site safety procedures including speed limits, right-of-way, pedestrian crossings, noise levels, working at heights, manual handling requirements, lighting, use of PPE, housekeeping, etc.

Prior to commencing any task, it is important to ensure the area is safe. This may require preparation of a Job Safety and Environmental Analysis (JSEA) form. All Safe Working Practices, safety instructions and signs must be observed.

Where a potentially unsafe condition is identified, an alert/notification through the sites Safety Management System (i.e. Myosh) must be completed and lodged with site management. Corrective and preventative actions must be developed and implemented to reduce, control, minimise or remove the risk.

Unsafe equipment must be removed from service using appropriate warning tags. Site management must be notified, and appropriate actions undertaken.

Any unsafe activity must be reported to site management immediately.

Spill equipment and containment systems, such as spill trays and absorbent booms are to be used during all transfers which could potentially contaminate the environment.

Drivers are required to clean up all minor spills immediately. All spills must be reported to site management.

4.3 Potential ignition sources

Smoking is prohibited on all Cleanaway sites and within any Cleanaway vehicle – this will be strictly enforced.

When working in flammable areas, use only vehicles specifically designed for use in these areas and ensure they comply with the relevant Australian Standards.

Where a flammable atmosphere may be present during normal operation (Zone 1 area), the vehicle must be modified and have a non-spark engine to operate in the area.

Where a flammable atmosphere may occur for short periods of time (Zone 2 area), the vehicle must be modified to operate in the area or be a non-spark ignition vehicle.

An appropriate hot work permit system must be prepared and effectively implemented for any works conducted in these areas. All works and activities must be conducted in accordance with the hot work permit in these areas.

All employees and drivers must attend training in how to eliminate the risks in handling flammable atmospheres and materials and potential ignition sources (if applicable to their role).

All flammable and combustible liquids must be handled in accordance with the relevant Australian Standards and there must be adequate ventilation during transfer operations.

4.4 Driver behaviour

A professional driver must maintain the highest standards of appearance and behaviour in accordance with Company policies. Contracted drivers and fleet vehicles must comply with Cleanaway policies and directions, otherwise access to the site may be denied until remedial actions have been undertaken by the contractor / 3rd party.

Drivers and operators are required to maintain clean vehicles. Drivers must ensure that vehicles are checked daily for roadworthiness using the relevant internal checklist.

Drivers are required to wear clean and tidy uniforms to work every day.

4.5 Insurance

All vehicles used to transport regulated wastes that are not classified as dangerous goods must be covered by a current liability insurance policy for a sum of not less than \$5,000,000, with a third party property clause to cover costs of clean up or removal incurred by or on behalf of a government authority as a result of fire, explosion, leakage or spillage of regulated waste as a result of any vehicle transporting regulated waste.

Cleanaway maintains up to date copies of its insurance/s on the internal Portal.

4.6 Driving licences

Drivers must possess and carry a current driving licence and dangerous goods licence, where required, at all times.

The Cleanaway Fleet and Equipment Manager must be notified immediately by the driver when a licence is revoked for any reason. Each driver must provide a copy of their licence to Cleanaway each year and authorise the Fleet and Equipment Manager to perform checks to the satisfaction of Cleanaway on the status of the licence.

The Cleanaway Rutherford Refinery Site is responsible for retaining copies of all drivers' licences on file. Each file is to be reviewed annually to ensure currency and compliance. The Fleet and Equipment Manager is responsible for arranging training for Cleanaway drivers when required – however contractor drivers and 3rd parties must organise this for their employees.

4.7 Passengers

Passengers may not be transported, unless specifically authorised in connection with the Company's business. This includes pets, animals, family members and other persons not relevant to either the activities being undertaken by / for Cleanaway. The transportation of passenger without approval may result in disciplinary action.

4.8 Drug and alcohol

Cleanaway has implemented a zero tolerance to both drugs and alcohol. Therefore:

- Alcohol and/or drugs are not to be carried on the vehicle or person at any time.
- Alcohol and/or drugs may not be consumed during any period of duty or where it may impact a person's fitness to work.

All employees and contractors are subject to Cleanaway's Drug and Alcohol Policy and Cleanaway's Life Saving Rules which may involve random testing for drugs and/or alcohol.

Any employee screened and detected to have levels of drugs and/or alcohol above the threshold levels will be subject to the conditions and actions of the Cleanaway Drug and Alcohol Policy.

4.9 Uniform

The standard uniform provided by Cleanaway to drivers within the Cleanaway fleet should be kept neat and clean, where possible and must be worn when a driver is in charge of a vehicle. Drivers are to raise concerns with their uniform and/or PPE to site management immediately.

4.10 Safety equipment

Drivers will be supplied with personal protective equipment (PPE) that must be worn for personal safety in accordance with Company policies. PPE must be maintained in a condition fit for purpose and used in accordance with instructions. The Fleet & Equipment Manager is responsible for demonstrating to drivers the correct use and operation of PPE.

Damaged or defective PPE must not be used and must be replaced.

Eye protection, steel-capped footwear and gloves are to be worn whilst any manual task is being carried out, e.g., product sampling, hose connection/disconnection, loading or unloading, etc.

Hard hats will also be provided and must be worn, where specified. Site-specific, additional PPE requirements such as wearing a coloured vest and/or use of a safety harness when working at heights may apply.

4.11 Personal injury

All conditions or hazards that may give rise to personal injury must be reported to Cleanaway management.

All injuries must be reported immediately. Even if the injury is not a serious or disabling one, it may identify an unsafe condition. All injuries are recorded in the injury and treatment register and through the Cleanaway Safety Management System (i.e. Myosh). Depending on the seriousness of the injury, a worker's compensation claim form may also be required to be completed.

If the injury is beyond the scope of first aid treatment, a Cleanaway management representative will make arrangements for medical examination. Cleanaway management must be notified of all work-related medical treatments.

In an effort to improve injury management and return to pre-injury duties, a Cleanaway management representative should attend the medical examination. This will allow open communications between the injured worker, the treating doctor and Cleanaway, and facilitate the rehabilitation programme.

4.12 Fatigue

Health and wellbeing are vital employment requirements for a professional driver, including fatigue management. While individual needs may vary, drivers must ensure they have sufficient rest and adequate sleep.

A break from driving must be taken as per Cleanaway's Fatigue Management procedures and governing regulatory requirements. Driving laws in relation to fatigue management must be observed. It is important to recognise symptoms of fatigue such as drowsiness, lazy steering and aches and pains. Drivers must pull over to the nearest safe place to rest when required.

Drivers on medication must check that the medication does not affect or impair their driving ability and where applicable raise this with Cleanaway Management for approval.

Any condition that may affect a driver's ability to perform their normal duties must be reported to Cleanaway management.

Drivers are required to observe and comply with the following Cleanaway procedures:

- Cleanaway Drug and Alcohol Policy.
- Cleanaway Claims and Rehabilitation Injury Management Policy.
- Cleanaway Fatigue Management Policy.
- Cleanaway Driver Position Descriptions.
- Cleanaway Life Saving Rules.
- Cleanaway Heavy Vehicle Safe Truck Safe Driver Pre Start and Post Trip Guide.
- Cleanaway Heavy Vehicle Safe Truck Safe Driver Checklist.

4.13 Emissions - particulate and odour

Drivers must utilise emission control devices where provided (exhaust vents, filters, etc) to prevent or minimise emissions from the vehicle, particularly during transfer operations.

During periods of wet weather at the Rutherford Refinery site, drivers are to remain on internal hardstand roadways (so far as reasonably practical). Hardstand areas will be provided for parking and must be used as directed. Cars must be parked in defined areas and must observe site safety procedures.

Cleanaway drivers are required to conduct pre-inspections (using the Cleanaway Driver's Pre-inspection Checklist) before commencing activities.

Any maintenance requirements are to be reported to the Fleet & Equipment Manager via the pre-inspection Checklist and/or Improvement Alert.

Regular maintenance of vehicles to be completed as per manufacturer's specifications and in accordance with Company procedures. Further, Cleanaway vehicles are managed via the JDE Fleet Maintenance system and only experienced third party mechanics are utilised for maintenance activities on these vehicles. Vehicles that do not comply with these requirements may be denied access to the site and/or will be tagged out until the relevant maintenance is undertaken.

4.14 Noise

All drivers of vehicles are to respect surrounding land uses and tenants. In particular, heavy vehicle drivers are to observe speed limits and to limit compression/air braking in residential areas or built up areas.

No unnecessary use of horns is permitted.

Cleanaway tracks any noise complaints via the processes indicated in the OEMP and the other subplans referenced above.

4.15 Operating hours

The refinery is a 24-hour 365 day in a year operation. Transport vehicles therefore have 24-hour access to the site. Truck movements are recorded on-site.

4.16 Prescribed transport routes

Drivers and operators of B-Doubles are to comply with the prescribed routes outlined by 'Route Planner' maintained by the National Heavy Vehicle Regulator (NHVR), which maps and displays the following approved routes for use by heavy vehicles:

- B-double;
- B-triple;
- Higher Mass Limits (HML);
- Performance-Based Standards (PBS);
- Road trains; and
- some commodity routes.

Speed limits on all public roads must be complied with at all times.

4.17 Site access

All vehicles access the site via a 20 metre wide gate at 41 Kyle Street, Rutherford NSW. Access and egress are via this gate only. There is no other access to the site.

All drivers transporting products to and from the site are required to report to the Administration Building or Operations Control Room, and provide documentation, as necessary. Drivers must not conduct transfer operations without instruction or direct supervision from Cleanaway personnel.

Vehicles may be required to be weighed on the site weighbridge at the instruction of Site Management.

Personal vehicles are only to be parked within designated areas and driven within the site according to site safety procedures.

Hardstand areas will be provided for truck parking and must be used as directed. Cars and light vehicles must be parked in designated areas and must observe site safety procedures. Limited car parking is available at the rear of the Administration Building.

Transfers of product are only to be conducted in designated, bunded areas.

Drivers must comply with all safety signs displayed on site including speed limit signs.

4.18 Measures to reduce volumes of heavy vehicles travelling to and from the site during peak hours

The refinery site has identified and implemented a number of measures / controls to reduce the volume of heavy vehicles travelling to and from the site during traffic peak hours. These controls include:

- Management of Driver start / finish times to avoid traffic peak hours.
- Management of Driver break times to avoid traffic peaks hours.
- Management of loading and unloading times and the spacing of these activities over the 24 hours / 365 day operation of the facility.
- Management of in and outgoings via the weighbridge and Refinery Control Centre.
- Contractual conditions applied to subcontractors and 3rd parties to avoid peak times and/or to undertake activities during set time periods.

4.19 Training

Refer to Section 4.6 for Driving Licences.

A driver induction will be provided for all truck drivers coming to site. This induction will include instruction on the route restrictions applicable to the site.

Driver induction will be valid for twelve months (dependent on training type), at which time drivers will need to undergo training again.

Notification of changes made to the Code (where applicable to the driver's role), as well as to Transport for NSW route restrictions will be communicated to all drivers via transport bulletins.

Additional training such as heavy vehicle management, defensive driving and managing driver fatigue for Cleanaway drivers can be arranged by the Cleanaway Health and Safety Department (or via the Fleet & Equipment Manager).

4.20 Disciplinary action

Drivers who do not comply with specified road rules (i.e. follow route restrictions to and from site) or do not obey the speed limit, will have their Licence Plate number recorded, and an Improvement Alert / Action raised, and disciplinary action will be taken (for Cleanaway drivers, where required) or in the case of contractors / 3rd parties, the responsible contractor / 3rd party supervisor will be informed.

Cleanaway Drivers that disobey instructions, fail to observe site safety rules, operate vehicles in a dangerous manner, fail Drug and Alcohol testing and/or do not use the prescribed routes to the site will be counselled in accordance with Company disciplinary procedures. Serious misdemeanours or repetitive infractions may result in dismissal.

Incidences of non-compliance will be recorded through the Cleanaway Safety Management Safety Alerts and within Myosh. These non-compliances will be communicated to all drivers following the outcomes of these reports.

Contractors who do not comply with Cleanaway requirements will be refused access to the site and termination of contractual obligations (depending on the severity of the non-compliance and if repeat infractions have occurred).

5. Review and Revision Process

This TCC will be reviewed by site personnel and the Environmental Business Partner, and/or Health & Safety Business Partner (or their delegate), once a year or when the following occurs:

- The operations at the Site significantly change, for example following a modification to PA 05_0037 or a significant variation to the EPL;
- Opportunities for improvement, or deficiencies in the existing system are identified through Audit Reports, Incident / Non-conformance Reports, and / or-site observations; or
- Within three months of an independent environment audit, in consultation with the EPA and Council, to the satisfaction of the DPE.

End of Document
