



PRO MARINE SERVICES LIGHT VEHICLES



01

MANAGE THE RISK

Only a sober, illicit drug free, fully licensed driver to operate the vehicle.



02

TESTING

Test and inspect all indicators, brake lights and hazard lights on a regular basis.



03

HAZARD RECOGNITION

While abiding by the road rules, always drive safely to the various weather and/or road conditions.

GENERAL INFORMATION

There are a lot of things to take into consideration before driving a vehicle, especially when doing shift-work and doing 12-hour shifts, things like:

Who is the least fatigued out of all the fully licenced people about to ride in the vehicle? Perhaps it would be wise to have that person drive.

Port Hedland is a dusty place – just in case you hadn't noticed, is your windscreen clean enough that it does not restrict your view whilst looking through it? It's a good idea to keep some glass cleaner and paper towel stored safely in the car, for the sake of spending 1-2 minutes before driving off, clean the window if necessary, this could actually help prevent an accident, or, worse case scenario, a fatality..



GENERAL INFORMATION...

Is the seat set in the right position that you can reach all foot pedals uninhibited?
Are the mirrors set at the correct angles for the driver?
Is the vehicle fully registered?
Is the vehicle fully insured?
Do you have a portable breathalyser in the vehicle? If so, has the designated driver been tested before driving?

Is the vehicle roadworthy? How do you know?
What steps are in place with your partnership to ensure that your vehicle is always maintained in a roadworthy condition? Was the monthly vehicle inspection checklist completed correctly, or, has someone just done a tick and flick, is there any way you can verify this?

Is your vehicle due for a service? If so, has it been organised yet? Will this affect transport options for the crew in your partnership or do you also need to

organise a rental car for the period the vehicle is unavailable during the service to minimise inconvenience and maximise time management and fatigue control?

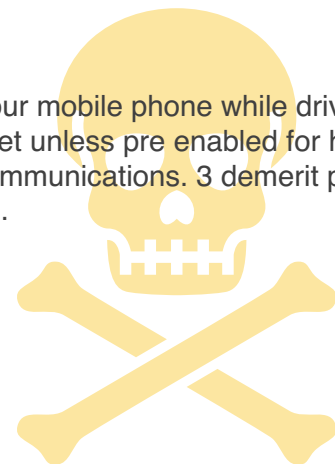
What is your partnerships' procedure in case you're involved in a motor vehicle accident? Do you have a checklist in the vehicle for step-by-step what to do? Do you have a pen (which works) in the car to be able to write down all relevant details of other vehicle or person involved if required?

Does your vehicle have signage on it? If so, please remember, poor driving or ignorance toward driving per the road rules will not only reflect on your partnerships' reputation, but, could also tarnish the reputation of the whole fleet. Regardless of whether your vehicle is branded or not, you should drive at all times as if it is.

DID YOU KNOW?...

- You must take due care, by slowing down or stopping the driver's vehicle if necessary, not to splash mud on any person entering or leaving or waiting at a bus stop.
- All passengers and the drivers' seatbelts must be securely fastened as per the manufacturers recommendations BEFORE the vehicle commences movement. (A lot of drivers out there have a bad habit of driving off then reaching back to grab their seatbelt and fasten it whilst driving - not legal).
- Drivers must have proper control of the vehicle — which means you cannot drive with a person or animal on your lap.
- Motorists must not stop within one metre of a fire hydrant, fire hydrant indicator, or fire plug indicator.
- Drivers must not interfere with or interrupt the free passage of a funeral or authorised procession.
- Children aged from four years old but under seven years old must not travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat.
- Passengers and motorists must not travel in or on a motor vehicle with any part of the person's body outside a window or door of the vehicle, unless the person is the driver of the vehicle and is giving a hand signal.
- Drivers must not use a horn unless it is necessary to warn other road users of the approach or position of the vehicle, or the horn is being used as part of an antitheft device, or an alcohol interlock device fitted to the vehicle.
- Motorists, passengers and cyclists must not lead an animal, including by tethering the animal to the motor vehicle.

Don't use your mobile phone while driving... leave it in your pocket unless pre enabled for hands free bluetooth communications. 3 demerit points and \$400.00 fine.





REVIEW FATALITY RISK

- A review of the Riverside Marine Company Vehicle Policy has been conducted and found to be sound. Elements of the policy are immediately transferable to a contractor/ partnership model.



CONTROLS

- Controls include but are not limited to:
- License/ Registration
- Insurance
- Sobriety and faculties not impaired by drugs
- Roadworthiness
- Your Safety Zone - look out for mates and don't let them drive tired



ME

- Manage my fatigue
- Complete a safety check before using the vehicle
- Dont drink/drug drive



HOW

- To improve the current safety risk please read and discuss to content of this fleet share with your crew - if it sparks a great idea. Let the rest of the fleet know!



LIGHT VEHICLE CHECKLIST

| Points to discuss/consider | Partner | Date |
|---|---------|------|
| Registration? Who is responsible? | | |
| Insurance? Who is responsible? | | |
| Accident? What do you do? | | |
| Fatigue? Who manages that? | | |
| Servicing? Who is responsible? | | |
| Vehicle Log? Who is responsible? | | |
| Monthly Inspection? Who is responsible? | | |
| Understanding PPA guidelines? | | |
| Mobile phone use? | | |
| Understanding the Traffic Act? | | |
| If its flooded - forget it | | |
| First Aid kit in the car? | | |
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FATALITY RISK FLEET SHARES



01

REVIEW

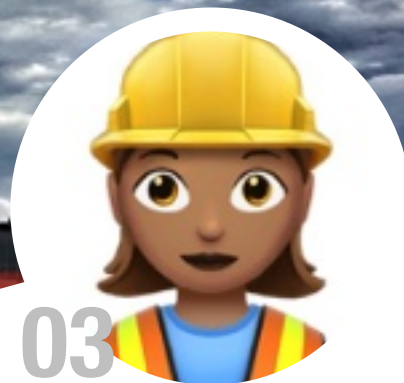
Review Rivtow Fatality Risk - Is the current Policy & Procedure applicable & what gaps can be identified?



02

CONTROLS

What are the Critical Controls needed to keep me and my crew safe?



03

ME

How the fatality risk relates to my workplace. For example, Vessel, Vehicle, ladder or engine room.



04

HOW

How can we improve to reduce the current Fatality Risk?

Safety Management Systems

These four points are used to tie your fleet share into the Safety Management System, please address all them in your Fleet Safety Share. A constant review of how we can improve our safety and how we can tie that into the Rivtow and BHP safety systems will ensure we are always improving our chances of going home safe.