

Procedure:	Speed Management	FL-003
1.0 Purpose:	This Safe Operating Procedure (SOP) is developed to fulfill the requirements of the Work Health and Safety Legislation and relevant Codes of Practice and Australian Standards. This SOP forms part of the Foley Logistics Work Health and Safety Management System.	
2.0 Scope:	This instruction applies to all Team Members, contractors and representatives of Foley Logistics. This procedure shall be read in association with other Safe Operating Procedures and the Work Health and Safety Management System.	
3.0 Related Documents:	<ul style="list-style-type: none"> • Work Health and Safety Legislation • Work Health and Safety Management System 	
4.0 Location of Task:	Foley Logistics locations where installed.	
5.0 Equipment Requirements:	High Visibility Vest/coat, safety footwear, safety gloves	

<p>6.0 Procedure Steps:</p>	<p>Risk Assessment (Pre-cursor)</p> <ul style="list-style-type: none"> • Conduct a Risk Assessment of the trip: <ul style="list-style-type: none"> ○ Is the time allocated to loading accurate? ○ Are there any expected delays on site? ○ Is the calculated transit time achievable for the vehicle type without speeding? ○ Has the route been planned and documented? ○ Are there any likely delays en-route? <ul style="list-style-type: none"> ■ Road works ■ Traffic ■ Etc. ○ Has provision been made to allow for adjustments if required? ○ Has the driver been consulted about the route plan? ○ Is the driver aware the route plan can be adjusted? ○ Is the time allocated for unloading accurate? • Use chart to calculate Risk Level • Lodge risk assessment & SWMS • Conduct random CoR check using “CoR Safety Declaration Form” on 10% of all trucks <table border="1" data-bbox="571 1281 1513 1545"> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5">RISK LEVEL</th> </tr> <tr> <th colspan="5">Likelihood</th> </tr> <tr> <th colspan="2"></th> <th>Very likely</th> <th>Likely</th> <th>Possible</th> <th>Unlikely</th> <th>Highly Unlikely</th> </tr> </thead> <tbody> <tr> <th rowspan="5">Consequences</th> <td>Fatality</td> <td>25 - Extreme</td> <td>20 - High</td> <td>15 - High</td> <td>10 - High</td> <td>5 - Medium</td> </tr> <tr> <td>Major Injury</td> <td>20 - High</td> <td>16 - High</td> <td>12 - High</td> <td>8 - Medium</td> <td>4 - Medium</td> </tr> <tr> <td>Minor injury</td> <td>15 - High</td> <td>12 - Medium</td> <td>9 - Medium</td> <td>6 - Medium</td> <td>3 - Low</td> </tr> <tr> <td>First Aid</td> <td>10 - Medium</td> <td>8 - Medium</td> <td>10 - Medium</td> <td>4 - Medium</td> <td>2 - Low</td> </tr> <tr> <td>Negligible</td> <td>5 - Medium</td> <td>4 - Medium</td> <td>3 - Low</td> <td>2 - Low</td> <td>1 - Low</td> </tr> </tbody> </table>			RISK LEVEL					Likelihood							Very likely	Likely	Possible	Unlikely	Highly Unlikely	Consequences	Fatality	25 - Extreme	20 - High	15 - High	10 - High	5 - Medium	Major Injury	20 - High	16 - High	12 - High	8 - Medium	4 - Medium	Minor injury	15 - High	12 - Medium	9 - Medium	6 - Medium	3 - Low	First Aid	10 - Medium	8 - Medium	10 - Medium	4 - Medium	2 - Low	Negligible	5 - Medium	4 - Medium	3 - Low	2 - Low	1 - Low
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<p>6.1</p>	<p>General</p> <ul style="list-style-type: none"> • Plan the route using the most accurate tools available • Consult the driver and ensure the driver is comfortable with the plan • Use route data and information from previous trips to assist in planning this trip • Generate a rough trip plan when ordering goods and advise supplier/carrier of expected delivery date 																																																		



DRIVING THE ECONOMY

SAFE OPERATING PROCEDURE

	<ul style="list-style-type: none"> ○ NOTE: use planning & scheduling guides to ensure trip is viable and legal ○ Allow a 20% safety buffer of time. ● If the trip is repetitive a master trip plan can be used. ● Do not assume that a regular trip will be the same for ever ● Check actual trip details against planned trip at least every 90 days 	
6.2	<p>Situation Appraisal</p> <ul style="list-style-type: none"> ● Inbound Loads <ul style="list-style-type: none"> ○ Observe manifest and trip plan and determine if transit times meet trip plan <ul style="list-style-type: none"> ■ Compare to internal Foley Logistics generated plan ■ Or ■ Compare to trip as generated by supplier/carrier ○ If delivery has arrived ahead of scheduled time by more than 2 hours commence investigation ○ Discuss time variation with driver and determine which of the following was the contributing factor <ul style="list-style-type: none"> ■ Did the driver set off early? ■ Did the driver have all allocated rest breaks? ■ Did the driver speed? ○ Commence Corrective Action Procedure ○ Issue “CoR Infringement notice” to Driver ○ Unload vehicle ● Outbound Loads <ul style="list-style-type: none"> ○ Check the trip plan is feasible and legal 	

	<ul style="list-style-type: none"> ■ Compare to internal Foley Logistics generated plan ■ Or ■ Compare to trip as generated by supplier/carrier <ul style="list-style-type: none"> ○ If the trip plan appears unachievable discuss failure with driver and planner ○ Commence Corrective Action Procedure ○ ○ Re-train driver/planner 	
6.3	<p>Corrective Action -</p> <ul style="list-style-type: none"> ● Issue #1 detected <ul style="list-style-type: none"> ○ Issue discussed with relevant party (Driver, loader etc) ○ Issue CoR Infringement Notice #1 <ul style="list-style-type: none"> ■ Details of CoR breach on infringement notice ○ Infringement noted in record book ○ Relevant Foley Logistics representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention. ● Issue #2 detected <ul style="list-style-type: none"> ○ Issue discussed with relevant party ○ Issue CoR Infringement Notice #2 <ul style="list-style-type: none"> ■ Details of CoR breach on infringement notice ○ Infringement noted in record book ○ Relevant Foley Logistics representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention. ○ Escalation to more senior level 	

SAFE OPERATING PROCEDURE

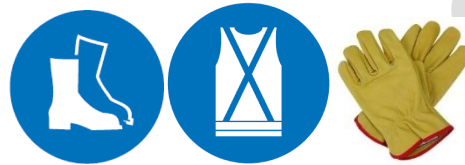
	<ul style="list-style-type: none"> ○ Issue #3 detected ○ Issue discussed with relevant party ○ Issue CoR Infringement Notice #3 <ul style="list-style-type: none"> ■ Details of CoR breach on infringement notice ○ Infringement noted in record book ○ Relevant Foley Logistics representative contact appropriate person (supplier/customer/internal) to discuss issue and establish resolution and prevention. ○ Escalation to executive level ○ Party notified of formal actions <ul style="list-style-type: none"> ■ Internal party = disciplinary cation ■ External party = banned for site for set period 	
6.4	<p>DO</p> <ul style="list-style-type: none"> ● DO complete a Trip Plan for all deliveries. ● DO ensure Trip Plans a legal and feasible ● DO discuss trip plan with the driver ● DO check pre-set Trip Plans every 90 days ● Do use actual delivery data to verify a trip plan ● DO report any variations quickly ● DO treat an early delivery as problematic as a late delivery 	
6.5	<p>DO NOT</p> <ul style="list-style-type: none"> ● DON'T fail to have a trip plan for a trip ● DON'T always assume the trip plan is correct 	
7.0 Skill / Training Requirements:		8.0 Personal Protective Equipment:

SAFE OPERATING PROCEDURE

All required Team Members will be trained (or supervised under training) to operate all relevant plant and equipment required for this task.

Foley Logistics: Speed Management

This protective equipment **MUST BE WORN** for this procedure:



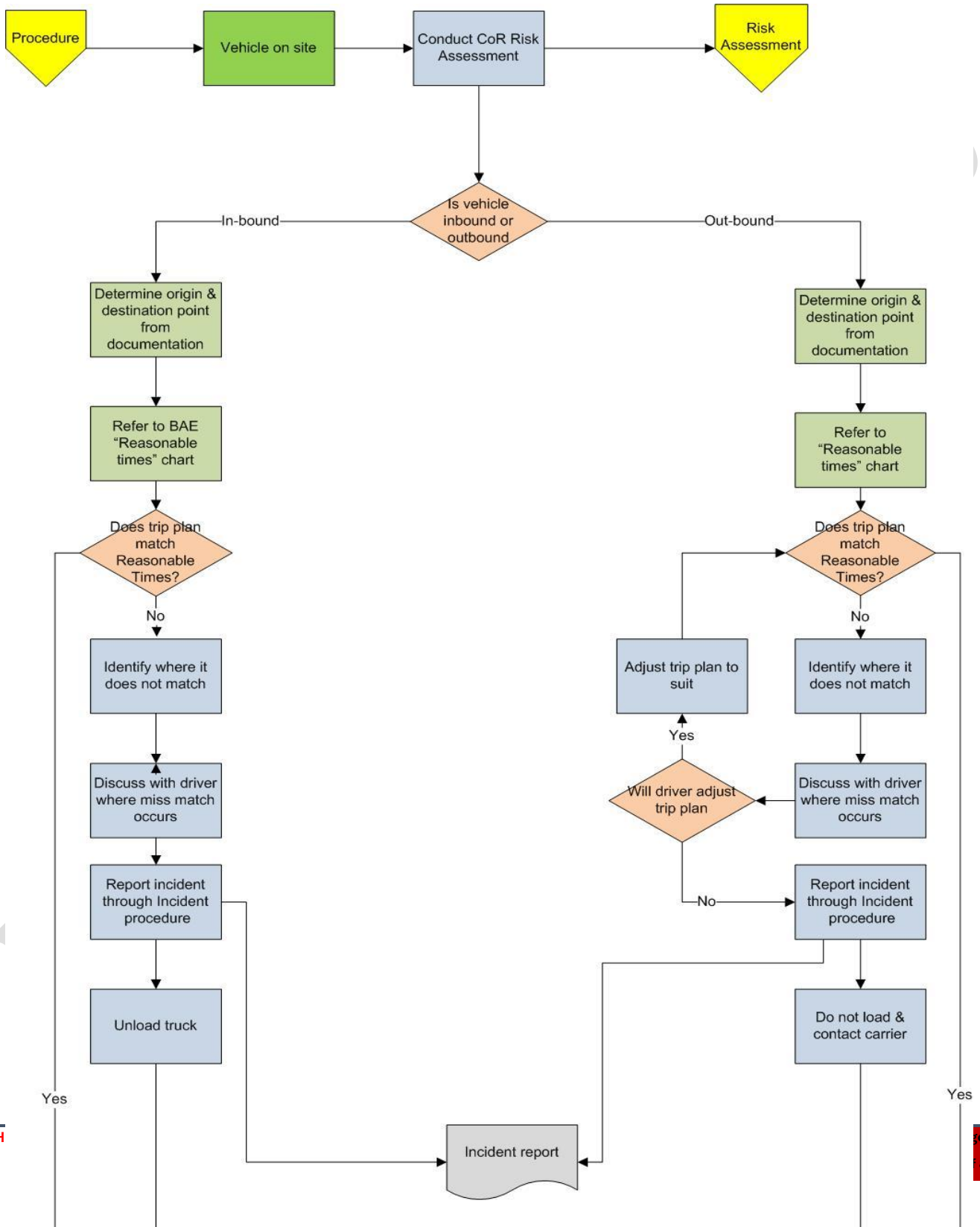
9.0 Records

Hard copy of all Safe Operating Procedures will be available on the Intranet at all times. Evidence will be maintained for all training undertaken in Safe Operating Procedures.



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SAFE OPERATING PROCEDURE





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