




Doc Owner: **Manager of Mining Engineering**

Doc No: MSP D-14559

CHAIN VALLEY COLLIERY  
**Coal Haulage Traffic**  
MANAGEMENT SYSTEM PLAN



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<b>Date:</b>	18 <sup>th</sup> March 2014

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## 1 Introduction

This document is an element of the workplace's WHSMS as prescribed in the Chain Valley Colliery Road Transport Protocol.

This document satisfies the requirements of the WHS Act 2011, Work Health and Safety Regulation 2011, Coal Mines Health Act 2002, Coal Mines Health and Safety Regulation 2006.

## 2 Purpose

The purpose of this document is to ensure the road haulage of coal to PWCS is undertaken for LakeCoal by a dedicated transport contractor in a safe and efficient manner. The contractor will nominate a Site Supervisor to manage the transport activities.

LakeCoal will also nominate a Job Co-ordinator to co-ordinate transport activities with the Site Supervisor.

The document also satisfies the requirements of Conditions 7,8,9 and 10, Schedule 2 and Condition 3, Schedule 3 of Development Consent Approval SSD -12- 5465 for a Road Transport Protocol.

## 3 Scope

This Traffic Management Plan applies to road haulage of coal from Chain Valley Colliery to PWCS.

## 4 Relationship to Other Management Plans

This Document forms part of a group of management system plans at the mine which deal with major hazards that may be present due to the nature of the operations and which could have potentially serious consequences if not managed.

## 5 References

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Coal Mine Health and Safety Act 2002

Coal Mine Health and Safety Regulation 2006

Planning NSW Chain Valley Colliery Road Transport Protocol

EPL license 1770 version date: 20-Aug-2013

Environmental Impact Statement Chain Valley Colliery Mining Extension 1 Project 28 May 2013

SSD -12- 5465 Development Consent Approval 23<sup>rd</sup> December 2013

POEO Act 1997

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## 6 Definitions

### CCC

Community Consultative Committee

### CVC

LakeCoal - Chain Valley Colliery

### Job Co-ordinator

Person appointed by the workplace to oversee the management of the contractor on behalf of the company.

### May

Is used to indicate an optional course of action

### Must or Mandatory

Is used to indicate that a legal requirement exists and must be complied with.

### Nominated Site Supervisor

Person appointed by the contractor to oversee the work performed by the contractor to ensure the health and safety of the contractor employee's and ensure compliance with this plan.

### NCC

Newcastle City Council

### PWCS

Port Waratah Coal Services

### HSR

Health and Safety Representative in relation to a worker, means the health and safety representative elected under WHS Act 2011, Part 5 for the work group of which the worker is a member.

### RMS

Transport for NSW (Roads & Maritime Services) formerly known as RTA - Roads and Traffic Authority

### Should

Is used to indicate a recommended course of action

### Route

As defined in the Driver Code of Conduct (POL D-14926).

### Workplace

LakeCoal - Chain Valley Colliery

### WHS

Work Health and Safety previously referred to as OHS - Occupational Health and Safety

### WHSMS

Work Health and Safety Management System, previously referred to as Occupational Health and Safety Management System

### WSC

Wyong shire council

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## Worker

1. A person is a **worker** if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:
  - a) an employee, or
  - b) a contractor or subcontractor, or
  - c) an employee of a contractor or subcontractor, or
  - d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
  - e) an outworker, or
  - f) an apprentice or trainee, or
  - g) a student gaining work experience, or
  - h) a volunteer, or
  - i) a person of a prescribed class.
  
2. For the purposes of this Act, a police officer is:
  - a) a worker, and
  - b) at work throughout the time when the officer is on duty or lawfully performing the functions of a police officer, but not otherwise.
  
3. The person conducting the business or undertaking is also a **worker** if the person is an individual who carries out work in that business or undertaking.

## 7 Resources

A suitable number of competent and where relevant qualified person(s) shall be resourced and appointed to meet the obligations of this CVC Document and the relevant provisions of this Document contained within the WHS Act 2011 and the Work Health and Safety Regulations 2011 and the NSW Coal Mine Health and Safety Act 2002 and Regulation 2006.

## 8 Procedural Requirements

### 8.1 Annual Tonnage

The Site Supervisor will maintain close liaison with the nominated CVC Job Co-ordinator to ensure that no more than the approved tonnage of product coal is transported from CVC to PWCS within any calendar year, as may be specified in any Development Consent. (refer to trucking schedule 8.5)

### 8.2 Truck Movements

The Site Supervisor will ensure through appropriate task allocation that truck departure times and transport route are allocated to ensure a regular dispersed trucking schedule is maintained each day.

The Site Supervisor and Job Co-ordinator will ensure that records are maintained of all weighbridge transactions at CVC. A Road Coal Delivery Form (FRM D-13901) should also be maintained by each driver and submitted to the Site Supervisor at the completion of each day of haulage.

Refer to Driver Code of Conduct (POL-D-14926) for additional controls such as 2 min departures, travelling in convoy etc.

Maximum Laden Coal truck departures from CVC must not exceed 270 per day and 32 per hour.

### 8.3 Transport Route

All truck movements between CVC and PWCS and return is via the approved **Route** (Now M1Pacific Motorway - was F3 Sydney / Newcastle Freeway).

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The approved Route is attached in the Driver Code of Conduct.

All drivers will receive training and a copy of the Driver Code of Conduct (POL-D-14926) wherein the transport route is clearly defined and drivers will be instructed that no deviations from the designated route will be tolerated except under approved contingency arrangements (refer to Section 8.8) or the minor deviation provision (refer to Section 8.7).

Records of any deviation to the approved transport route, aside from minor deviations, will also be maintained by the Job Co-ordinator.

These restrictions do not apply whilst travelling to and from Chain Valley Colliery for the commencement or completion of each shift and provided any LakeCoal signage on display is removed.

## **8.4 Haulage Hours**

### **8.4.1 Public Roads**

Coal haulage from CVC will only occur Monday to Friday, and not at all on Saturday's, Sundays or Public Holidays.

The Site Supervisor will ensure that:

- a) Laden Coal Trucks must not leave the Colliery prior to 5.30am.
- b) Laden Coal Trucks must not leave the Colliery after 5.30pm.

### **8.4.2 Vales Point Power Station (Private Roads)**

CVC shall ensure that only private roads are used for the transport of coal by truck to Vales Point Power Station, except in an emergency. In an emergency, product coal may be transported by public roads, with the prior written approval of the Director-General, and subject to any restrictions that the Director-General may impose.

CVC shall restrict the transport of coal by truck to the Vales Point Power Station between 10 pm and 5:30 am to:

- a) 16 laden trucks per hour for the Spring and Autumn months
- b) zero during Winter months

## **8.5 Trucking Schedule**

CVC shall not dispatch from the site more than;

- a) 660,000 tonnes of product coal in any calendar year to Port Waratah Coal Services for export;
- b) 180,000 tonnes of product coal in any calendar year to domestic customers other than Vales Point Power Station;
- c) a total of 270 laden coal trucks per day by public roads
- d) a total of 32 laden coal trucks per hour; and
- e) an average of 16 laden coal trucks per hour by public roads during peak hour periods, calculated monthly, until the intersection of M1 Motorway and Sparks Road Interchange (East Side - unsignalised with stop sign) is upgraded to a signalised intersection.

Daily contact will be maintained between the Site Supervisor and the CVC Job Co-ordinator to determine PWCS requirements and CVC's production schedules so that a low-frequency regular trucking schedule can be achieved.

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The following will be implemented to help achieve a low-frequency trucking schedule;

- Truck movements will be undertaken over the entire delivery window available each day, ie averaging out daily deliveries by utilising the full 12 hour window available (5:30am to 5:30pm departure times), as opposed to utilising less hours at a higher frequency of departures.
- Maximise number of delivery days that the total required volume can be delivered in consultation with PWCS where possible. That is, to increase the number of days available to transport the volume of coal, thereby reducing the maximum delivery requirement on any individual day.

In addition to the above, LakeCoal will investigate the options to utilise a storage facility adjacent to PWCS which would permit the storage of coal, thereby allowing deliveries to a storage facility at times when no stockpile availability exists at PWCS. Upon shipping requirements becoming known and the stockpile space becoming available at PWCS the coal would be short hauled to PWCS and supplemented with direct deliveries from CVC to PWCS to meet the volume required for the shipment. The purpose of this additional stockpile and short haul activity would be to accommodate low intensity deliveries between shipping times, thereby reducing the peak delivery demands caused by shipping requirements and limited stockpile space at PWCS.

LakeCoal will report on the investigations above in the Alternative Coal Transport Options Report, which is to be completed prior to the 31st December 2014 and every three years thereafter and submitted to the Director-General of NSW Planning and Infrastructure for approval, and also a study of the reasonable and feasible options to reduce or eliminate the use of public roads to transport coal from the development. The assessment must include:

- a) An analysis of the capital, construction and operating costs of the alternative transport options; and
- b) Quantified social and environmental impacts associated with road and rail transport.

## 8.6 Haulage Records

The Site Supervisor / Job Coordinator will ensure that records are maintained and available at the Colliery of;

- a) All truck weighbridge transactions.
- b) All truck details.
- c) Any deviations from designated routes
- d) Any incidents or issues reported by drivers
- e) Summary of monthly coal transport from site.
- f) The monthly summaries of the coal transported from site are to be made publicly available on the CVC website, as a minimum, at the end of each year.

## 8.7 Minor Deviations

A driver may deviate from the designated transport route temporarily for the following purposes;

- Rest breaks;
- Refueling; and
- Bathroom stops.

In all instances the driver shall, immediately and directly, return to the designated transport route following a minor deviation.

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## 8.8 Contingency Plans

The driver response when designated transport routes are temporarily disrupted through road closures or traffic accidents are:

Respond to any instruction from Police, RMS or other authorities on alternative routes.

Seek approval from the Job Coordinator on alternative routes in the absence of instructions from authorities. Only following approval from the Job Coordinator can an alternative route be implemented. Alternative Routes based on the following criteria:

- Follow established trucking route
- Shortest practical route (subject to load limits)
- Avoid housing wherever possible

Resume operations on designated routes as soon as possible.

Document all deviations from designated routes, other than minor deviations, on Road Coal Delivery Form (FRM-D-13901).

In the event of a designated route being unavailable for a sustained period (greater than 24 hours), alternative arrangements will be submitted to the appropriate authorities in the first instance.

## 8.9 Signage

Signs will be displayed on trucks indicating that they are hauling coal for LakeCoal along with a contact phone number. A copy of the sign is attached in Appendix A of Driver Code of Conduct (POL D-14926).

These signs are to be removed whilst travelling to and from Chain Valley Colliery for the commencement and completion of each shift.

Signs will be provided by the Job Coordinator and are to be replaced if / when they become illegible.

## 8.10 Complaints / Incidents

The procedure for handling complaints and / or other incidents from the public is in place and records are maintained by way of an individual Incident Report – Coal Haulage (FRM D-13442) and the Coal Haulage Incident Report / Complaint Register. (REG D-13444)

The CVC Job Coordinator shall assess the circumstances of each incident/complaint and determine what/if any course of action is required as soon as reasonably practical. The CVC Job Co-ordinator will liaise with the complainant and advise progress and outcomes of subsequent investigation being completed.

Full details of all complaints and incidents and the action undertaken will be included in quarterly report which will be made available on the CVC website.

A summary of complaints and actions taken will be completed monthly and uploaded to the CVC website.

Full records of all complaints and incidents will be maintained at the colliery at all times per Incident Report – Coal Haulage (FRM D-13442) and the Coal Haulage Incident Report / Complaint Register. (RER D-13444)

## 8.11 Implementation of Driver Code of Conduct

All trucking personnel engaged at CVC will attend an induction and will be issued a copy of the LakeCoal Coal Haulage Driver Code of Conduct (POL-D14926). The content of the Driver Code of Conduct (POL D-14926) will be discussed in detail and each participant will undertake a Coal Haulage Induction

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Assessment (FRM D-14983) and sign a declaration to acknowledge their understanding of the Code and their willingness to abide by it.

Copies of the LakeCoal Coal Haulage Traffic Management Plan (MSP D-14559) and the Driver Code of Conduct (POL D14926) will be displayed in weighbridge crib rooms and every driver will receive a copy of the Driver Code of Conduct (POL D14926).

The Site Supervisor and the CVC Job Co-ordinator are responsible for the day-to-day management of the LakeCoal Coal Haulage Traffic Management Plan (MSP-D-14559) and monitoring compliance with the Driver Code of Conduct (POL-D-14926).

## 8.12 Overloading of Trucks

All loaded trucks are dispatched from CVC via a weighbridge. The weighbridge software was upgraded in December 2010 to prevent any truck recording a weight over the legal parameters for that truck. The details of each individual truck (and / or trailer combination) are loaded onto the weighbridge system prior to the commencement of any coal haulage work, this includes registration number/s, tare and gross weight. This information is retained on the weighbridge system for current and future use and can only be adjusted by the Site Supervisor and / or CVC Job Co-ordinator.

Additionally each weighbridge transaction is photographically captured via a camera at the weighbridge, which can confirm that the registration number of the truck is consistent with the details already on file for any specific truck.

# 9 Roles & Responsibilities

## 9.1 Site Supervisor

### **Annual Tonnage**

Liaise with CVC Job Co-ordinator to ensure the allowed tonnage to be transported from CVC is not exceeded within a calendar year.

### **Truck Movements**

Ensure truck departure times and transport route are allocated and trucking schedule maintained daily.

Ensure records are maintained.

### **Transport Route**

Ensure adherence to approved Transport Route as per the Driver Code of Conduct (POL D-14926)

### **Haulage Hours**

Ensure haulage vehicles designated to Transport route do not leave colliery prior to 5:30am.

Ensure unladen trucks depart PWCS prior to 6:30pm.

### **Records**

Ensure records are maintained and available for truck weighbridge transactions, details, deviations from designated routes and any incidents or issues reported by drivers.

### **Complaints/Incidents**

Assist with and assess the circumstances of each incident and liaise with the CVC Job Co-ordinator to determine any action if required.

### **Implementation of Driver Code of Conduct**

Responsible for the day to day management of drivers and the Driver Code of Conduct.

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## 9.2 CVC Job Co-ordinator

### **Annual Tonnage**

Liaise with Site Supervisor to ensure the allowed tonnage to be transported from the CVC is not exceeded within a calendar year.

### **Annual Audit**

Coordinate audit as required by section 11.3 External audits.

### **Truck Movements**

Ensure truck departure times and transport route are allocated and trucking schedule maintained daily.

Ensure records are maintained.

### **Transport Route**

Ensure adherence to approved Transport Route as per the Driver Code of Conduct (POL D-14926)

### **Haulage Hours**

Ensure haulage vehicles designated to Transport route do not leave colliery prior to 5:30am.

Ensure unladen trucks depart PWCS prior to 6:30pm.

### **Records**

Ensure records are maintained and available for truck weighbridge transactions, details, deviations from designated routes and any incidents or issues reported by drivers.

### **Complaints / Incidents**

Assist with and assess the circumstances of each incident and liaise with the Site Supervisor to determine any action if required.

Assist with and assess the circumstances of each incident and determine action as required

### **Implementation of Driver Code of Conduct**

Responsible for the day to day management of the Driver Code of Conduct.

### **Contractual Arrangements**

Ensure a contract is in place with the haulage contractor which specifies that the requirements of this document and the driver code of conduct must be adhered to by the haulage contractor and any sub-contractor.

## 9.3 Environmental Coordinator

### **Independent Audit**

Any independent environmental audit, and any other audit, and the company's response to recommended actions from these audits are to be made publicly available on the company's website.

### **Monitoring of Coal Transport**

Make coal transport records publicly available on the company's website at the end of each calendar quarter.

## 9.4 Coal Haulage Drivers

### **Driver Induction**

Each driver will attend an induction and will be issued a copy of the LakeCoal Coal Haulage Driver Code of Conduct (POL-D14926). The content of the Driver Code of Conduct (POL D-14926) will be discussed in detail and each participant will undertake a Coal Haulage Induction Assessment (FRM D-14983) and sign a declaration to acknowledge their understanding of the Code and their willingness to abide by it.

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**Implementation of Driver Code of Conduct**

Ensure compliance with the Driver Code of Conduct.

## 10 Incidents

### 10.1 Onsite Incidents

Any incident or hazard of inadequacy in the Work Health and Safety Management System at CVC is reported through the incident reporting and management system.

Reported incidents are investigated and corrective and / or preventative actions identified in compliance with CVC's Health and Safety Standard HSSTD-0005 (D-13551) - Incident Reporting.

Records of these incidents are to be recorded on the Incident Form FRM-0036 (D-12969) and investigations and actions are maintained with the workplace record system.

### 10.2 Offsite Incidents

All haulage incidents/ complaints must be addressed by the Incident Report – Coal Haulage (FRM D-13442) and the Coal Haulage Incident Report/ Complaint Register. (REG D-13444).

## 11 Audit and Review

### 11.1 Overview

The complete WHSMS shall be reviewed no greater than every two years to maintain continual improvement, suitability and effectiveness. The WHSMS elements, management plans, standards, policies, procedures etc shall be audited every third year. The exception being Emergency Preparedness and Training & Competence which shall be audited every second year and reviewed every other year, in compliance with Coal Services requirement.

A HSR (Health and Safety Representative) may request a review of a control measure in accordance with WHS Regulations 2011 Clause 38

Internal and external audits of this Document will be carried out as described below. Where possible internal and external audits shall be objective and be conducted by a person or organisation independent of the document being audited.

Reviews / Surveillance audits shall be conducted using review Checklist FRM-5050 (D-10709).

Audits shall be carried out by personnel who have the necessary qualifications and experience to make an objective assessment of the issues. The extent of the audit, although pre-determined may be extended if a potentially serious deviation from this Document is detected.

Systems shall be developed and implemented to identify report, respond to and manage audit non-conformities and improvement opportunities. Non-conformities shall be investigated, and corrective and preventative actions implemented and their effectiveness reviewed to avoid recurrence.

### 11.2 Internal Audits

Annual self assessments (refer Health and Safety Standard HSSTD-0006 (D-12528) - Audit & Review shall be conducted. Improvement plans shall be prepared and executed to address significant non-conformities.

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### 11.3 External Audits

External audits will be conducted utilising external specialists and will consider the Document and its related procedures, guidelines and systems. External auditors shall be determined based on skills and experience and upon what is to be accomplished.

It is the responsibility of the nominated Person in charge at CVC to determine the frequency of and to coordinate the external audit procedures.

The scheduling of Audits/Reviews of Health and Safety Standards, Management System Plans and Major Hazard Management Plans shall be in accordance with REG-0002 (D-13618) Audit & Review.

The scope and criteria for external audits shall be determined by the nominated Person in charge at CVC. The criteria to be audited typically includes: system, standard or plan and supporting procedures and work instructions, legislation, standard, code of practice contractual requirement etc against which conformance is audited.

Scope and criteria may be developed in consultation with the external Audit Team Leader. Audits shall be in accordance with the Health and Safety Standard HSSTD-0006 (D-12528) - Audit and Review.

In accordance with Conditions 4 and 5, Schedule 3 of the Development Consent Approval SSD-12-5465 prior to 31 March 2014, and every 12 months thereafter, unless the Director-General directs otherwise, CVC shall commission a suitably qualified person, whose appointment has been approved by the Director-General, to conduct an Independent Traffic Audit of the development.

This audit must:

- a) be undertaken without prior notice to CVC, and in consultation with RMS, NCC, WSC and the CCC;
- b) Assess the impact of the development on the performance and safety of the road network, including a review of:
  - haulage records;
  - accident records on the haulage route, infringements relating to the code of conduct and any incidents involving haulage vehicles;
  - community complaints register; and
- c) Assess the effectiveness of the Road Transport Protocol; and, if necessary, recommend measures to reduce or mitigate any adverse (or potentially adverse) impacts.

Within 1 month of receiving the audit report, or as otherwise agreed by the Director-General, CVC shall submit a copy of the report to the Director-General, with a detailed response to any of the recommendations contained in the audit report, including a timetable for the implementation of any measures proposed to address the recommendations in the audit report.

A summary of the audit report must be included in the Annual Review.

## 12 Reviews

A review of this document will be triggered following any event, incident, government safety alert, legislative change or audit findings that identify a potential improvement to this standard as determined by the Manager of Mining Engineering.

A HSR (Health and Safety Representative) may request a review of a control measure in accordance with WHS Regulations 2011 Clause 38

The Manager of Mining Engineering or his representative shall formerly review this document every three years.

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## 12.1 Corrective Actions

Any non-compliance with this plan will be identified and documented through the following process:

- Reviews
- Inspections
- Incident and Hazard Reporting

Corrective actions will be developed and documented based on any identified non-compliances. These actions will be assigned by the Manager of Mining Engineering to the appropriate personnel at the mine with an agreed completion date. Upon completion, the actions will be documented and the item closed off.

## 13 Records

All information at CVC pertaining to this Document shall be maintained within the workplace record system in compliance with Standard STD-0059 (D-11232) - Record Keeping.

## 14 Training

All personnel carrying out work at CVC undergo mandatory induction training which includes site specific knowledge and an awareness of the CVC safety management plan (Hazard Management Plans).

Permanent employees attend an extended induction programme which includes basic training in the CVC safety management system plans relative to his/her position in compliance with Health and Safety Standard HSSTD-0007 (D-13571) - Training and Competence (Order 34).

Each driver will attend an induction and will be issued a copy of the LakeCoal Coal Haulage Driver Code of Conduct (POL D14926). The content of the Driver Code of Conduct (POL D-14926) will be discussed in detail and each participant will undertake a Coal Haulage Induction Assessment (FRM D-14983) and sign a declaration to acknowledge their understanding of the Code and their willingness to abide by it.

## 15 Consultation and Communication

All persons affected by the requirements of this Document shall have access to a copy of this document and associated documents via the workplace document control system for review purposes.

Communication of this Document and related information to the workplace personnel will be undertaken using one or more of the following methods:

- Tool Box Talks
- Health and Safety Committee
- Memoranda
- Letters
- Emails
- Verbal

All communication of this Document and related information shall be recorded and filed within the CVC record system in compliance with Information and Communication Health and Safety Standard HSSTD-0004 (D-13553) - Information and Communication.

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Personnel responsibilities under this Health and Safety Standard will be available via the workplace document control system 'REG-0008 (D-13622) – Commitment Register'.

## 16 Document Control

CVC shall maintain a document control system which is in compliance with AS/NZS 4804; section 4.3.3.4 (Document Control) and in compliance with CVC Standard STD-0058 (D-13510) - Document Control which is available to all personnel. This system shall contain this Document, plans, procedures, other standards, etc.

Access to the Document Control system by workers is addressed via their supervisor or their supervisors immediate supervisor.

Any proposed change to this document shall be via the document control administrator who is the only person able to access the controlled documents. Form FRM-0010 (D-12927) – Document Change / Review Request Form in compliance with Health and Safety Standard HSSTD-0009 (D-13439) – Change Management can be obtained from the administrator when applying for a change to this Standard.

## 17 Associated Documents

FRM-0010	(D-12927)	Document Change / Review Request Form
FRM-0036	(D-12969)	Incident Form
FRM-D-13442		Incident Report – Coal Haulage
FRM-D-13901		Road Coal Delivery Form
FRM-D-14983		Coal Haulage Induction Assessment.
REG-D-13444		Coal Haulage Incident Report/ Complaint Register.
POL-D-14926		LakeCoal Coal Haulage Driver Code of Conduct
PRES-D-14981		Coal Haulage Induction Presentation
STD-0058	(D-11231)	Document Control Standard
STD-0059	(D-11232)	Record Keeping Standard
HSSTD-0002	(D-13534)	Risk Management Health and Safety Standard
HSSTD-0003	(D-12514)	Emergency Response Health and Safety Standard
HSSTD-0004	(D-13553)	Information, Consultation and Communication Health and Safety Standard
HSSTD-0005	(D-13551)	Incident Reporting Health and Safety Standard
HSSTD-0006	(D-12528)	Audit & Review Health and Safety Standard
HSSTD-0007	(D-13571)	Training and Competence (order 34) Health and Safety Standard
HSSTD-0009	(D-13439)	Change Management Health and Safety Standard

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