

## Vehicle Parking, Isolation and Maintenance

Document Number – OHS-PROC-140

This document applies to the following site(s):

Rockhampton Office	<input checked="" type="checkbox"/>	Brisbane Office	<input checked="" type="checkbox"/>	Tarong Site	<input checked="" type="checkbox"/>
Barron Gorge Hydro PS	<input checked="" type="checkbox"/>	Kareeya Hydro PS	<input checked="" type="checkbox"/>	Mica Creek PS	<input checked="" type="checkbox"/>
Koombooloomba Hydro PS	<input checked="" type="checkbox"/>	Swanbank PS	<input checked="" type="checkbox"/>	Mackay Gas Turbine	<input checked="" type="checkbox"/>
Wivenhoe Small Hydro PS	<input type="checkbox"/>	Stanwell PS	<input checked="" type="checkbox"/>	Meandu Mine	<input type="checkbox"/>

### Table of Contents

1.0	Purpose/Scope .....	2
2.0	Actions .....	2
2.1	Fundamentally Stable Requirements .....	2
2.2	General Parking Requirements .....	2
2.3	Additional Parking Controls .....	3
2.4	Trailer Coupling and De-coupling .....	3
2.5	Vehicle Isolation .....	3
2.6	Maintenance, Repair and Inspection .....	3
2.7	Traffic Management Plans .....	3
2.8	Park Brake Warning Devices .....	3
2.9	Licence and Competence Requirements .....	4
3.0	Review, Consultation and Communication .....	4
4.0	References .....	4
5.0	Definitions .....	4
6.0	Revision History .....	5
7.0	Appendices .....	6
	Appendix A: Vehicle Parking Isolation and Maintenance Document Flowchart .....	6

WRITTEN BY: Chris Withoos

ENDORSED/CHECKED BY: Michael Joy/  
Trevor Hooper

APPROVED BY: Ian Gilbar

DATE: .....

## 1.0 Purpose/Scope

The purpose of this Business Procedure is to articulate the principles and the range of controls to address the involuntary or uncontrolled movement of vehicles; this includes associated vehicle isolation and maintenance techniques.

For the purposes of the procedure the term 'vehicle' includes mules, passenger cars, utilities, 4WD's, trucks and Powered Mobile Plant (PMP). This document should be read in conjunction with vehicle manufacturers operating instructions and associated Stanwell procedures detailed in Appendix A.

This Business Procedure applies throughout Stanwell Generation sites and all activities on those sites under Stanwell's control. It applies to all Stanwell employees and contractors, including visitors to Stanwell Generation workplaces.

## 2.0 Actions

All vehicle drivers/operators are responsible for ensuring that vehicles and trailers are parked, isolated and maintained in a way to prevent any involuntary or uncontrolled movement. On a day to day basis this will be achieved via general parking arrangements; however a risk assessment process may identify additional controls e.g. a fundamentally stable configuration to address more significant gradients that are in the proximity of people or plant and fall outside designated parking facilities.

In defined situations such as using a vehicle as a mobile work station, while conducting loading or unloading operations or when maintenance tasks are underway a fundamentally stable configuration is required.

### 2.1 Fundamentally Stable Requirements

All vehicles shall be in a fundamentally stable configuration when:

- Used as a mobile work station.
- While conducting loading or unloading operations.
- When conducting inspections, fault finding, washing, repairs and/or maintenance tasks.

A fundamentally stable configuration means that the vehicle can not roll away or move when the vehicle is in neutral and the park brake has not been applied. Methods that are to be used to ensure that a vehicle is parked in a fundamentally stable configuration include:

- Moving to another more suitable parking location (designated park or level surface).
- Parking against a bank or berm and turning the wheels into the bank or berm.
- Parking across the grade of the slope with the front wheels facing up hill.
- Using a suitable chock/s placed in front and/or behind vehicle wheel/s.
- Lowering all ground engaging devices such as blades or tines, if applicable.

### 2.2 General Parking Requirements

Drivers/operators shall ensure that all vehicles are parked so that they do not pose a risk to any person through involuntary or uncontrolled movement while unattended.

When parking vehicles, the following shall be implemented:

- Vehicles shall be parked to allow the first movement to be in a forward direction (reverse parked) in a designated park where provided. Vehicles are parked in a safe location wherever possible; this includes parking in a designated park, parking on a level surface and parking away from any traffic flows.
- The vehicle transmission is placed in gear (or "park" for automatic transmissions) with the engine switched off.
- The park brake shall be applied before leaving the vehicle.
- In the case of a heavy vehicle and trailer, all braking mechanisms are to be applied.
- The operator shall lower all ground engaging devices such as blades or tines, if applicable.

## 2.3 Additional Parking Controls

Workers may identify by the of use a Safe Start or Work Method Statement (WMS) that additional controls are required to prevent involuntary or uncontrolled movement. When identified, a fundamentally stable configuration method/s must be implemented as detailed in section 2.1.

## 2.4 Trailer Coupling and De-coupling

When coupling, de-coupling and parking a trailer, the driver/operator shall:

- Deploy wheel chocks.
- Ensure that the towing vehicle does not pose a risk to any person through involuntary or uncontrolled movement.
- Ensure that any braking system fitted to the trailer has been engaged and is operating correctly.

When coupling a trailer a visual and functional check is required to ensure the lights are operational, trailer's hitch is engaged and any safety devices are correctly applied e.g. safety chains.

## 2.5 Vehicle Isolation

All vehicles shall be isolated by removing keys from the ignition or vicinity (in the case of a key less ignition system) or at the designated isolator prior to:

- Inspection, fault finding, repairs, washing and/or maintenance.
- Use as a mobile work station.

A pre task risk assessment must be undertaken (as a minimum a Safe Start) to determine if any additional controls are required to ensure that the vehicle's system/s cannot be started or moved.

## 2.6 Maintenance, Repair and Inspection

Vehicle repair, maintenance and inspection should be conducted wherever possible in designated maintenance facilities that include a level surface, suitably rated tools, jacks, axle stands and hoists. If unavoidable 'in field' breakdown repair and maintenance activity is required the vehicle must be in a fundamentally stable configuration and isolated before work commences.

Workers should not carry out repairs or maintenance on vehicles (excluding minor operator maintenance/inspection e.g. pre start checks, visual engine and coolant level checks) unless they have received appropriate training and have the necessary tools and equipment.

No vehicle shall be towed for maintenance or repair purposes unless the equipment used for towing, snigging/pulling is specifically designed and load rated for that purpose. Towing and recovery operations are to be conducted by appropriately trained worker/s that completes a pre task risk assessment.

## 2.7 Traffic Management Plans

The Site Traffic Management Plan (TMP) is to include an evaluation of designated parking areas that pose a risk of involuntary or uncontrolled movement of vehicles due to gradient. The modification of parking areas may include permanent engineering controls that include spoon drains, banks, rubber parking wheel stops, and wheel chock facilities in known unloading areas.

## 2.8 Park Brake Warning Devices

Heavy vehicles (over 4.5t gross vehicle mass (GVM) permanently based at Stanwell sites are to be fitted with a park brake warning device. A park brake warning device is fitted to a 12V or 24V automotive electrical system. The device monitors the handbrake switch and the doorframe switch to provide audible and visual warning if the door is opened while the handbrake is not applied.

## 2.9 Licence and Competence Requirements

All vehicle drivers/operators of vehicles shall hold a valid current State or Territory driver's licence for the class of vehicle or the appropriate high risk work licence or competency for the PMP they are required to operate.

## 3.0 Review, Consultation and Communication

### Review:

This Document is required to be reviewed, as a minimum, every 5 years.

### Consultation:

The development of this procedure has included the review of Workplace Health and Safety Queensland guidance notes, self-assessment criteria and liaison with production site and management representatives.

### Communication/Requirements after Update:

This document will be communicated throughout Stanwell by a Safety Advice and on GenNet.

## 4.0 References

Source	Reference
Legislation	<ul style="list-style-type: none"> <li>Queensland Work Health and Safety Regulation 2011</li> <li>Code of Practice – Managing risks of plant in the workplace 2013</li> </ul>
Australian Standards	<ul style="list-style-type: none"> <li>Nil</li> </ul>
Business Procedures	<ul style="list-style-type: none"> <li>Motor Vehicle Safety and Journey Management OHS-PROC-31</li> <li>Traffic Management OHS-PROC-130</li> <li>Powered Mobile Plant OHS-PROC-132</li> </ul>
Stay Safe	<ul style="list-style-type: none"> <li>Vehicle Parking, Isolation and Maintenance OHS-PROC-140A</li> </ul>

## 5.0 Definitions

Term	Meaning
Heavy vehicle	Is a vehicle that weighs over 4.5t gross vehicle mass (GVM) and includes buses, tip trucks, trucks, semi trailers, road trains, mobile cranes.
Light vehicle	Is a vehicle that has a gross vehicle mass (GVM) of not more than 4.5t and includes as an example utilities, mules, passenger cars, 4WD's sports utilities.
Vehicles	Includes light and heavy vehicles and Powered Mobile Plant (PMP) for the purpose of this procedure.
Powered Mobile Plant (PMP)	Plant that is provided with some form of self-propulsion that is ordinarily under the direct control of an operator and includes as an example fork lifts, bobcats, scrapers, excavators.
Fundamentally Stable	Fundamentally stable configuration means that the vehicle can not roll away or move when the vehicle is in neutral and the park brake has not been applied.
In Field	'In field' breakdown repair and maintenance activity that occurs outside of a designated maintenance facility.
Loading or unloading operations	The loading and unloading of vehicles or trailers carrying such things as general freight, goods, machinery, PMP, equipment, chemicals, fuel or substances. Loading or unloading may incorporate the use of plant such as forklifts, mobile cranes, gantry cranes, Hiab cranes, decanting equipment, pumps.

<b>Mobile Work Station</b>	A vehicle or trailer that is configured in such a way as to provide access to tools, equipment and work surfaces to undertake maintenance and repairs to plant or equipment outside of a designated maintenance facility.
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## 6.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved By
0	05.09.2016	New document developed to address the control of the involuntary or uncontrolled movement of vehicles.	Chris Withoos	Michael Joy/ Trevor Hooper	Ian Gilbar
	13.02.2017	Minor amendments to include information on braking mechanisms. Minor changes made and no formal signatures were required. As requested by Jan Fullard.	Shannon Bradey		

## 7.0 Appendices

### Appendix A: Vehicle Parking Isolation and Maintenance Document Flowchart

