

# DRIVER CODE OF CONDUCT

MARCH 2021

## Contents

1. INTRODUCTION .....	5
1.1 Purpose .....	5
1.2 Background .....	5
1.3 Objectives .....	5
2. RESPONSIBILITIES .....	7
3. LEGISLATIVE AND OTHER REQUIREMENTS .....	8
3.1 Legislative Requirements .....	8
3.2 Department of Planning, Industry and Environment: 2009 Approval Conditions .....	8
3.3 Policies and Standards .....	8
3.4 AIE Site Interactions with PKCT .....	10
4. HAULAGE ROUTES .....	12
5. NOISE MINIMISATION CONTROLS .....	14
5.1 Compression breaking noise .....	14
5.2 Tailgate noise .....	14
5.3 Speed hump noise .....	14
5.4 Queuing .....	14
5.5 Braking .....	15
6. SAFE DRIVING AT PKCT .....	15
7. PKCT PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS .....	15
8. GENERAL PKCT HEALTH AND SAFETY REQUIREMENTS .....	15
9. SPEED LIMITS .....	16
10. ROAD DELIVERY STANDARDS .....	16
10.1 Tipping .....	16
10.2 Load Covering .....	16
10.3 Truck Wash .....	16
10.4 Equipment Performance .....	16
11. COAL BERTH ROAD RECEIVAL .....	17
11.1 Truck Unloading .....	17



12. TRAFFIC LIGHTS AND BIN SENSORS.....	17
13. LIGHT VEHICLE INTERACTIONS.....	17
14. CLEARWAYS.....	17
15. DESIGNATED PARKING .....	17
16. BOOM GATE .....	18
17. MOBILE PLANT .....	18
18. TRUCK WASH.....	18
19. MANUAL TRUCK WASH STATION .....	18
20. AREA HOUSEKEEPING AND MAINTENANCE.....	18
21. INCIDENT MANAGEMENT AND REPORTING – NON-PKCT ROADS.....	19
22. CONTACT NUMBERS.....	19
23. MANAGEMENT OF NON-COMPLIANCES.....	20
24. TRUCK BREAKDOWN RESPONSE WHILE AT PKCT .....	21
25. SPILLS.....	22
26. HAZARD REPORTING .....	22
27. IMPLEMENTATION, COMPLIANCE AND MONITORING REVIEW .....	22
28. REFERENCES .....	24

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**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 4 of 26

Version	Date	Reviewer	Comments
3	20 <sup>th</sup> February 2009	Luke Pascot	Submitted to DPE
4	31 <sup>st</sup> July 2013	Luke Pascot	Review/ minor changes
5	19 <sup>th</sup> September 2013	Luke Pascot	Reviewed/ minor changes after DPE feedback
6	8 <sup>th</sup> August 2014	Luke Pascot	Reviewed/ minor changes (n.b.2014 Independent audit findings)
6	30 <sup>th</sup> November 2015	Luke Pascot	Reviewed/no changes made.
6	4 <sup>th</sup> April 2017	Luke Pascot	Reviewed/minor change made to speed limit on Appin Road
7	31 <sup>st</sup> August 2017	Luke Pascot	Review and update following recommendations from 2017 Triennial Independent Audit.
8	12 <sup>th</sup> August 2019	Luke Pascot	Major review, including the incorporation of the PKCT Truck Driver Rules
9	17 <sup>th</sup> September 2020	Luke Pascot	Review following 2020 independent audit. No recommendations from audit. No changes made.
10	12 <sup>th</sup> February 2021	Luke Pascot	Review and update following DPIE RFI and PKCT site separation for AIE site.

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AUTHORISED BY: Mark Beale, Planning & Logistics Lead- Date Authorised: 10/09/2020



**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 5 of 26

## 1. INTRODUCTION

### 1.1 Purpose

This Drivers Code of Conduct (DCC) provides a concise outline of PKCT's requirements relating to trucking operations to/from and when on our site. It is provided in support of and shall be read in conjunction with the PKCT Site Induction and Heavy Haulage Induction.

Additionally, this procedure outlines the rules which apply to the truck transport of bulk materials within Port Kembla Coal Terminal's site in support of the Port Kembla Coal Terminal Traffic Management plan.

### 1.2 Background

PKCT provides a coal product receipt, storage and shipping loading service to its customers. PKCT is located on north side of the inner harbour and operates premises leased from NSW Ports.

The PKCT has been in operation since 1990 and operates under an Environmental Protection Licence (EPL No. 1625) in accordance with the *Protection of the Environment Operations Act 1997* (POEO Act).

The DCC requires that specific measures are developed and implemented by PKCT, Shippers and their Road Transport providers to focus on opportunities to minimise, mitigate and manage traffic volume, traffic safety and acoustic impact. The DCC applies to heavy haul traffic movements to and from the PKCT, and on the PKCT site itself.

As part of the Environmental Assessment for 'Existing Operations and Increased Road Receipt Hours at Port Kembla Coal Terminal (PKCT)', a commitment was made that PKCT shall prepare and implement a DCC for haulage trucks delivering to the PKCT road receipt areas.

The DCC has been developed in consultation with PKCT, Shippers and their associated Road Transport Providers, Transport for NSW (TfNSW) (formerly the Roads and Maritime), the Environment Protection Authority (EPA) (formerly the Department of Environment & Climate Change) and the PKCT Community Consultative Committee (CCC).

By letter of the 20<sup>th</sup> February 2009, the DCC was submitted by PKCT to the Director General of the New South Wales Department of Planning (now the Department of Planning, Industry and Environment (DPIE)). The DCC formed part of the subsequent DPIE Project Approval 08\_0009.

### 1.3 Objectives

The objectives of the DCC are to:

- Ensure compliance with the conditions associated with the DPIE Project Approval 08\_0009 with consideration of matters raised during the consultation process

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**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
Driver Code of Conduct



Management Plan  
PR.HS.1006  
Status: Approved  
Version: 10.0  
Doc ID: 1006  
Page 6 of 26

- Ensure compliance with the DCC and therefore the PKCT conditions of consent by all heavy haul road users with PKCT's DPIE Project Approval 08\_0009
- Minimise impacts on the community as much as possible
- Encourage an environment for safe operations associated with PKCT road delivery operations
- Maximise public safety by adhering to the Australian road rules and ensure all potential road safety issues are reported to the TfNSW Transport Management centre 131700.

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**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 7 of 26

## 2. RESPONSIBILITIES

The roles and responsibilities relevant to the DCC are defined in Table 1 below.

**Table 1 DCC Responsibilities**

Role	Responsibility
PKCT employees, contractors and site personnel	<p>All PKCT employees, contractors and other site personnel are responsible to comply with this management plan.</p> <p>PKCT employees, contractors and other site personnel must take appropriate action detailed in this management plan in accordance with PKCT's legal and environmental obligations</p>
Environmental Specialist	Is responsible to the HSER Superintendent for the coordination and implementation of the DCC to PKCT site operations.
Health Safety Environment and Risk (HSER) Superintendent	Is responsible to the General Manager for the implementation of DCC procedures in accordance with relevant legislation and guidelines.
Operations Manager	Is responsible for managing and supporting the shift and daywork teams to effectively and safely operate the business in line with customer, community and regulator expectations
Maintenance Superintendent	Is responsible to the General Manager for work execution ensuring plant and equipment is maintained to be reliable and effective.
Asset Manager	Is responsible for asset management and planning, ensuring plant and equipment is fit for purpose and maintained to be reliable and effective.
General Manager	Is responsible for the legislative governance of this DCC in accordance with site operations, policies and procedures.
Shipper (Mines)	Is responsible for ensuring their contracted Road Transport provider maintains adherence to the DCC while operating on their mine site and while travelling to and from PKCT.
Road Transport Providers (Truck companies)	Is responsible for ensuring that their drivers are aware of and compliant to the expectations outlined within the DCC while on the mine site, travelling to and from PKCT and while at PKCT.

**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 8 of 26

### 3. LEGISLATIVE AND OTHER REQUIREMENTS

#### 3.1 Legislative Requirements

Drivers shall comply with the Work Health and Safety Act NSW 2011 and the associated Regulation, the Heavy Vehicle National Law (NSW) No 42a which includes:

- Drivers shall be appropriately and currently licensed
- Compliance with the PKCT Traffic management plan and the stipulated PKCT road rules, signs and signals
- Where fitted, seat belts must be worn at all times whilst operating equipment
- Parking shall be in designated areas in accordance with posted signage and road line marking where provided
- At all times drivers shall maintain a safe speed whilst taking into account nominated speed limits, weather conditions and site signage
- Drivers shall comply with signposted load limits
- Drivers shall be aware of pedestrian crossings and give way to pedestrians
- Drivers shall deliver product only at authorised delivery times
- Drivers shall ensure truck passes through an operating truck wash, after delivery to Coal Berth Road Receival, or prior to leaving Bulk Products Berth stockyard. Trucks are not permitted to leave site without passing through a functioning truck wash. Any truck wash observed to be not functioning is to be reported to the PKCT Shift Supervisor immediately and alternate truck washing arrangements made
- Drivers shall ensure loads are covered when delivering product or leaving site with a full load
- Manual trailer covers are not permitted for use on the PKCT site. There should be no need for a truck driver to exit the truck cabin to remove or re-instate a trailer cover
- Drivers shall arrange for the clean-up of any spillage emanating from the truck
- Drivers shall ensure there are no unauthorised discharges into adjacent drains or waterways.

#### 3.2 Department of Planning, Industry and Environment: 2009 Approval Conditions

On the 12<sup>th</sup> June 2009, the Minister for Planning approved a Project Application (08\_0009) that was submitted by Port Kembla Coal Terminal (PKCT) to change receival arrangements. The project approved by the minister was defined as the development described in the environmental assessment.

#### 3.3 Policies and Standards

PKCT is managed by South32 (Illawarra Coal) and has a management system in place which operates in accordance with its Sustainable Development Policy (PO.BM.291) and Quality Policy (PO.BM.901). These policies are summarised in Table 2 below.



**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 9 of 26

Table 2 PKCT Policies and Standards

Policy / Standard	Description
<b>Sustainable Development Policy</b>	<p>The sustainable development policy outlines the objectives PKCT undertake to ensure site operations are undertaken in a sustainable manner which considers the following key concepts:</p> <ul style="list-style-type: none"> <li>• The health and safety values of PKCT staff, contractors and site personnel</li> <li>• Set and achieve sustainable development targets with respect to energy and water efficiency targets which promotes the efficient use of resources and includes reducing and preventing pollution throughout the lifecycle of PKCT products</li> <li>• Develop partnerships that foster the sustainable development of our local communities, enhance economic benefits from our operations</li> <li>• Ongoing consultation with customers, employees, indigenous land owners and the local community.</li> </ul>
<b>Quality Policy</b>	<p>PKCT Business Management System provides a framework for managing quality and establishing, achieving and reviewing quality objectives in compliance with the requirements of AS/NZS ISO 9001:2016 and ISO 14001:2015. PKCT staff, contractors and site personnel will fulfil the requirements detailed in the AS/NZS ISO 9001:2016 and ISO 14001:2015 and continually seek opportunities to improve system effectiveness.</p>

### 3.4 AIE Site Interactions with PKCT

Australian Industrial Energy (AIE) is working to develop Australia's first liquefied natural gas (LNG) import terminal at PKCT's Berth 101. PKCT has reached a commercial agreement with NSW Ports and AIE to surrender the southern area of its lease for AIE to construct and operate the LNG import terminal. The date of surrender is 31/03/2021. The revised site boundary for PKCT, as shown in Figure 1, has resulted in a change in PKCT's site operations, infrastructure and environmental management strategies.

The changes include:

- Reduced lease area due to the surrender of Bulk Products Area, Berth 101 and Seawall Road
- The removal of five (5) collection ponds and two (2) wet weather discharge points from the PKCT Contaminated Water Collection Treatment System (CWCT), which include:
  - Pump 1 – Southern Pond (wet weather discharge point)
  - Pump 8 – T3 Pond (wet weather discharge point)
  - Pump 9 – Conveyor C7
  - Pump 16 – Berth 101 North
  - Pump 17 – Berth 101 South
- The addition of two (2) collection ponds and two (2) wet weather discharge points to the CWCT System, which include:
  - Pump 24 – TS8 Sump (wet weather discharge point)
  - Pump 25 – Southern Truck Wash (wet weather discharge point)
- Amendment to the Air Quality Monitoring network which includes the relocation of the southernmost continuous dust monitor (nominated as C1)
- Traffic management and site access arrangements from the southern end of the revised PKCT site boundary.

PKCT and AIE will work collaboratively during the operation of the AIE site to ensure environmental obligations are met, site operations for PKCT and AIE can be run effectively and safely and any issues raised be dealt with in a timely manner.

**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 11 of 26

**Figure 1: PKCT Site Layout**



**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 12 of 26

#### 4. HAULAGE ROUTES

All haulage trucks travelling to and from PKCT will do so by using major arterial roads as outlined in the sections below. Primarily, the major arterial roads associated with deliveries to PKCT are shown in Table 3 below. The haulage routes provide PKCT a concise understanding of PKCT's requirements relating to trucking operations when arriving to the site. It is provided in support of and shall be read in conjunction with the PKCT Site Induction and Heavy Vehicle Haulage Induction.

**Table 3 Haulage Route Summary**

Role	Responsibility
Appin Road	Appin Road is a combination of divided and undivided road with a speed limit of 90km/hr. Frequent overtaking lanes are found along this route.
Mt Ousley Road	<p>Mt Ousley Road traverses through hilly country with steep grades and tight curves. The speed limit is 80Km/hr however the truck speed limit down Mt Ousley is 40km/hr, with trucks being restricted to the outer 2 lanes. Emergency stopping bays are provided in both directions. As Mt Ousley is close to residential receivers, drivers are requested to limit noise wherever possible.</p> <p>Transport for NSW (TfNSW) advise peak hour traffic is as follows:</p> <ul style="list-style-type: none"> <li>• 6:00am to 8:00 am - Monday to Friday northbound</li> <li>• 3:00pm to 7:00pm – Monday to Friday southbound.</li> </ul> <p>All breakdowns must be reported to the TfNSW Transport Management Centre (TMC) by calling 131700. The vehicle must be protected in accordance with the RMS Heavy Vehicle Drivers handbook.</p>
Bellambi Lane	<p>Receival of coal from Wollongong Coal at PKCT is only permitted from 7.30am onwards and until 10.30 pm Monday to Friday and from 8.30am to 6.30pm on weekends and public holidays.</p> <p>The speed limit on Bellambi Lane is 60km/hr. Bellambi Lane has a high number of commuter vehicles, drivers are required to be vigilant regarding separation distances. As Bellambi Lane is close to residential receivers, drivers are requested to limit noise wherever possible.</p>
Northern Distributor	<p>The Northern Distributor links Bellambi Lane with the Southern Freeway. The speed limit along the Northern Distributor varies between 80km/hr &amp; 90Km/hr. Several traffic lighted intersections are found along this route.</p> <p>Transport for NSW (TfNSW) advise peak hour traffic is as follows:</p> <ul style="list-style-type: none"> <li>• 6:00am to 9:00 am - Monday to Friday northbound</li> <li>• 3:00pm to 6:00pm – Monday to Friday southbound.</li> </ul> <p>All breakdowns must be reported to the TfNSW Transport Management Centre (TMC) by calling 131700. The vehicle must be protected in accordance with the RMS Heavy Vehicle Drivers handbook.</p>



**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 13 of 26

Role	Responsibility
F6 Freeway	<p>The Southern Freeway forms part of the arterial link between Sydney and Wollongong. The speed limit varies from 80km/hr to 100km/hr on this route. Caution should be observed around merging lanes.</p> <p>Transport for NSW (TfNSW) advise peak hour traffic is as follows:</p> <ul style="list-style-type: none"> <li>6:00am to 10:00 am - Monday to Friday northbound and southbound</li> <li>3:00pm to 6:00pm – Monday to Friday northbound and southbound.</li> </ul> <p>All breakdowns must be reported to the TfNSW Transport Management Centre (TMC) by calling 131700. The vehicle must be protected in accordance with the RMS Heavy Vehicle Drivers handbook.</p>
Masters Road	<p>Masters Road is a 1.3 km road with three lanes in either direction separated by a centre median island. The speed limit on Masters Road is 80Km/hr. Traffic lights are located in the left hand turning lane which allows vehicles to turn onto Springhill Road. Compression braking on this route should be avoided due to community disturbance. Interactions with other heavy vehicle users will be frequent in this area.</p> <p>The northbound exit to Figtree and Wollongong is located within 200 metres south of the 'The Avenue, Figtree' overpass of the location shown in the image below. The on-road ramp can experience morning peaks.</p>
Springhill Road	<p>The section of Springhill Road between Masters Road and Port Kembla Road is 2.3 km in length, is 3 lanes wide and divided by a median strip. The speed limit is 80km/hr. Several traffic lights and intersections are found along this section of road and drivers are required to pay particular attention to other vehicles crossing the traffic flow.</p> <p>Due to the close proximity to residents, compression brakes are not to be used on the approach to the lights at Springhill and Port Kembla Road wherever possible. Interactions with other heavy vehicle users will be frequent in this area.</p>
Port Kembla Road	<p>Port Kembla Road is a two lane undivided road. The speed limit on Port Kembla Road is 50km/hr. Port Kembla Road is a public road and drivers should ensure that they remove any residual coal on their vehicles prior to entering the road from PKCT.</p>



## 5. NOISE MINIMISATION CONTROLS

This section designates the specific noise mitigation measures which must be adhered to. This includes rules on compression braking, tipping practices and speed limits for the approach to PKCT, when travelling on the site, tipping and leaving the site.

Due to the relatively close proximity to residential areas, drivers are requested to limit the noise created in this area as much as possible.

PKCT's Noise Monitoring Program is provided as part of the Noise Management Plan. The noise monitoring program has been prepared by Wilkinson Murray titled *PKCT Noise Monitoring Program* (Version D) (report reference: 07355-D).

It is noted within the PKCT Noise Monitoring Program that the Conditions Approval require both attended and non-attended noise monitoring, however, the acoustic environment in the area is complex and given the fact the residential receivers are separated by roads and a park, unattended noise monitoring is unlikely to provide any useful information regarding the noise from PKCT.

The Program shall be implemented in accordance with Section 9.2 of the Noise Management Plan. PKCT shall ensure suitably qualified external service providers and/or consultants are engaged to carry out the work. Service providers shall ensure that the equipment/instruments used are suitably calibrated in accordance with the relevant Australian Standards and manufacturer's specification.

### 5.1 Compression breaking noise

Compression brakes can be extremely noisy and adversely impact on public amenity. Wherever possible, use of engine brakes near residences and in built up areas should be avoided. Compression brakes must not be used on the approach to Port Kembla Rd/ Springhill Rd lights when entering or exiting PKCT wherever possible.

### 5.2 Tailgate noise

Drivers must ensure that, following tipping, the tailgate is locked before leaving PKCT.

### 5.3 Speed hump noise

When traversing the speed hump at the gate of PKCT, drivers are to approach slowly to ensure that excessive noise is not created.

### 5.4 Queuing

Queuing at the truck receival area is permitted on Tom Thumb Road and Port Kembla Road. No trucks are permitted to queue on Springhill Road.

**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 15 of 26

## 5.5 Braking

Brakes must be applied so as not to create excessive noise that could disturb local residents. Compression braking on Springhill and Masters Road should be avoided, and are not to be used at the intersection of Port Kembla Road and Springhill Road wherever possible.

## 6. SAFE DRIVING AT PKCT

The gates at the end of Port Kembla road denote the start of the PKCT Road Receiving Area. The speed limit is 40 km/hr in this area. A boom gate is installed at the crest of the hill to prevent unauthorised public vehicles entering the area. Drivers should slow down as they approach the gate to allow it to automatically open.

## 7. PKCT PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

The minimum PPE requirements for truck drivers when outside of their trucks is as stipulated in the PKCT Induction include:

- Safety hard hat
- Safety glasses
- Long sleeve day-night hi-vis shirt (with sleeves rolled down) or a long sleeve shirt with a day-night hi-vis safety vest worn in accordance with manufacturers specifications
- Long pants/trousers
- Safety footwear.

## 8. GENERAL PKCT HEALTH AND SAFETY REQUIREMENTS

The following health and safety rules apply when working at PKCT:

- Drivers shall not to exit the truck cab at any time while the Road Receiving circuit is active
- No queuing within area from amenities to bin top boom gate
- The dumping of rubbish of any form is prohibited
- Drivers are authorised to enter the site to carry out their allocated tasks. Access to other areas of the plant is prohibited
- Drivers shall take care to ensure product being delivered isn't contaminated with rubbish or other foreign objects eg. timber, tarps. Contamination may be observed at the mine site during loading or during delivery and discharge at PKCT's premises. If sighted in coal, the truck driver shall notify his/her supervisor, relevant mine personnel or PKCT Shift Supervisor, as appropriate, and arrange for such objects' safe removal and offsite disposal
- Where necessary, liaise with PKCT personnel on site. Report any safety, environmental or other incidents
- Walk, don't run; beware of slip, trip and fall hazards, especially when exiting a vehicle
- Standing between the trailer body and the tail gate with the hoist raised is not permitted
- Lowering Trays: take care to ensure trays are lowered after unloading

**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 16 of 26

- If trucks/trailers are required to be inspected on the PKCT site, the truck shall be parked in a designated parking area. The vehicle shall be fundamentally stabled prior to inspection. Maxi brakes in addition to chocks shall be used to secure any vehicle that is to be stabled
- Standing or working under raised trailers is not permitted. Trailer bodies requiring inspection shall be appropriately propped before accessing the equipment
- Climbing or standing on trailers is not permitted
- Standing behind Tailgate Grain Doors is not permitted when the trailer contains material.

## 9. SPEED LIMITS

All drivers shall observe and comply with the speed limits posted at PKCT. Where conditions dictate, reduced speed limits shall be used.

## 10. ROAD DELIVERY STANDARDS

Road delivery standards, as specified by PKCT and legislation, which require attention when delivering to the PKCT road receival, are highlighted in this section.

### 10.1 Tipping

Trucks shall be positioned over the tipping grates (Zones) before commencing tipping. Any spillage that occurs during tipping is to be reported to PKCT to enable efficient clean up.

Tipping in other areas shall be done as directed by PKCT requirements and supervisors. The area used for tipping shall be risk assessed to determine whether tipping can proceed safely, with particular attention being paid to the cross slope and evenness of the area.

### 10.2 Load Covering

All loaded trucks entering or leaving the premises must have their loads covered. The load cover may be removed upon arrival at the PKCT road receival area. Manual trailer covers are not permitted for use on the PKCT site, eliminating the need for a truck driver to exit the truck cabin to remove or re-instate a trailer cover.

### 10.3 Truck Wash

All trucks are to pass through a truck wash when leaving the client mine and also after tipping at PKCT, before leaving the site. To ensure effective washing, trucks must obey the truckwash traffic signals and signage at entry and proceed through the truckwash at an appropriate speed, no faster than 5km/h.

### 10.4 Equipment Performance

It is the driver's responsibility to report all vehicle faults and it is the owner's responsibility to ensure that the vehicle is maintained to ensure safe vehicle operations.

**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 17 of 26

## **11. COAL BERTH ROAD RECEIVAL**

### **11.1 Truck Unloading**

Truck unloading procedures include:

- Remain in the truck at all times
- Ensure you are unloading in the correct zone
- Ensure your truck is aligned centrally on the road receival bin
- Find a location along the grid where there is sufficient room in the bin to accommodate the load
- Raise tray in a controlled fashion at a speed that ensures that coal is not deposited on the adjacent roadway or pedestrian access way
- Do not unload at a location where the bin is full
- Do not tip load directly onto the main cross beam in bins
- Do not reverse over reversing over unloaded material on the hopper grids with their trailers raised.

Water sprays are installed on the western side of the roadway adjacent to the road receival bins. These sprays may be activated from time to time to control dust.

## **12. TRAFFIC LIGHTS AND BIN SENSORS**

Road receival bins have a traffic light/ bin sensor system for guiding truck drivers on where best to tip. A red light provides an indication that the bin is full. Drivers should do a visual check to confirm. Inadvertent unloading when the bin is full will cause difficulties for trucks following and also result in increased coal deposits on adjacent roadways.

## **13. LIGHT VEHICLE INTERACTIONS**

If for any reason a light vehicle needs to access the bin top, communication with trucks in the area must be made via UHF Channel 10 silent is required.

## **14. CLEARWAYS**

At various locations along the entry road and road receival road, the road is marked by hatched lines. Do not park or stop across these areas as this will impede access to adjacent driveways and access ways.

## **15. DESIGNATED PARKING**

There is a designated parking area for access to amenities is located adjacent to the amenities block. This area allows for no more than three (3) trucks to park at any one time. At the designated parking area, truck drivers must secure their vehicle (including the application of the park brake) prior to egressing the cab. All drivers are to egress the cab on the kerb side of the roadway.

**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 18 of 26

## 16. BOOM GATE

A boom gate is installed to control traffic and may be lowered by the Main Control to prevent access to the grids. This may be needed for clean-up or maintenance purposes. Wherever possible, consideration shall be given to truck arrivals to minimise impact on traffic flows.

## 17. MOBILE PLANT

At times when PKCT is using the water cart or front end loader around the road receival grids, trucks must wait for PKCT direction to dump.

The road receival area is often to unmanned by PKCT personnel. In case of an operational requirement, contact PKCT personnel in the vicinity or notify PKCT's Main Control Tower on 4221 1807.

## 18. TRUCK WASH

Drivers must ensure that trucks pass through an operating truck wash after unloading and exiting site. If the truck wash is not operating, it must be reported immediately.

To ensure effective truck washing, drivers are to assist by proceeding through the truck wash slowly and stopping if necessary if build up on tail gates and draw bars is particularly heavy or if the coal is sticky.

The truck wash uses recycled water which is recirculated with recycled water top up. Recycled water is high quality. Visually, it is clear and doesn't have any notable odour. Through recirculation, the water will have some suspended solids content. If water is dark, report to the Main Control Room immediately.

## 19. MANUAL TRUCK WASH STATION

A manual truck wash station is available for cleaning of coal build-up from the truck's dolly, drawbar and tailgate. The manual truck wash station is located downstream of the truck wash.

At no stage shall a truck driver exit the truck cabin while on the active road receival circuit. The truck driver shall contact the Truck Wash Operator on UHF Channel 10 (silent) to commence visual inspection and manual wash.

Once the Truck Wash Operator confirms that all coal build-up has been removed the truck, the truck driver may proceed to the eastern truck wash lane. If all coal build-up cannot be removed readily and requires extensive washing, the Truck Wash Operator will instruct the truck driver to proceed to an alternative wash down point.

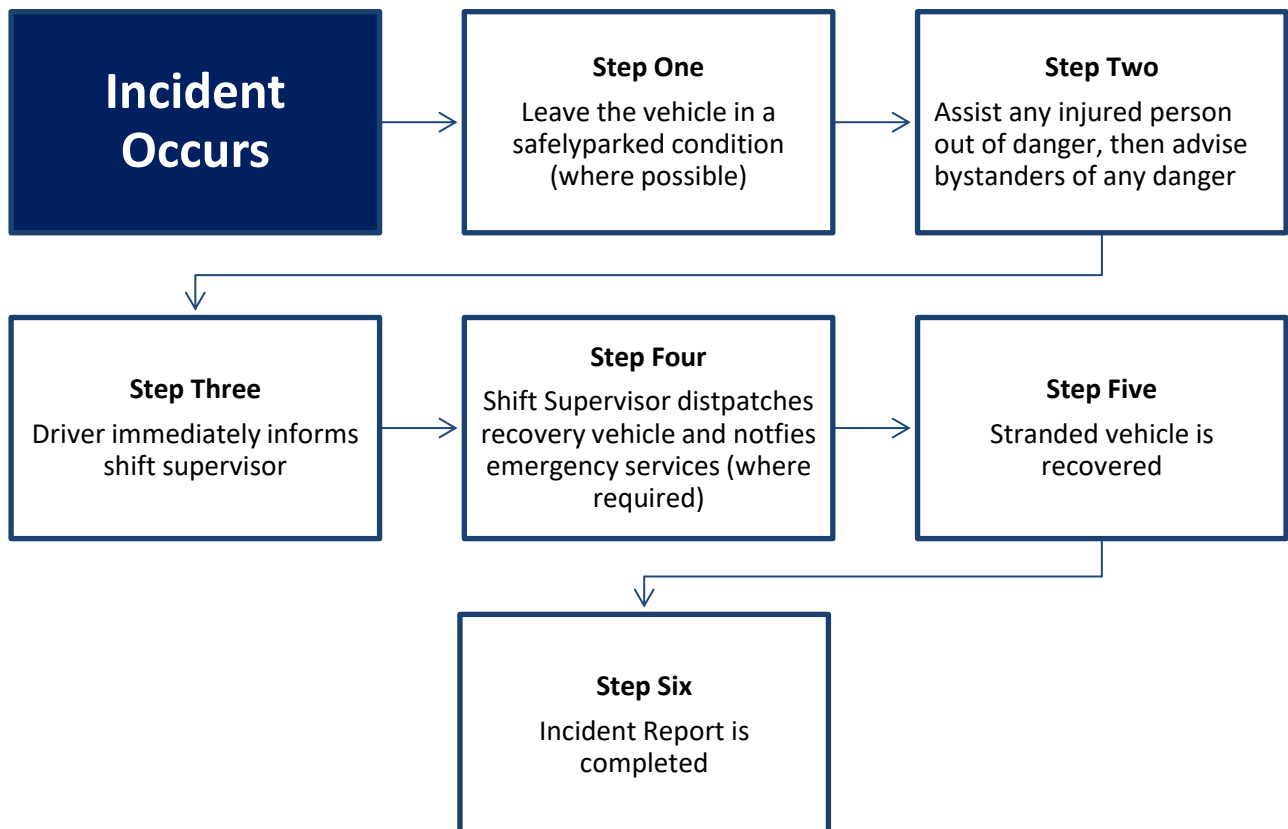
## 20. AREA HOUSEKEEPING AND MAINTENANCE

Where truck drivers identify a need for housekeeping (cleaning of coal build-up on the grids) or maintenance (blocked sprays on truck wash, etc) they are to notify PKCT personnel.



## 21. INCIDENT MANAGEMENT AND REPORTING – NON-PKCT ROADS

The following flowchart shows the steps that must be followed to ensure that any incident is cleared as quickly as possible.



To ensure quick response, all incidents must be reported immediately to your shift supervisor. For incidents on the public road network contact emergency services and TfNSW as required and others if support is needed. For incidents at the mine site and PKCT, the site controller shall be contacted (i.e. mine site or PKCT as appropriate).

## 22. CONTACT NUMBERS

Contact numbers are detailed in Table 4 below.

**Table 4 DCC Contact Numbers**

Organisation	Emergency Contact Number
Emergency Services	000
TfNSW Transport Management Centre	131 700
Port Kembla Coal Terminal Emergency Number	0242-211812

**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 20 of 26

Organisation	Emergency Contact Number
Shipper	The mine site's emergency number as advised
PKCT Supervisor	0418 238 817
PKCT Main Control Room	42 211 807

## 23. MANAGEMENT OF NON-COMPLIANCES

Trucking Companies shall ensure their drivers (including sub-contractors) are instructed on PKCT's requirements and provide the necessary supervision and corrective actions to ensure compliance. Where non compliances with these procedures are observed PKCT representatives will:

- (1) **1<sup>st</sup> Occasion:** Where possible approach the driver involved, draw attention to the non-compliance and advise of the behaviour required. Take the registration number of the truck and the fleet number (large number displayed on rear of trailer) of the truck and advise that the incident will be recorded as a warning under this procedure in the PKCT Event Management System and that three warnings will result in the driver being precluded from entering PKCT. If unable to approach the driver, communication should be made with both the trucking company's supervisor on site and/or PKCT management to progress this issue in a timely manner. A PKCT event will be created by a PKCT Representative to record and track this issue. The relevant Shipper will be notified of the incident in writing and requested to do the following:
  - a) Formally advise the person of the warning
  - b) Counsel the person involved and advise of the consequences of further non compliances
  - c) Reinstruct the person of PKCT's requirements
  - d) Notify PKCT of the driver's name for PKCT's records.
- (2) **2<sup>nd</sup> Occasion:** Where possible approach the driver involved, draw attention to the non-compliance and advise of the behaviour required. Take the registration number of the truck and the fleet number (large number displayed on rear of trailer) of the truck and advise that the incident will be recorded as a warning under this procedure in the PKCT Event Management System and that three warnings will result in the driver being precluded from

**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 21 of 26

entering PKCT. If unable to approach the driver, communication should be made with both the trucking company's supervisor on site and/or PKCT management to progress this issue in a timely manner. A PKCT event will be created by a PKCT Representative to record and track this issue.

The relevant Shipper will be notified of the incident in writing and requested to do the following: repeat the steps (a) to (d) advise the driver that this is their second warning and that a third will result in the driver being precluded from entering PKCT of the second warning.

- (3) **3<sup>rd</sup> Occasion:** If a PKCT employee observes a non – compliance and it is found that a driver has received two previous warnings, the trucking company shall do (a) and (d) and advise the driver he is banned from the site.

## **24. TRUCK BREAKDOWN RESPONSE WHILE AT PKCT**

In the event that a truck driver needs to exit the cab at PKCT site for any reason (outside the designated parking area) the following process steps apply:

1. The truck driver is to make their truck safe, secure as per the parking procedure and stay in the cab.
2. Truck driver to notify other drivers in the area.
3. Truck driver to notify the Road Supervisor and communicate the current situation.
4. The Road Supervisor is to notify immediately PKCT's Main Control Tower on 4221 1807 to dispatch the PKCT representative and isolate the circuit if required.
5. A PKCT representative will attend the site to ensure the area is made safe and make any necessary PKCT operational decisions.
6. Truck driver only to exit the cab at the direction of the Road Supervisor / PKCT representative and upon confirmation that the truck is secure. Chock vehicle as required.
7. For any services that the trucking companies organise to attend site in response to the break down, the following protocols should be complied with:
  - a. The person attending site will need to be inducted to PKCT site (or be escorted on site by a PKCT representative).

**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 22 of 26

- b. Prior to any work on our site an Authority to Work form will need to be generated and authorised by a PKCT representative, inclusive of a JSEA for that specific work on PKCT site.
- c. While on our site ensure all road signs and PKCT Truck driver rules are followed as per this procedure.

In the event that a truck breaks down outside of PKCT site boundary, but within the inner harbour terminal boundary, the same level of safety and environmental standard is recommended as that stated above. When not on PKCT site, i.e. Port Kembla Road or Seawall Road, trucking company employees will need to work with PKCT to mitigate any safety, environmental and operational implications in these areas.

## 25. SPILLS

If there is a product spill while loading/unloading or en-route the driver must:

- Put out warning triangles where it is safe to do so
- Immediately warn persons in the area who may be at risk. If there is flammable material, all people should be warned
- Inform the Shift Supervisor immediately so that emergency services can be contacted, where applicable, and clean up can be initiated. All spills must be adequately cleaned up and waste disposed of in an acceptable environmental manner. The Road Transport Provider shall include PKCT and/or Shipper in notifications as part of the emergency response where support is needed or subsequently as part of incident reporting refer to the DCC Implementation Plan (DCCIP).

## 26. HAZARD REPORTING

Road conditions and traffic hazards can impact on road safety and increase noise impacting on residential area. Items such as potholes and poor sequencing of traffic lights shall be reported by drivers to shift supervisors. Road Transport Providers shall notify Shippers who shall investigate and action as appropriate.

## 27. IMPLEMENTATION, COMPLIANCE AND MONITORING REVIEW

Under this DCC it is proposed that regular audits of the DCC will be carried out to monitor performance, particularly in relation to noise minimisation around PKCT.

Audits will be completed regularly by PKCT, Shippers and Road Transport Providers checking compliance against the DCC including the following activities:

- Speed of trucks
- Compression braking
- Truck washing and correct use of truckwash

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AUTHORISED BY: Mark Beale, Planning & Logistics Lead- Date Authorised: 10/09/2020

**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 23 of 26

- Load covering.

In addition to the above audits, formal observations will be made of compliance by the Road Transport Providers, Shippers and PKCT. Audits and observations will cover road transport in the following areas:

- En-route from mine to PKCT
- At the PKCT site
- At the mine site.

The Driver's Code of Conduct Implementation Program MP.BM.453 sets out the means by which the Code of Conduct is applied. This Implementation Program:

- Incorporates the key elements of the DCC
- Clarifies the process for management implementation of the DCC
- Provides transparency for responsibilities by all stakeholders including PKCT, Shippers Road Transport Providers.

The key elements of the Implementation Program include:

- Commitment to DCC
- Monthly Reports, Quarterly Meetings and Annual Review and Report
- Key operational focus areas
- Driver Induction Program
- Audits and Enforcement.

Review of the DCC and its associated Implementation Program shall be undertaken in accordance with DPIE Project Approval 08\_0009 and shall entail an annual review of DCC performance. Results shall be reported in the Annual Environment Management Report (AEMR).

AEMR's are submitted to the DPIE and made available to other regulators and the community through PKCT's web site [www.pkct.com.au](http://www.pkct.com.au). Reviews are also undertaken through the Independent External Audit (IEA) process, initially 2 years from the original DPI project approval date and 3 years thereafter.



**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 24 of 26

## 28. REFERENCES

Bohud Transport employment and Safety handbook for Drivers

Bulktrans Driver's Handbook

Heavy Vehicle Driver's Handbook

Heavy Vehicle National Law NSW 2018

Illawarra Coal haulage hazards awareness workbook

Illawarra Coal Heavy Haulage Induction

New South Wales road rules.

NSW DOP (2009) *Project Approval 08\_009*. New South Wales Government Department of Planning

PKCT *Traffic Management Plan MP.MA.297.*, Port Kembla Coal Terminal

PKCT *Driver's Code of Conduct MP.HS.453.*, Port Kembla Coal Terminal

PKCT *Quality Policy PO.BM.286*. Port Kembla Coal Terminal.

PKCT *Road Receiving Coal Tipping Protocol JI.OP.993*, Port Kembla Coal Terminal

PKCT Traffic Management Plan

PKCT Truck Driver's Rules Procedure

Port Kembla Port Corporation Transport Code of Conduct

Transport Accident Commission Safe Driving Policy

Wilkinson Murray (2017) *Port Kembla Coal terminal Noise Monitoring Program*, Version D (07355  
 Workplace Health and Safety Act 2011

## Driver Summary Sheet

The aim of the PKCT Driver's Code of Conduct is to minimise the impacts associated with deliveries to PKCT on the community. As a professional driver engaged to deliver product to PKCT, you are required to drive in a responsible manner and adhere to all requirements of the Driver's Code of Conduct.

### Travel Times

**Wollongong Coal No 1 Mine:** Despatch of road haulage of coal from Wollongong Coal via Bellambi Road is permitted to PKCT between 7am and 10pm Monday to Friday, and 8am to 6 pm on Saturday and Sunday or public holidays.

**West Cliff Coal Preparation Plant:** Road haulage of coal is permitted to PKCT on a 24 hour 7 day per week basis.

**Dendrobium Coal Preparation Plant:** Road haulage of coal is permitted to PKCT on a 24 hour 7 day per week basis.

### Haulage Routes

All haulage trucks travelling to and from PKCT will do so by using major arterial roads. Major arterial roads include:

- Mt Ousley Road
- Northern Distributor
- Masters Road
- Port Kembla Road
- Bellambi Lane
- F6 Freeway
- Springhill Road

### PKCT Road Delivery Standards

Heavy Haulage Drivers will observe the following while en- route to PKCT or while on the PKCT site:

- Observe all road rules including speed limits as signposted
- Obey the sign posted speed limit on Bellambi Lane
- Stay on the outer two lanes while travelling down Mt Ousley Rd and take care when merging
- Hold a valid driver's licence for the class of vehicle that you operate
- Where safe to do so, avoid applying compression brakes near residences and in built up areas
- Do not apply compression brakes approaching the intersection of Port Kembla Road and Springhill Road wherever possible. Compression braking on Masters Road should be avoided.
- Operate the vehicle in a manner that minimises vehicle noise
- Have the load covered from the mine to the PKCT road receival area. The gates at the end of Port Kembla Road denote the start of the PKCT Road Receival Area.

**PORT KEMBLA COAL TERMINAL**  
**HSEC**  
 Driver Code of Conduct



Management Plan  
 PR.HS.1006  
 Status: Approved  
 Version: 10.0  
 Doc ID: 1006  
 Page 26 of 26

- Not queue on Springhill Road (Queuing is only permitted on Tom Thumb and Port Kembla Road)
- Position trucks over tipping grates before commencing tipping at PKCT
- Use the truck wash obeying signage and/ or traffic lights as applicable and pass through at an appropriate speed to ensure an effective wash (no greater than 5km/hr)
- After tipping, ensure tailgate is locked before leaving PKCT
- Approach speed hump at the gate of PKCT slowly to avoid creating excessive noise
- Report spills, (coal or hydrocarbon)
- Report hazards or poor road conditions e.g. potholes or poorly sequenced traffic lights which may present a traffic hazard or noise concern
- It is the driver's responsibility to report all vehicle faults and the owner's responsibility to ensure the vehicle is maintained.