



# TOMAGO ALUMINIUM Company Pty. Limited

A.B.N. 68 001 862 228

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| Department:<br>BS   | <b>CONTRACTOR MANAGEMENT SYSTEM</b> | Doc. No:<br>SAP No.: 110000000177                  |
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**1. Purpose**

1. To provide a procedure for authorisation and monitoring of vehicles accessing the site.
2. To minimise the number of vehicles on site for safety purposes and restrict access to certain areas of the plant.
3. To ensure Powered Mobile Plant bought on site meets standards and regulations.

**2. Scope**

This procedure will form part of the Tomago Aluminium Company Contractor Management Policy.

**3. Definitions**

- Site:** Means the area in which Tomago Aluminum Company is situated and within it's boundaries and fences.
- ID Card:** Means the standard Tomago swipe card that provides access to various areas of the Site, which may be activated for specific times and places.
- Contractor:** Means any company, partnership, business, trust or person who is engaged to perform work or is authorized to come on to the Site. It includes the Contractor's employees, suppliers, sub-contractors and their employees, agents and any other persons under the Contractor's control.
- Visitor:** Means any person entering or accessing the Site for purposes other than performing work on Site.
- TAC Vehicle Access:** Means the approval process for vehicular access on site at Tomago Aluminium Company.
- Zones:** Designated areas of the site, Public, Support and Operational. Access to these zones requires approval; application for higher-level access must be approved by the BUL.



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| Licence Confirmation:  | The employee's passport is stamped with a Licence Confirmation Stamp to ensure that the driver is qualified.   |
| TAC Access Sticker:    | A non-transferable sticker to be displayed on vehicle identifying current Vehicle Access and Zone type.  |
| Powered Mobile Plant   | The general term referring to types of plant found in the workplace including: <ul style="list-style-type: none"> <li>Powered mobile plant, such as a forklift or crane; and</li> <li>Plant that moves people, such as elevating work platforms (Known as Plant under NSW OHS Regulations 2001)</li> </ul> |
| Temporary Vehicle Pass | An ID Card allowing vehicle access for a limited time period.  |

#### 4. General Rules

- Vehicles and Powered Mobile Plant must have TAC Access Sticker to gain access to the site.
- PPE Standards must be met for site access; security shall deny entry for non-conformance.
- Visitors are not permitted to drive on the site unless authorized by relevant BUL.
- A list of Materials, Parts or Tools carried on their vehicle upon arrival at the Main Gate must be handed to security. Forms for this purpose are provided at the Main Gate.
- Hazardous Substances and Dangerous Goods bought on site must follow the TAC Management Programs OHS.OP.4.5.6 and OHS.OP.4.5.6.1 respectively.
- Authority must be obtained from the TAC Representative before removing any TAC goods or equipment from site. Company Property Removal for Repair or Modification Form.
- Audits / Reviews of Vehicle Access will be conducted in order to rationalise vehicle numbers.



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## 4.1 Vehicles

- 4.1.1. Vehicle access is restricted to essential vehicles only, i.e. those vehicles required to carry equipment, materials or personnel.
- 4.1.2. Non-essential vehicles are not to be brought on to the Site.
- 4.1.3. Contractors shall minimize the number of vehicles entering the Tomago Aluminum site.
- 4.1.4. Vehicles must display a TAC Access Sticker to enter the Site
- 4.1.5. Vehicles shall meet the following requirements. -:
  - 4.1.5.1. **Reversing Alarm** – audible over a diesel engine
  - 4.1.5.2. **Flashing / Rotating Orange Light** – to be operating at all times whilst driving on site. (A six months compliance period from the inception of this policy 01/09/2006, will be given for vehicle to comply with requirements. After this period the vehicle will be refused entry.)
  - 4.1.5.3. **Company Signage** - All vehicles shall be **clearly identified** with the Contractor's or its sub-contractor's name. Signage may be permanent or temporary magnetic style, and must be no smaller in size than a standard number plate (350x120mm). It is preferred that the signage is located on the side of the vehicle.
- 4.1.6. Vehicles shall be restricted to Zones. The TAC Access Sticker will signify the zone the vehicle can enter.
- 4.1.7. Licence Confirmation shall be required for all Contractor employees to drive a vehicle on site. See TAC Licence Confirmation.
- 4.1.8. TAC will encourage use of mini buses to transport employees to and from contractor compounds and the Car park.
- 4.1.9. Tomago Aluminum Company shall bear no liability for any damage or loss to vehicles of the Contractor or its subcontractors and suppliers.
- 4.1.10. Contractors must park personal vehicles in the Main Car park unless instructed otherwise.



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4.1.11. P Plate drivers must display their P plates whilst driving on-site as per State Government Traffic Laws.

4.1.12. Vehicle Inspections will be performed randomly by Security and it is mandatory to abide as part of your access on site.

4.1.13. Persons shall notify Tomago if their Drivers License has been revoked.

4.1.14. TAC Representatives shall do random auditing of Driver's Licenses.

## 4.2 Powered Mobile Plant

4.2.1. Contractor Powered Mobile Plant must clearly display the TAC Access Sticker.

## 5. Site Access Zones

To enable effective access control each area on the site is categorized as a Public, Support or Operational zone. Access requirements for each zone vary as follows.

### 5.1. Public (P) Zone

Areas designated as Public Zone are currently open to general public access and use. These are all areas external to security entrances.

TAC Vehicle Access is not required for entry to Public Zones.

Access to Public Zones is permitted subject to the normal Government/ State/ Local Council laws, regulations and by-laws and Tomago Aluminum Company rules and regulations.

### 5.2. Support (S) Zone

Those areas that have a high volume of traffic/ personnel are predominantly around office area have been designated as Support Zones.

Examples include:

- Administration building;
- Warehouse;
- Central Workshop
- Canteen

Contractor Induction, Licence confirmation and (S) TAC Vehicle Access are mandatory for gate entry to the site and vehicle access to Support Zones.

Minimum PPE requirement as stated in the Contractor Induction Standard must be adhered to for site access.



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### 5.3. Operational (O) Zone

The area designated as the Operational Zone includes parts of the Site where actual production occurs and/or where operational tasks are carried out, and areas where high value, safety and/or security risks are present.

The Operational Zone has defined points of entry and exit, and can be defined by signage.

Contractor Induction, Licence confirmation and (O) TAC Vehicle Access are mandatory for gate entry to the site and vehicle access to Operational Zones.

Business Unit PPE requirements as stated in the Business Unit Induction and signage must be adhered to for Operational Zone access.

Business Unit Leaders must also approve (O) TAC Access for their department.

The TAC Access sticker will denote which Business Unit access is approved.

All Powered Mobile Plant will be registered under Operational Zones.

Operational Zone access is the highest level of access on site, whereby all zones can be accessed under this level.

## 6. Condition of Vehicles

- 6.1. The Contractor is responsible for maintaining its and its sub-contractor's vehicles in a safe and roadworthy condition.
- 6.2. All vehicles used by the Contractor on the Premises shall be maintained to standards acceptable to the RTA and the Work Cover Authority. The Contractor may be asked to provide evidence that vehicles comply with the requirements of the NSW Occupational Health & Safety Act 2000 and regulations and of the RTA prior to that vehicle being brought onto the Premises.
- 6.3. Tomago Aluminium Company/ TAC Representative have the right to inspect any of the Contractor's or its sub-contractor's vehicles at any time, and if such an inspection reveals defects which in the opinion of Tomago Aluminium Company/ TAC Representative render the vehicle unsafe or unroadworthy, the TAC Representative shall direct the vehicle concerned be removed from the site and the Contractor shall remove it from the site safely on receipt of such a direction. The TAC Access sticker will be removed and returned to Procurement.
- 6.4. The Contractor shall pay the costs to ensure their vehicle or Powered Mobile Plant complies with TAC Policy.



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## 7. TAC Licence Confirmation

- 7.1. Licence Confirmation is mandatory
- 7.2. Persons are to show their current drivers licence at either the Contractor Induction or to security for a Licence Confirmation Stamp in their Passport.
- 7.3. Persons may be asked to show their current Work Cover ticket, licence or log book by either Security or the Business Unit Representative.

## 8. TAC Vehicle Access Procedure

- 8.1. Contractors complete the TAC Vehicle Access Application forms (including relevant BUL approval) and send to Procurement - Contractor Services for processing, and must be accompanied with either:
  - Current certification of Registration;
  - Current comprehensive and property damage insurance certificate;
  - Any other relevant certification.
- 8.2. A booking must be made with the TAC Vehicle Inspector for an inspection. Contact: Security for an appointment.
- 8.3. Vehicle to be inspected by the TAC Vehicle Inspector to qualify as an approved vehicle.
- 8.4. Upon approval by the inspector Contractor Services will register it in the TAC Vehicle Access Database.
- 8.5. A TAC Access Sticker will be allocated to that vehicle which must be displayed on the windscreen.
- 8.6. TAC Access stickers will be coloured in accordance to the vehicular zone access for easy identification. Eg: Green (S) Support Zone and Blue (O) Operational Zone.
- 8.7. Tomago Aluminium Company may amend or withdraw Vehicle Access at any time for any reason.
- 8.8. Adherence to Zone Policy is mandatory; reports of non-conformance will result in access being void.



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## 9. TAC Powered Mobile Plant Access Procedure

- 9.1. Contractors complete the TAC Powered Mobile Plant Access Application forms send to Procurement - Contractor Services for processing, and must be accompanied with:
  - Current certification of Registration;
  - Current comprehensive and property damage insurance certificate;
  - Any other relevant certification eg: Work Cover Registration.
- 9.2. Contractor Services will register it in the TAC Powered Mobile Plant Access Database.
- 9.3. A TAC (O) Access Sticker will be allocated to that Powered Mobile Plant which must be displayed clearly.
- 9.4. Tomago Aluminium Company may amend or withdraw Powered Mobile Plant Access at any time for any reason
- 9.5. Adherence to Site Policies is mandatory; reports of non-conformance will result in access being void.

## 10. Drivers of Delivery Vehicles

- 10.1. Drivers of delivery vehicles shall either undergo a North Gate Induction, after which they shall be permitted to deliver goods within the Support Zone or certain areas designated or a Contractor Induction is required to deliver goods within the Operational Zones and other specified areas.
- 10.2. Drivers of delivery vehicles, who have not undergone the necessary inductions, will not be allowed to enter the site unless accompanied by an Inducted Person as follows
  - Support Zone – Level 2 Inducted Person
  - Operation Zone – Level 3 Inducted Person
- 10.3. Delivery vehicles will be identified as requiring TAC Vehicle Access as necessary by Procurement.
- 10.4. Minimum PPE Standards must be met for site access; security shall deny entry for non-conformance.



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## 11. Temporary Vehicle Request

- 11.1. Companies requiring vehicular access for a **limited time period** eg: during a project, must apply for a Temporary Vehicle Pass.
- 11.2. A Numbered Card will be issued to each vehicle on entry to the site. This card is to be returned at the end of each day, and will be re-issued the following day. At the end of the temporary period the vehicle information is archived. Any future vehicle access will require re-application.
- 11.3. Application for a Temporary Pass follows the TAC Vehicle Access Procedure and a Termination date must also be submitted.
- 11.4. For permanent site access the company is required to follow the TAC Vehicle Access Procedure.

## 12. Traffic Rules

- 12.1. All of the Contractor's workforce must be familiar with the Tomago Aluminium Company on site traffic regulations. Any breach of these traffic regulations may be deemed by the TAC Representative to be misconduct, or incompetence or negligence on the part of the person concerned.
- 12.2. The Contractor EHS Induction Standard OHS.OP.4.5.5 assesses the person's knowledge of TAC Traffic Regulations.

## 13. Reference Documents

- TAC Vehicle Access Inspection Checklist
- TAC Vehicle Access Application Form
- TAC Powered Mobile Plant Access Application Form
- OHS.OP.4.5.5 Contractors EHS Induction Standard