

Department: PSE	CONTRACTOR MANAGEMENT SYSTEM	Doc. No: OHS.OP.4.5.5.8 SAP No.: 110000000177
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1. Purpose

1. To provide a procedure for authorisation and monitoring of all vehicles accessing the site that is covered under the light vehicle access policy.
2. To control the number of vehicles that can access the site for safety purposes and restrict access to certain areas of the plant.

2. Scope

This procedure will form part of the Tomago Aluminium Company Contractor Management Policy. This policy will also apply to delivery vehicles, TAC vehicles and employees who need to bring vehicles on site.

This covers vehicles accessing the site via the main and north gates.

3. Definitions

Site:	Means the area in which Tomago Aluminum Company is situated and within its boundaries and fences. This does not include access into production arrears.
Production Areas:	All areas on site that have area specific induction requirements. Access into production areas requires the relevant authorisation by relevant Superintendent and is to be covered in the permit to work system for that area.
ID card:	Means the standard Tomago swipe card that provides access to the Site, which may be activated for specific times.
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 / Delivery Driver:	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.
Licence Confirmation:	The employee's licence is sighted to ensure that the driver is qualified.
TAC Access Card:	A non-transferable ID card which is vehicle specific to be kept with the vehicle identifying Vehicle Access is current.

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Temporary Vehicle Card: An ID card allowing vehicle access for a limited time period.

Emergency access: ERT Vehicle or emergency deliver of goods. To be managed by security.

4. General Rules

- Approval to bring a Vehicle on site must follow the guidelines set out in Section 9 of this document.
- TAC PPE Standards must be met for site access; security shall deny entry for non-conformance.
- Visitors are not permitted to drive in production areas unless authorised by relevant Superintendent.
- A list of Materials, Parts or Tools carried on their vehicle upon arrival at the Main Gate must be handed to security, on the Yellow Vehicle Security Pass.
- These items must comply with the Restricted Items Policy / Hazardous Substances and Dangerous Goods policies 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 required.
- Audits / Reviews of Vehicle Access will be conducted in order to rationalise vehicle numbers.

5. Vehicles

- Vehicle access is restricted to essential vehicles only, i.e. those vehicles required to carry equipment, materials or personnel.
- Non-essential vehicles are not to be brought on to the Site.
- Contractors shall work to minimize the number of vehicles entering the Tomago Aluminium site.
- Permanent Vehicles shall meet the following requirements. -:
 - Reversing Alarm – audible over a diesel engine
 - Flashing / Rotating Amber Light – to be operating at all times whilst driving on site.
 - 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

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both sides of the vehicle.

- Licence Confirmation shall be required for all Contractor employees to drive a vehicle on site. See TAC Licence Confirmation.
- TAC will encourage use of mini buses to transport employees to and from contractor compounds and the Car park.
- Tomago Aluminium Company shall bear no liability for any damage or loss to vehicles of the Contractor or its sub-contractors and suppliers.
- Contractors must park personal vehicles in the Main Car Park unless instructed otherwise.
- P Plate drivers must display their P plates whilst driving on-site as per State Government Traffic Laws. L Plate drivers are not permitted to drive on-site.
- Vehicle Inspections will be performed randomly by Security and it is mandatory to abide as part of your access on-site. Refusal of inspection will result in immediate removal from site or denial of access to site.
- Persons shall notify Tomago if their Drivers License has been revoked.
- TAC Representatives shall do random auditing of Driver's Licenses.

6. Site Access Areas

To enable effective access control each area on the site is categorized as a Support (External of buildings / roadways around site) or Operational (within the confines of a building or operational area). Access requirements for the two areas vary as follows.

Site Areas

(Note: Site assess does not give access to the Production Areas)

- Those areas that is external to any building on-site. (This does not include the Casthouse metal storage areas)
- Drivers Licence confirmation and TAC Vehicle Access are mandatory for gate entry to the site and vehicle access to Support Zones.
- Minimum PPE requirement as stated in the Site/ Contractor/North gate Induction. Plant safety rules and standards must be adhered to for site access.

Operational Areas

- Operational Areas have defined points of entry and exit.
- Managers or Department reps must approve any access of vehicles into their department.
- Contractors must notify their TAC rep if they wish to enter an operational area

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with an electric, petrol or LPG powered vehicle.

- This would form part of the permit to work requirements for work being undertaken.
- Department PPE requirements as stated in the Department Induction and signage must be adhered to for Operational area access.

7. Condition of Vehicles

- The owner is responsible for maintaining its and its sub-contractor's vehicles in a safe and roadworthy condition.
- All vehicles used by the drivers on the Premises shall be maintained to standards acceptable to the RTA (or relevant state authority) and the Work Cover Authority. The drivers 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 (or relevant state authority) prior to that vehicle being brought onto the Premises.
- Tomago Aluminium Company/ TAC Representative have the right to inspect any of the Contractor's or its sub-contractor's, TAC vehicles or delivery vehicles at any time. If such an inspection reveals any 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 immediately and within a safe manner.
- Vehicles that are removed from site will have their TAC Access card removed and returned to Procurement.
- The owner shall pay the costs to ensure their vehicle complies with TAC Policy.

8. Drivers Licence Confirmation

- Drivers licence confirmation is mandatory
- Persons are to show their current drivers licence to security for a drivers licence confirmation stamp in their passport.
- Persons may be asked to show their current licence by either Security or the Department Representative.

9. TAC Vehicle Access Procedure

- TAC Vehicle Access Application forms are send to Procurement - Contractor Services for processing, and must be accompanied with:

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- Current certification of Registration;
- Current comprehensive and property damage insurance certificate;
- Any other relevant certification.
- Security can process a TAC Vehicle Access Application form in the event that Procurement is unavailable, and the request meets the TAC vehicle access requirements.
- A booking must be made with the security team for an inspection. Contact: Security for an appointment.
- Upon approval by security, Contractor Services or Security will register it in the TAC Vehicle Access Database as an approved vehicle.
- A TAC Access Card will be allocated to that vehicle which must remain with that vehicle at all times. (This card is not transferable.)
- Tomago Aluminium Company may amend or withdraw Vehicle Access at any time for any reason.
- Adherence to Site Policy is mandatory; reports of non-conformance may result in access being withdrawn.

10. Delivery Vehicles North Gate / Main Gate – Main Warehouse and Food pad

- Drivers of delivery vehicles shall undergo a North Gate Induction, or applicable site access procedure in accordance with the North Gate matrix, after which they shall be permitted to deliver goods to the Main Warehouse and Food pad only. Any area external to these requires a full Induction.
- Drivers of delivery vehicles, who have not undergone the necessary inductions, will not be allowed to enter the site. Uninducted persons will report to Security for instructions on delivery / collection of items
- All Permanent Delivery vehicles identified by procurement will be required to comply with the TAC Vehicle Access.
- Minimum PPE Standards must be met for site access in accordance with the Induction and Plant Wide access policy (check policy name and number); security shall deny entry for non-conformance.
- All Permanent delivery vehicles accessing site must have the following minimum vehicle identification requirements:
 - Flashing Amber light (for light vehicles only, Pantecs and above exempt)
 - Company Name or logo clearly identified on both sides of the vehicle

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11. Temporary Vehicle Request

- Companies requiring vehicular access for a limited time period e.g.: during a project, must apply for a Temporary Vehicle Card.
- A Numbered Card will be issued to each vehicle on entry to the site. This card is to be returned at the end of the project. At the end of the temporary period the vehicle information is archived. Any future vehicle access will require re-application.
- Application for a Temporary Vehicle Card follows the TAC Vehicle Access Procedure and a termination date must also be submitted.
- Temporary Vehicles shall meet the following requirements. -:
 - Flashing / Rotating Amber Light – to be operating at all times whilst driving on site.
 - Company Signage - All vehicles shall be clearly identified with the 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 both sides of the vehicle.
- In the event of a temporary vehicle requiring access to TAC site, security will have access to loan flashing lights that are to be attached to the vehicle. These are only available for short term loan and it is the responsibility of the vehicle owners to obtain their own.

12. Traffic Rules

- All of the Contractor's workforce must be familiar with the Tomago Aluminium Company on site traffic regulations in accordance with Plant Safety Rules.
- 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.
- Any breach occurrence will result in the removal from site until issue resolved.
- Breaches will be reported to Safety Contractor co-ordinator and relevant Procurement officer.

13. Reference Documents

TAC Vehicle Access Application Form SAP 160000000201

TAC Powered Mobile Plant Registration Form 160000000203

OHS.OP.4.1.2.1 Plant Safety Rules 120000002652