

	CHECKLIST TRIP/JOURNEY PLAN	F 7.1.3 A2
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Trip / Journey Planning process

Project Number:		
Customer:	Vodacom	
Scope of work:	Lydenburg Materials Inspection and allocation.	
Location:		
Designated drivers:	1. Dianah Moflou 2.	Contact details: 0721496717
Assistance/ Relief driver:	1. NONE	
Line Manager:	BONI HLONGWANE	Contact details: 081 7041065
Point of departure:	Midrand	
Point of arrival:	Lydenburg	
Accommodation:	N/A	
Approved route:	N4 Nelspruit, Dullstroom, Lydenburg	
Distance:	324.7	Travel time: 3hr 31min
Emergency contact details:	066 242 1561	
Potential hazards and risks:	Fatigue	Controls: Rest for 15min after every 2hrs
Completed by:	Dianah Moflou	
Line manager approval:		

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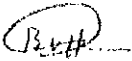
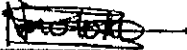
Journey

N4 Witbank → N4 Nelspruit, R33
Belfast, R540 Dullstroom, R540
Lydenburg.

(See attached map)

Before travelling, ensure that you inform your supervisor what time you will be leaving, where you are travelling to, the route you will be following and your estimated time of arrival. For long trips, you should check in via phone every 2 hours. On arrival immediately, contact your supervisor again to let them know you have arrived safely. If you are travelling from one site to another site, please inform both supervisors of your travel plans.

Contact Details			
	Supervisor Name	Phone Number	Contacted (✓)
0721496717	Bonani Haphe	0817041063	

Document Number: SAM/PR/053				Rev: 2		Date: April 2018	
Reference: ISO 45001				Clause: 8.1			
MSWORD File Reference: SAM/PR/053 - Journey risk management plan procedure							
Prepared by: B Hlongwane							
Reviewed by: S Naicker							
Approved by: N Moloko							
Version	Date	Amendment Details			Author		
1	April 2018	First approved release			E. Letsoala		
2	August 2018	Second approved release			S Naicker		

1. PURPOSE

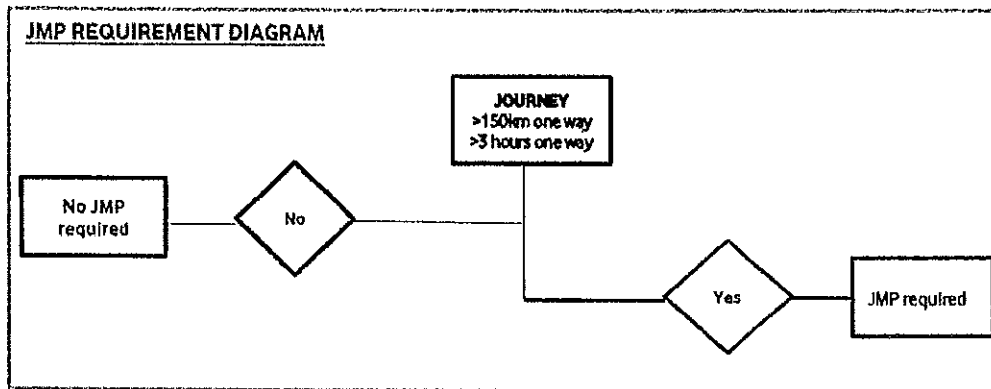
All road journeys undertaken by employee in the conduct of business in areas identified as high-risk must be managed to ensure that action is taken to mitigate the risks.

2. SCOPE

Applies to all heavy vehicle and regular light vehicle road journeys in the conduct of SAMO's business on public roads in high-risk geographies.

3. REQUIREMENTS

A Journey Risk Management Plan (JRMP) is mandatory for all journeys exceeding 150 kilometers (one way) or 3 hours (one way), irrespective of the number of drivers. The JMP is valid for the full journey to, and return from, the site.



Road journeys should only be undertaken where deemed necessary for the achievement of business objectives and after any safer journey options have been excluded (e.g. air, rail, and teleconference).

All departments must follow the requirements described in developing the Journey Risk Management Plans (JRMP's), which will include documenting the identified risk factors and corresponding mitigating measures on particular routes.

All departments agree and consistently apply Journey Risk Management Plans across similar environments in the same geography.

A process should be in place to recognize temporary hazards and inform drivers on a timely basis, or to review the appropriateness of the route.

On controlled sites, driving safety rules and regulations should be in place and enforced.

4. SAFER JOURNEY OPTIONS

Incident analysis shows that travel by road has much higher risk than other modes of transport.

Where light vehicle journeys may be required, this would include:

Questioning whether any journey is required at all by examining work practices, e.g. determining whether phone or video conferencing can be used in place of a face-to-face meeting.

Examining other modes of travel such as air or rail.

For heavy vehicle journeys consider other modes such as rail, pipeline, and barge or ship where they are economically feasible.

Where road journeys are unavoidable, trips must be combined where possible and preference given to accredited transport providers.

5. OVERRIDING PRINCIPLES AND ACCOUNTABILITIES

While it is expected all processes that link to the procedure for driving motor vehicles (SAMO-PR-026), will be complied with, this process particularly requires that:

Line management approves all JRMP's. These include initial and changed JRMP's.

All vehicles will be fit for purpose and have been inspected using an appropriate checklist before the journey begins.

Drivers will have been properly trained and communicated to of the contents of the JRMP for the journey they are about to undertake, and completed JRMP's will be readily accessible to drivers and passengers at the point of departure.

Drivers will be rested and alert (not suffering from tiredness or fatigue) prior to the journey commencing.

Journey monitoring and controls for compliance.

While each department is responsible for ensuring JRMP's are available for its area of accountability and communicated to staff, they should agree and consistently apply plans where they operate in the same areas within a high-risk country.

6. Process

The following is a recommended way forward in developing and managing a Journey Risk Management Plan.

Step 1: Identify an owner (JRMP Coordinator) who will take accountability on behalf of the department to lead the development, and ongoing review and updating of the JRMP as required. The JRMP coordinator needs to identify and work with all department in the country to ensure alignment with the JRMP and consistency in its implementation and application.

Step 2: Consider using a workshop as a catalyst to bring businesses together to share understanding and to agree a way forward. This may include a Road/Driving Risk Assessment. The attached toolkit provides a recommended workshop approach and methodology for conducting a road safety risk assessment. The rationale for this approach is that journey risk management planning starts with having an overall appreciation of the road/driving tasks that are undertaken by the organization in the conduct of SAMO business. In this context, there may be a need to consider road travel, which is not strictly SAMO work related, for instance, expatriate employee travel outside of business hours.

Step 3: Develop and put in place a policy for Road Transport & Journey Risk Management.

7. NIGHT DRIVING

No driver may be permitted to embark on a new trip between 19H00 and 05H00

Night journeys are only permitted to attend to service affecting breakdowns and or major redundancy component failures approved by the applicable manager

Special permission must be granted, in writing, by the customers

The JRMP must indicate approval for night driving for stand-by and emergency call-outs only.

A driver must be well rested and have had at least 6 hours of sleep prior to starting a journey (as far as reasonably and practically possible).

All night driving/work must be undertaken as per the SAMO engineering night driving/work guideline.

8. DEVELOPING JOURNEY RISK MANAGEMENT PLANS PROCESS

Journeys can be risk ranked using the table below. While JRMP's shall be developed which cover all journeys, priority shall first be given to those that present the highest risks.

Factors to consider when preparing Journey Risk Management Plans process

Road Condition	Is the road surface hard surfaced (e.g. bitumen, concrete) or gravel? How many lanes are there? How well is it maintained?
Road Shoulder	Is it ample width? Is it hard or soft? Are safety guards/railings installed where appropriate?
Journey Timing and Duration	Is the route unsafe at particular hours of the day (e.g. night time or during peak hours)? Is there appropriate access to off the road rest stops or overnight lodging? Is it a holiday? (particularly in countries where fasting is practiced) Has sufficient time been allowed to complete the journey within the required hours, at safe speeds and with appropriate rest breaks?
Terrain	Is it flat, hilly or mountainous?
Climate	What are the effects of rain, snow/ice or fog on the route? Is the route prone to flooding?
Visibility	Is it good or bad? Is it reduced by the sun rising or setting? Are hazard warning signs used appropriately? Can intersecting roads and rail crossings be identified within adequate reaction time? Is there adequate street lighting?
Security	Is there a threat of hijacking or terrorism? Does any portion of the route fall in sensitive security zones, where additional measures need to be taken?
Traffic Density	Is it light, medium or heavy? Is it mostly light vehicles or trucks?
Animal Control	Is wildlife or livestock likely to wander onto the road?
Population Density	Is there adequate separation from people? Does the route go past a school or other places where people congregate? Is pedestrian traffic controlled?
Accident frequency	Does the route have a high accident frequency rate?
Environment	Does the route run close to sensitive areas or waterways?
Communications	Is there a requirement for periodic communication from the vehicle during stopovers on long routes? Are there areas from where the communication is not possible?
Emergency Support	Are there Emergency Support Facilities available along the entire route length and are they well known to drivers/support staff?

8.1. Journey Risk Management Plans for High Risk routes

A detailed JRMP must be completed for journeys that fall into the high risk category. Each of the above factors, plus any others that are identified in the operating environment must be considered for each sector of the route, and mitigations developed for any risks identified. Some formats that could be used for a completed JRMP are shown in the document Examples of Journey Risk Management Plans.

There is no need to complete a JRMP for each repetition of the same journey, however drivers and dispatchers are required to consider variable factors such as time of day, climate and visibility before each journey commences. Alternative routes will have been identified and JRMP's developed should it not be possible to take the primary route.

Where multiple deliveries are made from the one trip all efforts should be made to plan set runs that follow the same route.

8.2 JRMP's for Medium and Low Risk Routes and short non routine journeys

Generic JRMP's may be completed for these types of journeys. While all of the risk factors shown in the table and any others identified in the operating environment will be considered, these JRMP's will focus on the risks associated with travel in the area and be incorporated in local driver training programs. A format that could be used for a generic JRMP, and a Short Journey Risk Awareness document and an engagement tools, are shown in the document Examples of Journey Risk Management Plans.

8.3 Review Period

All departments should review and revise their JRMP's as necessary as dictated by changes to risk factors, or at maximum intervals of three years.

9. Incident Management and Reporting

Any incidents during the journey must be reported to line management and SHERQ in accordance to Samo incident reporting processes.

10. Records

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Project Number:	Complete Project number
Customer:	Complete customer name
Scope of work:	Describe the scope of work for the project

Location:	Provide the location of the site	
Designated drivers:	Indicate the drivers that will be driving the vehicle 1. 2.	Contact details: Provide the contact details of the drivers
Assistance/ Relief driver:	1. Who will assist or relief the driver	
Line Manager:	Provide the line manager details	Contact details: Provide contact details
Point of departure:	From where will you be departing	
Point of arrival:	Provide the destination point	
Accommodation:	Provide the accommodation details if applicable	
Approved route:	Is this an approved route?	
Distance:	Provide the distance that will be traveled	Travel time: Provide the expected travel time
Emergency contact details:	Provide the emergency contact details enroute	
Potential hazards and risks:	Describe the potential hazards	Controls: State the controls that you have in place
Completed by:	Provide the persons name who completed the checklist and signature	
Line manager approval:	Line manager must approval prior to journey	