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<b>Title:</b>	<b>KWINANA WORKS VEHICLE ACCESS POLICY</b>
<b>Number:</b>	<b>GM-02-100-03</b>
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<b>Version Details:</b>	<b>Complete rewrite, intent remains the same - only vehicles that need to be on site are allowed onsite.</b>

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## 1. INTRODUCTION

As an important part of site security and CSBP's traffic management plan, vehicle access to site will be restricted to those with a business need. This procedure specifically targets light vehicles such as cars, utilities and vehicles up to 3 tonne capacity. Trucks, cranes and other mobile equipment such as forklifts, front end loaders etc are not restricted from access under this policy.

Restriction of light vehicles on site is necessary to:

- a. minimise the risk of incident involving heavy vehicles, light vehicles or pedestrians.
- b. reduce the potential for using vehicles unauthorised removal of items from site.
- c. decrease the number of designated parking areas that are required.
- d. increase the perception of a secure site.

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**Note:** Any vehicle or mobile equipment entering or exiting the site may be subjected to random inspections. Search of private property and belongings will not be conducted without consent of the owner or his/her representative.

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## 2. DEFINITIONS

### 2.1 REGULAR ACCESS

Light vehicles that will be allowed regular access to site are defined as:

- CSBP owned vehicles ( i.e. utes, pool cars)
- CSBP employees cars, (with manager approval)
- Long term hire vehicles
- Contractor vehicles

### 2.2 KWINANA ON-SITE

This policy refers to vehicles that are to be given access to the areas on site that are accessed via Personal Access Card (PAC).

### 2.3 KWINANA OFF-SITE

The area inside the front gate of the Kwinana property, but outside of the access controlled area, is known as Kwinana Off-Site.

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**Note:** Western Australian Road rules will apply to all vehicles anywhere on CSBP sites

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### **3. ACCESS REQUIREMENTS**

#### **3.1 REGULAR ACCESS**

All CSBP owned vehicles on site will be granted regular access rights to CSBP site.

CSBP employees that require regular vehicle access will need to have completed Kwinana Works Vehicle Access Application SF2512, (manager's signature mandatory)

Contractors will be granted regular access rights on a company specific basis. This will be decided by consultation between the contractor principal or their representative and the Field Project Officer.

Administration of access records will be maintained by Field Project Officer.

#### **3.2 VISITOR VEHICLE ACCESS**

Visitor access will be approved by the Shift Supervisor or the Field Project Officer.

Reasons for visitor vehicle access include (but not limited to):

- One off pick up or delivery of items not able to be carried
- Recalls to work
- Attendance for emergency response
- Medical reasons that prevent walking.

#### **3.3 REGULAR ACCESS COMPLIANCE REQUIREMENTS**

Regular vehicle access is conditional on the following:

- Vehicle is road worthy
- Has a fire extinguisher fitted

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*Note:* Vehicles may be subjected to random checks to ensure these requirements are met.

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### **4. CANCELLATION OF REGULAR ACCESS**

Vehicle access may be removed for the following reasons, but not be limited to:

- Vehicle is not road worthy
- Vehicle does not have fire extinguisher.
- Contractors no longer working for CSBP.



## 5. REFERENCE MATERIAL

### 5.1 RECORD KEEPING

RECORD IDENTIFICATION		STORAGE MEDIA	STORAGE LOCATION	INDEXING METHOD	RETENTION PERIOD	AUTHORISED DISPOSER	DISPOSAL METHOD
Form No.	Document Title						
SF2512	Kwinana Works Vehicle Access Application	Paper	Field Project Officer's office	Name	3 months	Field Project Officer	Shredder
	Copy of individual's Driving Licence	Paper	Field Project Officer's office	Name	3 months	Field Project Officer	Shredder