



# CSBP Kwinana Vehicle Access



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| <b>Title:</b>                                     | <b>CSBP KWINANA VEHICLE ACCESS</b>   |
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| <b>Actual Change Details:</b>                     | <b>Now a Guide manual, was previously a Policy No CSBP-PO-SEC-010-01.<br/>Objective of changes to better control vehicle access to site.</b> |

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## 1. INTRODUCTION

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 and front end loaders are allowed access based on proof of need to enter site. This includes producing a valid Road Delivery Note to collect products, entering site under contract or work order to complete works.

Restriction of light vehicles on site is necessary to:

- a. Minimise the risk of incidents involving heavy vehicles, light vehicles or pedestrians.
- b. Reduce the potential for using vehicles for unauthorised removal of items from site.
- c. Minimise the number of vehicles on site in times of peak workload (such as shutdowns).
- d. Increase the site security.

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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 with adequate insurance coverage for driving on a Major Hazard Facility (MHF)(i.e. utes, pool cars)
- Operations Manager approved CSBP employees vehicles with adequate insurance coverage for driving on a Major Hazard Facility (MHF).
- Vehicles on long term hire by CSBP with adequate insurance coverage for driving on a Major Hazard Facility (MHF)
- Contractor vehicles as approved under the process described in section 3.2.1

### 2.2 KWINANA ON-SITE

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.



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**Note:** Western Australian Road rules will apply to vehicles anywhere on CSBP sites, although exemptions may be given by manager approval.

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### 3. ACCESS REQUIREMENTS

#### 3.1 ACCESS COMPLIANCE REQUIREMENTS

Vehicle access is conditional on the following:

- Vehicle is roadworthy, in a safe working condition, fit for purpose, compliant with all relevant legislative and site requirements including adequate insurance coverage for driving on a Major Hazard Facility (MHF);
- CSBP and contractor vehicles will have a fire extinguisher fitted;
- The driver has a current Australian drivers licence. Interstate licences will be limited to periods set under current Western Australian Road Rules.

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

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#### 3.2 REGULAR ACCESS

##### 3.2.1 CSBP Vehicles and Employees

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 CSBP-SF-SEC-000-12](#) (The Production Manager's signature is mandatory).

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

##### 3.2.2 Contractor Vehicles and Contractors

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 Coordinator and be authorised by the CSBP Responsible Officer for the Contractor.

Approved Contractors will submit a list of vehicles and drivers it wishes to have access to the site by completing the [Kwinana Works Vehicle Access Application CSBP-SF-SEC-000-12](#) (specific site must be nominated) with the following information.

- Vehicle registration number
- Make, model and colour of vehicle
- confirmation that the vehicles have:
  - Adequate Contractor Company signage on the drivers and passenger doors;



- A fitted fire extinguisher that is maintained and in good working order; Adequate insurance coverage for driving on a Major Hazard Facility (MHF);

Only vehicles and drivers on the list will be eligible to enter and drive at the CSBP site. The Contractor access list will be valid for two years only and can be modified by following the entire approval process.

### 3.3 IRREGULAR ACCESS

Irregular access will only be allowed after approval has been given by the Shift Supervisor. Employees wanting to access site must make contact with (and seek approval from the Shift Supervisor) prior to entering site.

Reasons for visitor vehicle access may include:

- 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. The CSBP Doctor will assess the person and determine the period of vehicle access required. This information will be provided to the person's manager. A [CSBP Kwinana Works WA - Vehicle Access Application \(CSBP-SF-SEC-000-12\)](#) must be completed for the period of disability and authorised by the person's manager.

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**Note:** Access will not be given for convenience of the driver, eg sales representatives.

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## 4. ACCESS DENIED

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

- The Contractor or employee no longer working for CSBP;
- Discretion of CSBP site management.

## 5. RANDOM SPOT CHECKS AND INSPECTIONS

Random spot checks will be carried out to ensure compliance with section 3 of this procedure. Non-compliance will result in access for the vehicle being revoked until the vehicle is compliant.

Vehicles may also be searched as a part of [CSBP Kwinana Works Random Vehicle and Bag Search Procedure CSBP-DP-SEC-100-04](#).

## 6. VEHICLE MANAGEMENT REPORTING

A report will be generated quarterly detailing all vehicle access to the CSBP Kwinana site and will be distributed to the business units and safety manager for review.

Employees and Contractors that are identified as not complying with the intent of this procedure may have vehicle access restricted or revoked.