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Title:	CSBP KWINANA WORKS WA - VEHICLE ACCESS POLICY
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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. Decrease the number of vehicles on site in times of peak workload (such as shutdowns).
- d. Increase the site security.

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.

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)
- Operations Manager approved CSBP employees vehicles
- Vehicles on long term hire by CSBP
- Contractor vehicles as approved under the process described in section 3.1.2

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.

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



3. ACCESS REQUIREMENTS

3.1 REGULAR ACCESS

3.1.1 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](#) (Business Unit manager's signature is mandatory).

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

3.1.2 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 Emergency Services and Security Superintendent.

Approved CSBP contractors will submit a list of vehicles it wishes to have access to the site (specific site must be nominated) with the following information.

- Vehicle registration number
- Type of vehicle
- Colour of vehicle.

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

3.2 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.



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

3.3 ACCESS COMPLIANCE REQUIREMENTS

Vehicle access is conditional on the following:

- Vehicle is road worthy
- 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.

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

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 the basic roadworthiness criteria are met. Non-compliance will result in access for the vehicle being denied.

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

Person's found to be not complying with the intent of this procedure may have vehicle access restricted or removed.



7. REFERENCE MATERIAL

7.1 RECORD KEEPING

RECORD IDENTIFICATION		STORAGE MEDIA	STORAGE LOCATION	INDEXING METHOD	RETENTION PERIOD	AUTHORISED DISPOSER	DISPOSAL METHOD
Form No.	Document Title						
CSBP-SF-SEC-000-12	CSBP Kwinana Works WA - 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