



**Road
Transportation
Safety**

ROAD TRANSPORTATION SAFETY

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1 Purpose

The intent of this Standard is to eliminate or minimise the potential for fatalities, injuries, environmental or reputational damage arising from the busing of people and the transportation of goods or materials to, from or for or on behalf of Glencore on public or other offsite roads by Glencore employees, contractors, subcontractors and each of their employees and other representatives.

The focus of this Standard is on buses, Heavy Vehicles (as that term is defined in section 3 below) and all vehicles carrying loads or hazardous materials.

The responsibility for implementing the requirements of this Standard lies with the relevant procurement or logistics team that is responsible for engaging the transport provider, regardless of whether that team is part of Glencore Industrial Assets or Glencore marketing. Unless otherwise stated, references in this document to “the Glencore team” are references to that relevant procurement or logistics team.

2 Scope

This Standard is intended to apply to all busing of people and all transportation of goods or materials on such roads in the circumstances described above.

In the case of goods or materials, this Standard is intended to apply irrespective of the time at which legal risk and/or title in those goods or materials passes to Glencore.

3 Key terms

Critical Control – a control that is crucial to preventing the event or mitigating the consequences of the event. The absence or failure of a critical control would significantly increase the risk despite the existence of the other controls. In addition, a control that prevents more than one unwanted event or mitigates more than one consequence is normally classified as critical.

Heavy Vehicle – any vehicle exceeding 4.5 tonne gross load.

High Risk Journey – journeys planned in harsh environments or where specific security or safety threats exist e.g., terrorism, banditry, extreme environmental conditions (hot, cold, weather events, flooded areas etc.), remote areas, or dangerous road conditions.

High Risk Location (within a transport route) – high density populated areas with limited controls on pedestrian traffic or close kerbside activities such as markets or children playgrounds without barriers, on roads with steep grades or un-barricaded drop offs/rail crossings, roads with uncontrolled livestock, unsealed roads with low traction or where passing at speed may generate community health impacts etc.

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Such locations are likely to have limited controls to Speeding and loss of control potentially causing multiple fatalities

Journey Management Plan – a documented plan of a journey developed after a review of risks specific to the time of journey, the route planned, the vehicle/s, materials carried and people involved. It will consider hazards, risks and controls including, safety, security, potential threats and emergency preparedness. A Job Safety Analysis (JSA) may be used as a basis for the plan.

Speeding – is travelling at speeds exceeding either formal speed limits or some other safe driving speed because road, traffic (vehicle and/or pedestrian) or other factors make driving at even the formal speed limit unsafe.

4 Requirements

4.1 General requirements

- 4.1.1 A risk assessment must be conducted and documented to identify the risks associated with the busing of people or the transportation of goods or materials (as applicable) to, from or for or on behalf of Glencore on a public or other offsite road.
- 4.1.2 A register of transport categories and providers (Asset owned or contracted) must be established. It shall record:
 - a) Details of goods or materials being transported including weight, type and nature;
 - b) The proposed transport route/s and conditions and;
 - c) The potential consequences of an incident including impact to people, the environment and the community.
- 4.1.3 A Road Transport Management Plan must be established for road transportation. As a minimum, it shall include accountabilities and reference to procedures, including application of the following sections of this Standard.

4.2 Pre-qualification criteria and contracts

- 4.2.1 To be eligible for selection, transport providers must be subjected to and pass a pre-qualification assessment which includes having:
 - a) A documented safety management system, an ISO certified system will be considered advantageous;
 - b) A fleet register and maintenance management system;
 - c) A risk assessment of the loading/embarking, offloading/disembarking and in transit activities;
 - d) A fatigue, and drug and alcohol management plan;
 - e) Relevant insurance; and

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- f) Applicable certifications required by transport operators in country of operation.
- 4.2.2 Contracts entered after the effective date of this Standard must only be entered with providers that meet all of the eligibility criteria set out in this paragraph 4.2, unless otherwise approved by the Glencore team’s Head of Department (Industrial or Marketing).
- 4.2.3 Where there is an existing contract with a transport provider that does not meet one or more of the criteria set out above, the relevant Glencore Head of Department (Industrial or Marketing) may approve an implementation period with suitable interim controls in order to enable the provider to meet all of those criteria, provided such implementation period shall be no longer than 12 months. If at the expiry of the approved implementation period, the transport provider is still unable to meet one or more of the requirements set out above, the contract should be terminated.
- 4.2.4 The Glencore team must ensure arrangements with regular transport providers are recorded in a written contract which includes terms to the following effect:
 - a) Contractor must have a programme in place to ensure that it complies with the requirements of this Standard; and
 - b) Contractor must not sub-contract without Glencore consent, including consent to the specific sub-contractor.
- 4.2.5 Any sub-contract must contain terms requiring the subcontractor to have a programme in place to ensure that it complies with the requirements of this Standard and any other terms reasonably requested by Glencore, including those related to health and safety. The Glencore team should also use its reasonable endeavours to include terms in those written contracts that address the requirements set out in sections 4.3 to 4.7 below.
- 4.2.6 Ad hoc hiring of transport providers should be minimised and as far as practical apply the same conditions to contracted vehicles.

4.3 Transport operational compliance

- 4.3.1 The transport provider must provide details to the relevant Glencore team and apply the following:
 - a) Vehicles are to be registered and conform to manufacturer specifications, with any modification subject to formal approval;
 - b) Vehicle inspection and maintenance schedules conducted by authorised and competent personnel;
 - c) Procedures for loading and unloading goods, including use of appropriate PPE;
 - d) Driver licensing criteria including minimum period of driving experience before transporting people or hazardous loads;
 - e) Driver training and inductions relating to all tasks being undertaken;

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- f) Drivers medical fitness certification, renewed annually;
- g) Working hours and fatigue management controls;
- h) Provision of means and procedures for fundamental stable parking;
- i) Installation of seat belts of the 3-point anchor type where practical - to be worn in all seats in all vehicles;
- j) Adequate provision for passengers in vehicles: all vehicles used must not carry more than the number of passengers allowed by the manufacturer or as set by law, whichever number is lower;
- k) Emergency egress windows/hatches in buses;
- l) Vehicle loads properly secured or contained and not go beyond the manufacturer’s specifications and legal/regulatory requirements for the vehicle;
- m) The vehicle and loads are inspected prior to departure with the use of a pre-operational checklist which includes highlighted ‘No Go’ controls;
- n) A Journey Management Plan based on a risk assessment that is issued to the drivers prior to embarking on High-Risk Journeys, including the need for:
 1. Identification of high-risk locations where Speeding through high density populated areas, on roads with steep grades or un-barricaded drop offs/rail crossings is possible due to the absence of other controls;
 2. A pre-journey review/discussion of activities, risks and controls;
 3. Understanding of the duty, driving and rest hours specified;
 4. The need to follow the route specified in the Journey Management Plan;
 5. Communication requirements including notification of an authorised person or supervisor immediately if changes occur;
 6. Security arrangements;
 7. Emergency response actions.
- o) A drug and alcohol testing program;
- p) Drivers must not use or answer hand held telephones whilst driving; and
- q) A process to approve, manage and audit compliance of subcontracted transport operators.

4.4 Emergency management

- 4.4.1 The transport provider must identify onsite and offsite emergency scenarios, minimum equipment, procedures, and training and competence requirements with consideration of regional emergency response availability/capability.
- 4.4.2 Minimum emergency equipment must include:

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- a) safety warning devices and safety vests for breakdowns,
- b) first aid kit, and
- c) communication means to enable call out regardless of location.

4.5 Training and competency

- 4.5.1 Training and competency requirements are to be set by the transport provider and be approved by the Glencore team, including:
- a) Identification of training needs and competency requirements including: induction, refresher training and sharing of lessons learned from relevant incidents;
 - b) Drivers to receive adequate training to ensure that they at all times drive at a safe speed having regard to the relevant conditions and avoid Speeding; and
 - c) Provision of adequate training and assessment to verify competency.

4.6 Additional requirements for catastrophic hazard (PMC 5) situations

- 4.6.1 Bus drivers must check and confirm that all passengers are aware of the requirement to wear seat belts, and are wearing seatbelts before commencing a journey.
- 4.6.2 For Heavy Vehicles and any vehicle carrying wide loads, dangerous goods or hazardous substances the transport provider must be provide, install, manage or obtain the following:
- a) Chain of custody documentation for goods from the supplier;
 - b) An on-board vehicle monitoring system and conduct a regular review of data and driver behaviour KPI's;
 - c) Warning labelling and Safety Data Sheets (SDS) for hazardous material being transported;
 - d) Security check that non approved items are not included in load;
 - e) Spill kits and fire extinguishers suitable for the materials carried;
 - f) Locked hatches or drain valves where practical that prevent accidental product release, tampering or theft of contents; and
 - g) An authorised vehicle escort service for wide loads or extreme risk scenarios.
- 4.6.3 The transport provider must also consider and fit/provide where practical the following controls for mitigating the risks associated with Heavy Vehicles and any vehicle carrying wide loads, dangerous goods or hazardous substances, particularly when operating in High-Risk Locations:
- a) Geo-fenced speed alarms or controls;
 - b) GPS tracking and continuous central monitoring system of fleet with suitably set alarms for speed and location;
 - c) Fatigue alert systems;

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- d) Video dash cameras with at least 24 hours continuous recording capacity; and
 - e) Advanced driver training for particular hazardous environments e.g., driving on icy roads.
- 4.6.4 The relevant transport operator must identify Critical Controls associated with these categories of vehicles and implement a verification schedule to regularly confirm controls are in place and effective.
- 4.6.5 The Glencore team must review the transport provider’s proposed controls and submit with a recommendation for approval/rejection by the relevant Glencore Head of Department (Industrial or Marketing).

4.7 Monitor and review

- 4.7.1 The Glencore team must monitor and review compliance to the requirements set out in the Road Transport Management Plan for public or other offsite roads, with reference to their Contractor Management Plan, and HSEC Assurance Policy/procedures.

5 Additional resources

Internal resources:

- Glencore Risk Management Framework
- Glencore Catastrophic Hazard and Critical Control Management Guideline
- FHP 04. Mobile Equipment
- Security Standard

External resources:

- TBA

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6 Accountabilities

Team	Accountabilities
Glencore HSEC Corporate	<ul style="list-style-type: none"> • Maintain and update this Standard. • Use this Standard for audit purposes.
Commodity Departments	<ul style="list-style-type: none"> • Oversee the implementation of this Standard within Department and apply assurance processes. • Approve interim implementation plans. • Review, accept or reject transport operator’s proposed controls for journeys through High-Risk Locations
Industrial Assets	<ul style="list-style-type: none"> • Appoint a contract manager with accountabilities including implementation, compliance monitoring and performance management. • Apply the requirements of this Standard. • Monitor introduction of interim implementation plans.
All employees/contractors	<ul style="list-style-type: none"> • Comply with relevant requirements of the Standard. • Report hazards and incidents related to transport.