

## **Road Safety Procedure**

including **Journey Management, Vehicle Inspection List and Risk Assessment**

Road Safety Procedure (RSP) outlines the logistics for road safety applications for all worksites.

Major **aims** are:

- Drawing attention to the need of risk level decreasing
- Providing adequate routine maintenance
- Selecting experienced qualified drivers supported by regular training and communication exercises, regularly adhering to road safety policy and complying with the road traffic laws of the Sultanate of Oman and Royal Oman Police traffic rules and regulations.

This procedure has been developed with using the best practices. There are 2 main parts: Driver and Vehicle.

General obligations:

Any individual involved in traffic, either in or on a vehicle as a driver or as a passenger, or as a pedestrian is obliged to:

- behave in a way that will not disturb, endanger or harm self and/or other people or assets in traffic.
- to take all necessary precautions to avoid or stop dangerous situations initiated by other participants in traffic; if by doing this he will not endanger himself/herself or other people, or where the course of action is intended to reduce the level of danger, or seriousness of the probable harm.
- to help people that are in need of help; if by doing this he will not endanger self or other people.

Developing road safety program in accordance with this Standard. This program shall include, but not limited to the following:

- Journey Management
- Commuting policy and requirements
- Driver requirements including training
- Vehicle requirements
- Motor vehicle incident investigation
- Emergency response specific to road safety
- Consequence management
- Auditing requirements

Requirements for drivers:

- Have a valid ROP license for the type of vehicle is used.
- Have a valid Defensive Driving Permit (DD01 and DD03) for the type of vehicle is used. Permits are obtained in a certified training institution upon successfully passing the Defensive Training assessment.
- Drivers minimum age is 21 years old and work experience is 3 years for light vehicle with PDO specs.
- Be physically and mentally fit to drive the vehicle. Medical fitness is approved by a qualified doctor.

Drivers roles and responsibilities:

- Before starting the engine

- After starting the engine but before driving
- General driving
- At stops and rest areas (mid-journey)
- End of the journey
- Parking, reversing and manoeuvring
- Driving on graded roads
- Driving during adverse weather conditions include, but not limited to dust, rain, fog etc
- In case of motor vehicle incident
- Vehicle breakdown and recovery
- Passengers
- Pedestrians

## **Part A**

### **Drivers Roles and Responsibilities in Details:**

#### **1. Before starting the engine:**

- Ensure the driver has authorisation for using the vehicle
- Ensure he is physically and mentally fit to drive the vehicle (had enough rest, he is not sick, under the influence of alcohol, illegal substances, or medications that can reduce his driving abilities).
- Refuse to drive if he is not feeling fit (empowered to stop unsafe act).
- Ensure that he has with him his valid ROP driving license and valid Driving Permit for the type of vehicle he is intending to drive.
- Ensure that the vehicle he is intending to use has a valid ROP registration card (mulkia) and valid RAS inspection certificate,
- Ensure he is equipped with all necessary SHOC and TREM cards according to the vehicle load, if carrying Flammable/Hazardous substances.
- Ensure he is using his own IVMS driver identification key.
- Ensure that he has taken his Journey Plan if the journey he is planning to make is longer than 20 km one way, or unless exempted from the Journey Management procedure. The journeys exempted from the Journey Management Procedure are: o journeys within the Muscat Capital Area or within other towns, if more than 95% of the journey is on blacktop road, a) journeys between a seismic camp and the seismic work-area or the airstrip under radio control, b) journeys under the radio (or telephone) control of the Local or Corporate Emergency Base Controller, c) journeys managed under the Convoy Movement Procedure.
- Perform the daily vehicle check using a Daily Vehicle Checklist forms (attached).
- Report to the Journey Manager any defects found during the daily check, these defects must be reported and documented in writing, including when the defect has been corrected.
- For journeys that are not subject of the formal Safe Journey Management Procedure, the driver must report any defects to the concerned Transport Supervisor. Such defect reports are part of the maintenance record of the vehicle and must be kept, together with details of the remedial action taken, for at least 12 months with the vehicle maintenance records.
- Ensure the load is secured as per the industry standards (for example, SP2001 - PDO HSE Specification for Load Safety and Restraining).

- Ensure that the load extremity is marked with retro-reflective chevron markers and illuminated as necessary at the extremity of the load, if any part of the load extends beyond the width or length of the vehicle.
- Report any problem with the load security to his supervisor.
- Refuse to drive if the vehicle is in such a condition that it is dangerous to use it, or the load is not secured as per the industry standards (for example, SP2001 - PDO HSE Specification for Load Safety and Restraining).
- For driving light vehicle wear suitable sturdy footwear; such footwear must hold behind the heel (no sandals or loose shoes).
- For driving any light or heavy bus, or any heavy vehicle, wear safety shoes and coveralls.
- Remove any loose items from the vehicle cab.

2. After starting the engine but before driving:

- Ensure the fuel tank is full.
- Check the AC is functioning.
- Ensure the seat is adjusted correctly.
- Adjust all rear-view mirrors correctly.
- For light vehicles, perform a test of the handbrake and footbrake.
- He may then notify his Journey Manager of starting the journey if he is being journey managed.
- Ensure all vehicle occupants are wearing the seatbelt correctly.

3. While driving:

- Comply with Omani road traffic law.
- Drive defensively as taught in the DD training courses.
- Maintain a safe distance from the vehicle ahead of not less than 3 seconds behind the vehicle ahead, at all speeds, but increasing the separation to 4 seconds or more in all adverse conditions.
- If stopping in a queue of traffic, ensure sufficient distance is kept from the vehicle in front (tyres on tarmac).
- Always be attentive to all other road users.
- Comply with posted speed limits and road signs.
- Drivers shall not engage a cruise control at any time during a journey (if a vehicle is equipped with it).
- Always drive at an appropriate speed for the prevailing road and weather conditions.
- Give way to other vehicles at junctions in accordance with signs and rules.
- Signal / indicate before making any turn or lateral change of position on any road.
- Always hold the steering firmly, to prevent a rollover if a tyre blow-out occurs.
- Stop the vehicle if passengers' actions endanger the vehicle and inform the Journey Manager.
- Switch on dipped headlights in any bad weather including fog, sandstorm, or heavy rain.
- If fog, sandstorm, or heavy rain seriously reduces visibility, park in a safe place away from the road and inform the Journey Manager if the journey is journey managed.
- Switch on the headlights and use dip / main beam as appropriate at night time.
- Switch on dipped headlights and rear high intensity lights, when the vehicle enters a graded road.
- Comply with the "Dust Code" below.

- Switch off headlights and rear high intensity lights, when leaving a graded road and entering blacktop.
- Before using a mobile phone, park the vehicle in a safe position away from the road.
- Slow the speed and give pedestrians a wide berth when approaching them, particularly when they are walking on the side of the road.
- Comply with the driving hours and rest periods.
- Stop at places / times defined in the Journey Plan, if journey managed.
- Call the Journey Manager as required by the Journey Plan.
- When approaching each fuel station, check the fuel level.
- Wear sunglasses in bright conditions.
- If feeling fatigued or tired, including micro-sleep, constant yawning, sore eyes, or daydreaming, stop as soon as possible in a safe place off the road and rest.
- Do not smoke or permit a passenger to smoke, in any vehicle at any time,
- Ensure the handbrake is on before exiting the drivers' seat.

4. The driver must NOT:

- Use company vehicles without authorisation.
- Drive any vehicle which does not have a valid RAS sticker.
- Drive unless they are well tested. Drive unless they are medically fit.
- Drive if they are under the influence of alcohol.
- Drive if they are under the influence of drugs including prescription drugs which can cause drowsiness.
- Drive unless they have a recognised and valid driving licence.
- Drive unless they have a valid, in-date, defensive driving permit for the specific type of vehicle to be driven.
- Drive unless they have a valid journey plan if a Journey Plan is required for the journey they are to take.
- Drive beyond 20 km range without a Journey Plan.
- Drive along any route not approved in the Journey Plan.
- Drive if they do not know where they are going.
- Take any shortcuts, whether the route is Journey Managed or not.
- Drive their vehicle without ensuring that the vehicle has undergone a daily pre-use check and has been deemed safe to drive.
- Drive their vehicle without ensuring that occupants' seatbelts are fully functional.
- Drive if they believe that the vehicle has a fault which presents a risk to their safety,
- Drive until they have positioned the seat, mirrors, seatbelt, headrest and steering wheel so as to be comfortable and safe whilst driving.
- Drive without having and using their own valid drivers' identification key when driving a vehicle installed with an In-Vehicle Monitoring System.
- Drive until it is ensured that all loose items have been removed from the passenger section of the vehicle.
- Drive until they have ensured and have checked that any load is adequately fastened and secure as per the industry standards (for example, SP2001 - PDO HSE Specification for Load Safety and Restraining).

- Drive until they have checked that all occupants, including rear seat passengers have fastened their seatbelts.
- Continue to drive if an occupant removes his seatbelt or behaves in a manner so as to endanger the safety of the vehicle and occupants. The vehicle shall be stopped and parked in a safe place until the occupant wear the seatbelt or refrains from the unsafe actions.
- Tamper or interfere with any safety devices or any part of the vehicle which may cause the safety device to become ineffective.
- Drive along a pipeline right-of-way unless authorised.
- Drive within 4 seconds of the rear of a dust cloud.
- Overtake: a) through a dust cloud, b) near a junction, c) where overtaking is prohibited by posted sign or continuous central line, d) generally wherever any other hazard warning sign is posted, e) over a central reserve, f) at sharp bends, g) on the top (crest) of a hill, h) whilst approaching or passing through the dip of a dry wadi, i) if it would involve exceeding a speed limit, j) where it will not significantly shorten journey time, e.g. near the end of a journey.
- Eat or drink whilst driving.
- Light or smoke a cigarette whilst driving, and not allow any passenger to smoke at any time in a vehicle.
- Read any material in the vehicle when driving.
- Talk, text, or press any buttons on a GSM phone including “hands-free or voice recognition” units - whilst driving. If it is necessary to make or answer a call, first the vehicle must be parked in a safe location off the road.
- Use handheld computers whilst the vehicle is in motion.
- Drive whilst using music headphones or ear phones whilst driving.
- Drive whilst watching any TV or computer screen. Satellite navigation screens are permitted provided the screen is placed within the drivers’ forward view but without obstructing the driver’s vision of the road ahead.
- Drive with his leg, or with any passengers’ leg on the dashboard.
- Drive whilst the drivers’ or passengers’ seat is unduly reclined.
- Cross a wadi when the water is flowing over the red marker on the wadi marker.
- Drive in dense fog, sandstorm, or heavy rain, where visibility is seriously reduced.
- Leave the vehicle and walk for help in the case of a breakdown.

##### 5. Driving on graded roads

- Before entering a graded road, drivers shall ensure the graded road is an authorised and open graded road and that the vehicle’s high intensity rear lights and dipped headlights are switched on.
- Graded roads often generate dust clouds when vehicles travel along them. The surface can be variable; in some locations more dust is generated than in other places, but the quantity of dust may also depend on the vehicle, its tyres, its speed, and upon climatic conditions.
- The dust cloud may drift to the right or left, or may continue to hang above the road.
- In many cases overtaking may not be possible for a long time, the driver must be patient, and wait behind until visibility is clear.
- This section doesn’t give any advice for overtaking on graded roads; in many situations it is not possible to overtake safely, in some situations it may be best to move off the road, park safely, inform the Journey Manager, and have a break.

## 6. The “Dust Code”

Following a vehicle travelling the same direction. When a vehicle ahead travelling in the same direction is creating a dust cloud that makes it difficult to see the road ahead, drivers shall:

- slow down,
- never enter the dust cloud,
- expect fast oncoming traffic to suddenly emerge through the dust cloud,
- keep at least 4 seconds from the rear of the dust cloud, far enough back to be able to identify and stop safely if the vehicle in front was to suddenly stop,
- never overtake in a dust cloud,
- recognise that the vehicle creating the dust cloud may approach a bend, junction, or other hazard,
- it may be suitable to move off the road, inform the Journey Manager, and have a break until visibility is clear.

Approaching an oncoming vehicle from the opposite direction. When an oncoming vehicle is creating a dust cloud that will blow across the road and make it difficult to see the road ahead, drivers must:

- slow down,
- steer off the road, cross over the windrow well before entering the dust cloud, and keep moving slowly along the safety lane if visibility is clear, otherwise stop safely at a reasonable distance from the road,
- only re-join the road when they can see the road in both directions is clear.
- slowly drive as close to the road edge as practicable, if it is not possible to leave the road,
- stop immediately if they cannot see any physical features that may be in front of the vehicle, then switch on the hazard lights.

Following a vehicle travelling the same direction and approaching an oncoming vehicle from the opposite direction. When following another vehicle and faced with an approaching vehicle creating a dust cloud that will blow across the road and make it difficult to see the road ahead, drivers:

- must enter the safety lane and stop; the driver of the vehicle ahead may have become disorientated and stopped, putting you at a risk of a rear end collision in the dust cloud.
- after stopping switch on your hazard lights and occasionally honk the horn to alert the other drivers of your presence.
- must only re-join the road when they can see the road in both directions is clear.

At stops and rest areas (mid-journey)

At the times defined by the Journey Plan the driver must stop the vehicle, for the defined period and during this time he shall:

- Stop the vehicle in a safe place off the road.
- If you are not in a parking area but off the side of a road, if practical steer around in a loop to park well away from the road but with the front facing directly to the road. This is the “comfort” position.
- Turn off the engine and remove ignition key and drivers’ identification key from the vehicle when the vehicle is unattended,
- Ensure the handbrake is on before exiting the driver’s seat.
- Perform a vehicle check, checking minimum: tyres, lights, oil, water, and fuel.

- Inform the Journey Manager about the road condition if it has presented a hazard for driving, or of some circumstances that are affecting the driving, or the journey (detours, road layout changes etc.).
- Eat, drink water, rest your eyes, do some stretching exercises to reduce the hazard of tiredness and fatigue.
- Call home or friends if needed.
- Call the Journey Manager before continuing the journey.

#### 7. At the end of the journey

When the driver finishes the journey, he shall do the following:

- Stop the vehicle off the road, preferably at the designated parking place, or as necessary for loading/unloading.
- If a trailer is to be uncoupled, the procedure for Uncoupling shall be followed.
- Turn off the engine and remove ignition key and drivers' identification key from the vehicle when the vehicle is unattended,
- Ensure the handbrake is on before exiting the drivers' seat,
- Attend the Journey Managers' office, or call the origin Journey Manager by telephone, to close the Journey Plan,
- Inform the Journey Manager about the road condition if it has presented a hazard for driving, or of some circumstances that are affecting the driving, or the journey (detours, road layout changes etc.).
- Clean, or arrange the vehicle to be cleaned if finishing the work for the day,
- Hand over the vehicle ignition key to the designated person, if required.

#### 8. Parking, reversing and manoeuvring

To reduce reversing collisions, wherever possible every vehicle shall be parked so its first move is forwards:

- Where single-ended bays are marked, the vehicle shall be reversed into the bay.
- Avoid reversing wherever possible by driving into a parking bay and drive out forwards.
- Don't park on a road except in a marked bay.
- Don't park at the side of the road where a yellow line is painted.
- Don't park at the side of the road where the kerb is painted black and yellow.
- You may park at the side of the road where the kerb is painted black and white.
- Don't park near either side of a pedestrian crossing.
- Don't park within 10 metres from a junction.
- Don't park where it may cause danger or inconvenience to others.
- Don't park on a footpath.
- Don't park where there is a sign prohibiting parking.
- Don't park wrongly, not even briefly.
- On a road carrying high speed traffic, park in a safe place, drive as far as reasonable from the road before parking.
- Never reverse along the shoulder of a highway.
- Never reverse at any type of junction.
- Never reverse onto a busy road.
- Always ensure nothing is behind you before reversing, get out to have a look.

- Before reversing, open your window to listen, and sound the horn.
- Before and during reversing, constantly check all 9 areas around your vehicle: a) Left mirror, right mirror, centre mirror, b) Left blind spot, right blind spot, directly through rear window, c) Left side window, right side window, front windscreen.
- If you can't see clearly behind, get someone to help you, but ensure they NEVER stand or walk behind your vehicle; they must stand at the side in a constant view of the driver.
- If you can't see the person helping you to reverse, STOP.
- Whilst reversing, always reverse slowly.
- Be aware of others who may reverse towards you without looking properly.
- Never walk behind a vehicle which is reversing, or which has its white reversing lights illuminated, or its reversing alarm is sounding.
- After parking, always check your mirrors before opening a door to avoid conflict with someone who may be moving alongside.
- If your vehicle breaks down, if possible keep it moving off the side of the road but keep it parallel to the road facing the direction of travel or turn it only a few degrees away from the road. Follow the vehicle Breakdown and Recovery Procedure.
- Turn off the engine and remove ignition key and drivers' identification key from the vehicle when the vehicle is unattended.
- Always ensure the parking brake is properly applied before exiting the driver's seat.

#### 9. In case of a Motor Vehicle Incident

Motor Vehicle Incidents are stressful events and the driver involved in a MVI, if possible, shall do the following:

- Immediately stop the vehicle in a safe place outside the road; and
- Call and inform Emergency Team about the incident.
- Be prepared to provide to an Emergency Telephone Operator (ETO) your name & designation, location of the incident, what type of the incident / MVI, your contact number and whether medical or fire response teams are required.
- Expect a follow up call from the Local Emergency Base Controller and try to collect additional information regarding the incident that may help the emergency team to plan adequate response: a) How many vehicles are involved in an MVI? b) If there are injured persons, how many? c) Are any of these trapped in the vehicle? d) Is there a fire, or risk of fire? e) Are any vehicles carrying any hazardous load and if yes, what is the HazChem code number on the hazardous load? f) Is the hazardous load leaking?
- If fitted with GPRS IVMS, press the emergency button to seek assistance.
- Place the hazard warning triangle 100 meters before the incident location, or use any other means to warn other road users about the incident.
- Avoid using heavy and big stones that may involve approaching vehicles in serious incidents.
- Move off the road wherever possible.
- In the case where you encounter a previous incident where an injured person is lying in the road, or similar, park your vehicle in the best position for maximum visibility by approaching traffic, to provide a safe barrier to the injured person(s), using all lights and hazard lights.
- Immediately provide First Aid assistance as best as you can, provided you are formally trained as a first aider; try to calm and stabilise the injured people.

- Call and inform the Journey Manager or supervisor about the incident; and o remain on-site until the emergency services arrive, o if you were involved in the collision, or actually witnessed the collision occurring, give a statement to ROP to assist with their procedures, comply with the requests and instructions given by the ROP or an Operator representative on site.
- In the case of a single-vehicle incident, e.g. a single-vehicle roll-over, where there is no other passing traffic, no-one to assist, and no mobile phone signal, the driver and all occupants **MUST** remain with the vehicle until help arrives. Walking away from the vehicle is prohibited because it will endanger those persons and make it difficult to find them.

#### 9. Vehicle breakdown and recovery

- If possible, keep the vehicle moving to a safe place off the road.
- If fitted with GPRS IVMS, press the emergency button to seek assistance.
- Always contact the Journey Manager if your vehicle has become stuck or immobilised to inform him of the situation and request help as necessary.
- Inform the Journey Manager or senior management if providing assistance to other parties on the road.
- If a vehicle suffers a puncture, the driver shall inform the Journey Manager, and only attempt to change the wheel: a) after parking in a safe and suitable place as far as reasonable from the road on a firm level surface, b) after all occupants don their high-visibility vest, exit the vehicle, and move a long distance from the road, c) if all the necessary equipment is available and functioning, d) if the driver or others are physically able.
- If a vehicle suffers an engine failure or other mechanical problem, if possible try to keep the vehicle moving to a safe place off the road, then inform the Journey Manager: a) ensure all occupants don their high-visibility vest, exit the vehicle, and move a long distance from the road, b) all occupants must remain in the location of the vehicle; it is forbidden for anyone to walk for help, c) if you are able to fix the problem, or if a passing vehicle provides assistance and the problem is fixed, inform the Journey Manager.
- If a vehicle becomes stuck in soft ground, the driver shall inform the Journey Manager, and only attempt to extract the vehicle: a) if he has the required equipment, i.e. jack spreader-board, sand-boards and spade, b) if he has sufficient water, because such work can lead to dehydration, c) the best option usually is to be seek assistance from another vehicle to enable the vehicle to be towed out from the direction it entered the soft ground.
- Inform the Journey Manager when the vehicle is back on the road again,
- In all cases of puncture, breakdown, or becoming stuck, etc, the driver and all occupants **MUST** remain with the vehicle until help arrives. Walking away from the vehicle will endanger those persons and make it difficult to find them.

#### 10. Passengers

This section shall apply to passengers in any vehicle, including in any light vehicle, any bus, a helper in a heavy vehicle, and includes any co-driver whilst he is travelling as a passenger.

Passenger shall:

- Be correctly seated before the vehicle starts to move.
- Correctly wear their seatbelt whilst the vehicle is in motion.
- Remain in a reasonably upright position in their seat throughout the entire journey.
- Keep their feet on the floor at all times whilst the vehicle is in motion.

- Not distract the driver from his concentration on the road.
- Not behave as to endanger the safety of the vehicle or its occupants.
- Alert the driver when he is driving unsafely and request that the situation be remedied immediately.
- Report other passengers not wearing seatbelts or horse-playing on a bus.
- Not smoke at any time in any vehicle.

## 11. Pedestrians

Pedestrians must:

- Always walk on a designated pedestrian walkway where available.
- If it is necessary to walk along the side of a road: a) always walk so as to face the oncoming traffic, b) always walk in single file when walking on a road, c) step off the road when a vehicle is approaching on the same side of the road, d) wear high visibility clothing or material when walking along a road at night
- Look in both directions at least twice each way, before crossing a road.
- Never cross the road when vehicles are approaching.
- Never stand in the road.
- Always use pedestrian crossing to cross the road.
- Never walk along a roadside when using a mobile phone; stand in a safe place away from where vehicles may move.
- Never walk behind a vehicle which is reversing, or which has its white reversing lights illuminated, or its reversing alarm is sounding.

## **Speed Management**

All drivers must always comply with the posted speed limits. These limits represent the maximum speed. However, the driver must adjust the speed in accordance to the actual road and traffic conditions.

Speed Limiter Device and IVMS, managed under a robust IVMS/ DMS Management system, are mandatory controls to manage speed limits.

Operator is allowed to set the maximum speed limit settings for different type of roads and/ or vehicles, but the maximum allowed limits are as below: a) Graded Road – 80 km/h for all type of vehicles. b) Black top Road within the Concession Areas – 80 km/h for heavy commercial vehicles and buses; and 100 km/h for light vehicles. c) Black top Government Roads – 100 km/h for heavy commercial vehicles and buses; and 120 km/h for light vehicles. d) Any set speed, however, shall not be greater than any speed limit set out in the Oman Traffic/ ROP Law and posted for that class of vehicle.

## **Night Driving**

Night Driving is not permitted unless approved by the operator. Work must be planned to avoid the need for night driving, including circumstances where operations, support functions/service provision, take place during the night. When deemed necessary additional preventive measures shall be introduced by the operator/ company in order to mitigate the hazard.

Night Driving Policy has been developed. Risks associated with night driving are managed and controlled. Operator has relevant controlled in place for its contractors and subcontractors.

Night-time driving exceptions:

- Between work site / Company / Contractor / camp site(s) if they are up to 30 km away from one another for work locations with 24 hour operations (rigs, hoists, well test units, etc.).

- Convoys organised and managed as per the convoy move requirements.
- Any other exceptions can be defined by the Operator.
- Night time driving for emergency operational reasons shall be managed within the formal authorisation process with clearly defined activities and approval authority.

### **Working Hours Fatigue Management**

- The driver's working hours must comply with the requirements of Sultanate of Oman Labour Law.
- Light vehicle: Effective maximum driving is 10 hours per day, with resting frequency of 15 minutes after every 2 hours of continuous driving. Drivers shall not work beyond 12 hours per day that is inclusive non-driving time. Minimum hours of uninterrupted rest is 8 hours between shifts.
- There is a Driving Fatigue Risk Assessment

### **Part B: Vehicle**

PDO specifications vehicles are used. Approved rental companies are chosen. Vehicles are certified and go through regular check-ups. Vehicles undergo through regular maintenance and inspections. No vehicle with expired inspection is used. Vehicles are equipped with In-Vehicles Monitoring Systems (IVMS).

### **Journey Management System**

Journey Manager is responsible for of managing Journeys and authorising of Night Driving. Journey Management Plan include the following (Annex ):

- Serial number
- Departure date
- Vehicle number
- Driver's name
- Telephones/GSM
- Company
- Name of passengers
- Reason for journey
- Type of load
- Hazardous/non-hazardous
- Route (from/to)
- Estimated time (departure/arrival)
- Rest
- Sleep (place)
- Ring journey manager (office, res, GSM)
- Closing journey plan (date/time)
- Driver's Pre-Journey checklist: seat belt, tires condition, 2 spare tires, head & rear lights, air condition, wind screen, mirror, wipers, fire extinguisher, first aid box, brake, drinking water
- Journey manager pro-departure checklist (completed journey plan, inspected vehicle and load, briefed journey plan, TREM card(transport emergency card), advised to call as per plan, advices to follow Dust Code and ROP Rules, advised to notify and changes in Journey Plan, advised no night driving)
- Manager's authorisation (name, signature)
- Drivers commitment statement (including name, signature and date)

## Road Safety Compliance and Consequences Management

Internal audit are established to verify compliance. All events affecting road safety are investigated to identify causes and carrying out appropriate corrective action plans. NS follows road safety consequence matrix below (PDO matrix is used as the model).

**Consequence Matrix**

| Offence  | First instance       | Second instance      | Third instance | Fourth instance |
|--|----------------------|----------------------|----------------|-----------------|
| Driving under the influence of drugs or alcohol  | Dismissal            |                      |                |                 |
| Driver or Passenger Not using the seatbelt while the vehicle is in motion                        | Final warning        | Dismissal            |                |                 |
| Over speeding recorded by IVMS   | Final warning        | Dismissal            |                |                 |
| Using mobile phone while driving (both handheld and hands-free)                                  | Final warning        | Dismissal            |                |                 |
| Tampering safety device  | Final warning        | Dismissal            |                |                 |
| Not complying with the Journey Management Plan rules   | First warning letter | Final warning        | Dismissal      |                 |
| Unauthorized driving for private use   | First warning letter | Final warning        | Dismissal      |                 |
| Driving with expired ROP license and DD driving permit   | Verbal Warning       | First Warning        | Final Warning  | Dismissal       |
| Leaving ignition key and/or IVMS smart key with vehicle unattended or use of smart key of others | Verbal Warning       | First warning letter | Final warning  | Dismissal       |
| Any other road safety non-compliance not mentioned in the above offences                         | Verbal Warning       | First warning letter | Final warning  | Dismissal       |

### Driving Policy

1. All vehicle occupants shall always be in a driver or passenger seat and wearing a seatbelt.
2. The driver shall not put the vehicle into motion until all occupants have fastened their seatbelts. Every person in the front seat of a vehicle shall wear a 3-point inertia reel seat belt.
3. Drivers shall wear suitable sturdy footwear whilst driving. ("Flip-flops" are not permitted).
4. Drivers shall remove ignition keys from the vehicle when it is not in use.
5. Drivers shall not use GSM phones – including "hands-free" units - while driving. It is also strongly recommended that drivers stop their vehicles in a safe position when receiving or making radio calls
6. Safety devices (including speed-limiters and safety belts) shall not be tampered with.
7. Drivers shall be rested, medically fit and not under the influence of alcohol or drugs, including those prescription medicines which can cause drowsiness.
8. Drivers shall carry out pre-trip checks on their vehicles prior to driving
9. It is not permitted to carry loose items in the passenger cabins of a vehicle.
10. Light vehicle drivers shall take 15 minutes' rest after 2 hours of continuous driving.
11. Drivers shall not work more than a 12-hour shift period. The shift period shall include loading, unloading, any other work, compulsory rest time, waiting and driving time
12. Drivers shall drive a maximum of 10 hours within the 12-hour shift period.
13. Drivers shall take a minimum of 8 hours uninterrupted off duty rest between shifts.
14. Drivers experiencing tiredness or fatigue, when driving, shall take additional rest as required.

15. Drivers shall reduce speed according to prevailing road, traffic and environmental/weather conditions.
16. Drivers shall not exceed any signposted speed limits
17. Drivers shall not exceed the following maximum speed limits at any time:

| Vehicle Type        | Maximum Speed Limit (km/h) |     |
|---------------------|----------------------------|-----|
| Light Vehicle       | Graded                     | 80  |
|                     | Blacktop                   | 100 |
|                     | Govt. Blacktop             | 120 |
| Heavy Goods Vehicle | Graded                     | 80  |
|                     | Blacktop                   | 80  |
|                     | Govt. Blacktop             | 100 |
| Light Bus           | Graded                     | 80  |
|                     | Blacktop                   | 100 |
|                     | Govt. Blacktop             | 120 |
| Heavy Bus           | Graded                     | 80  |
|                     | Blacktop                   | 100 |
|                     | Govt. Blacktop             | 100 |

Note: Speed limits for driving at night shall be 80 kph maximum for all blacktop roads outside the Muscat Capital Area (Government and PDO) and 60 kph maximum for all graded roads. Speed limits for driving off-road shall be 50 kph maximum.

Dmitry Shubenok  
Country Manager



## Vehicle Inspection List

### Comprehensive Vehicle Safety Daily Check & Defect Form (The “POWER” Form : Petrol, Oil, Water, Electrics, Rubber.)


|   |                      |   |                                  |
|---|----------------------|---|----------------------------------|
| <b>VEHICLE No:</b>  | <b>DRIVERS NAME:</b> | <b>ODOMETER (Kms)<br/>READING:</b>  | <b>TRAILER No: (If relevant)</b> |
| <b>EXTERNAL</b>   |                      | <b>INTERNAL</b>   |                                  |
| <b>NO FUEL, OIL, WATER LEAKS</b><br><br><b>HOSES CORRECTLY STORED AND GANTRIES CLEAN (ON TANKERS)</b>   |                      | <b>INSTRUMENTS AND GAUGES</b> <ul style="list-style-type: none"> <li>Fuel level</li> <li>Oil pressure</li> <li>Air pressure (heavy vehicles)</li> <li>No red warning lights remain on</li> </ul>                        |                                  |
| <b>CHECK FLUID LEVELS OF:</b> <ul style="list-style-type: none"> <li>Engine Oil</li> <li>Brake Fluid</li> <li>Clutch Fluid</li> <li>Power Steering Fluid</li> <li>Auto Transmission Fluid (if relevant)</li> </ul>  |                      | <b>CONTROLS</b> <ul style="list-style-type: none"> <li>horn</li> <li>brakes</li> <li>windscreen wipers</li> </ul>   |                                  |
| <b>CHECK WATER LEVELS OF:</b> <ul style="list-style-type: none"> <li>Radiator Header Tank and Coolant Levels</li> <li>Check Radiator Cap is closed</li> <li>Windscreen Wiper/Washer Reservoir Levels</li> <li>Battery Fluid Level</li> </ul>  |                      | <b>AC/RADIO CASSETTE:</b> <ul style="list-style-type: none"> <li>Air conditioning working</li> <li>Music system working</li> </ul>  |                                  |
| <b>CHECK ELECTRICS:</b> <ul style="list-style-type: none"> <li>Battery Terminals Clean</li> <li>Battery Terminals protected with Rubber caps</li> <li>Battery Secured with proper clamps</li> <li>Check location of fuses</li> <li>Headlights Working</li> <li>Brakelights Working</li> <li>Indicators Working</li> <li>Reverse Lights Working</li> <li>High Intensity Rear Lights Working</li> </ul> |                      | <b>WINDSCREEN/WINDSCREEN WIPERS</b> <ul style="list-style-type: none"> <li>Windscreen wipers</li> <li>Windscreen – clean and unobstructed</li> </ul>  |                                  |
| <b>CHECK RUBBER</b> <ul style="list-style-type: none"> <li>Check Radiator Hoses are tight</li> <li>Check fan belts</li> <li>Check Windscreen wipers not worn</li> <li><b>Tyres</b> – check pressure correct</li> <li>Tread depth minimum 1.6mm</li> <li>Tread pattern matches</li> <li>No deep cuts, lumps, bulges, tears, ply exposure</li> </ul>  |                      | <b>SEATS, SEAT BELTS AND MIRRORS</b> <ul style="list-style-type: none"> <li>Drivers seat position and seatbelt</li> <li>Passenger seats and seatbelts</li> <li>Mirrors</li> </ul>                                       |                                  |
|   |                      | <b>EMERGENCY EQUIPMENT</b> <ul style="list-style-type: none"> <li>Jack and accessories</li> <li>Fire extinguisher</li> <li>First aid kit</li> <li>Hazard warning triangle</li> </ul>                                    |                                  |
| <b>VEHICLE BODY</b> <ul style="list-style-type: none"> <li>No Damage</li> <li>Load Security</li> <li>Lights and Reflectors – Clean</li> </ul>   |                      | <b>TRAILER (if applicable)</b> <ul style="list-style-type: none"> <li>No Damage</li> <li>Brake Hoses</li> <li>Electrical Connections</li> <li>Coupling Security</li> <li>Tanker housekeeping and cleanliness</li> </ul> |                                  |

ANY OTHER DEFECTS NOTED:

|                                    |                    |
|------------------------------------|--------------------|
| WRITE NIL HERE IF NO DEFECTS FOUND | DRIVERS SIGNATURE: |
|------------------------------------|--------------------|


REPORT ACCEPTED BY:..... SIGNATURE:.....

## Driving Fatigue Risk Assessment

|   |  |                 |  |  |  |  |  |  |  |  |  |                |  |
|---|--|-----------------|--|--|--|--|--|--|--|--|--|----------------|--|
|  |  | RISK ASSESSMENT |  |  |  |  |  |  |  |  |  | VERSION NO.: 1 |  |
|---|--|-----------------|--|--|--|--|--|--|--|--|--|----------------|--|

|   |   |   |                 |                   |                    |  |                 |                   |                      |   |  |                             |  |  |  |  |
|---|---|---|-----------------|-------------------|--------------------|--|-----------------|-------------------|----------------------|---|--|-----------------------------|--|--|--|--|
| <b>Task/ Activity</b>                   |   | DRIVING – FATIGUE   |                 |                   |                    |  |                 |                   |                      |   |  | <b>Who might be harmed:</b> |  | Drivers, Passengers, 3 <sup>rd</sup> Party Drivers |  |  |
| <b>Assessment Team:</b>                 |   | Ahmed Housni, Sergey Mushtakov, Dmitry Yanishev, Artem Shubenok, Maksim Mironov   |                 |                   |                    |  |                 |                   |                      |   |  |                             |  |  |  |  |
| <b>KEY:</b>                             |   |   |                 |                   |                    |  |                 |                   |                      |   |  | <b>P</b>                    |  | <b>People</b>                                      |  |  |
| LOW RISK (L)                            |   |   |                 |                   |                    |  |                 |                   |                      |   |  | <b>A</b>                    |  | <b>Assets</b>                                      |  |  |
| MEDIUM RISK (M)                         |   |   |                 |                   |                    |  |                 |                   |                      |   |  | <b>E</b>                    |  | <b>Environment</b>                                 |  |  |
| HIGH RISK (H) (INTOLERABLE)             |   |   |                 |                   |                    |  |                 |                   |                      |   |  | <b>R</b>                    |  | <b>Reputation</b>                                  |  |  |
| <b>S. #</b>                             | <b>Identified Hazards (Potential to cause harm)</b>   | <b>Hazards Effects (If the hazard is released)</b>  | <b>Severity</b> | <b>Likelihood</b> | <b>Risk Rating</b> | <b>Control Measures (PPE/ Procedures etc.)</b>   | <b>Severity</b> | <b>Likelihood</b> | <b>Residual Risk</b> | <b>Recovery Measures</b>  |  |                             |  |  |  |  |
| 1                                       | <b>Fatigue:</b><br>Tiredness, Sleepiness, including falling asleep against your will, ("micro sleeps")<br>Irritability, Depression, Loss of appetite, Digestive Problems, Increased susceptibility to illness | Road Transport Accident, Reduced <u>decision making</u> ability, Reduced communication skills, Reduced attention and vigilance, reduced ability to handle stress on the job, reduced reaction time - both in speed and thought (a few studies have shown this effect as similar to being legally drunk), Loss of memory or the ability to recall details, Failure to respond to changes in surroundings or information provided, Unable to stay awake (e.g., falling asleep while operating machinery or driving a vehicle), Increased tendency for risk-taking, Increased forgetfulness, Increased errors in judgment, | 4               | E                 | H                  | Follow Journey Management Procedure (take breaks according to the journey plan).<br><br><b>Fatigue Training:</b><br>Establish Regular eating times, Monitor caffeine intake, Maintain regular sleeping patterns, | 3               | C                 | M                    | 1 <sup>st</sup> Aid, Press Panic Button, Call Emergency Response Number, Medical Treatment, Report to ROP |  |                             |  |  |  |  |
| <b>OVERALL RISK RANKING OF ACTIVITY</b> |   |   |                 |                   | H                  |  |                 |                   | M                    |   |  |                             |  |  |  |  |

## Journey Plan



**NORTH SIDE**

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# خطة الرحلة

## JOURNEY PLAN

Three Ways to save lives:

1. Vehicle check
2. Safe Journey Management
3. Drive Safety- Your life is in your hands

SI.No.: **0151**

**1** Departure Date

Vehicle's Number

Driver's Name

Telephone

Company

Name of Passengers

GSM

Reason for Journey :

Type of Load

☐ Hazardous  
☐ Non Hazardous

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

Closing Journey Plan

Route Estimated Time Rest Sleep

| From | To | Depart. | Arrive | Place (Specify) |
|------|----|---------|--------|-----------------|
|      |    |         |        |                 |
|      |    |         |        |                 |
|      |    |         |        |                 |
|      |    |         |        |                 |
|      |    |         |        |                 |
|      |    |         |        |                 |
|      |    |         |        |                 |

Tick Right Box To Indicate Driver Should Ring Journey Manager

| Ring Journey Manager |           | Driver's Pre-Journey Checklist      |     |    |         |
|----------------------|-----------|-------------------------------------|-----|----|---------|
| Office               | Seat Belt | Description                         | Yes | No | Remarks |
|                      |           | Seat Belt                           |     |    |         |
|                      |           | Tires Condition                     |     |    |         |
|                      |           | 2 Spare Tires                       |     |    |         |
|                      |           | Head & Rear Lights                  |     |    |         |
|                      |           | Air condition                       |     |    |         |
|                      |           | Wind Screen, Mirror, & Wipers       |     |    |         |
|                      |           | Fire Extinguisher and First Aid Box |     |    |         |
|                      |           | Brake                               |     |    |         |
|                      |           | Drinking Water                      |     |    |         |

Reason for Night Driving

**Journey Manager Pro-Departure Checklist**

☐ Completed Journey Plan ☐ Advised to call as per plan

☐ Inspected Vehicle and Load ☐ Advised to follow Dust Code and ROP Rules

☐ Briefed Journey Plan ☐ Advised to notify any Changes in Journey Plan

☐ TREM Card (Transport Emergency Card) ☐ Advised **NO NIGHT DRIVING**

**DRIVER'S COMMITMENT STATEMENT (DCS)**

- I am committed to continuously driving safely and I will always wear my seat belts when driving a vehicle and ensure other passengers do the same.
- I will always follow Royal Oman Police Traffic rules.
- I will fully comply with Daleel Petroleum Journey Management Procedure.
- I will contact Journey Manager of destination immediately upon arrival.

Authorized By (Manager)

**I CERTIFY THAT THIS JOURNEY HAS BEEN ORGANIZED AS SPECULATED IN JOURNEY MANAGEMENT RULES AND REGULATIONS**

**DRIVER'S COMMITMENT STATEMENT (DCS)**

Name :

Signature :

Name of Journey Manager:

Signature :

Name of Driver

Signature :

Date:

Date:

(Original Copy for Journey Manager and Carbon Copy for Driver)

## Driving During Ramadan and Eid Celebrations Risk Assessment

|   |                        |                       |
|---|------------------------|-----------------------|
|  | <b>RISK ASSESSMENT</b> | <b>VERSION NO.: 1</b> |
|---|------------------------|-----------------------|

| Task/ Activity   |   | DRIVING DURING RAMADAN & EID CELEBRATIONS                                       |          |            |             |  | Who might be <u>harmed</u> :   |        |          | Drivers, passengers, 3 <sup>rd</sup> Party Drivers |               |                   |   |  |  |
|------------------|---|---|----------|------------|-------------|--|--|--------|----------|--|---------------|-------------------|---|--|--|
| Assessment Team: |   | Ahmed Housni, Sergey Mushtakov, Dmitry Yanishev, Artem Shubenok, Maksim Mironov |          |            |             |  |  |        |          |  |               |                   |   |  |  |
| KEY:             |   |   |          |            |             |  | P  | People |          |  |               |                   |   |  |  |
|                  | LOW RISK (L)                                    |   |          |            |             | A  | Assets   |        |          | Date:  |               | Jun-2012          | Review:   |  |  |
|                  | MEDIUM RISK (M)                                 |   |          |            |             | E  | Environment  |        |          | Signed:  |               |                   |   |  |  |
|                  | HIGH RISK (H) (INTOLERABLE)                     |   |          |            |             | R  | Reputation   |        |          |  |               |                   |   |  |  |
| S. #             | Identified Hazards<br>(Potential to cause harm) | Hazards Effects (If the hazard is released)                                     | Severity | Likelihood | Risk Rating | Control Measures<br>(PPE/ Procedures etc.) |  |        | Severity | Likelihood   | Residual Risk | Recovery Measures |   |  |  |
| 1                | Lack of driver competence                       | Reckless driving, RTA   | 4        | D          | H           | P<br>A<br>R                                | Pre-employment check for ROP license, DD permit & driving experience, Driver to drive only the vehicles he has documented competence to drive like relevant ROP license, DD courses and experience. Ramadan driver briefing. |        |          | 3  | C             | M                 | Press panic button/ Call emergency response number/ Medical Treatment/ report to ROP. |  |  |
| 2                | Lack of a proper Journey Management Plan        | Fatigue, Loss of Attention, RTA, Personnel injury/ Fatality, asset damage       | 4        | D          | H           | P<br>A<br>R                                | Follow Safe Journey Management Procedure. Journey Management, Follow rest period (Ramadan Briefing).   |        |          | 3  | C             | M                 | Press panic button/ Call emergency response number/ Medical Treatment/ report to ROP. |  |  |
| 3                | Poor road condition                             | Vehicle failure, may lead to rollover   | 4        | B          | M           | P<br>A<br>R                                | Speed limiter, defensive driving, rolls over cage, seat belts, report poor road condition to client.   |        |          | 3  | B             | L                 | Press panic button/ Call emergency response number/ Medical Treatment/ report to ROP. |  |  |
| 4                | Driving Alone                                   | Man Lost, Fatigue   | 4        | E          | H           | P  | Follow Road Safety Procedure & Safe Journey management Procedure (Increased Supervision)   |        |          | 3  | C             | M                 | Man Lost Procedure, Report to ROP.  |  |  |
| 5                | Night Driving                                   | Poor visibility, collision  | 3        | C          | M           | P<br>A<br>R                                | Follow Road Safety Procedure, Stop Driving (STOP), Follow Safe Journey Management Procedure, Follow night driving policy.  |        |          | 2  | B             | L                 | Press panic button/ Call emergency response number/ report to ROP.                    |  |  |

|    |  |  |   |   |   |             |   |   |   |   |  |
|----|--|--|---|---|---|-------------|---|---|---|---|--|
| 6  | Fatigue  | Boredom, distance of journey, hours of driving, lack of quality sleep, lack of rest periods, lack of energy, lack of alertness levels, heat, fasting, prayer times, night time activities. | 4 | E | H | P<br>A<br>R | Follow Safe Journey Management Procedure.<br>Proper management planning and increased supervision.<br>Increased rotation of drivers.<br>Enforce <u>6 hour</u> maximum rule from SP 2000 for drivers.<br>Hold Ramadan awareness session before, during and before last 10 days of holy month.<br>Advocate importance of getting 7-8 hours of sleep and frequent short breaks during work hours<br>Encourage well balanced and lead a healthy lifestyle once they break the fast.<br>Use iVMS to check compliance with <u>6 hour</u> rule and Journey Management requirements.<br>Fatigue Training. | 3 | C | M | Fire extinguisher, <u>First</u> aid, evacuate, call emergency response number, Medical treatment, report to ROP.   |
| 7  | Road Works, Diversion  | Driver mistakes leading to injury/ Damage.   | 4 | B | M | P<br>A<br>R | Defensive driving course, diversion signs, blinking lights at night.  | 2 | B | L | Press panic button/ call emergency response numbers/ report to ROP.  |
| 8  | 3 <sup>rd</sup> Party vehicles, animals and other road users.          | Collision with vehicles leading to personnel injury/ Fatality/ asset damage, stinging attack, irritation, venomous bite, sting leading to illness or death.                                | 4 | E | H | P<br>A      | PPE, Inspections, extra vigilance especially during Ramadan, no outside sleeping, check shoes before wearing, physical inspection by supervisor before handling stacked material, good housekeeping, defensive driver training, awareness.  | 3 | C | M | Press panic button/ Call emergency response numbers if required/ report to ROP/ Remove source of danger from the vicinity if possible/ First aid, medical treatment, ensure that you keep clear of the danger during emergency response. |
| 9  | Poor vehicle maintenance, <del>tyre</del> failure, defective seatbelt. | Failure of vehicle may lead to injury or death to vehicle occupant or third party.   | 4 | E | H | P<br>A<br>R | Follow Road Safety Procedure.<br>Driver daily vehicle check, proper maintenance of vehicles and track record for maintenance, defective vehicles to be off <del>roaded</del> .  | 3 | C | M | Remove defective vehicle from service  |
| 10 | Driver Behavior  | Not following road traffic rules and not driving defensively may cause accident; prayer timings.   | 4 | E | H | P<br>A<br>R | IVMS, Speed limiter, Defensive driving course, driver forum/ meeting, roll over cage, seat belts, disciplinary action.  | 3 | C | M | Disciplinary Proceedings.  |

|   |  |  |   |   |          |             |  |   |   |          |  |
|---|--|--|---|---|----------|-------------|--|---|---|----------|--|
| 11                                      | Driver medically unfit                             | Driver may suffer illness while driving like heart attack, poor eye sight leading to fatality. | 4 | B | M        | P<br>A      | 2 yearly medical fitness check, eye test, clinic facility at camp.   | 3 | B | L        | Press panic button/ Call emergency response numbers.               |
| 12                                      | Poor weather, dust, fog, rain, sand storm etc.     | Poor visibility, rollover, collision   | 4 | C | H        | P<br>A      | Follow Road Safety Procedure & Driving in Dust procedure, Stop Driving, follow dust code, switch on headlights & rear high intensity lights, journey management, defensive driving course, roll over cage, seat belts. | 3 | C | M        | Press panic button/ Call emergency response number/ report to ROP. |
| 13                                      | Personnel sleeping under or behind parked vehicles | Major crush injuries/ Fatality   | 4 | C | M        | P<br>A      | Inspect under and behind vehicle before starting/ reversing vehicle, reversing alarm, banksmen.  | 2 | A | L        | Press panic button/ Call emergency response number/ report to ROP. |
| 14                                      | Using GSM while driving                            | Road Accident  | 4 | D | H        | P<br>A<br>R | Turn off GSM, Disciplinary Action  | 3 | C | M        | Press panic button/ Call emergency response number/ report to ROP. |
| <b>OVERALL RISK RANKING OF ACTIVITY</b> |  |  |   |   | <b>H</b> |             |  |   |   | <b>M</b> |  |

Dmitry Shubenok  
Country Manager

