

HRP10: Journey Management Procedure

Section 1 - Purpose and Scope

- (1) The purpose of this procedure is to ensure the management of risks associated with journey management at Southern Cross University (SCU) are appropriately managed and controlled.
- (2) The purpose of this procedure is to ensure Southern Cross University's management, employees, contractors, students, visitors and others are aware of the risks associated with journey management in the workplace, management strategies and to provide advice on appropriate controls.
- (3) All employees, students and others including both independent contractors and contractors under SCU control are to be made aware of and follow this procedure.
- (4) This Procedure applies to all SCU Work Units and sites. The procedure aligns with WHS legislation in the relevant jurisdictions SCU operates in.

Section 2 - Definitions

Everyday Vehicle Journey	Travel on well-constructed and maintained roads with regular traffic, within areas with reasonable mobile phone coverage, within 100 km of town centres, and in areas with emergency response teams available.
High Risk Vehicle Journey	Travel on poorly maintained roads with minimal traffic, in areas with poor or no mobile phone coverage, Travel of over 400 or more kilometres, More than 100 km from a town centre, in areas with extended emergency response times may be experienced, Driving while traveling internationally
Driver Fatigue	Refer to HRP12: Fitness for Work.
Nominated / Contact person	A person within the Work Unit that is to be contacted by the traveller.
Inclement Weather	Stormy, severe, or tempestuous weather that is considered too harsh, severe, or merciless which could result in minor / major flooding, fire or an extreme event either at site or at a person's home.
Extreme Events / Weather	Cyclones, flooding, fire, earthquakes, volcanos, tsunamis, terrorism.

Section 3 - General Principles

- (5) A journey management plan is mandatory for any high-risk vehicle journeys as defined in Section 2.

Everyday Vehicle Journey

- (6) No plan is needed unless requested by a supervisor.

Using a vehicle for University purposes

(7) Drivers using a vehicle for university purposes are to follow the Driving Safety Policy.

Driver Fatigue

(8) Refer to the Fatigue Risk Management System as outlined in HRP12: Fitness for Work for fatigue information and controls.

Accommodation

(9) Appropriate accommodation will be provided where required to ensure compliance with travel times. Any variations must be authorised by the supervisor.

Travel Times

(10) Refer to [Driving Safety Policy](#).

Driving Breaks & Rest Stops

(11) Lone drivers must take a 15-minute break every two hours. Multiple drivers must switch every two hours. Fatigue requires immediate rest or a driver change. Unscheduled or extended breaks must be communicated to the contact person.

Extreme Events & Weather

(12) Recognise that extreme weather can affect travel conditions. Discuss travel delays or early returns with employees and students to ensure safety. Sometimes staying on-site may be the safest option. Ensure ready access to adequate shelter.

Accidents, Breakdowns, and Mechanical Problems

(13) In case of an accident, move to the side of the road and use hazard warning lights. Contact the nominated person immediately and report all incidents as on Riskware and to your supervisor.

Overdue Action

(14) If contact is not established within an hour of the estimated arrival time, the nominated person should contact the alternative contact, make reasonable efforts to locate the traveller and escalate the matter if necessary.

Checklist Before Travel

(15) Items to check before travel:

- a. Sufficient water, (each SCU employee must have access to adequate amounts of drinking water (stored in food grade containment) and hydration supplements),
- b. Access to adequate shade and cooling as required,
- c. Adequate shelter during extreme weather events,
- d. Snakebite kit,
- e. First aid kit,
- f. Emergency contact numbers,
- g. Satellite phone or alternative communication device (e.g. Garmin) if travelling to a region with no mobile coverage,
- h. Maps or relevant GPS data,

- i. and breakdown equipment.
- j. General Vehicle Maintenance

(16) University-owned and leased vehicles must comply with fleet procedures. Private vehicles must be maintained and roadworthy.

Pre-Driving Checks

(17) Employees should visually inspect vehicles before journeys and use the Vehicle Pre-start Checklist. Before journeys, employees should check tire pressure, adjust seating and mirrors, secure loose items, and use good quality sunglasses.

Alcohol and Other Drugs

(18) Drivers must comply with state driving laws and not operate vehicles while impaired by substances or with a BAC over the legal limit.

Towing

(19) Refer to vehicle manuals for towing considerations, including braking systems and load distribution.

Remote Area Driving

(20) Driving in remote areas can place employees in high-risk situations. Employees and supervisors will:

- a. Select the appropriate vehicle type for the journey.
- b. Check the predicted weather and the road conditions for the duration of the journey using a weather app.
- c. Ensure scheduled communication procedures are practised and appropriate reliable communication system(s) are used, i.e. satellite phones and personal contact.
- d. If appropriate, inform the appropriate authorities of remote area travel plans, including persons travelling, destination and estimated arrival time.
- e. Where appropriate, the carrying of an EPIRB (Electronic Position Indicating Radio Beacon) to AS/NZS 4280.1, Personal Locator Beacons (PLB's) to AS/NZS 4280.2, mobile phones, satellite phones, Ultra High Frequency (UHF) radio, Very High Frequency (VHF) Radio or Spot Tracker is mandatory.
- f. Ensure that the vehicle is appropriately equipped to undertake the journey, tasks and specific terrain(s).
- g. Ensure that the vehicle has been properly maintained and fully serviced before departure.
- h. Plan for vehicle maintenance and servicing requirements that may be required during the duration of the journey.
- i. Ensure clear procedures are adopted for emergencies, including personal injury, vehicle accident, vehicle breakdown and vehicle bogging.
- j. Ensure drivers and/or passengers are appropriately trained to operate the vehicle and all equipment carried, including communication and vehicle recovery equipment.
- k. Ensure an appropriate first aid kit and fire extinguisher are carried in the vehicle and that the driver and /or passengers are appropriately trained in their use.
- l. Ensure appropriate provisions are carried for emergencies, including food, water and fuel. Please refer to Appendix 1 - Recommended Equipment for Field Work in Remote Locations.

Driving Alone

(21) Ensure drivers have emergency contact information, maintain regular contact, and practice personal security.

Using Electronic Equipment

(22) The use of electronic devices while driving is prohibited unless the vehicle is stationary. Hands-free calls should be minimised.

(23) It is recommended that calls be answered only after the vehicle has pulled over to the side of the road.

In-Vehicle Distractions

(24) Reduce distractions by:

- a. avoiding eating
- b. pre-setting controls
- c. securing loose objects
- d. using GPS
- e. requesting assistance from passengers.

Courteous Driving

(25) Drivers must be courteous and avoid road rage. Report incidents to the police and manager.

Secured Loads

(26) Loads must be secured to prevent airborne objects. Cargo barriers should not be removed, and materials must be carried safely.

Reporting Accidents

(27) Report incidents and accidents to your supervisor within 24 hours and complete the Incident Report Form in RiskWare. Attend to emergency needs and follow road traffic rules.

Smoking in Vehicles

(28) Smoking is prohibited in university-owned, leased, and hired vehicles.

Section 4 - Roles and Responsibilities

(29) Refer to the [WHSMP13: WHS Responsibility and Accountability Statement](#).

Section 5 - Records of Documentation

- a. All relevant documentation will be recorded and kept in accordance with WHS Legislation and other legislative obligations including:
- b. Journey Management Plan

Section 6 - Revision and approval history

(30) This procedure will be reviewed as per nominated review dates or because of other events, such as:

- a. Internal and external audit outcomes.
- b. Legislative changes.

- c. Outcomes from management reviews.
- d. Incidents.

Section 7 - References

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011 (QLD) 2017 (NSW)

Section 8 - Related Documents

SCU Driving Safety Policy
HRP12: Fitness for Work
WHSMP02 - FOR - 04 - Journey Management Plan
WHSMP13: WHS Responsibility and Accountability Statement

Status and Details

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Effective Date	9th December 2024
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Responsible Executive	Kim Franks Vice President (People and Culture)
Head of Work Unit	Brendan Pearce Director, Workplace Relations
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