

HRP10: Journey Management

Section 1 - Purpose and Scope

(1) The purpose of this Procedure is to ensure Southern Cross University (SCU) management, employees, students and others are aware of the risks associated with journey management in the workplace and relevant management strategies and to provide advice on the risk mitigation process.

(2) All employees, students, and others must follow this Procedure.

(3) This Procedure applies to all SCU Work Units and sites.

Section 2 - Definitions

BAC.	Blood alcohol concentration.
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.	1. Travel on poorly maintained roads with minimal traffic, in areas with poor or no mobile phone coverage. 2. Travel of over 400 or more kilometres. 3. More than 100 km from a town centre, in areas with extended emergency response times, may be experienced. 4. Driving while travelling internationally. If 3 or more of the above are relevant to the travel being undertaken, the journey is classed as a High-Risk Vehicle Journey. If Journey Management Plan information is captured in a Field Risk Assessment, no Journey Management Plan is required.
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 the site or at a person's home.
Extreme Events/Weather	Cyclones, flooding, fire, earthquakes, volcanos, tsunamis, terrorism.

Section 3 - General Principles

Risk Management Process

(4) SCU will follow the risk management process outlined in [WHSMP02: Hazard Identification, Risk and Opportunity](#)

[Management Procedure](#). This process includes:

- a. Hazard identification.
- b. Risk assessment.
- c. Risk Control.
- d. Review of control measures.

Consultation

(5) Consultation is critical for effective risk management and is outlined in [WHSMP07: Consultation, Communication and Participation](#).

Part A - Hazard Identification

High-risk vehicle journeys

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

Everyday Vehicle Journey

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

Pre-Driving Checks

(8) Drivers should visually inspect vehicles before use and adjust seating and mirrors as needed.

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

Driving Breaks & Rest Stops

(10) 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.

Driver Fatigue

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

Accommodation

(12) Appropriate accommodation will be provided where required.

Extreme Events & Weather

(13) 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.

Risk Assessment

Accidents, Breakdowns, and Mechanical Problems

(14) In case of an accident, move to the side of the road and use hazard warning lights, attend to emergency needs and follow road traffic rules. Notify the nominated contact person. Report all incidents on RiskWare and to your supervisor once safe and able to do so.

Overdue Action

(15) 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.

High Risk Travel - Checklist Before Travel

(16) 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.

Remote Area Driving

(17) 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 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 (PLBs) 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.

Part B - Risk Control

Safe Driving Practices

Alcohol and Other Drugs

(18) Drivers must comply with state driving laws.

Towing

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

Using Electronic Equipment

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

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

In-Vehicle Distractions

(22) Reduce distractions by:

- a. Avoiding eating.
- b. Pre-setting controls.
- c. Securing loose objects.
- d. Using GPS.
- e. Requesting assistance from passengers.

Secured Loads

(23) Loads must be secured to prevent objects from becoming airborne in or out of the vehicle. Cargo barriers should not be removed, and materials must be carried safely.

Smoking in Vehicles

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

Training

(25) Drivers of University vehicles are to complete the Driver Safety Induction training on SCOUT.

Part C - Review of Control Measures

(26) SCU will regularly monitor and review the implementation of this procedure, associated risk controls and training requirements to ensure their effectiveness and ongoing suitability, in accordance with [WHSMP15: Audit and Assurance](#).

Section 4 - Roles and Responsibilities

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

Section 5 - Records of Documentation

(28) All relevant documentation will be recorded and kept in accordance with WHS Legislation and other legislative obligations including Journey Management Plan(s).

Section 6 - Revision and approval history

(29) 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 (in the applicable jurisdiction that SCU operates)
Work Health and Safety Regulation (in the applicable jurisdiction that SCU operates)

Section 8 - Section 8 - Related Documents

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

Status and Details

Status	Current
Effective Date	29th October 2025
Review Date	29th October 2028
Approval Authority	Vice President (People and Culture)
Approval Date	29th October 2025
Expiry Date	Not Applicable
Responsible Executive	Kim Franks Vice President (People and Culture)
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