

 <p>Jurong Port</p>		
ENVIRONMENTAL, HEALTH AND SAFETY MANAGEMENT SYSTEM	Doc No:	JPPL-EHS-19-03-SWP-12
	Revision No:	03
	Effective Date:	15 September 2020
Title: OMC Transportation & Road Safety		

Revision No.	Description of Change	Clause No.
02	Change of document numbering Change of company logo Change of EHS to EHS Insertion of content page	NA
03	Review of document format	
Authority		Name & Designation
Prepared By		Henry Tan, Officer
Reviewed By		Hamzah Bin Hashim, Officer
Approved By		Woo Chee Seng, AVP
		Signature

Contents

General.....	3
Vehicle/ Road Safety.....	3
Road Traffic Accident Reporting and Investigation.....	5

General

- 1.1 Only vehicles necessary to the operation shall be permitted to enter the wharf.
- 1.2 The Contractor must not bring vehicles onto the OMC Premises unless they are roadworthy and conform to the OMC and Singaporean legal requirements. All vehicles must be well maintained, and exhaust emissions must be clean, with no visible black smoke.
- 1.3 The Contractor must ensure that only licensed and authorised personnel are allowed to drive vehicles.
- 1.4 Loads shall be within the safe weight limit for the vehicle and should not project beyond the vehicle body in such a manner as to present a hazard to other vehicles, pedestrians or adjacent structures.
- 1.5 Passengers must never be carried unless a proper seat is provided. If necessary other additional safeguards i.e. guardrails shall be provided.
- 1.6 Contractor personnel must not get on or off any vehicle whilst it is in motion.
- 1.7 All vehicles must be parked on level ground with the hand brake applied.
- 1.7 Vehicles shall not block access or emergency points e.g. exits, fire hydrant/extinguishers.
- 1.8 Transport of personnel and materials at the same time in the bed of a truck is not allowed.
- 1.9 Vehicle maintenance shall not be permitted to be undertaken on site or any other plant area.
- 1.10 Vehicle breakdown shall be repaired offsite, wherever possible.

Vehicle/ Road Safety

- 2.1 All OMC and OMC Contractor drivers shall obey the laws of Singapore as they relate to driving on public roads, and shall comply with this policy. Passengers shall not request drivers to break the law or this policy.
- 2.2 All drivers are required to drive in a safe and considerate manner, obeying all relevant and applicable road safety legislation and with respect for other road users. They shall adhere to the relevant sections of this policy at all times. Drivers are responsible for the safety of themselves and any passengers carried in the vehicle they are using. Drivers of OMC owned or operated vehicles shall refuse to drive if passengers do not wear a seat belt and report such non compliance to the relevant Supervisor.

- 2.3 Vehicles owned or operated by OMC and OMC Contractors shall be subject to routine inspection and confirmed to be in safe working order. All maintenance procedures, equipment and replacement parts must be suitable for use on the vehicle in question. Maintenance of vehicles shall not be carried out on site or any of the areas related to the project.
- 2.4 Drivers shall be deemed competent and fit to operate the class of vehicle as demonstrated by license.
- 2.5 Passenger numbers shall not exceed manufacturer's design specification for the vehicle; one seat for each person and one person in each seat.
- 2.6 Seat belts shall be installed for, and without exception worn by, all occupants in all vehicles used for transportation of company staff. Drivers shall not move off until he has confirmed that passengers have secured their seatbelts. He shall stop the vehicle at the earliest opportunity in the event that passengers undo their seatbelts subject to it being safe to stop.
- 2.7 Drivers shall not use radios or other communication devices when they are in control of the vehicle whilst on site. Hands free kits can be used, as prescribed by law, for driving on the public highway. Cell phones or radios should not be used while refuelling a vehicle, or in a petrol station.
- 2.8 The maximum speed limit for all company owned or leased vehicles is the speed restrictions imposed by authorities and must be obeyed. Should passengers feel that their driver is not driving safely, it is the passenger's duty to tell the driver, and if the situation warrants, report it to the Manager responsible for the driver.
- 2.9 Driving any company vehicle while under the influence of alcohol e.g. drugs is strictly prohibited.
- 2.10 Smoking is not permitted in any company vehicle at any time.
- 2.11 Contractor staffs who wish to use their own motorbikes for the journeys to and from work must wear a properly fitted approved helmet and must obtain a driving license and insurance as required by law.
- 2.12 Driver of vehicles must conduct daily inspections which cover as a minimum:
 - Headlights and Side Lights
 - Tail Lights and Stop Lights
 - Indicators and hazard lights
 - Washer/ Wipers
 - Mirrors
 - Tyre Condition

- Window
- Body panels for damage

Road Traffic Accident Reporting and Investigation

- 3.1 Contractor drivers must report all incidents to their respective company. For incidents occurring on the OMC Premises, incidents should be reported to OMC Security Personnel on duty immediately or after calling for emergency services should there be injured parties or leaking fluid resulting for the incident.