





JOURNEY MANAGEMENT PLAN

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|--|--|-----------------------------|-----------------------|--|--|
| Project Name: TBA <<< EXAMPLE >>> | | Project No: 200XX (EXAMPLE) | | Accompanying JHA: Yes / NO | |
| Standards/Procedures: <<< TBA EXAMPLE >>> | | | | | |
| Section 1: Contact Details | | | | | |
| Driver Name #1 | | Mitch Taylor | | Driver #1 Mobile | 0488 204 523 |
| Driver Name #2 | | Wayne Moffitt | | Driver #2 Mobile | INSET NUMBER |
| Passenger Name(s) | | | | Passenger Mobile(s) | |
| | | | | Vehicle Hire Company | N/A – Personal Vehicle |
| | | | | Vehicle Hire Contact No | |
| | | | | Vehicle Type | VW Amarok |
| | | | | Vehicle Registration # | <<< TBA EXAMPLE >>> |
| Section 2: Individual Fatigue Likelihood Calculator | | | | | |
| Fatigue Questionnaire | | Driver 1 Score | Driver 2 Score | FATIGUE HAZARD MITIGATION ACTIONS | |
| Sleep in prior 24 hours | Threshold 5 hours | X | X | | <p style="background-color: #c6e0b4; padding: 5px; margin-bottom: 5px;">← Follow Driver Fatigue Guidelines and proceed with journey</p> <p style="background-color: #ffc107; padding: 5px; margin-bottom: 5px;">← Follow Driver Fatigue Guidelines and proceed with journey</p> <p style="background-color: #dc3545; padding: 5px; margin-bottom: 5px;">← Do not travel unless High Fatigue Risk Mitigation Measures (Section 7) are completed and approved with Responsible Person or Line Manager</p> <p style="background-color: #343a40; padding: 5px; margin-bottom: 5px;">← Do not travel until adequately rested and travel is approved by Responsible Person or Line Manager. Refer Fitness for Work Procedure (HSSE-300-13)</p> |
| | (A) 5 Points for each hour below threshold | | | | |
| Sleep in prior 48 hours | Threshold 12 hours | X | X | | |
| | (B) 3 points for each hour below threshold | | | | |
| (C) How many hours have you been awake? | | X | X | | |
| (D) How many hours driving required before end of journey? | | X | X | | |
| TOTAL INDIVIDUAL FATIGUE SCORE (A + B + C + D) | | X | X | | |
| <p style="font-size: small; margin: 0;">Any score 11 or above must have Line Manager (or most appropriate person) approve JMP, including High Fatigue Risk Mitigation Measures (Section 7)</p> | | | | | |

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| Section 3: Maximum Allowable Working Hours | | | | | | | | | |
|---|---|--|---|--------------------|---------------|-------------|--------------|----------------|--------------------------|
| <p style="text-align: center;">Is your working day, including travel, greater than 14 hours? and/ or Have you worked more than 44 hours, including travel, in last 4 days?</p> | Driver 1 | YES/NO | <p>If YES follow actions for EXTREME FATIGUE LIKELIHOOD If NO follow actions for Individual Fatigue Likelihood Score</p> | | | | | | |
| | Driver 2 | YES/NO | | | | | | | |
| Section 4: Route Details | | | | | | | | | |
| Date | Departure | Destination | Planned route (e.g. major roads taken) and if applicable, contact details for property/sites/meetings attended | Driver for Segment | Distance (km) | Travel Time | Arrival Time | Departure Time | Duration of Driver Break |
| <p>(Include departure location/ work sites, driver break locations and accommodation details etc.) To be used for driving longer than 2hrs.</p> | | | | | | | | | |
| INSERT | INSERT | INSERT | INSERT | INSERT | INSERT | INSERT | INSERT | INSERT | INSERT |
| | | | | | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| Section 5.0 Emergency Contact Numbers | | | | | | | | | |
| <p style="background-color: yellow; display: inline-block; padding: 2px 10px;"><<< INSERT CONTACT DETAILS >>></p> | | | | | | | | | |
| 28 South Responsible Person |  | Wayne Moffitt 0417 672 227 | Call-in Procedure for Travel <ul style="list-style-type: none"> Call or text the Responsible Person on morning departure and at the end of journey or by XXpm (whichever is earliest). If driving more than 4hrs call-ins are required at each rest stop. The Responsible Person must confirm receipt of end of day / journey message. If contact cannot be achieved with the driver, the Responsible Person must make every effort to regain contact, including with other members of the journey party, accommodation, or any stops along the way if applicable. | | | | | | |

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| 28 South Manager |  | Mitch Taylor 0488 204 523 | <ul style="list-style-type: none"> If a Job Hazard Analysis has been completed for the travel the emergency contact for each person is to be contacted. Where no contact can be made after these attempts, and contact from field staff has not been made by 8pm, call both Mitch Taylor (0488204523) or Wayne Moffitt (0417 672 227) and work with them resolve and / or escalate the matter. Escalation protocols will be determined by the circumstance of emergency. |
| Client Contact Person |  | Tom Allison DHA TBA | |
| Police/Ambulance |  | 000/112 (from mobile) | |

SECTION 6: JMP Approval

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|--------------------------------|------------------|------------------------------------|--|--|
| Driver #1 Name | Justin Armstrong | Driver's Signature | | Date: |
| Driver #2 Name | Rebecca Freese | Driver's Signature | | Date: |
| Passenger(s) Name | | Passenger(s) Name Signature | | Date: |
| Responsible Person Name | Wayne Moffitt | Manager's Signature | | Date: XX/XX/XXXX |

SECTION 7: HIGH FATIGUE RISK MITIGATION MEASURES [MUST BE COMPLETED AND APPROVED FOR ANY JOURNEY WHERE THE INDIVIDUAL FATIGUE SCORE IS 11 OR HIGHER IN SECTION 2]

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This section must contain specific measures to manage risks associated with journeys involving a high fatigue score in Section 2. Measures are likely to be journey-specific, and may include additional rest stops, additional (rested) travel personnel, delaying the trip, mixing transport modes (flight/car, etc.).