JER-8000-MGT-PRO-0041 Safe Driving & Vehicles

(AS/NZS, ISO 45001:2018, Clause 8.1.2)

1. SCOPE

The procedure applies to all KGL Resources Workers, all KGL Resources workplaces in relation to driving vehicles for the purposes of undertaking work on behalf of KGL Resources.

This procedure does not apply to workers when driving a privately-owned vehicle (or vehicle under a private lease or rental agreement) for the purposes of travelling from a worker's home to their normal place of work (and the return trip).

2. PURPOSE OF DOCUMENT

The purpose of this procedure is to provide a proactive and risk-based approach to managing vehicle and driving-related risks in the workplace.

3. RELEVANT LEGAL & OTHER REQUIREMENTS

It is the responsibility of all personnel to comply with this procedure and seek guidance from the Project Director where clarification is required.

- Work Health and Safety Act 2011 (NT)
- Work Health and Safety Regulation 2011 (NT)'
- Vehicle Standards and Licence requirements as applicable to Australian States and Territories

4. DEFINITIONS

Blood Alcohol Concentration (BAC)	BAC is usually expressed as a percentage of alcohol in the blood (e.g. 0.05 means 50 milligrams of alcohol per 100 millilitres of blood). Blood alcohol concentration is used to define intoxication and provides a measurement of impairment.
Journey Management Plan	Journey Management Plan means the Driving Safe Journey Plan Form set out in JER-8000-MGT-FRM-0027.
Vehicles	Vehicles only include vehicles covered by a class C license up to 4.5 tonnes gross vehicle mass and vehicles that seat up to 12 adults, including the driver.
Workers	Workers include employees, contractors, sub-contractors, volunteers, visitors and consultants who conduct work for KGL Resources.

5. RESPONSIBILITIES

Senior Leadership Team	1. Provide adequate resources to managers, supervisors and workers to support safe vehicle and driving risk control implementation. 2. Provides strategic direction on the management of safe vehicles and driving.

Safety Manager	1. Ensure this procedure is fit for purpose and meets all applicable legislative requirements. 2. Support managers, supervisors and workers in the implementation and operation of this procedure. 3. Recommend change and improvement to this procedure as required.
Managers and Supervisors	1. Ensure all contractors under their management and control are made aware of this procedure and processes are established to ensure their contractors comply with this procedure. 2. Ensure that this procedure is implemented in their area by ensuring that all workers are aware of and understand this procedure.
Worker	1. All workers must: a) Ensure they are familiar with and understand this procedure; b) comply with this procedure.

6. BACKGROUND

The safety of workers is KGL Resources' number one priority above all other considerations, including time and financial efficiencies.

a) Actions contained in this procedure are intended to ensure the safe and efficient operation of vehicles and minimise driving-related incidents.

b) Risk management principles are to be applied in the planning of work-related driving trips.

7. ENVIRONMENTAL ISSUES

Managers, Supervisors and Workers should consider the following prior to any work-related driving:

a) **Assess alternatives to travelling:** for example, teleconferencing, videoconferencing;

b) **Carpooling:** travel with others to the same location where practical to do so;

c) **Driving style:** avoid excessive acceleration or braking, maintain a steady speed in accordance with conditions;

d) **Remove** any extra cargo not required for the trip; and

e) **Trip planning:** consider the most efficient route for the journey, potential resting points and traffic conditions.

8. REQUIREMENTS WHEN DRIVING A VEHICLE WHILST ON DUTY

8.1 General operation of vehicles

All workers have a responsibility to ensure that their driving and vehicle usage does not affect their own or others' health and safety.

All managers and supervisors must regularly assess the need for their workers to travel for work-related purposes, including consideration of transportation modes (for example by road or air) to minimise risks as far as is reasonably practicable.

Prior to undertaking any driving, a worker must:

a) be fit to drive;

b) be trained and competent;

c) hold a current driver licence applicable for the class of vehicle;

d) report any damage or faults identified to the vehicle to their supervisor or manager;

e) not drive while fatigued or unwell (refer to the KGL Resources Fatigue Management Procedure);

f) not be impaired from medication or other drugs (refer to the KGL Resources Alcohol and Drug Procedure);

g) not be under the influence of alcohol and must, as a minimum, have a Blood Alcohol Concentration (**BAC**) not exceeding 0.00%;

h) plan the journey in accordance with the driving restrictions and working hours set out below;

i) consider sharing driving duties, planning rest times and locations;

j) consider whether it is necessary to complete a Journey Management Plan (JER-8000-MGT-FRM-0027); and

k) ensure compliance with the vehicle requirements set out below.

When driving a worker must:

a) obey all applicable road rules and any other applicable KGL Resources procedures;

b) take regular breaks (minimum 15 minutes after a maximum 2 hours of continuous driving), or if there is more than one qualified driver in the car, share the driving by swapping drivers every 2 hours or less as required;

c) ensure seatbelts, where fitted, are worn by all vehicle occupants;

d) only use the navigational, calling or audio functions of a mobile phone while driving if the phone is either:

   i. Secured in a commercially manufactured and designed mounting that is fixed to the vehicle and doesn't obscure the driver's view of the road, or

   ii. Operated by the driver without touching any part of the phone, through the use of Bluetooth technology or voice activation.

Drivers must not use a mobile phone for any other function, including text messaging, video messaging or emailing while driving. If you want to use these functions, you must be parked in a safe parking spot with the engine turned off.

e) drive according to the conditions (including the weather, the state of the road and dawn/dusk/night conditions) and adjust driving behaviour accordingly or ceasing the journey at a safe location if required; and

f) where feasible, remove all items of value from the vehicle or from the sight of a passer-by before leaving the vehicle unattended.

Any passenger in the vehicle must insist that the driver complies with all the above requirements.

8.2 Approval to Operate vehicles within the mine area

No person may operate vehicles or mobile equipment at within the mine area at Jervois Copper Project unless they:

- Hold a current driver's licence, issued by any State or Territory in Australia or Plant Operating Ticket.

- Are trained and competent and authorised to do so.
- Has successfully completed the site induction.

8.3 Requirements when driving within the mine area

All drivers must comply with the following requirements:

- The driver and all passengers must sit in a designated seat with a seatbelt fitted.
- Persons cannot get on or off moving vehicles.
- No person may walk immediately behind or in front of any operating vehicle without suitable risk assessment.
- Light vehicles must give way to all heavy vehicles.
- Persons cannot stand immediately behind or beside any tipping vehicle.
- Three points of contact must be maintained when entering or exiting a vehicle.
- Drivers must operate the vehicle in accordance with the conditions and reduce speed when affected by adverse weather conditions or road conditions, vehicle condition and loading, other road users and sight distances.
- A minimum separation of 30-metres from other vehicles and pedestrians must be maintained under normal conditions. The distance should be increased in abnormal conditions.
- The operator of a light vehicles must NOT drive within 50-m of a heavy vehicle without establishing positive communications with the operator of the heavy vehicle and obtaining approval. This rule does not apply where a physical barrier or a clearly delineated work area exists.
- The operator of a light vehicle must NOT park within 30-m of a stationary or moving heavy vehicle. This rule does not apply where a physical barrier or a clearly delineated work area exists.
- Operators of any vehicles must not enter any area displaying road closed signs, a line of witches' hats across the road, a restricted access sign or another Principal Contractor's area (unless approval is obtained).

This requirement applies to any worker who drives a vehicle past the designated parking area adjacent to the camp.

8.4 Parking vehicles

The following requirements must be complied with when parking vehicles:

- All vehicles should be parked in a fundamentally stable manner such that a brake failure or `out of gear' scenario will not allow the vehicle or equipment to move.
- All vehicles where possible are to be parked so that they may drive out forwards. This is to be achieved by drive through parking or by reverse parking.
- Wherever available, designated park-up areas shall be used.
- Always avoid parking a Light vehicle in the normal movement path of equipment, park to the side and not in the forward or reverse path of parked equipment.

9. VEHICLE REQUIREMENTS

9.1 General requirements

Vehicles must:

a) be fitted with GPS/Spot tracking devices, monitored by relevant Managers;

b) be fitted with or carry a Starlink dish linked to a mobile device;

c) comply with applicable regulatory requirements and be suitably registered and/or licensed for their intended use;

d) be fit for their intended use and carry suitable recovery equipment and be comprehensively insured. Vehicles used to travel to Jervois must be four-wheel drive. Drivers of privately owned, leased or rented vehicles used for KGL Resources work purposes must on request produce evidence of insurance coverage;

e) if company owned, not be used for private use without authorisation from a manager or supervisor;

f) be serviced and maintained to ensure they are kept in safe working order in line with manufacturers' specifications, and legislative obligations (including roadworthy requirements);

g) have readily available the Journey Emergency Guide (JER-8000-MGT-FRM-0034);

h) comply with the maximum towing capacity for the vehicle; and

i) comply with the maximum load capacity of the vehicle and all loads must be safely secured.

Where vehicles are driven in convoy (minimum two vehicles travelling within line of sight) then at least one vehicle must have a GPS/Spot tracing device and Starlink dish linked to a mobile device.

9.2 Mine site requirements

Vehicles that are driven beyond the designated parking area adjacent to the camp are deemed to have entered the mine site, and therefore must comply with the following additional requirements:

- Hold current registration and compulsory Third Party (CTP) insurance
- Be comprehensively insured
- Present free of major damage or safety related defects.
- Must have 4x4 capability
- 4x4 must be engaged as necessary
- Fitted with tyres appropriate to the driving conditions
- Fitted with a safety flag, minimum of 3-metres high with hi-vis flag, whip-type and bumper / front mounted.
- Flashing light, orange in colour, roof mounted, LED, globe or strobe.
- Reverse beeper or quacker.
- First aid kit
- Appropriate for site two-way radio
- Fire extinguisher

- Hi-vis Unit identification visible at 50-m from the vehicle, fitted and visible from all sides of the vehicle.
- Pre-start inspection logbook.

Where non-compliant vehicles require access, approval must be obtained from the KGL Resources' safety team and be escorted by a compliant vehicle.

10. DRIVING RESTRICTIONS

Workers must comply with the KGL Resources Fatigue Management Procedure and the following requirements for breaks and maximum driving/work periods as follows:

Driving & Work Hours	Requirements
Maximum driving time between breaks and minimum break	2 hours continuous driving must be followed by a minimum 15-minute break.
Maximum work hours within a rolling 24-hour period	14 hours is the maximum work hours within a 24-hour period. These hours comprise any work activity, including driving, rest breaks, and travel to/from overnight accommodation.
Maximum driving hours within a rolling 24-hour period	10 hours total driving for any worker, including travel to/from overnight accommodation.

Managers and supervisors must periodically review the number of journeys undertaken by workers under their supervision with a view to minimising the number of journeys and reducing any risk associated with driving by applying the hierarchy of controls as detailed in the KGL Resources Risk Management Procedure.

11. JOURNEY MANAGEMENT

An KGL Resources Journey Management Plan (JER-8000-MGT-FRM-0027***)*** must be completed and approved prior to the commencement of the journey for any driving which meets one or more of the following:

a) the journey requires more than 2 hours of continuous driving; or

b) the journey will take driver/s to areas and/or conditions you are not familiar with and are not part of their regular work activities; or

c) extreme weather is forecast during the planned journey; or

d) a worker feels that it is necessary, or a manager or supervisor requires a worker to do so.

12. BREAKDOWN AND RECOVERY

When a vehicle breaks down, worker/driver must:

a) move the vehicle to a safe place as far off the road as practicable;

b) consider whether it is safer to remain in the vehicle, if not, drivers should consider potential hazards prior to leaving the vehicle;

c) take all possible action to avoid stopping a vehicle in an unsafe location for example, near blind corners, just over crests, on bridges or where roads are narrow or busy;

d) use the vehicle hazard lights;

e) put on a safety vest, if one is available;

f) deploy the vehicle safety triangles, if available and if safe to do so;

g) contact roadside assistance as required; and

h) drivers must not attempt to recover or repair the vehicle.

13. INFORMATION, INSTRUCTION, TRAINING & SUPERVISION

Managers and supervisors must ensure only workers who have received training and instruction on this procedure can driving vehicles whilst on duty.

Managers and supervisors must ensure that workers exposed to a risk associated with driving are adequately supervised by a competent person, especially if they are undergoing training or are unfamiliar with the working environment.

14. INCIDENT REPORTING AND INVESTIGATION

Any incidents arising from fatigue must be reported in accordance with the **KGL Resource Incident Management Procedure**.

15. BREACH OF THIS PROCEDURE

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

16. GRIEVANCE RESOLUTION

A worker's grievance at a decision relating to a vehicle and driving issue should be referred to the supervisor in the first instance. Thereafter, parties may seek grievance resolution through KGL Resources' human resources processes.

17. CONSULTATION

This procedure has been developed and implemented in consultation and co-operation with KGL Resources' workers.

18. PRIVACY

KGL Resources will ensure that any information will be handled according to relevant legislation and in accordance with the KGL Resources Privacy Policy.

19. RELATED DOCUMENTATION

JER-8000-MGT-PRO-0006	Risk Management
JER-8000-MGT-PRO-0023	Incident Management
JER-8000-MGT-PRO-0023	Fatigue Management
JER-8000-MGT-PRO-0036	Competency & Training

JER-8000-MGT-FRM-0027 Safe Driving Journey Management Plan

JER-8000-MGT-FRM-0034 Journey Emergency Guide

20. MONITORING, EVALUATION AND REVIEW

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is medium, reviewed every 2 years. A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following an SMS review, changes as defined by WHS Regulators, or to ensure continual improvement.
Version Control	Version 1: May 2026

21. APPROVAL

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Project Director