



Rajasthan Northern Area Development

Road Transport Safety Procedure

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ROAD TRANSPORT SAFETY PROCEDURE

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1.0 **SCOPE**

The Road Transport Safety Guide is the official Cairn document that includes the matters associated with Safety in Onshore Vehicle Transport.

It should be used as a reference on the application of all the requirements in Road Transport Operations performed by the **Rajasthan Northern Field Development Personnel, Contractors and Subcontractors**. In this way, we ensure the provision of a safe, effective and efficient service. This policy applies to all the vehicles operating within boundaries of India.

2.0 **MISSION**

Safely complete all of the activities involving Road Transport Operations carried out by the Company, Contractors and Subcontractors, ensuring the physical integrity of employees and the community in general and maintaining the cost-benefit balance among the factors of Road Transport Safety.

3.0 **VISION**

- To achieve an Organisational Culture where Road Transport Safety forms an integral part of the activities, with the responsibility belonging to the Line Management.
- Achieve a Managerial Commitment according to which all Company employees having duties relating to Road Transport activities get to know their responsibilities and share the Company's Road Transport Safety objectives with others.
- Continuously improve so as to allow Cairn Employees, Contractors, Subcontractors and the Community to participate in the benefits obtained.

4.0 PROCESS

4.1 Vehicles

- Daily inspection will be carried out for all vehicles and records for the same will be maintained.
- Monthly detailed inspection for all vehicles will be done and records for the same will be maintained.
- Number of seatbelts in vehicles should be at least same as the number of passengers traveling in the vehicle.

4.2 Contractors' Responsibilities

- They are directly responsible for Road Transport Safety management within their businesses.
- Road transport policy directive and Journey Management Plan (JMP) to be a part of the contract for operating vehicles.
- They must perform their activities in a safe manner, adhering to all the points provided for in Governmental Legislation and the Road Transport Safety and HSE requirements specified in the contract.
- Communicate Road transport policy directive and JMP requirements to all the drivers.

4.3 Drivers

- Training to be provided to all drivers on
 - Rules and Regulations applicable in India
 - Journey Management Plan (JMP)
 - Road Transport Safety - Policy Directive
 - Defensive driving
 - Handling emergencies
 - Handling non-compliant passengers.
 - Incidents and Near miss reporting.
- The drivers to be tested post-training, with a minimum qualification standard.

4.4 Employees

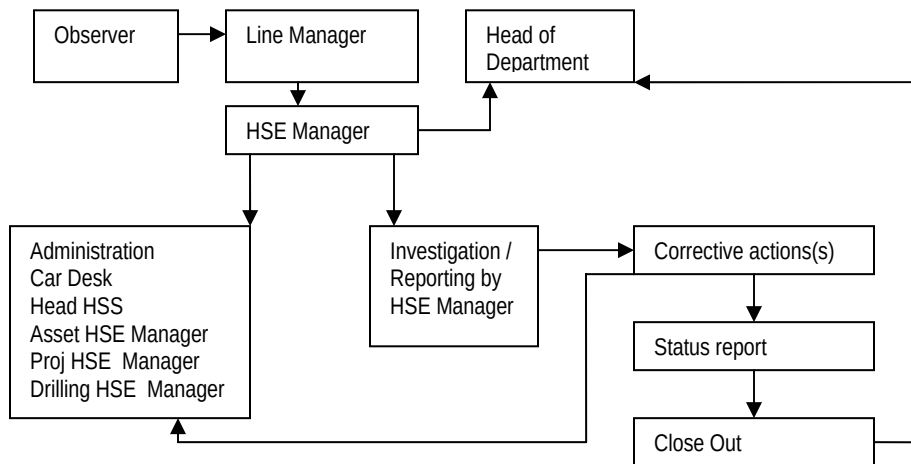
- Induction on road transport safety to all employees

- Briefing on Road Transport Safety - Policy directive.
- Road Transport Safety - Policy directive is a pre-condition of employment with Cairn.
- Reporting of Incidents, Near misses and non compliance.

4.5 **Road Transport Safety - Policy Directive**

- All drivers and passengers to wear seat belts while vehicle is in motion.
- Number of seatbelts to be at least same as number of passengers.
- Maximum speed limit is 65 kmph or as specified by city traffic regulations, whichever is lower. For example, in Delhi it is presently 50 kmph.
- No night driving to be performed unless authorized and approved.
- No mobiles to be used (including hands free) while driving.

4.6 **Non Compliance Reporting**



4.7 **Disciplinary Action**

For drivers

- Warnings 1 and 2 for first 2 non compliance reports.
- Suspension on 3rd warning.
- Dismissal on 4th non compliance report.

For passengers

- Warnings 1 and 2 for first 2 non compliance reports.
- For third or subsequent non compliance, disciplinary action shall be taken against the project team member.

4.8 Reporting close out

All non compliance reports to be closed out. The close out report should include the following, as and when applicable.

- Brief description
- Unsafe conditions
- Unsafe practices
- Reason
- Responsibility
- Corrective action, By whom, By what date.
- Status
- Comments
- Corrective action implemented? If not, a justification for the same.
- Close out.

4.9 Audits / Inspections

- Surprise checks and audits
- Routine inspections
- Inspection of vehicles on daily / monthly basis as per checklists.
- Audit / Inspection reports to be maintained.
- Responsibility for audits / inspections to be defined.



Cairn Energy India Pty. Ltd.

Road Transport Safety – Policy Directive

Cairn is committed to protecting the health and safety of everybody involved with our activities, the people who come into contact with our operations and the physical and natural environments in which we work. To meet this commitment we will implement management systems in our operations that accord with the requirements of our health, safety and environmental standards and will:

- comply with applicable statutory regulations as a minimum and apply responsible standards and procedures where national regulations do not exist;
- ensure that road transport contractors are aware of our policies and standards and where necessary, work with our contractors to raise their standards;
- ensure that road transport contractors operate safely and effectively so as to eliminate/reduce road accidents;
- operate in an environmentally sensitive manner to reduce vehicle emissions;
- monitor performance and audit transport contractors on a regular basis for continuous improvement.
- challenge the necessity for travel and consider alternatives with the aim of minimizing exposure to the road travel environment;

Road Transport Safety Directives

Journey Management

All journeys made should follow the local journey management plan/system as applicable in the fields.

Vehicles

Vehicles shall be fit for purpose based on an assessment of usage, and maintained in safe working order in line with manufacturers' specifications and local legal requirements. In addition, they should be installed as a minimum with seat belts, fire extinguisher and first aid box. Also heavy vehicles should be installed with under-run protection.

Seatbelts

Fastening of seat belt is compulsory for everyone. The number of passengers travelling in any vehicle should not be more than the number of seat belts available in the vehicle. Belts for front seat occupants and outboard passengers shall be of 3-point configuration.

Speed Limits

Speed limit for light/medium/heavy vehicles on highways is restricted to 65 kilometers per hour (KMPH) and for vehicles with trailers it is restricted to 50 KMPH. The speed limit on black top (tar) road is restricted to 15 KMPH near schools and 30 KMPH in villages. If the speed limits as per the road signs are less, then the speed limits should be as per the road signs.

Driving and Duty Hours

It is to be ensured that the drivers have sufficient rest hours and off periods to enable safe driving.

For every 4.5 hours of driving, 30 minutes break should be taken. However, it is recommended to have 15 minute break every two (2) hours of driving.

Drugs/Alcohol

Drivers shall not operate a vehicle while under the influence of alcohol, drugs, narcotics or medication that could impair the driver's ability to safely operate the vehicle. Smoking is prohibited in the vehicles.

Night Driving

Night driving / driving in darkness is not permitted within the field. Journeys are to be planned in such a way that the onward journey should commence after sunrise and should be possible to reach the destination before sun set. During emergencies or other operational requirements viz., crew change, night driving permission shall be obtained from the respective designated managers (operational head) before starting the journey.

Mobile Phones/Radios

Drivers shall neither initiate nor answer a mobile telephone call while driving a vehicle (this includes text messaging and the use of hands-free devices). Mobile telephones can be left on during a trip to alert the driver of any incoming calls. The driver should safely leave the road and bring the vehicle to a complete and safe stop before initiating or answering a call. This also applies to radios used for two-way communication including communication with base stations. The exception to this is for the use of two-way radios as part of convoy management or for use during emergency situations. Radio use in these circumstances should be kept to the minimum necessary to communicate and control the hazards and risks of the journey being undertaken. The language of communication through the radio transmitters should be preferably ENGLISH for the convenience of everyone.

Parking

When parking every effort should be made to park the vehicle in a manner that allows the first move when leaving the parking space to be forward.

Social Responsibility

Drivers should always care for the fellow road users and respect native people & local culture.

Competency and Training

Transport contractors should regularly carryout competency assessments and training for drivers as needed, e.g. defensive driving, journey management plans, first aid. Regular medical checkups shall also be carried out to ensure fitness of drivers.

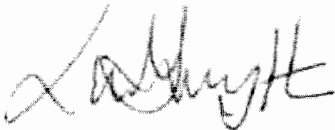
Incidents/Accidents

In case of accidents or incidents, the same should be reported immediately. Drivers shall familiarize themselves with the emergency response procedures associated with travel.

Two-Wheelers

All employees and contractors should use "crash helmets" while riding two-wheelers (both driver and pillion rider). Cairn expects that all employees and consultants wear helmets when driving two-wheeler while "off the job" as well.

This policy directive shall be strictly observed by all Cairn employees, contractors and consultants and managers are accountable for ensuring that it is implemented at all locations under their control.



Lawrence Smyth
Managing Director

Effective Date: 16th June 2005