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1.0 **PURPOSE**

The purpose is to ensure that Process Safety Management goal of safe and healthy work environment for our employees and other people involved in our business at operating and other facilities through developing and implementing well defined policies.

This policy is in line with PSM-15.

2.0 **SCOPE**

This document covers the policy to establish mitigation measures pertaining to traffic movement and transportation at all KE locations / sites.

Requirements of this policy applies to all company staff (KE or OSP), contractors, suppliers that drive any vehicle which is owned, leased, rented or contracted by K-Electric or by an employee for company business.


This policy applies to everyone in KE who operates a motorized vehicle (automobile, two-wheeler, MTL, special vehicles etc.) for Company business. This includes workers who travel to and from their home to KE offices and work sites in personal transportation (automobiles and two-wheelers) or they are a passenger in a motorized vehicle.

3.0 **INTRODUCTION**

The Policy is intended to minimize automotive accidents of all types. Ensure the safety of all employees, the general public and to avoid the expenses associated with accidents including vehicle repair, medical costs and litigation.

4.0 **HAZARD OF DRIVING**

- 4.1 Road accidents are very common in developing countries especially in Pakistan. Experts have mentioned in the different research reports that mostly these (accidents) are caused by different factors such as careless driving, traffic rules violation, bad roads and faulty old vehicles.
- 4.2 According to the World Health Organization (WHO) report (published in 2013) road accidents will become the fifth major cause of deaths by 2030. Over 3400 people die on the world's roads every day and tens of millions of people are injured or disabled every year.
- 4.3 The Pakistan Institutes of Medical Sciences (PIMS) stated that road accidents cause long-term stress, leading to depression, anxiety and sleep issues for the injured ones.

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5.0 **POLICY STATEMENT**

To minimize risk and ensure that procedures for driving qualification and practices are followed, this driving policy applies to all KE locations. The policy also provides the foundation for building a driver improvement program. The following shall be implemented in all locations in accordance with local standards and regulations. ALL Legal / Regulatory and Statutory requirements referenced in clause 12 are applicable.

5.1 **Driver Training and Qualification**

Only qualified & approved drivers (as per Fleet Management Criteria) with a valid vehicle driving license and fulfill all requirements (such as training / certification) for the vehicle that the person is operating, are allowed to drive vehicles on behalf of KE including company-owned, leased vehicles or rented for business purposes.

Approval by Fleet Management will only be granted to those who possess a valid driving license that satisfies the federal, provincial and local government requirements to drive the specific vehicle in the area of operation.

For Special Vehicles, Operator and Equipment shall be certified from reputed certifying agency / institute.

5.2 KE employees operating a vehicle at any KE location, will have an annual review of this Policy. KE employees operating a vehicle on Company Business more than 1500Km per year shall have the following training:


- a) Defensive Driving initial training – New Inductees (by FM through External Training firm)
- b) Defensive Driving refresher training every 3 years (by FM through External Training firm)
- c) KE driving and Transport Safety policy (By CHSEQ through Internal Resource)

Note: For Hired vehicle, 5.2 a), b) and c) shall be made part of vendor P. O. contracts.

5.3 **Vehicle condition**

All KE Vehicles, including company-owned, leased vehicles or rented for business purposes, must be inspected and confirmed to be in safe working condition (fit for purpose) by the driver before using. Initial availability will be ensured by FM, while regular maintenance / availability will be ensured by User Department. Vehicles accompanying the passengers for official trips should have the following mandatory items:

- a) Airbags,
- b) ABS system,
- c) First aid box & Fire extinguisher,
- d) Seat belts,
- e) Safety Cones (Excluding Personal Cars),
- f) Reverse Alarm (Excluding Personal Cars).

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Note:

- i. Existing KE Own, Hired and Leased vehicles, without provision of ABS and Airbags are to be replaced with ABS and Airbags equipped vehicles within TEN (10) year from the date of issuance of this policy.
- ii. All vehicles without Seat Belts are to be equipped with Seat Belts within three months from the date of issuance of this policy.
- iii. The vehicle in use by KE, whether owned or hired, should be used as per the recommended life span of OEM in term or KM or years, whichever comes earlier. Afterwards, it should be replaced upon completion of its useful life. As first step, Salvage life for KE Own, Hired and Leased (Light Duty Vehicles) will be 25 years. Replacement shall be ensured within two (02) years, after promulgation of this SOP.
- iv. Special Vehicles (Forklift, Lifters, Loaders and Cranes etc.) are subject to satisfactory third party testing of compliance, hence salvage life requirement is not applicable to Special vehicles.

5.3.1 Special Vehicles

5.3.1(a): Loaders, Trucks and Earth Moving Machinery: A safe system of work should be established prior to any earth moving operation involving the use of a loading and earth moving machinery. Safe System of Work should include:

- a) Risk Assessment,
- b) Operational Planning
- c) Maintenance (Valid fitness certificate from authorized 3rd Party)
- d) Operator competence (Valid relevant vehicle category driving license and Valid operator certificate form authorized 3rd Party)
- e) Banksman / Signal man as required for special vehicles maneuver.

5.3.1(b): Cranes and other lifting machines: All parts of the crane or any other lifting machine shall be thoroughly examined at least once in every period of twelve months by authorized 3rd party.

All lifting accessories that comes with crane (Shackles, wire rope slings, nylon belts, eye-bolts etc.) to be thoroughly examined at least once in every period of Six months by authorized 3rd party.

Driver / operator shall possess valid relevant vehicle category driving license and valid 3rd party operator certificate.

Note: Valid 3rd party fitness for earth moving machinery, valid load test certificates for cranes and lifting machines and valid operator's license and 3rd party operators' certificates to be checked by respective departments before entering at KE locations



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5.4 Seat Belts

All employees, contractors and visitors must wear seat belts at all times when driving a vehicle and must ensure that all other vehicle occupants are wearing seat belts. The number of passengers in the vehicle must not exceed the manufacturer's design specification for vehicle.

5.5 Substance Abuse

5.5.1 Driving a vehicle while under influence of alcohol or other prohibited substances is strictly prohibited. Violators of this policy are subject to disciplinary action.

5.5.2 Smoking during driving is strictly prohibited in all vehicles including contractor vehicles and special vehicles.

5.5.3 All KE Own and Hired vehicles drivers will undergo substance abuse test on Annual basis, while Random tests will be performed by Fleet Management.

5.6 Cellular Phone

Use of handheld cell phones, and hands free devices whether personal or official being used on company business is strictly prohibited while driving. (Stop vehicle aside if driver wants to use cell phone).

5.7 Reverse Parking:

Backing is a potentially dangerous maneuver. K-Electric requires all employees to first look for an opportunity to eliminate the need for backing- pull through parking. If this is not possible, we must then minimize the risks we are exposed to by backing upon arrival or by backing from an area of most conflict to an area of least conflict. 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 (reverse parking). This is one way to manage and minimize the risk that we cannot eliminate.

5.8 Driver Monitors / Tracker:

All company owned / contracted vehicles will be fitted with a K-Electric approved driving monitor (Tracker). A designated manager will be responsible for each company vehicle. The FM Teams and/or assigned employees have the responsibility for installation, downloading and analyzing the driving data. Vehicles that are contracted for less than 15 days, forklifts and cranes, and personal vehicles used for occasional company business are exempted from this requirement.

5.9 Unauthorized Passengers:

Unauthorized passengers/hitchhikers are not to be carried by company vehicles. An exception to this will be to aid others in life threatening situations and as part of requests by law enforcement authorities.

5.10 Traffic Laws:

While driving any company vehicle or a private vehicle on company business, all applicable traffic laws and regulations should be obeyed



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5.11 Vehicle Inspection

All Vehicles (KE Own / Hired) used for transportation of people and material shall undergo scheduled inspections on bi-annual basis by Fleet Management, to secure safe operation. FM will issue a fitness sticker on displaying (i) vehicles registration number (ii) date of inspection and (iii) 06-month validity, shall be affixed on the front wind screen.

Such inspections shall be conducted as per approved checklists being developed for each category of vehicle. Driver shall ensure reporting of defects or malfunction appearing in the vehicle during transportation to concerned fleet coordinator, who will ensure its reporting on Fleet Portal for timely rectification.

Fleet coordinators shall ensure fitness of vehicle before departure for official assignment and will report any discrepancy on Fleet Portal for timely rectification.

Fleet Management will carry out random on-spot checks for all vehicles (Own or Hired).

5.12 KE Employee's vehicle or contractor's vehicle which is running on CNG / LPG is not allowed to enter any KE Location.

5.13 All vehicles operated in Fire prone areas must have an exhaust spark arrester on the exhaust or necessary checks should be carried out before allowing the vehicle to enter these areas.

5.14 Vehicle access zones (Operational / Non-operational / Prohibited areas – Color coded), speed limit zones and designated parking areas to be marked at all KE generation plants, grid stations and project sites by concerned Location Owner in consultation with respective BU HSE. Same to be updated on respective location maps which shall be displayed at prominent places within premises. Authorization of vehicles access in these zones such as Fuel Tankers, Trucks, Cranes, forklifts, excavator, cherry picker, any other special vehicle, Fire Tender, Ambulances, any other ERT response vehicle, employees' contractors' or visitors' vehicles, coasters, bicycles etc. to be incorporated in vehicle access zone map.

5.15 All vehicles which are inspected by FM and have been issued Inspection tag are allowed to enter in KE Operational Areas. All special vehicles including cranes, cherry pickers, excavator, forklifts etc. to be inspected and tagged by relevant KE departments before entering KE Operational area, grid station or project site.

5.16 No contractor or hired vehicle shall be allowed for use in KE system without inspection and clearance of Fleet Department. Established inspection criteria by FM shall be used by respective Project Managers at Project sites.

5.17 All other vehicles, which have not gone through inspection, must be parked at the designated parking area.



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- 5.18** Transportation of personnel shall be done in vehicles in accordance with following conditions
- Horse play is prohibited in the vehicles
 - Personnel shall only be carried in the seating position. No standing will be allowed whilst the Vehicle is in motion
 - Prior to starting the vehicle, the driver shall check passengers are sitting in their proper position and seat belts are being worn
- 5.19** All contract drivers (Age 60 year's max.) will be subjected to a defensive driving course & would be required to pass driving screening test (annually) arranged by fleet vendors and authorized by Fleet Management.
- 5.20** Motorbike driver is required to wear safety helmet while riding motorbikes at KE locations or while coming to or going from KE offices or work sites.
- 5.21** Engaging in distracting activities including, but not limited to, using mobile phone, putting on makeup, movie watching on LCD or music, is also strongly discouraged while driving.
- 5.22** Employees must promptly report any accidents/ incidents to his/her supervisor / line manager in accordance with established procedures of incident reporting.
- 5.23** While reversing a large vehicle, reverse beeper or warning signal shall be given on the horn. Or if a second person is available, he shall signal visually for the driver.
- 5.24** Engine of vehicle should not be left running while unattended (without driver).
- 5.25** Only authorized personnel are permitted to operate heavy equipment and special vehicles like earth moving equipment, pay loaders, forklift, cranes, excavators, etc.
- 5.26** Drivers must not leave their vehicles on roads unattended. If vehicle needs to be parked on roadside for work, warning cones, barricades, and caution signage to be placed around vehicle to intimate and divert traffic.
- 5.27** A violation of the policy shall be handled as per company disciplinary procedure.

6.0 APPLICABILITY

The policy applies to all KE employees, all contract employees, all contractors and visitors.

7.0 COMMUNICATION

- 7.1** The policy shall be made available to all new employees during orientation.
- 7.2** The policy shall be communicated to all employees, contractors, and visitors including KE/Hired/Contract drivers.



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8.0 **RESPONSIBILITY**

- 8.1** Responsibility for the implementation of the policy lies with all first line supervisors and line managers.
- 8.2** Fleet Management and Head of each department / locations shall hold the overall responsibility for the implementation of this Policy.
- 8.3** All KE employees, contract employees, contractors, and contract manpower are responsible to take reasonable care for the health and safety of themselves and others; and adhere to the requirements of this policy.

9.0 **VISITOR**

It is the responsibility of the host department to ensure that visitors and guests must adhere to the policy.

10.0 **PROHIBITED AREAS**

Driving shall be prohibited without authorization into plant areas, grid stations and project sites as mentioned in respective locations' vehicle access zone maps. Driving Prohibited areas shall be marked on Location Map. Authorization from respective safety coordinator shall be ensured for driving in prohibited areas, after implementing respective safety requirements.

11.0 **VIOLATION**

To enable individuals to become accustomed to the restrictions driving area, employees breaching the policy will be supported with a counseling and education process. If an individual persists in breaking these rules, he / she may be subject to disciplinary action.

12.0 **APPLICABLE LEGAL AND REGULATORY REQUIREMENT**

12.1 THE PROVINCIAL MOTOR VEHICLES (AMENDMENT) ACT, 2014

The Act has mentioned list of traffic violation, some example are as follows which are declared as traffic violation.

- a) Exceeding prescribed speed limit
- b) Overloading by public transport vehicles
- c) Driving with tinted / covered glasses obstructing visibility from within the vehicle
- d) Driving wrong way in one way street
- e) Improper loading of goods / improper loaded goods
- f) Reckless and negligent driving
- g) Carrying passengers in dangerous position in a transport vehicle
- h) Driving without fitness certificate or with expired fitness certificate

On Section 116-A, Violators of the Act can be fined up to Rs 1,000 and repeat offenders up to Rs2,000.



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12.2 NEPRA POWER SAFETY CODE 2014 - PSC-6.7 Safety Policy for Transportation

Each licensee shall cover all procedures related to

- a) General Instructions
- b) SOPs for checking/maintenance
- c) Driving
- d) Parking
- e) Operation of trucks, trailers & forklift trucks
- f) SOPs, to be followed in case of accident
- g) Speed limits inside the premises of NTDC/DISCO
- h) Works/sites & on general public roads/areas
- i) Training of drivers
- j) Motivational methodologies for drivers

12.3 Sindh Factories Act, 2015:

Chapter 3 Section 37 (Crane and other lifting machinery).

12.4 Rules for Sindh Occupational Safety and Health Act, 2017:

Section 7 (M) for Earth Moving Machinery and 7 (N) for Cranes.

12.5 Other national / provincial regulations:

- a) National Highways Safety Ordinance-2000 (NHSO 2000).
- b) Motor Vehicle Ordinance 1965 (MVO 1965) and Motor Vehicle Rules 1969 (MVR 1969).

13.0 EFFECTIVE DATE

This policy shall be enforced with immediate effect. The requirements stipulated in this policy are applicable after promulgation of this policy.