



JOINT OPERATIONS



SAUDI ARABIAN CHEVRON INC. – KUWAIT GULF OIL COMPANY (K.S.C.)

SHEERS Process

Motor Vehicle Safety

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Motor Vehicle Safety

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1.0 PURPOSE

The purpose of the Motor Vehicle Safety (MVS) process is to minimize risk and promote safety associated with motor vehicle operations.

This Process provides requirements, guidance and detailed procedures which shall be followed by JO employees in order to prevent or minimize MVS risks.

2.0 OBJECTIVES

The objectives of this process are to establish minimum requirements for:

- Journey Planning
- Driver Selection and Health
- Driver Training
- Driver Behavioural Safety
- Vehicle Selection and Maintenance
- Vehicle Operating Standards
- Contract Requirements
- Reinforcement and Disciplinary

3.0 SCOPE

The process is applied to:

- JO owned, leased or rented motor vehicle operations and respective drivers
- Contractor motor vehicle operations, and respective drivers, under JO's operational control.

JO has operational control when it can impose the SHEERS management system and processes. Typically, these operations are those for which safety performance is tracked by JO.

Specific inclusions and exclusions from the scope of this process are listed in table 1 below.

Table 1: Scope of MVS Process

In-Scope	Out-of-Scope*
Company motor vehicles	Electric carts (such as golf carts) not capable of traveling more than 16 kph (10 mph)
Contractor or sub-contractor motor vehicles within JO operational control and for which safety performance is included in the Company safety performance statistics	Vehicles of part-time contractors or vehicles used by contractors to provide services to JO and other customers
Personal vehicles being operated for company business and with proper authorization	Use of personal vehicles for commuting to and from work and other non-work-related uses of personal vehicles

In-Scope	Out-of-Scope*
Mobile Cranes, seismic trucks, forklifts, high-rail trucks or other equipment traveling to and from work locations operating in the same capacity as a motor vehicle	Vehicles operating on fixed rails, road building machinery, forklifts, maintenance machinery, including cranes, being operated off public roads
	Mail, courier, food and office supply deliveries to JO premises
	Company and contractor vehicles being operated for personal business

() such vehicles are subject to minimum safety requirements as defined by JO while being operated inside JO premises. Examples of such requirements are posted speed limit and use of seat belts.*

Vehicles entering an area where there is a potential for exposure to hydrocarbons are subject to the area's safety regulations, such as work permits.

This SHEERS Process aligns with:

- ISO 14001 and ISO 45001 requirements
- Local regulations set by the government of Kuwait and by the Kingdom of Saudi Arabia
- JO Management System

This SHEERS Procedure will not in any case substitute or modify the Local, National official legislation referring or related to traffic and vehicles, which must be followed by all JO employees.

If there is a conflict between regulations and the requirements set out in this Process, the more stringent requirements shall be followed while ensuring legal compliance requirements are met.

3.1 Risk Category

To address the different levels of driving risk and / or risk exposure, drivers are grouped into three categories:

- professional drivers (including bus drivers)
- high exposure drivers and
- other drivers.

4.0 REQUIREMENTS

To comply with this process, JO shall meet the following requirements:

1. Journey planning is recommended for all vehicle trips and required for all non-routine vehicle trips.
2. Company-provided vehicles shall be equipped with driving improvement monitors as required by the employee's parent company (SAC or KGOC). At a minimum, contractor

vehicles that are involved in high-risk driving tasks, and perform work under the JO operational control, shall be equipped with Driving Improvement Monitors.

3. Professional drivers shall complete the prescribed driver training, including commentary driving, before driving for authorized company business.

High exposure drivers and other drivers shall receive the prescribed driver training within three months of hire and/or of assuming driving responsibilities.

4. JO shall conduct pre-and post-hiring verification of physical existence and validity of driver's licenses for every driver.

Professional and high-exposure drivers are subject to post-hiring driver's license checks and record checks if allowed by local law and not precluded by employment contract and if the information developed can be used by JO only as directed by legal and HR representatives. Additionally, professional drivers are subject to health assessments.

5. The company and its contractors shall select, equip, and maintain vehicles such that they are fit for service as defined in the [Vehicle Selection and Maintenance Procedure](#).
6. Drivers shall follow the Vehicle Operating Standard Procedure.
7. JO shall follow the disciplinary plan for motor vehicle safety non-compliances found in Appendix C – Procedures.

5.0 MEASUREMENT AND VERIFICATION

5.1 Measurement

The following metrics shall be tracked as a key consideration in confirming that the MVS process is effective in meeting its stated purpose.

5.1.1 Leading Measures

Leading measures shall be reported quarterly.

- Percentage of drivers in the safe driving score limit

The safe driving score limit is also known as the green zone. The safe driving score is calculated based on data recorded by the Driving Improvement Monitors.

The green zone limits include the following factors:

- driving within the speed limit
 - success at avoiding harsh acceleration
 - success at avoiding harsh braking
- Percentage of non-routine executed journeys with an approved journey plan

5.1.2 Lagging Measures

- Company Motor Vehicle Crash Frequency Rate (MVCFR)
- Contractor Motor Vehicle Crash Frequency Rate (MVCFR)
- Number of light, serious, major, and catastrophic incidents

6.0 LINK TO OTHER REFERENCES

6.1 Linkages to other processes/ procedures

Motor Vehicle Safety is linked to these SHEERS processes:

- Incident Investigation and Reporting
- SHEERS Management System Cycle
- Contractor EHS Management
- Safe Work Practices
- Managing Safe Work
- Compliance Assurance
- Emergency Management

Motor Vehicle Safety is linked to these KGOC documents:

- KPC-HSSE-E06-SA-S03 - Occupational Safety Management
- KPC HSSE Policy, April 2021
- FAA-RMG-P (7.1.4 HSSE-18) Incident Reporting and Classification Procedure.

6.2 Resources

This list covers the additional resources related to the SHEERS MVS process:

Table 2.0

Procedure/Attachment Title	File Name
JO Safe Driving Policy	JO Driving Policy
Journey Plan Checklist	JO MVS Journey Planning Checklist
MVS Support Materials Folder	MVS Support Materials Folder

APPENDIXES

APPENDIX A – Roles and Responsibilities

ROLES AND RESPONSIBILITIES

APPENDIX B – ABBREVIATIONS & DEFINITIONS

ABBREVIATIONS & ACRONYMS

APPENDIX C – Procedures

Each section below links to a document or procedure or describes a procedure related to motor vehicle safety.

1. Joint Operations Driving Policy

Joint Operations Detailed Driving Policy

The Joint Operations Driving Policy provides requirements and additional details for drivers operating motor vehicles under JO control.

2. Journey Planning Procedure

Joint Operations Motor Vehicle Journey Plan Form

The primary objective of journey planning is to enhance the safety of drivers and passengers by minimizing risk exposure and identifying and mitigating the hazards associated with each journey. Risk exposure may be effectively minimized by reducing the number of journeys when feasible.

This procedure only applies to trips that include the use of a motor vehicle.

Company and contract leaders shall question the need for each journey and make a visible commitment to search for an alternative means of achieving each trip's objective.

Journeys typically fall into one of two categories:

- Routine and repetitive trips associated with shorter traveling distances and familiar terrain or area.
- Non-routine trips associated with greater travel distances or unfamiliar terrain, area or routes, or non-routine risk exposure; such journeys ordinarily require additional planning and control and, in some cases, specific security and emergency response considerations.

Routine Trips

An initial formal journey plan is recommended for all routine trips. The initial journey plan shall be retained by the driver until safe completion of the trip. For routine trips, each driver shall use a journey assessment tool. Each driver is responsible for using this tool prior to starting a routine trip.

A sample journey assessment tool is provided - "Think Incident Free". This tool does not require documentation or approval and can be customized by each JO. JO may use another format of journey assessment that meets the intent of the process.

Non-Routine Trips

Drivers shall utilize the Joint Operations Motor Vehicle Journey Plan form prior to starting the journey. Prior to starting the non-routine journey, it is recommended that the driver communicate his or her journey plan to his or her supervisor. The journey plan checklist shall be retained by the driver until safe completion of the trip

Emergency Response Vehicles

Drivers of emergency response services and security vehicles are expected to familiarize themselves with their operation areas and routes so that they do not have to fill out the Journey Plan Checklist prior to responding to an emergency.

Other

An emergency response plan may be required for higher-risk journeys. If such a need arises, JO shall use the applicable procedure of the JO SHEERS Emergency Management process.

Contractors: Contractors are expected to implement an equivalent procedure. If a particular contractor does not have an equivalent procedure, JO may offer its procedure for adoption by the contractor.

3. Construction Site Traffic Plan

Joint Operations Construction Site Traffic Plan

A site-specific Construction Site traffic plan has been developed for motor vehicles and heavy equipment used within construction sites to address potential motor vehicle hazards within the construction site operating area.