



# Dr. Qaisar Ali Associates (SMC-Private) Limited Structural Design Specialists

CONSULT/1665

## Road Safety Plan and Policy

### 1. Policy Statement

The purpose of this Road Safety Plan and Policy is to establish comprehensive guidelines to ensure the safety of Dr. Qaisar Ali Associates employees, contractors, and stakeholders during transportation-related activities. Considering the challenging road conditions, security risks, and environmental factors, this policy aims to minimize vehicular incidents, protect personnel, and ensure the effective management of transportation risks.

### 2. Scope

This policy applies to all Dr. Qaisar Ali Associates personnel and contractors operating company-owned, rented, or personal vehicles for work-related purposes. It covers the planning, execution, and monitoring of transportation activities associated with geotechnical, pipeline route, and topographical surveys.

### 3. Objectives

- ✚ Prevent road traffic accidents and incidents.
- ✚ Ensure compliance with local traffic regulations and company safety standards.
- ✚ Provide safe and reliable transportation for employees, equipment, and materials.
- ✚ Reduce risks associated with road travel in remote and challenging terrains.

### 4. Core Elements of the Road Safety Plan

#### Pre-Trip Planning:

- ✚ Conduct a route assessment prior to trips, considering:
  1. Road conditions and potential hazards.
  2. Security threats in high-risk areas.
  3. Weather forecasts and visibility conditions.

Address:

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✚ Ensure vehicles are equipped with necessary safety gear, including:

1. First aid kits.
2. Fire extinguishers.
3. Emergency communication devices.
4. Spare tires and repair tools.

✚ Assign trained and experienced drivers familiar with defensive driving techniques.

### Vehicle Inspection and Maintenance:

✚ Perform daily vehicle inspections using a standardized checklist to verify:

1. Tire condition and pressure.
2. Brake functionality.
3. Lights and indicators.
4. Fuel and fluid levels.

✚ Schedule regular vehicle maintenance in accordance with manufacturer recommendations.

✚ Maintain a log of all vehicle inspections and repairs.

### Driver Competency and Training

✚ Ensure all drivers possess a valid driver's license and meet the following requirements:

1. Knowledge of local traffic laws and regulations.
2. Proficiency in handling 4x4 vehicles for off-road conditions.
3. Completion of defensive driving training.

✚ Provide periodic refresher courses on:

1. Hazard identification and risk mitigation.
2. Emergency response protocols.
3. Safe cargo loading and securing methods.

## Safe Driving Practices

✚ Enforce adherence to the following safe driving practices:

1. Always wear seat belts and ensure all passengers do the same.
2. Follow speed limits and adjust speed according to road and weather conditions.
3. Maintain a safe distance from other vehicles.
4. Avoid using mobile phones or other distractions while driving.
5. Refrain from driving during extreme weather conditions unless absolutely necessary.

## Fatigue Management

✚ Establish the following guidelines to prevent driver fatigue:

1. Limit driving shifts to a maximum of 8 hours per day.
2. Ensure drivers take a 15-minute break every 2 hours of continuous driving.
3. Avoid scheduling trips during late-night hours unless critical.

## Emergency Preparedness

✚ Develop and communicate emergency response procedures for road incidents, including:

1. Vehicle breakdowns.
2. Road accidents.
3. Security threats such as robberies or blockades.

✚ Provide drivers with emergency contact numbers, including local authorities, medical services, and company representatives.

✚ Equip vehicles with emergency kits containing essential items such as water, flashlights, and blankets.

## Monitoring and Reporting

✚ Install GPS tracking systems in all company vehicles to monitor:

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1. Vehicle location and route adherence.
2. Driving behaviour such as speed and abrupt braking.

✚ Require drivers to report:

3. All incidents and near-misses immediately.
4. Vehicle defects or maintenance needs promptly.

✚ Conduct post-incident investigations to identify root causes and implement corrective actions.

## 5. Roles and Responsibilities

### Senior Management

- ✚ Ensure adequate resources for implementing the Road Safety Plan.
- ✚ Regularly review road safety performance and address systemic issues.

### HSE Department

- ✚ Develop and deliver road safety training programs.
- ✚ Monitor vehicle compliance and conduct regular audits.
- ✚ Investigate road incidents and recommend preventive measures.

### Supervisors

- ✚ Verify trip readiness by ensuring vehicle inspections and pre-trip planning are complete.
- ✚ Conduct toolbox talks to emphasize road safety before trips.

### Drivers and Passengers

- ✚ Comply with all road safety policies and procedures.
- ✚ Report any hazards, incidents, or unsafe conditions immediately.
- ✚ Assist in emergency response efforts when needed.

## 6. Communication and Training

- ✚ Conduct regular awareness sessions on road safety policies and procedures.
- ✚ Provide new hires with comprehensive road safety inductions.

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- ✚ Display road safety reminders in prominent locations such as vehicle dashboards and office noticeboards.

## 7. Performance Review and Continuous Improvement

- ✚ Track key performance indicators (KPIs) such as:
  1. Number of road incidents and near-misses.
  2. Vehicle maintenance compliance rates.
  3. Driver training completion rates.
- ✚ Conduct periodic reviews of the Road Safety Plan to identify and implement improvements.
- ✚ Engage employees and stakeholders to gather feedback on road safety practices.

## 8. Approval and Endorsement

This Road Safety Plan and Policy demonstrate Dr. Qaisar Ali Associates commitment to prioritizing the safety of our employees, contractors, and the public. It is approved and endorsed by senior management to ensure strict adherence and continuous enhancement.