

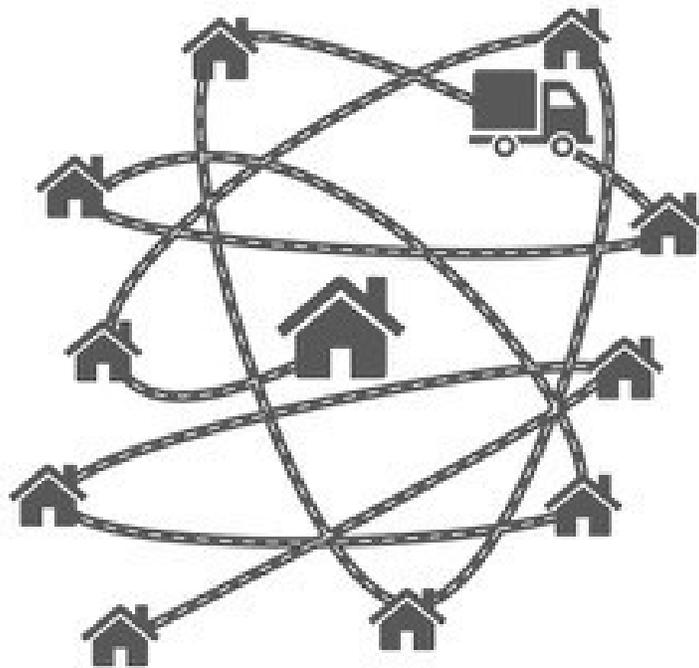


**National
Waste & Recycling
AssociationSM**

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NWRA

Journey Risk Management Plan Guidance



Journey Risk Management Plan Guidance

PURPOSE

All road journeys undertaken by any Waste and Recycling Industry employee in the conduct of Waste and Recycling Industry business in areas identified as high-risk must be managed to ensure that action is taken to mitigate the risks

SCOPE

Applies to all heavy vehicle and regular light vehicle road journeys in the conduct of Waste and Recycling Industry business on public roads in high-risk geographies.

REQUIREMENTS

- Road journeys should only be undertaken where deemed necessary for the achievement of business objectives and after any safer journey options have been excluded (e.g. air, rail, incineration, etc.).
- Waste and Recycling industry companies should follow the requirements described in the NWRA_Journey Risk Assessment Toolkit – Process in developing the Journey Risk Management Plans (JRMP's), which will include documenting the identified risk factors and corresponding mitigating measures on particular routes.
- Waste and Recycling industry companies should consistently apply Journey Risk Management Plans across their operating environments in the same geography.
- A process should be in place to recognize temporary hazards and inform drivers on a timely basis, or to review the appropriateness of the route. Drivers should immediately report changes in the JRMP to leadership.
- On controlled sites (parking lots, landfills, MRFs, transfer stations, etc.), driving safety rules and regulations should be in place and enforced.

SAFER JOURNEY OPTIONS

Incident analysis shows that travel by road has much higher risk than other modes of transport. Management should look for ways to avoid road journeys in achieving business objectives.

For heavy vehicle journeys consider other options such as incineration, rail, pipeline, barge, or ship where they are economically feasible.

Where road journeys are unavoidable trips should be combined where possible and preference given to accredited transport contractors.

OVERRIDING PRINCIPLES AND ACCOUNTABILITIES

While it is expected all processes that link to the Group Functional Standard -Personal Safety – Driving, will be complied with, this process particularly requires that:

- All vehicles will be fit for purpose and have been inspected using an appropriate checklist before the journey begins
- Drivers will have been properly trained and advised of the contents of the JRMP for the journey they are about to undertake, and completed JRMP's will be readily accessible to drivers at the point of departure.
- Drivers will be rested and alert (not suffering from tiredness or fatigue) prior to the journey commencing.

While each Waste and Recycling industry company is responsible for ensuring JRMP's are available for its area of accountability and communicated to staff, they should agree and consistently apply plans where they operate in the same areas.

GETTING STARTED

The following is a recommended way forward in developing and managing a Journey Risk Management Plan.

Step 1: Identify a process owner (JRMP Coordinator) who will take accountability on behalf of the businesses and functions to lead the development, and ongoing review and updating of the JRMP as required. The JRMP coordinator needs to identify and work with all businesses and functions to ensure alignment with the JRMP and consistency in its implementation and application.

Step 2: Consider using a workshop as a catalyst to bring businesses together to share understanding and to agree a way forward. This may include a Road/Driving Risk Assessment. The attached toolkit provides a recommended workshop approach and methodology for conducting a road safety risk assessment. The rationale for this approach is that journey risk management planning starts with having an overall appreciation of the road/driving tasks that are undertaken by the organization in the conduct of Waste and Recycling Industry.

Step 3: Develop and put in place a corporate or local policy for Road Transport & Journey Risk Management, which includes all the elements identified in the NWRA_Journey Risk Assessment Toolkit – Process

DEVELOPING JOURNEY RISK MANAGEMENT PLANS

Journeys can be risk ranked using the Road Safety Risk Assessment Toolkit, which categorizes risk as high, medium or low. While JRMP's should be developed which cover all journeys, priority should first be given to those that present the highest risks.

- [SEE NWRA_Journey Risk Assessment Toolkit – Process.doc](#)

Journey Risk Management Plan Guidance

Factors to consider when preparing Journey Risk Management Plans

- For collection and documentation, see:
 - [NWRA_Journey Risk Assessment_TOOLKIT_Process.doc](#)
 - [NWRA_Journey Risk Assessment_TRACKING FORM.xls](#)
 - [NWRA_Journey Risk Assessment_SHORT FORM.xls](#)

Road Condition	<ul style="list-style-type: none"> • Is the road surface hard surfaced (e.g. bitumen, concrete) or gravel? • How many lanes are there? • How well is it maintained?
Road Shoulder	<ul style="list-style-type: none"> • Is it ample width? • Is it hard or soft? • Are safety guards/railings installed where appropriate?
Journey Timing and Duration	<ul style="list-style-type: none"> • Is the route unsafe at particular hours of the day (e.g. night time or during peak hours)? • Is the route in a school zone? • Is there appropriate access to off the road rest stops or overnight lodging? • Is it a holiday? (particularly in countries where fasting is practiced) • Has sufficient time been allowed to complete the journey within the required hours, at safe speeds and with appropriate rest breaks?
Terrain	<ul style="list-style-type: none"> • Is it flat, hilly or mountainous?
Climate	<ul style="list-style-type: none"> • What are the effects of rain, snow/ice or fog on the route? • Is the route prone to flooding?
Visibility	<ul style="list-style-type: none"> • Is it good or bad? • Are School Buses present? • Is it reduced by the sun rising or setting? • Are hazard warning signs used appropriately? • Can intersecting roads and rail crossings be identified within adequate reaction time? • Is there adequate street lighting?
Security	<ul style="list-style-type: none"> • Is there a threat of hijacking or terrorism? • Does any portion of the route fall in sensitive security zones, where additional measures need to be taken?
Traffic Density	<ul style="list-style-type: none"> • Is it light, medium or heavy? • Is it mostly light vehicles or trucks? • Is it in a School Zone?
Animal Control	<ul style="list-style-type: none"> • Is wildlife or livestock likely to wander onto the road?
Population Density	<ul style="list-style-type: none"> • Is there adequate separation from people? • Does the route go past a School Zone or other places where people congregate? • Is pedestrian traffic controlled?
Accident frequency	<ul style="list-style-type: none"> • Does the route have a high accident frequency rate?
Environment	<ul style="list-style-type: none"> • Does the route run close to sensitive areas or waterways?
Communications	<ul style="list-style-type: none"> • Is there a requirement for periodic communication from the vehicle during stopovers on long routes? • Are there areas from where the communication is not possible?
Emergency Support	<ul style="list-style-type: none"> • Are there Emergency Support Facilities available along the entire route length and are they well known to drivers/support staff?

Journey Risk Management Plans for High Risk routes

A detailed JRMP must be completed for journeys that fall into the high risk category. Each of the above factors, plus any others that are identified in the operating environment must be considered for each sector of the route, and mitigations developed for any risks identified. Some formats that could be used for a completed JRMP are shown in the document Examples of Journey Risk Management Plans.

There is no need to complete a JRMP for each repetition of the same journey, however drivers and dispatchers are required to consider variable factors such as time of day, climate and visibility before each journey commences. Alternative routes will have been identified and JRMP's developed should it not be possible to take the primary route.

Where multiple deliveries are made from the one trip all efforts should be made to plan set runs that follow the same route.

Review Period

Each Waste and Recycling industry company should review and revise their JRMP's as necessary as dictated by changes to risk factors, or at maximum intervals of three years.