



**TIMBERLANDS**

**TL ROAD SAFETY  
MANUAL  
HS003**

**Version 4.2**

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**DRIVE TO THE CONDITIONS**  
*Drive at a speed that you can stop within half the visible distance*

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## **DRIVE TO THE CONDITIONS**

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### **1. INTRODUCTION**

Timberlands Limited (TL) acts as the Road Controller for all roads within the TL managed forest estate and is responsible for:

- Ensuring roads are in a condition fit for their purpose
- Are used for their purposes and
- Upholding safe user behaviour

This manual provides rules, guidance and references on how TL roads will be managed and safety enforced. All forest road users are required to comply with the TL Road Safety Manual.

The manual is based around established rules and processes such as the NZ Forest Road Engineering Manual, NZ Road Code, Approved Code of Practice for Safety and Health in Forest Operations, the Log Transport Safety Council Industry Standards, the Code of Practice for Temporary Traffic Management and the requirements of the Kaingaroa Road Network Agreement. Safe behaviour rules are provided with respective non-compliance outcomes.

### **2. TIMBERLANDS SAFE DRIVING POLICY**

*The majority of our Sentinel Incidents are driving related. Driving is the single greatest hazard, of which every person entering the forest is exposed to.*

*Timberlands Limited is committed to managing a safe driving environment to eliminate vehicle accidents that cause fatalities and serious disablement.*

Timberlands Ltd staff, please refer to the [TL Vehicle User Guide VH011](#) for further policy information.

### **3. ROLES AND FUNCTIONS**

#### **TL Forest Risk**

TL Forest Risk (the Forest Risk Manager) has been assigned as the Road Controller for Timberlands Managed forests. This is primarily a safety, governance and overview role. Safety includes administration of this manual and its functions, monitoring and enforcement of safe driving.

Forest Risk is also responsible for permits, gates, security and some safety and security specific message signage.

The Forest Risk Manager is the owner of the [TL Road Safety Manual HS003](#) and responsible for its implementation and review.

#### **TL Harvesting and Marketing**

The roading team of TL Harvesting and Marketing are responsible for road construction, maintenance, road marking and general roading signage.

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### **TL Road Safety Group**

TL has established a Road Safety Group to advise on road safety issues and undertake initiatives to help meet our Policy and commitments.

### **TL Road Safety Incident Panel**

The TL Road Safety Incident Panel reviews incidents and determines corrective actions. This can include issuing demerit points. Refer to the Road Safety Enforcement Chapter.

### **TL Road Safety Appeal Committee**

The TL Road Safety Appeal Committee reviews appeals to demerit points. Refer to the Road Safety Enforcement Chapter.

### **All Road Users**

It is the reasonability of all road users to drive safely and responsibly.

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### 4. ACCESS

Access control through a permit system provides the initial road safety mechanism of TL managed roads. TL forest roads are a private multiple hazard workplace and all vehicle access (except on legal easements in accordance with their purpose) requires a forest access permit. Each forest access permit is issued for one or more specific purposes. Conditions printed on the permit must be complied with at all times. Further information on commercial and recreational access is provided on the TL website ([www.tll.co.nz](http://www.tll.co.nz)) and in the [Joint Cultural Access and Recreation Policy SC201](#).

The TL website provides safety information and documents for all permit holders and drivers. This information is particularly important for business with no contractual relationship with TL (i.e. fuel suppliers, mechanics, researchers). Documents include:

- TL Health and Safety Policy HS001
- TL Road Safety Manual HS003
- TL Critical Rules HS101
- General Forest Access Rules and Safety Behaviours SC221
- Contractor Health and Safety Minimum Requirements HS421
- TL Emergency Plan EM002
- Kaingaroa Access and Emergency Meeting Point Map EM015
- Rotoehu Access and Emergency Meeting Point Map EM016

**Breaches of TL's road safety procedures and/or the undertaking of unsafe acts by Forest Access Permit holders may result in TL declining to issue further Forest Access Permits to the person(s) involved, or trespass action.**

#### Third Party Commercial Access

##### Kaingaroa Road Network Agreement

Road use and access through much of the Kaingaroa Forest Estate is governed by the Kaingaroa Road Network Agreement which has established a network of arterial roads linking land parcels and is termed the Kaingaroa Road Network (KRN). Under this agreement TL is the Road Controller with requirements relating to maintenance, use and reporting. In particular third party (secondary) commercial use is restricted to forestry products where there is a valid reciprocal arrangement. Third parties can request access using the [KRN RUC Application Form KR201](#). Approval of applications is undertaken by the Forest Risk Manager.

##### Other Roads

Third party access on non-KRN roads is considered on a case by case basis and may also need to be approved by the land owner (i.e. CNIHL).

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### **5. ROAD RULES AND BEHAVIOURS**

All vehicles (except some logging trucks) require access permits. Permits and application documents contain safety and behaviour conditions that must be understood and complied with. The rules and behaviours contained within the NZ Road Code apply to all TL roads, however, additional forest based rules also apply. Enforcement of rules is through the Demerit and Critical Rule processes.

Appendix 2 contains specific rules and associated Demerit Points for non-compliance and TL Critical Rules HS101 also include driving related requirements. However, drivers need to be particularly aware of the following behaviours and rules:

- **ALWAYS DRIVE TO THE CONDITIONS** – Drive at a speed that you can stop within half the visible distance. For example, where required, drivers will have to adjust driving behaviour and speed relative to changing road and weather hazards/conditions (e.g. ice, fog, loose gravel, dust, frost heave, slips windblown trees).
- All vehicles shall have a current New Zealand Motor Vehicle Registration and either a current Warrant of Fitness or a current relevant Certificate of Inspection.
- All drivers shall have a current full New Zealand Drivers licence appropriate for the vehicle they are driving, except:
  - Holders of restricted licences or foreign driver's licence must apply to TL for these to be accepted.
- All vehicles shall be driven in accordance with NZ road traffic legislation (i.e. the Road Code). Additionally, all drivers will comply with TL's speed restrictions.
- Obey all road signage and closures.
- *All vehicles* must be driven with headlights on *low beam* during daylight hours.
- Keep left at all times.
- Passenger-carrying vehicles are to be fitted with seatbelts for all occupants and seatbelts must be worn by all vehicle occupants.
- Vehicles are not to be loaded or tow loads above their legal or certified limits.
- Safe behaviour observations should be undertaken on people who regularly drive in the TL managed estate.
- All accidents and incidents must be investigated and reported to TL in accordance with the **Health and Safety Manual HS002**.
- Procedures for emergency incidents are found in the **Emergency Plan EM002** and the **Fire and Emergency NZ Fire Plan**.

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### **6. ROAD CLASSES & STANDARDS**

Roads are constructed and maintained in general accordance with the NZ Forest Road Engineering Manual, NZTA Road Signage Standards and provisions of the KRN. TL Harvesting and Marketing are responsible for the construction and maintenance of roads, which includes; ensuring visibility at intersections, road signage, roadside mowing, etc.

Operational access requirements will vary significantly during the tree crop rotation. Little or no access, other than for fire fighting purposes, is required on completion of initial establishment and silvicultural operations. Many of the secondary and minor internal compartment roads will be left in a 'dormant' state during this period. Because there is no regular traffic use during this time, maintenance may be minimal or not undertaken at all. Therefore, road standards and road signs may vary according to the amount of road use at the time.

In general the following standards apply:

#### **Arterial Roads**

These high-use roads are constructed for the transportation of logs and wood products, and carry a high proportion of heavy vehicles including over dimension stem and double unit trucks. Arterial roads are high use as key and regular transport routes through the forest. They are generally designed as dual carriageway and often serve as collector roads gathering traffic from within compartments.

The arterial road network can be found on [Kaingaroa and Rotoehu Access and Emergency Meeting Point Maps \(EM015 & EM016\)](#).

#### **Sealed**

Sealed roads generally have a sealed carriageway of eight metres (two four-metre lanes). However, some of the older roads, in places, are 7.6 metres wide. Usually the roads are surfaced with a chip seal and have a painted centre and edge-lines.

#### **Unsealed**

Unsealed arterial roads are generally designed for lesser volumes than sealed arterial and will generally have tighter curves and therefore reduced sight distance - drivers should reduce speed accordingly. These roads often carry a high proportion of heavy vehicles including over dimension stem trucks and double units.

Being unsealed, the condition (roughness) of the roads will vary dependant of the volume and speed of traffic, weather conditions and the time since the last maintenance. Drivers must adjust their driving to suit the conditions they encounter, including road surface defects such as corrugations, rutting or potholes.

#### **Minor, Internal and Temporary Access Roads**

These roads are designed and constructed to allow internal access to forest compartments for logging and silvicultural operations.

These roads are generally single lane roads and often maintained sporadically in accordance with use (i.e. for harvesting operations). The design of both horizontal and



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vertical curves is largely influenced by terrain; therefore width and sight distance may vary over short lengths.

Logging trucks use these roads at harvest time and it is common to have harvesting equipment working within close proximity to the road.

### **Road Speeds**

Drivers should always **DRIVE TO THE CONDITIONS**, which means driving at a speed that you can safely stop within half the visible distance. However, TL sets and enforces maximum speed limits, which are provided in the following table. The speed limit is the maximum speed in perfect conditions. Road conditions are seldom perfect. Therefore, safe drivers will drive to the conditions and look out for changes in traffic, road and weather conditions, and reduce their speed accordingly.

<b>Road Classification</b>	<b>Maximum Speed Limit (km/hr)</b>
<b>Sealed Roads</b> <ul style="list-style-type: none"><li>- Light vehicles &amp; unladen trucks (including with trailers)</li><li>- Laden trucks &amp; all other vehicles towing trailers</li></ul>	90  80
<b>Unsealed 2 Lane Roads - <u>All</u> Vehicles</b>	80
<b>Minor Arterial &amp; Temporary Access Roads</b>	50
<b>Posted Speed Limits</b> <ul style="list-style-type: none"><li>• Permanent Restricted Speed Limits (i.e. Webb Road Tunnel)</li><li>• Temporary Traffic Control</li><li>• Temporary Posted Speed Restrictions</li></ul>	As signposted

### **Road Signs**

TL use standard road signage, (e.g. speed limit, stop and give way signs), that are established for the same purposes as equivalent road signs on local authority and NZTA controlled roads, will comply with the relevant NZTA requirements.

Information and warnings on road signs must be complied with by all users. Examples of signs are found in Appendix 2.

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## 7. TEMPORARY TRAFFIC CONTROL

### Introduction

TL manages production forests, therefore tree felling and machinery operations will often be carried out within, or close to, roads. These, along with road maintenance operations, can create hazards to road users and are managed under a temporary traffic control system.

### Key Points

- Temporary traffic management is undertaken in accordance with the Code of Practice for Temporary Traffic Management.
- All activities that alter the normal operating conditions of a road must be managed by a Traffic Management Plan.
- The safety of all road users, work site personnel and occupants of adjoining properties must be the primary consideration when planning and implementing temporary traffic control.
- Temporary Traffic Control must be consistent throughout TL's forest road network.
- Temporary Traffic Controls should only be in place while the hazard exists and should be removed immediately after the hazard is cleared, or at the end of each working day.
- Temporary Traffic Controls shall be planned to minimise disruption, delay or inconvenience to road users without compromising safety.
- Contractors are responsible for ensuring that temporary traffic management on their work-site complies with the Traffic Management Plan. Work sites will be closed until the temporary traffic management is compliant.
- All drivers must obey the signage.
- Temporary traffic controls are the responsibility of the qualified controller who developed and signed the relevant Temporary Traffic Control Plan.
- Traffic Management Plans for arterial roads may be prepared by TL staff to cover the hazards that are specific to that site.
- ***Road Closures to allow harvesting within two tree lengths of arterial roads will require a Traffic Management Plan to be completed and approved by qualified TL staff.***

### Levels of Temporary Traffic Management

The level of Temporary Traffic Control should be appropriate for the relevant category of road. Traffic Management Plans shall be prepared in accordance with the Code of Practice for Temporary Traffic Management (CoPTTM) and/or Best Practice Guidelines for Temporary Traffic Control on Private Forest Roads and must be approved by the relevant TL personnel prior to the work commencing.

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### Advanced Warning

Due to the presence of over dimension logging trucks operating on TL managed roads, careful consideration needs to be given to the placement of advanced warning signs. These large units require increased stopping distance compared to smaller highway trucks and therefore distance between the advanced warning signs and hazard shall be increased as per the table below.

Gradient	Distance Before Hazard		
	One Way	Secondary	Arterial
Flat	150m	200m	300m
Down Hill Loaded	150m	300m	500m

### Unattended Road Closures

Unattended road closures can be used on Minor, Internal or Temporary Access Roads where a hazard to road users exists. This must be in accordance with the following documents:

- **Banner Management Procedures - HS601**
- **Banner Management Procedures: Production Thinning - HS602**
- **Banner Management Procedures: Waste Thinning - HS603**

Placing of logs as barriers is only permitted on Minor, Internal or Temporary Access Roads where displaying signs and banners is **not** a practicable means of road control. In such cases:

- The placing of the barrier does not create a hazard. Road closed tape must be displayed forward of the physical road barrier.
- The physical barrier must block the roadway completely.
- A machine must be readily available to remove the barrier in the event of an emergency.

When roadside operations are finished the 'Road Closure' signage must be taken down, the tape removed and any physical barriers removed.

### Detours

Detours may be used after consideration has been given to the planning matrix for Temporary Traffic Control in the Code of Practice for Temporary Traffic Management. Consideration must be given to the following:

- Volume of traffic
- Class of road
- Hazards involved

The detour must be capable of handling the type and volume of traffic that would normally use the road. A detour should be designed to take traffic around a hazard and not expose traffic to additional or new hazards. Signage for detours shall comply with requirements set in the Code of Practice for Temporary Traffic Management (CoPTTM).

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Detours are to be authorised by the Harvesting Manager in consultation with the Cartage Contractor.

### **Railways**

The Kaingaroa Timberlands (KT) estate contains three rail crossings, all of which are north of Murupara, heading towards Kawerau; Gibbs Rd, Koki Rd and Billet Rd. Each is managed by KiwiRail and are considered as legal crossing points to KiwiRail standards.

Each crossing is subject to a rail crossing standards and a special permit for over dimension vehicles which can be found at [Rail Crossing Requirements HS890](#).

### **Call Up Roads**

Call up roads are used for operational traffic management, primarily to avoid large vehicles having to back up on narrow winding roads. Simplex channels 155 and 156 are dedicated to call up roads. Other simplex channels (such as 147) can be used providing a risk assessment has been undertaken with a suitable rationale.

### **Important Note**

Drivers must always drive to the conditions and not the radio. Drivers should be prepared to safely stop in half the visible distance. All call up roads must be authorised by TL in accordance with the following process:

### **Process**

1. Requests to establish call up roads must be made to the TL Harvesting Manager.
2. The TL Harvesting Manager and TL Health, Safety and Environment Advisor will jointly decide whether to approve the request and agree specific provisions.
3. If approved the call up road signage and numbers will be installed by TL or a contractor commissioned by TL specifically to install signage. Operational contractors (i.e. harvesting and cartage) and Standing Tree Sales (STS) purchasers are not to install call up road signage.
4. Call up signage will be in accordance with the wording and specifications provided in the call up sign design standards (next page).
5. Call up signs must have information advising what radio channel should be used when leaving the call up road.
6. Call up signs are to be installed at the intersection of side roads that are likely to be used by trucks.
7. There must be a clear road name located at each call up sign. This can either be a finger sign or a road name sign placed under the call up road sign.
8. The TL Harvesting Manager will notify key parties of the establishment (and relevant special conditions) of a call up road before it is installed.
9. A call up road becomes effective immediately after the signage is installed.
10. Call up roads must be completely decommissioned as soon as possible when they are no longer in use. Decommissioning will be decided upon and undertaken at the direction of the TL Harvesting Manager.

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11. It is the responsibility of all call up road users to report any damage, alteration or missing signage to the Harvesting Manager, who will then direct their repair or reinstatement.
12. Failure to comply with call up road instructions by road users is dealt with in the Road Safety Enforcement section.
13. Call up roads that do not comply with this procedure will be removed.

### **Call Up Sign Design Standards**

The standard call up sign is shown below – all signs are to use the same words. The only exception is the channel number. The sign dimensions must be at least 1.0m (height) by 1.0m (width). The sign cannot be altered (i.e. channel 155 should not be overwritten by channel 156).



### **Call Up Numbers**

As a guide call up numbers should be:

- About 1km apart,
- Placed where there is a safe position to pull over and allow traffic to pass,
- Clearly seen by traffic,
- All placed on the same side of the road and
- Of the following design:

Dimensions: 20 x 20 cm

Colour: Red or black number, white post.

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Reflective

Example of marker:





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### **8. RADIO TELEPHONE (RT) USE IN FORESTS**

TL maintains and operates an extensive Very High Frequency (VHF) radio network for forest communication. This is provided for TL and other approved forestry business use only, and it is the main form of inter-vehicle, emergency and office to vehicle communication. Regional or repeater channels provide communication over long distance and back to the Radio Room. Simplex channels are also available for short (up to 5km) radio to radio communication.

General forest operations and fire and emergency procedures use channels 130 - 137. Dispatch channels are linked and have a range of channels between 121 & 127. Nineteen simplex channels are available and used for specific purposes (see [Radio Call Sign and Information Manual RN102](#), which also contains a list of radio call signs by person or contractor).

	Channels
Forest Operations	130 -137
Dispatch Channels	121 -127
KPP Log Yard Channel	129
Murupara Log Yard Channel	128
Simplex Channels	140 – 156
Simplex Channels – Tarawera Forest	7 & 13

Refer to the Emergency Procedure stickers for Emergency Channel instructions.

For Minor Arterial and Temporary Access Roads to access crew sites drivers are to use the channel designated by crew signage.

### **DRIVE TO THE CONDITIONS NOT THE RADIO**

Simplex channel 147 is dedicated for general radio to radio road use communication. While the awareness of the presence of other road users is useful, people must not drive to the radio. It provides for a level of expectation that can create false security and may result in a collision. It is important to be aware that there are many service suppliers and other forest road users (temporary visitors etc.) who will not have radios fitted to their vehicles.

Radio use protocols are found in the [Radio Use Policy RN002](#).

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### 9. OVER DIMENSION VEHICLES

The TL off highway road network carries vehicles up to the following unloaded dimensions:

Width - 3.30 metres, Height - 4.25 metres, Length - 40.00 metres

These are termed over-dimension vehicles and they must clearly display an “Oversize” sign on the front of the vehicle (minimum dimensions 100 cm x 30 cm).

Requirements for over dimension logging trucks are found in the ACOP and LTSC Industry Standards and are also covered by TL Schedule of Infringements (Appendix 2) and TL Critical Rules.

The **Logging Truck Configuration Guide KR611** provides specifications and examples of logging trucks operating in the TL forest estate.

#### In Forest Piloting

The use of a pilot vehicle is required for all over dimension loads in higher risk areas outside the Kaingaroa plains area and in all satellite forest areas (i.e Matea, Whirinaki, Northern Boundary, Whaka, Horohoro, Rotoehu, Waimangu, Urutomo, Highlands etc.)

Additionally, transporters carrying loads that are wider than their trailer, but do not exceed the maximum standard dimension, shall be piloted on one-way roads where visibility and the opportunity to pass is restricted.

A pilot vehicle should also be considered for all vehicles exceeding the maximum vehicle dimensions. (Width - 3.30 metres, Height - 4.25 metres and Length - 40.00 metres)

#### Transporter



The pilot must travel far enough away from the over dimension vehicle to give adequate warning to other road users of the presence of the over dimension vehicle, taking into account traffic speed, weather, visibility, topography and other driving conditions.



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Radio communication facilities between the driver of the pilot and the driver of the over dimension vehicle must be available at all times.

It is acceptable for machine operators to drive utes as pilot vehicles. In these situations, the ute should be fitted with an operating beacon light on cab roof, and an appropriate oversize/wide load warning sign or banner.

The load must be secure.

### **Travel route**

It is the responsibility of the driver of the over dimension load to ensure that the proposed route and time of travel is suitable by undertaking a risk assessment, having regard to:

- The width and alignment of the road.
- The anticipated total travel time.
- The amount of traffic expected on the route at the time of travel and the need to minimise inconvenience to other road users.
- Conditions such as rain, fog, heavy rain, hail, or other factors that restrict visibility.
- Using a suitable radio channels that other vehicles will be using such as call up road channels or channel 147.

The driver is also responsible for ensuring that the clearance to all overhead structures, cables, wires and trees is sufficient to ensure safe passage.

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# **10. ROAD SAFETY ENFORCEMENT**

## **Introduction**

Road safety is monitored directly by TL's Security Contractor, TL staff, approved (by TL) contractors, and indirectly through incident reporting. Occasionally the NZ Police may also monitor TL road safety. Non-compliance (with TL road safety rules) is dealt with through an improvement, infringement and demerit process and may result in the ability to drive on TL roads being withdrawn.

TL and some Contractors with TL's approval also enforce Critical Rules some of which include road safety rules.

## **Compliance Monitoring**

The monitoring of road safety compliance will generally take the following form:

- Security Contractor\*:
  - Calibrated Speed Radar
  - Road Check Points and Vehicle Stops
  - Road patrols
  - Hidden cameras
- TL staff reports
- Incident investigations and reports
- GPS Systems
- Contractors – approved by the TL Forest Risk Manager

\*Some monitoring of TL road rules will be conducted covertly and demerit points will be issued to drivers for non-compliance.

All security vehicles are equipped with flashing red lights which will be used to stop vehicles in a mobile situation. However, all drivers should be aware that for reasons of safety (e.g. unstable load) vehicles may be stopped by any other road user. Please be prepared to stop at all times.

## **Equipment and Procedures**

The use of radar equipment is approved to monitor vehicle speeds in the forest estates where security officers have been trained in the correct method of radar equipment operation. Prior to the equipment being operated a procedure to check the calibration and accuracy is mandatory. This test is conducted prior to each patrol or operation commencing.

Further information on truck check procedures and actions are in Appendix 1.

## **Road Checks and Vehicle Stops**

Roadside Checks and Vehicle Stops are undertaken by the Security Contractor, TL, Contractors approved by TL, or other authorised entity (i.e. Police) with the following conditions:

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- Set up in suitable areas, with adequate signage, road cones and other equipment as may be required.
- Security Officers shall wear reflectorised jackets and carry a suitable torch at night.
- A red warning flashing light should be placed in a prominent position.
- Because of the risk to personnel, only trained persons should attempt a vehicle stop.

### **Road Blocks**

Road Blocks should only be used in exceptional circumstances and would normally involve the presence of Police. In establishing a roadblock, precautions are to be taken to minimise any risk or danger to personnel manning the roadblock or any other road user.

### **Drug and Alcohol Related Incidents**

All drivers must comply with the TL Drug and Alcohol policy.

Driving while under impaired by alcohol or drugs is considered a Critical Rule breach with Demerit Points. The Police may be used to assist in any suspected alcohol and/or drug-related driving incidents. Any testing will be done in accordance with ANZ standards for both alcohol and drug impairment situations. In some circumstances it may be necessary to include the assistance of the employer as part of the testing process.

Levels of impairment will be based on the current NZ Standards for both drugs and alcohol.

### **Demerit System**

Any person found not complying with TL's road safety procedures may be issued with an infringement notice. In most cases the infringement notice will be issued at the time of the offence. Where this cannot occur the infringement notice may be issued at a later date or a demerit letter sent directly to the person and/or their employer TL PROCESS (Contractor). Infringement Notices or demerit letters may be issued by TL staff, contractors approved by TL (directly from them to their own Employees) or the Security Contractor.

Infringements have been allocated pre-determined demerit points, which reflect the seriousness of the safety breach. Refer to Appendix 1 for demerit points by infringement. No one is permitted to drive on TL roads with demerit points exceeding 500. Demerit points are administered as follows:

- One allocation of demerit points will be issued for each offence on TL roads.
- Demerit points are accumulative, i.e. multiple breaches of rules (in one or more separate events) will result in the points being added together.
- If accumulated demerit points exceed 500 points at any time, that person will not be permitted to drive on TL's roads for a minimum of 3 months. TL will decide whether the duration exceeds 3 months. The 3 month term applies even if some of the points expire during the 3 months and the resulting balance falls under 500 points.
- The driving ban commences from the time the demerit points are issued that puts the person over 500 demerit points.
- If an appeal is lodged, the driving ban will remain in place until the outcome of the appeal is known.

## **DRIVE TO THE CONDITIONS**

### ***Drive at a speed that you can stop within half the visible distance***

- Demerit points are applied from the date the non-compliance occurred and expire 12 months after their issue.
- Other external parties may apply additional penalties for the same incident (i.e. NZ Police, Sawmill – for load issues on their site that were also load issues on TL roads).

## **Accidents**

All vehicle accidents are to be fully investigated and entered into SCRIM. The investigation should be undertaken in accordance with the **Health and Safety Manual HS002** and TL may choose to undertake a joint investigation with the relevant parties (i.e. Contractor). The aim of the investigation is to determine system failures and remedy cause(s):

1. The TL Road Safety Incident Panel will review incident investigations.
2. No demerit points will be issued where the incident is fully investigated except the relevant demerit points where there is a clear breach of any TL road safety infringement listed in Appendix 1.

The WorkSafe Duty Holder Review provides a useful guide on how to undertake an investigation to an acceptable level for the purposes above.

<http://www.worksafe.govt.nz/worksafe/toolshed/duty-holder-review/duty-holder-review-information-sheet>

## **Road Safety Incident Panel**

The Road Safety Incident Panel (Panel) has two purposes:

1. Review road accident investigations, and
2. Review irresponsible driving behaviour (see Rule 16 in Appendix 1).

In both cases the purpose of the Panel is to consider actions to improve safety (e.g. implement recommendation, safe driving assessment, training, warning signage).

The TL Road Safety Incident Panel can also recommend demerit points for breaches of Rule 16.

Any TL staff member can refer a road safety incident to the Panel. However, it is important to ensure the incident has been fully investigated and all relevant information is provided to the Panel.

Panel meetings will be scheduled for Friday mornings, but only when there is an incident to consider. Incidents should be sent to the Panel Chair (Woodflow & Distribution Manager) before 5pm on a Wednesday for a Panel meeting to be called on the immediate following Friday. The Panel will consist of:

- A minimum of three TL persons, of which two must be from the TL Departments whose Contractor's worker (or TL staff member) is not involved in the incident.
- A representative from a contractor (approved by the Forest Risk Manager) if the incident involves their driver.
- Otherwise the panel meeting will be deferred to the following Friday.

## **DRIVE TO THE CONDITIONS**

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### **Decision**

The Panel will refer to the **TL Road Safety Manual HS103** and **Health and Safety Manual HS002** for guidance. Outcomes of the Panel will be provided to the person undertaking the investigation and entered into SCRIM under in the investigation and corrective action modules, whichever is relevant.

The decision of the Panel is binding unless appealed (see Appeal Process).

Where the Panel recommends demerit points the Panel Chair will inform the Forest Risk Manager and the Forest Risk Administrator of their recommendation and reasons by e-mail. The Forest Risk Administrator or Forest Risk Manager will then send a demerits letter or e-mail to the Contractor whose employee has infringed and add the points into the Demerits Database. It is the responsibility of the Contractor to inform their employee of their demerits and ensure they are aware of the Appeal Process or stop them from driving when they have exceeded 500 demerits within one year.

### **Demerit Point Appeals**

Infringement notices or Demerit Letters can be appealed only where there are sufficient mitigating circumstances. Should the recipient of an Infringement Notice or Demerits Letter consider that there are extenuating circumstances that led to the infringement; the recipient may request an appeal by TL.

The appeal must be delivered in writing (or by e-mail attachment) to the TL Forest Risk Manager within 10 days of the issue of the infringement notice (or Panel demerit e-mail/letter). The Appeal must include the following detail:

1. Name
2. Employer (Contractor)
3. Infringement Notice number (if applicable)
4. Date of Infringement Notice or Demerits Letter
5. Details on the reasons for appeal

The TL Appeal Committee will consider the appeal and reply on their decision within 21 days of receiving the appeal. The appellant may be requested to be interviewed by the Appeal Committee. If the appellant refuses or does not attend the appeal will be dismissed and the demerit points will stand.

The Appeal Committee may also request further information, at which time the appeal is considered on hold until the information is provided. The Appeal Committee may place a deadline on the further information. If this is not met the Appeal Committee may dismiss the appeal.

The Appeal Committee will consist of the Forest Risk Manager and 1 other Senior Manager. The Appeal Committee may:

1. Repeal / reduce / increase demerit points, or
2. Impose alternative penalties,
3. Refer the driver/incident to the Forest Risk Manager to be considered for the Defensive Driver Probation

The decision of the Appeal Committee is final and binding.

## **DRIVE TO THE CONDITIONS**

***Drive at a speed that you can stop within half the visible distance***

### **Defensive Driver Probation**

Drivers with 300 or more demerit points can apply for, or be referred by appeal panel, for a 25% reduction by completing the requirements of a Defensive Driver Probation.

The request or referral will be considered by the Forest Risk Manager and one Senior Manager on a case by case basis. In making their decision the Forest Risk Manager and Senior Manager will take into account:

1. Support from the driver's employer
2. The nature of offence(s),
3. The attitude of the driver,
4. Previous experience with Defensive Driver Probations

The following conditions will be required:

1. The driver attends a training/assessment course approved by TL.
2. The driver completes a safety alert on safe driving, which TL may distribute
3. The driver will enter a 3 month probation period where:
  - (a) The employer (contractor) monitors the driver's speed by vehicle GPS at least fortnightly and provides a report to TL
  - (b) At least 3 SBOs are undertaken on the driver's behaviour and the results are provided to TL.
  - (c) If the driver incurs demerit points for any non-compliance the reduced demerit points will be re-instated in addition to any new points.

A person can only enter the defensive driver probation once.

### **Return to Driving Process**

Once a driver has completed the driving stand down they may return to driving in the TL Estate. However, prior to commencing driving they must be deemed competent for this task through:

- An appropriately qualified person
- Negative drug test
- Notifying the TL Forest Risk Manager in writing of the above prior to commencing

Once a person has returned to driving they are expected to fully comply with TL road safety rules and if they exceed 500\* demerits in the following 12 months from their return they will not be permitted to drive in the forest for a further 6 months. Should they exceed 500 points at any time once they have returned from a 6 month ban they will be permanently banned from driving on TL forest roads.

\*If a driver returns with more than 500 existing demerit points these will be reduced to 500. This will be undertaken by reducing the first amount of demerit points due to expire by the amount to make the total 500.

**DRIVE TO THE CONDITIONS**  
***Drive at a speed that you can stop within half the visible distance***

## Appendix 1: SCHEDULE OF INFRINGEMENTS

### ALL VEHICLES

#### Drugs and Alcohol

- |   |     |
|---|-----|
| 1. Driving while under the influence of alcohol and/or drugs  | 501 |
| 2. Refused police officer's/employer's request for a specimen | 501 |

#### Speed

- |  |     |
|--|-----|
| 3. >30 km/hr over posted speed limit     | 501 |
| 4. 20 - 29 km/hr over posted speed limit | 300 |
| 5. 10 - 19 km/hr over posted speed limit | 100 |
| 6. 5 - 9 km/hr over posted speed limit   | 50  |

#### Driver Duties and Responsibilities

- |   |     |
|---|-----|
| 7. Drove without appropriate current driver licence or endorsement:   |     |
| (a) Deliberate (known)  | 501 |
| (b) Oversight   | 100 |
| 8. Failed to produce a driver's licence within 5 days   | 100 |
| 9. Failed to furnish own name and address   | 100 |
| 10. Driving whilst using mobile phone (no handsfree)  | 100 |
| 11. Failed to keep left where practical and safe of white or yellow centre line – sealed rd   | 200 |
| 12. Failed to stop or remain stopped for a Security Officer/TL, authorised person   | 250 |
| 13. Vehicle not road worthy <sup>1</sup>  | 250 |
| 14. Breach of Section 2.11 Driving of ACOP:   | 100 |
| (a) Failed to follow road signage (e.g. stop or give way signs)   |     |
| (b) Failed to drive at a speed which allows the vehicle to be stopped within half the visible distance of the clear road that can be seen in front of vehicle |     |
| (c) Drove without headlights and/or taillights on   |     |
| 15. Breach of TL Critical Rule 4 or 5 or 6.   | 250 |

#### TL Incident Panel<sup>2</sup>

- |  |     |
|--|-----|
| 16. Irresponsible driving discretionary up to: | 501 |
|--|-----|

#### ATV / Motorbike

- |   |     |
|---|-----|
| 17. Riding without wearing an approved helmet and/or hi-vis vest<br>(2 sets of demerits issued if neither are worn) | 300 |
|---|-----|

### HEAVY VEHICLES / LOG & STEM TRUCKS (additional to All Vehicles)

- |  |     |
|--|-----|
| 18. Refused to permit load to be inspected   | 200 |
| 19. Exceeded the posted weight limit on bridge   | 200 |
| 20. Failed to display Oversize sign on front of oversize truck   | 200 |
| 21. Stem Truck: Ends of 3 stems not painted in high visible paint  | 20  |
| 22. Failing to use warning flashing lights to oncoming traffic   | 100 |
| 23. Dragging stems   | 150 |
| 24. No part of the log or stem shall be outside the line of the widest bolster*  | 200 |
| 25. Logbook infringement <sup>3</sup>  | 200 |
| 26. Loaded (trucks with scales) weight exceeds manufacturers GVM or GCM  | 100 |
| 27. Operating a loaded log or stem truck outside the harvest area or yard with no load security (restraint) in place.  | 501 |
| 28. Not compliant with the Loading and Load Securing requirements of the LTSC & ACOP <sup>4</sup>  | 200 |
| 29. More than 1/3 of outside log or stems loaded above the top of the stanchion or stanchion extension**   | 200 |
| 30. Pruned log / KPP logs / logs 4metres or less in length / logs with less than 300mm of overhang without 3 restraints per packet, including a belly restraint. | 200 |
| 31. Long stems with less than 3 restraints – 2 being over the front stanchion and 1 over the rear stanchion  | 200 |
| 32. Short stems with less than 3 restraints  | 200 |

\* For long stems no more than 30cm outside the line of the front bolster

\*\*Measured at the stanchion. For short stems this is measured at second stanchion.

### CRITICAL RULE

A Critical Rule Breach also occurs:

1. For infringement 27, or
2. When any 2 or more of infringements 28, 29, 30, 31 & 32 occur on any one truck.



## **DRIVE TO THE CONDITIONS**

### ***Drive at a speed that you can stop within half the visible distance***

A truck that is not compliant with any of Infringements 28, 29, 30, 31 & 32 will not be permitted to continue until deemed safe by the Contractor.

<sup>1</sup> *Vehicle or trailer not road worthy” includes but is not limited to:*

- *No CoF or WoF*
- *Bald tyres – wire showing*
- *Load not secure or dragging (not log or stem trucks)*
- *No working trailer lights*
- *Vehicle or trailer in unsafe condition*

<sup>2</sup> *Irresponsible driving is deliberate and highly dangerous rule breaking. Examples of irresponsible driving include:*

1. *Deliberate driving down one way system.*
2. *Driving through road control when stop sign is up.*

<sup>3</sup>*Logbook infringement*

- *Failed to produce a logbook*
- *Failed to fill out logbook*
- *All other (i.e. concerns on accuracy) referred to relevant haulage Contractor*

<sup>4</sup> *Relevant rules for “not compliant with the Loading and Load Securing requirements of the LTSC & ACOP” are:*

### **LTSC Section 6 – Log Load Securing Requirements**

*Requirements on pages 6-4 to 6-8 where these are not already covered by specified infringements.*

### **ACOP**

*16.5.1 – noting the first bullet point is covered by Infringement 29.*

*16.5.2*

*16.5.3*

*17.4.1*

*Note: demerit points accumulate for multiple breaches found at one time.*



## **DRIVE TO THE CONDITIONS**

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### **Truck Check Process/Actions**

#### **Dragging Stems**

1. Full Truck Check
2. **Complete Infringement Notice**
3. Contact the relevant distribution contractor and they will decide safe course of action.

#### **Bouncing Stems**

1. Full Truck Check
2. **No Infringement**
3. Contact the relevant distribution contractor and they will decide safe course of action,

#### **Flashing lights not operating on Off Highway Units**

1. Full Truck Check
2. **Complete Infringement Notice**
3. If lights inoperable notify relevant distribution contractor and allow to continue to destination with care and have lights rectified.

#### **One log (or more) of packet not the required minimum distance past Bolster (ACOP and/or LTSC)**

1. Full Truck check
2. **Complete Infringement Notice**
3. Contact the relevant distribution contractor and they will decide safe course of action.

#### **Load not over height but top logs not contacting restraint.**

1. Full Truck Check
2. **No Infringement**
3. Record on form as not compliant with ACOP
4. Allow to continue, except where a log(s) is not restrained by either a chain or log(s)
5. Contact the relevant distribution contractor and they will decide safe course of action.

The first point of contact for the distribution contractor is usually their distribution centre by radio and should be undertaken by the truck driver.

If there is doubt regarding load security and before the truck can move the driver must contact the relevant distribution contractor who will decide safe course of action. The Safe Course of Action is decided by the distribution contractor's management and will generally involve attendance at the scene.

On request Security can assist with escorting trucks to a safer position or nearest / best place for load adjustment. However, this is only when there is no other reasonable option and should not interfere with Security's other functions.

## DRIVE TO THE CONDITIONS

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### Appendix 2: ROAD SIGNS

#### Forest Signs

Any TL standard road signs, (e.g. speed limit, stop and give way signs), that are established for the same purposes as equivalent road signs on local authority and Transit NZ controlled roads, will comply with the relevant Transit NZ requirements. Information and warnings on road signs must be complied with by all users. Note some sign placement has been adjusted for oversize vehicles that may swing and hit them (i.e. for stem trucks). Examples of signs are as follows:

#### Forest Advisory and Information Signs

	<p>These signs explain and give information about TL and conditions of access. They include forest gate signs advising drivers they are entering a TL managed forest and that access permits are required. These signs indicate entrance onto private land. These signs may also advise of general hazards that may be encountered within the forest.</p>
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#### Regulatory Signs

		<p>Equivalent to signs on public roads, these signs advise road users of the road rules at specific sites. They will be installed and maintained by TL Roding operations.</p>
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## DRIVE TO THE CONDITIONS

*Drive at a speed that you can stop within half the visible distance*

### Permanent Warning Signs

		<p><b>Yellow</b> diamond shaped signs warn road users of permanent existing road hazards. These signs will be installed and maintained by TL Roding.</p>
		<p><b>Safety Advisory Signs</b> – different variations throughout the forest and for specific reasons. Also includes warnings such as for stem truck swing.</p>

### Temporary Warning Signs

		<p><b>Orange</b> signs that warn road users of temporary existing road hazards and are consistent with public road conventions. Contractors will install temporary warning signs when their operations create a hazard to other road users.</p>
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