

**Lotte Chemical Pakistan Limited
Port Qasim**

PROCEDURE NO.	HSE&S Procedure No. 7.16-01	Page 1 of 6
TITLE	Motor Vehicle Safety	
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1. PURPOSE

To provide guidance to Lotte Chemical Pakistan Limited (LCPL) Staff who authorize others to travel on Company Business and to those Managers who are required to travel on Company Business by road and air.

2. SCOPE

This Procedure applies to all LCPL staff traveling on Company business. It also applies to the hired and self-driven transport. It sets down requirements for managing the risks to LCPL personnel when operating or traveling in a motor vehicle on company business, including cars, trucks and motorcycles that are leased, company-owned, rented or employee-owned vehicles and taxis, chauffeured cars and hired buses. The guideline contains requirements over and above those of local legislation. The procedure excludes specialized maintenance and service vehicle, such as cranes and forklift trucks.

3. DEFINITIONS

- 3.1 **Vehicle Accident:** Damage however slight sustained by the vehicle and does not imply injury to the driver or occupants.
- 3.2 **Driver:** Is any LCPL or Contractor employee who drives on Company business.
- 3.3 **Defensive Driving:** Comprises the behavioral and physical skills required to drive in a manner that eliminates preventable accidents in spite of the actions of others.
- 3.4 **Vehicle:** Is a vehicle that is Company owned, leased, hired or authorized for use on Company Business.
- 3.5 **Business:** Means arising out of, or in the course of conducting business for LCPL.

4. REQUIREMENTS

4.1 Principles

Chief Executive of LCPL Business shall have system in place to ensure that:

- 4.1.1 Safety requirements are specified for the provision and use of vehicles for business, including the use of electronic devices in vehicles (cellular telephones, personal digital assistants, global positioning systems and other electronic devices).
- 4.1.2 A formal driver certification process is in place for authorizing employees to drive on company business, to include annual re-certification and appropriate action for exemplary and unacceptable

driving performance. The certification process shall be appropriate for the risk level of various groups (see 3.1) and shall include review of the driving records, driver's license and insurance cover of employees and supervised contractors required to drive on company business, to the extent allowed by local laws.

- 4.1.3 Formal driver safety training is provided within a specified period of starting a job requiring driving for company business or relocating to a country with different driving laws and conditions, and thereafter on a specified frequency appropriate to risk.
- 4.1.4 Safe vehicles and vehicle safety equipment that meet minimum safety requirements are provided.
- 4.1.5 The transporting of hazardous materials complies with local legislation, including requirements for training and certification placed on drivers.
- 4.1.6 Relatives of employees or others driving company owned or leased vehicles with company permission have a valid legal driver's license and comply with the terms of the company vehicle insurance (e.g., age or experience restriction).
- 4.1.7 Motor vehicles injuries and incidents are reported and investigated.
- 4.1.8 Vehicles, leased or hired by the company on longer term exceeding more than six months, are environment compliant meeting NEQS standards.
- 4.2 Location Managers i.e. Commercial Manager, Director Admin, HR & IT, shall ensure that local system / SOP's necessary to implement above requirements are in place.
- 4.3 General Affairs & Security Manager, Administration Manager and Contract / Other Line Managers shall have system in place to ensure following:
 - 4.3.1 Staff using vehicles is fully aware of local laws and driving customs, which could affect them.
 - 4.3.2 Staffs who drive themselves on company business receive safe driving training appropriate to the risks they face while driving.
 - 4.3.3 Staff drives on company business in accordance with local procedures and are held accountable for taking proper regard of these requirements.
 - 4.3.4 Motor vehicle injuries and incidents are reported and investigated.
- 4.4 All drivers shall:

- 4.4.1 Take into account the hazards and risks associated with their operation and use of motor vehicles on company business, including adverse weather or road conditions, high speeds, congested roadways and risky driving behavior of others;
 - 4.4.2 Drive in a safe manner, complying fully with applicable road traffic legislation, including the wearing of seat belts, crash helmets and restrictions on the use of cellular telephones;
 - 4.4.3 Hold a current driving license, have appropriate insurance, and report any driving penalties to their line manager;
 - 4.4.4 Not drive if their ability is impaired by fatigue, illness or the use of alcohol, drugs or medicines;
 - 4.4.5 Take reasonable measures to assure the vehicle is road worthy, and familiarize themselves with the appropriate emergency procedures and use of vehicle safety equipment;
 - 4.4.6 Report injuries and vehicle and other incidents occurring while driving for company business to their line manager.
- 4.5 General Affairs & Security Manager, Administration Manager and Contract / Other Line Managers shall have system in place to ensure following:
- 4.5.1 Employees and supervised contractors using a motor vehicle for company business shall be clearly identified in groups with similar driving situations and risks. Examples of these groups are sales personnel in leased vehicles, store delivery personnel, office staff driving personal or rental vehicles, staff driving motorcycles and travelers riding in taxis. For each group, a risk assessment shall be completed to identify the necessary controls, such as minimum training and frequency, driver certification requirements, service provider qualification or insurance coverage.
 - 4.5.2 The process to certify drivers shall be appropriate for each group and its level of risk. For higher risks groups, such as sales or delivery personnel who drive every day, the process shall include.
 - a) A ride-along by the driver's manager or an independent party to re-enforce good practice and provide constructive feedback and
 - b) A formal check of driving infractions or penalties, to the extent allowed by local laws.

For low risk groups, such as those who drive their personal vehicles on company business occasionally, formal certification may not be appropriate at all.

- 4.5.3 Training for improving the safety performance of personnel who drive on company business shall include a system to identify high risk drivers and encourage defensive driving behaviors.
- 4.5.4 Hand-held cellular telephones are not to be used by a driver whilst driving. Any use of cellular phones must align with Business policy.
- 4.5.5 Handling hazardous materials shall be subject to formal risk assessment, especially for non-routine situations, such as sales personnel delivering product to job sites or customers. The potential for spills shall be assessed and means to quickly control spills shall be provided. The risks of exposure of the public or untrained personnel shall be evaluated. Finally, the requirements of local legislation (National Highway Safety Ordinance 2000, National Highway Authority Act 2001, Provincial Motor Vehicle Ordinance 2015 (Amendments) shall be understood and fully implemented, as penalties can be substantial.
- 4.5.6 Chauffeur driven cars and bus hire companies shall be approved, subject to agreed contractual terms which shall include the setting and monitoring of standards relating to vehicle safety and driver training requirements.
- 4.5.7 The Line manager shall have system in place to ensure vehicle use, maintenance requirements, vehicle emission compliance with NEQS standards, travel approval, vehicle safety audit, performance review, journey planning and incident reporting.
- 4.5.8 All drivers shall be aware of the good driving practices.
- 4.5.9 For incident reporting and investigation the minimum requirements must be complied. These requirements apply formally to those injuries and incidents that are “work-related”. There may be other incidents which are not strictly work-related but for which some management follow-up may be warranted in the interests of staff well being (e.g., spouses driving leased vehicles).

5. COMMUNICATION & TRAINING

- 5.1 Departmental and Functional Heads shall be responsible for the communication of this procedure to all Management and Supervisory staff of the Plant.

6. DOCUMENTATION

- 6.1 Vehicle Emission Test Reports

7. REREFERENCE

- 7.1 National Highway Safety Ordinance 2000

7.2 National Highway Act 2001

7.3 Provincial Motor Vehicle Ordinance 2015 (Amendments)

8. AMENDMENTS

This is the fourth revision.