AUTOMOTIVE PROVING GROUND
AUSTRALIA

AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE

Regulations and Safety Instructions

July 2016

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July 2016

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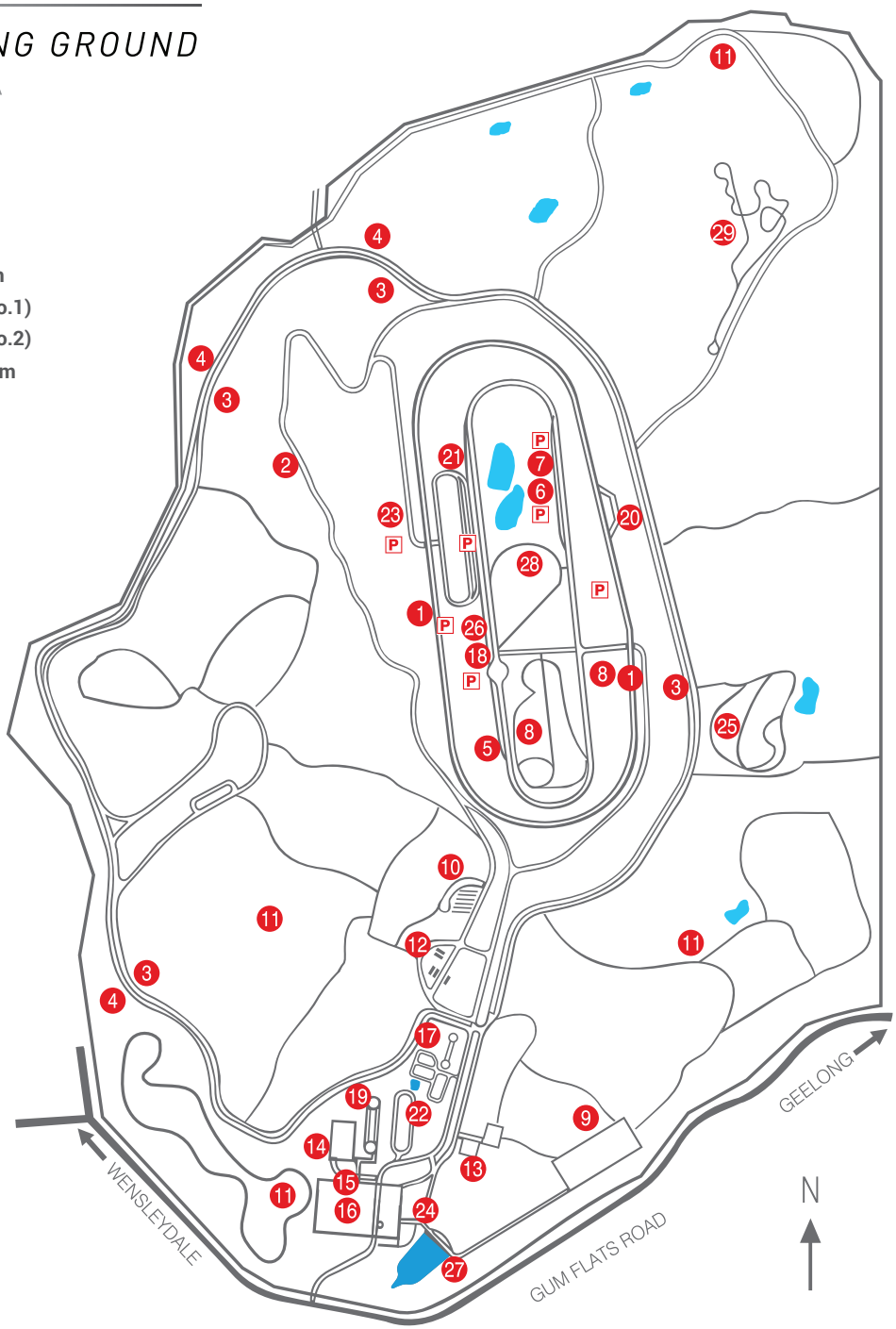


AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE REGULATIONS AND SAFETY INSTRUCTIONS

1. INTRODUCTION

To ensure a safe and effective approach to operations at AARC we aim towards the following regulations:

- Maintaining a highly productive, pleasant and stress free work environment
- Minimising supervision and maintenance expenses

In the interest of all personnel using the facilities, disregarding the spirit of the Regulations or unsafe practice of any kind, whether listed or not, will result in the withdrawal of access to the Research Centre.

In the event of a breach this must be immediately reported to the appropriate Supervisor:

Unsafe work practices	Defective equipment affecting safety	A hazardous situation in work areas or field facilities

A copy of a Hazard Report Form is contained at the back of these regulations.

2. PRODUCT SECURITY

The operations at the Research Centre are obviously of a **confidential nature**. It is a condition of employment, and licence to use, that the security of these operations be maintained.

Discussion of the following topics is completely prohibited outside the Research Centre, or with personnel inside the property other than in the course of duty:

- Product development
- Testing
- Concerns associated with test and development or training

These provisions apply to the activities of all companies and organisations operating at the Research Centre, and all users will respect the confidentiality of each operation.

3. ENTRANCE TO THE RESEARCH CENTRE

Access to the security compound is restricted to vehicles and personnel authorised by AARC Management. Access to the test and training facilities is similarly restricted, and vehicles and personnel may only enter as authorised by AARC Management.

Employee and visitors' vehicles will be parked as designated, outside security compound. Visitors will walk in and check in at the Office. All visitors are to complete the Visitors' Register in the foyer of the Administration building on arrival, and sign out when departing. This includes when departing and re-entering on the same day.

All users must complete an induction. This may be for a specific work area, or the whole facility. A copy of the current Regulations & Safety Instructions must also be read and understood. A medical declaration form is to be signed indicating that the user has no known illness that may contribute to the danger of other facility users. All new inductions and medical declarations are valid for 2 years.

Where a group of people are involved, one person may sign them in by completing a Group Acknowledgement form, listing all group members' names. **This person is thereafter responsible for that group**.

If some of the group leave early or arrive late this must be documented beside that person's name. **An authorised person must accompany any person on any activity.**

At least 1 person capable of acting effectively in an emergency must be present at AARC during any activity, other than those actually driving or riding in a test or training vehicle.

The standby person must be provided with an appropriate vehicle for the circumstances, e.g. a registered vehicle capable of carrying a passenger.

Drivers and operators must hold a current licence for the class of vehicle or equipment operated, unless they are undertaking instructions from a person with the appropriate licence and experience.

No photographic equipment is permitted at the Research Centre without the permission of the AARC Manager, for casual users or by tenants with permission from their management/supervisor. This includes mobile phones with a camera feature. Unauthorised photographic equipment can be left at the main office and be collected on departure.

Potential users must confirm in writing that their own vehicle and general third party liability policies adequately cover accidents and damage that may be caused by or to their vehicles, equipment and employees using the Research Facility. There are AARC Conditions of Hire which will be forwarded to any potential users of the facility. These must be read and signed by the user and are valid for a period of 12 months. A copy of the Certificate of Insurance is required and must be seen prior to any scheduled activity.

Authorised regular users will have remote key fob access to open the cable gate. All other users will be required to gain access by an authorised person. If users have a visitor they must ensure that the visitor has signed in.

4. TRAFFIC CONTROL

4.1 General

All Research Centre traffic will observe the normal requirements of:

- Statutory legislation and road law
- Road courtesy in regard to seat belts, control signs, signals, passing, stopping, parking, traffic lanes, etc.

The driver's primary responsibility is to maintain control of the vehicle at all times. The driver will not be required to operate beyond their capability or be subjected to personal risk.

4.2 Travelling to AARC

Special care will be taken on access roads to the Research Centre, and vehicles will be operated at reduced speeds appropriate for conditions to ensure safety and good rapport with the community, and maintain a proper image for a research and development facility. Always be aware of wildlife such as kangaroos and wallabies.

A maximum speed of 80 km/h is considered appropriate on unsealed surfaces approaching the Research Centre. In addition to this, a self-imposed limit of 80 km/h for the sealed section of Wensleydale Station Road, from Gum Flats Road to Wormbete Station Road should be adhered to.

4.3 Access Roads

The main access road from the compound to the Highway Circuit has a maximum speed limit of 60 km/h. A 40 km/h speed limit applies between the ADR and Highway Circuits and entering/exiting the facility to/from Gum Flats Road. Testing on access roads is strictly **prohibited.**

4.4 Speed Limits at the Research Centre

The speed limit in the compound area is 10km/h. Always be aware of pedestrian movement and other traffic.

Speed limits apply to all circuits and access roads. If test circuit speed limits need to be exceeded, appropriate signage must be applied to the Magnetic Board. At certain over limit speeds, exclusive use must be arranged.

CIRCUIT	SPEED LIMIT	OVER LIMIT SIGN NEEDED	EXCLUSIVE USE NEEDED
HIGHWAY	100KPH	120KPH, 140KPH	160KPH
ADR	100 KPH	120KPH, 140KPH	160KPH
2ND CLASS ROAD	80 KPH	100KPH, 120KPH	140KPH
ACCESS ROAD	60 KPH	NOT PERMITTED	

Drive defensively at all times at the Research Centre.

4. TRAFFIC CONTROL….cont'd

While maximum speeds are posted, drive according to the road, weather and traffic conditions which prevail at the time.

4.5 High-visibility clothing

High-visibility clothing is to be worn at all times.

4.6 Entering Circuits

Extreme care must be exercised whenever entering circuits.

- Stop
- Make radio contact with all prior users
- Add your sign/s to the Magnetic Board
- Check direction of travel
- Give way to approaching traffic.

Always conduct a clearing run of a circuit before testing or training, to familiarise yourself, and ensure that there are no hazards or changes on the circuit.

On one-way roads, traffic must still keep to the left as far as practicable, especially on crests, curves and restricted vision locations, in anticipation of unauthorised intruders, eg. trail bikes.

Vehicles will not stop or park adjacent to each other on roads or circuits, even momentarily, or cause an obstruction to moving traffic.

4.7 Magnetic Boards

User's magnetic signs must be added to the Magnetic Board at all circuits and facilities so equipped. One sign must be used for each test vehicle. The Rough Course also has a directional arrow sign. Please use the sign appropriate for your type of testing.

The placement of a magnetic sign is required for each vehicle that is testing on a facility, even on a one lap test. These must be removed when exiting the circuit.

Ensure that all signage is removed at the completion of your testing.

4. TRAFFIC CONTROL….cont'd

Each user has their own magnetic sign with initials which must be placed on the appropriate section of the board when a facility is being used:

Magnetic Board Symbols:

Rheinmetall MAN	**Blue with white background**	**MAN**
Bosch Chassis Group	**Blue with white background**	**Bc**
Iveco Trucks	**Blue with white background**	**Iv**
Toyota	**Blue with white background**	**T**
Thales	**Blue with white background**	**Th**
Caterpillar	**Green with white background**	**CAT**
Mercedes-Benz	**Green with white background**	**Mb**
Protech Developments	**Green with white background**	**Pt**
Vipac	**Green with white background**	**Vp**
Kenworth	**Green with white background**	**Kw**
Casual user	**Green with white background**	**Cu**
Motorcycle	(User's name plus motorcycle icon)	

Electric vehicles

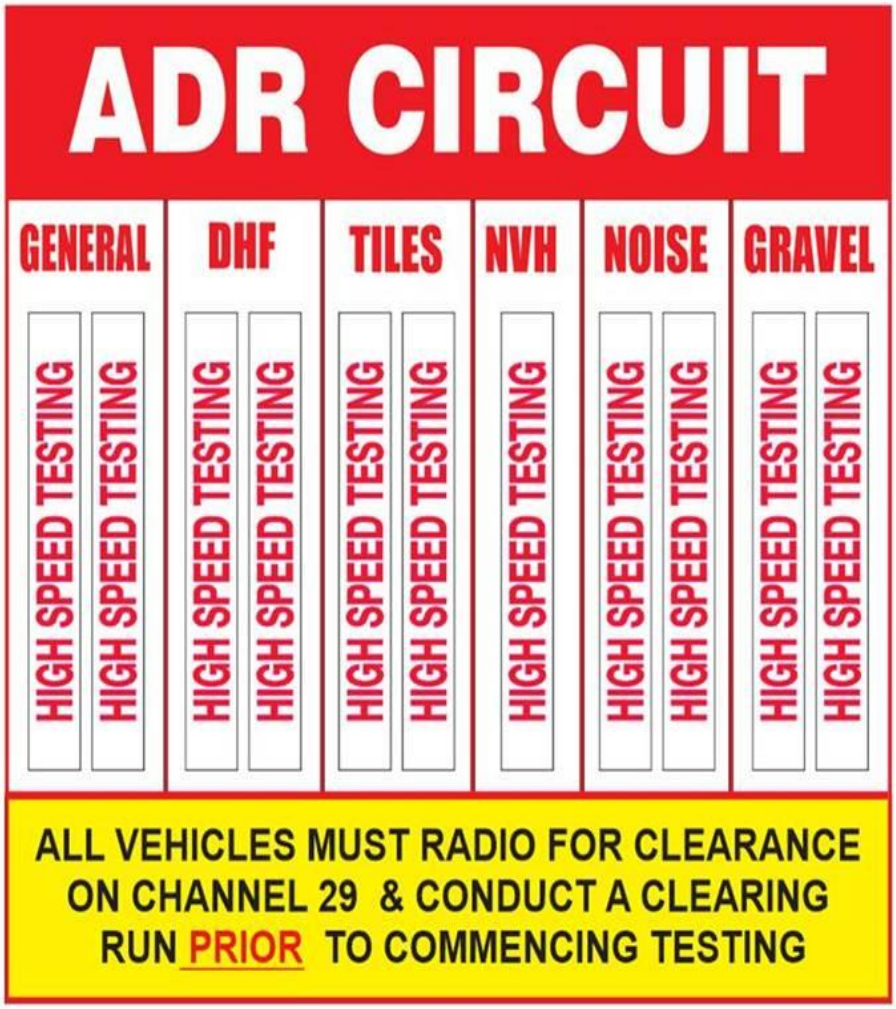
Electric powered vehicles are additionally to display an E beside the user magnetic sign when on circuits where this is applicable.

These magnetic signs are kept with Tenants or at the office for other users.

4. TRAFFIC CONTROL….cont'd

The ADR Circuit board is divided into six sections:

Magnetic board – example of usage



Other signs on the ADR Circuit which can be found on the back of the board include:

HIGH SPEED TESTING	140KPH	Filming	Two way traffic	Noise

- Red 150mm Disc - To be placed beside your company name on the magnetic board, and one on the left side of your vehicle to indicate that you are unable to stop while conducting this test.
- Two Way Traffic – Noise

5. SAFETY REGULATIONS

5.1 General

These regulations are to be used in conjunction with any industry specific safety regulations issued by an organisation using the AARC facility.

5.2 Safety Belts

Safety belts must be worn at the Research Centre at all times by all drivers and passengers in all vehicles, unless a Certificate of Exemption is provided from a Medical Practitioner. Certain types of testing may be exempt, depending on company policy. Written confirmation is required.

5.3 Crash Helmets

Crash helmets must be worn when vehicle speed exceeds 160km/h and at other times when operating vehicles with a high potential for rollover. Helmets are to comply with the current Australian Standard.

5.4 Electric Cars

Should an electric or alternative fuelled vehicle be involved in an incident, always take extreme caution in sizing up the scene prior to taking appropriate action

5.5 Headlights

All vehicles are to travel with headlights on while at the Research Centre.

5.6 Hazard Lights

Hazard lights **must** be used whenever vehicles are stopping on any circuit, eg. brake stops. Durability vehicles on the Highway Circuit, provided they have an amber flashing light mounted on the roof, are exempt from this.

5.7 Mobile Phones

Mobile phones are to be used in a vehicle ONLY when it is stationary and parked in a safe location.

5.8 Weather Conditions

Adverse weather conditions such as fog, heavy rain and days of total fire ban (Code Red Days[1]) may mean that testing cannot take place for safety reasons. Should any of these conditions prevail, the decision on whether testing can take place will be made by AARC Management or tenant company supervisors if operating outside normal hours of operation.

[1] Refer to Regulation 7.4 Code Red Days

5. SAFETY REGULATIONS….cont'd

5.9 Roadworthiness, Safe Vehicle Preparation

Drivers are responsible for ensuring that any vehicle operated within or outside the Research Centre is safe and roadworthy in every respect - particularly brakes, steering, lights and signals.

Test vehicles may not comply, however there should be a safe vehicle preparation check carried out prior to using vehicle.

Faults will be noted on a Defect Form and reported to the Supervisor immediately. The vehicle will not be operational until faults that affect the safety of any personnel are rectified.

5.10 Moving Vehicles and Equipment

Personnel will not board or leave moving vehicles or equipment. They will not ride on fenders, running boards, or anywhere outside the regular driver or passenger positions within vehicles, cranes, tractors, construction equipment, implements, etc.

5.11 Fuel Storage

All petrol and diesel will be stored in the appropriate underground tanks unless prior arrangement has been made with AARC management. No open containers of petrol, diesel or other flammable fuels are permitted in or around buildings.

Closed containers, in workshops, will be kept to a minimum practical quantity and other containers stored in the flammable storage shed.

Petrol must be carried in approved containers not exceeding a 25 litre capacity. All containers must be placed on the ground and in the open air when they are being filled at a fuel supply pump.

Should a spillage occur, use the absorbent material located near the pump to contain the spill and advise AARC manager of any major spills.

Smoking, sources of flame and mobile phones are prohibited in designated areas. This includes:

- Fuel supply pumps
- Storage tanks
- Flammable liquid stores
- Battery charging areas
- Open fuel tanks

5. SAFETY REGULATIONS….cont'd

5.12 Refuelling Vehicles

All vehicle engines and mobile phones are to be switched off during refuelling.

There is no smoking or source of flame permitted.

- Do not overfill vehicle fuel tanks
- Avoid contact with fuel and breathing vapours
- Only approved containers may be used. These must be on the ground and in the open air
- Absorbent material for spills is located beside the Iveco workshop
- Report major spills to AARC manager
- The number of vehicles refuelling at the one time to be kept to a practical minimum

5.13 Electrical Equipment

All defects in electrical equipment and tools must be immediately reported to a Supervisor, **marked as unsafe and withdrawn from service.**

Repairs and alterations to any electrical equipment will only be carried out by a competent, registered electrician. Annual testing and tagging of all electrical equipment is required.

5.14 Machinery, Workshop Equipment and Vehicles

Always follow the Safe Operating Procedures for equipment being operated.

Any defect that could endanger the safety of personnel must be immediately reported to a Supervisor, **marked as unsafe and withdrawn from service until rectified.**

Vehicle Inspection Pits must be covered or chained off at all times when not in use.

5.15 Use of Cranes, Forklifts and Lifting Devices

Cranes, forklifts and lifting equipment will only be operated by personnel with the appropriate licence.

Only approved lifting equipment, which has been inspected and tested annually, will be used for lifting. These devices must not be used for any other purpose.

All chain slings, wire ropes and shackles are marked with safe working loads, which must not be exceeded.

Any damage to lifting gear must be immediately reported to a Supervisor, **marked as unsafe and withdrawn from service until rectified.**

5. SAFETY REGULATIONS….cont'd

5.16 Personal Protective Equipment

Safety glasses, sunglasses, sunscreen, gloves, helmets and other appropriate items of protective equipment are issued by Tenant Companies, and must be worn as directed.

Failure to do so may result in injury or long-term personal damage.

5.17 Wildlife

The areas within the Highway Circuit are fenced off from kangaroos. Remember that on all other roads these animals can appear unexpectedly. Should you hit an animal and require assistance please contact the "Help for Wildlife" on 0417 380 687.

5.18 Smoking

Designated smoking areas are located outside some buildings which have receptacles for disposing of cigarette butts.
Place cigarette ends ONLY in receptacles provided.

5.19 Alcohol

The consumption of alcohol is not permitted on the property. No person who is suspected of partaking in alcohol consumption will be permitted on site.

Blood Alcohol Limits at the AARC Facility are ZERO for all persons.

5.20 Drugs and Fatigue

No person will be permitted to drive or operate equipment at the Research Centre if affected by drugs, or if unduly fatigued.

It is recommended that drivers should drive for a maximum of 8 hours in a working day, with appropriate rest periods taken. Where high speeds or repetitive testing is involved, a driver should not work continuously for more than 1½ - 2 hours. This may vary depending on the type of testing that is being conducted.

5.21 Random Alcohol & Drug Testing

AARC is a drug and alcohol free site.

All AARC users must understand that random Alcohol and Drug Testing could be carried out at any time. An independent qualified operator would conduct this testing.

This it is a condition of employment and licence to use the facility.

5. SAFETY REGULATIONS….cont'd

5.22 First Aid

First Aid Kits are located in the following areas:

- The main buildings in the Compound
- The Linfox Centre
- The overnight storage shed (located between the ADR & Highway circuits)
- The fire tanker

Small First Aid Kits are carried in some vehicles.

A Defibrillator & Emergency Oxygen are located at AARC Office/Canteen area.

A person with a minimum qualification of Level 2 in First Aid is required on site whenever vehicle testing or training is taking place. Tenant companies are encouraged to have a suitable number of their staff with accredited Level 2 First Aid Training.

5.23 Accidents

Accidents involving injury to persons, other property, or other vehicles or equipment will be reported to AARC Management immediately, regardless of shift or time.

Accidents involving Company property only will be reported in accordance with company instructions. A safety related incident report is to be submitted as soon as possible to AARC Management.

If the incidents require more than basic First Aid, contact the appropriate Emergency service. Phone numbers for these services are on the Emergency Contact List, located beside the telephones in each building. Always refer to the Emergency Response Procedures at the back of these Regulations.

Any person involved in an incident is required to have a medical check-up at the nearest local Health Centre, including a blood and/or urine test. AARC will organise for an independent investigator to visit the scene in the case of an Accident/Incident resulting in a person attending hospital, or a multi vehicle incident. The cost to be borne by those companies involved. A checklist (attached) should be completed with as many details as possible prior to the investigator arriving on scene.

A First Aid Kit is located in the overnight storage facility, between the ADR and Highway circuits. A 9kg Dry Chemical Extinguisher and a 9 litre knapsack are kept in the open bay of the building, should they be required.

For other locations of First Aid Kits, please refer to 5.22 First Aid above.

5. SAFETY REGULATIONS….cont'd

5.24 Vehicle Loading

Load platforms and tray bodies must be securely attached to chassis with approved systems and spacers. This is to prevent frame flange distortion.

Load block and frames will be securely fastened with approved systems to ensure that dislodgment cannot occur in any circumstance.

Fifth wheels, towing devices, safety chains, etc. will be fitted in accordance with statutory requirements and best industry practice. This will be regularly inspected during operation.

5.25 Boom Gates

Various facilities, Highway Circuit, ADR Circuit and 5% Gradient have boom gates that can be closed when vehicles are conducting:

- High speed testing
- Potentially hazardous testing
- Change of direction in travel is required

5.26 Operator Safety

Unnecessary hazards will be avoided at all times. The maximum speed, gradient, side slope, etc. will be extremely dependent on the driver's skill, vehicle capability and operating conditions. The operators will not be required to perform any task they do not wish to, or feel confident to undertake.

When operating plant and equipment, all operators must be familiar with the relevant Safe Operating Procedures.

5.27 UHF Radios

UHF Radios use Channel 29. All regular users are encouraged to have radios fitted to vehicles, or to use portable units when conducting constant testing and training.

When entering the Highway Circuit please communicate with other users to make sure they are aware of your movements. A message prior to leaving the compound is adequate.

If one vehicle is regularly going on and off the circuit over a period of time, one radio message advising other traffic you will be entering on a regular basis is also acceptable.

Recommended Radio Procedure

- Before using radio think about whom you are going to call and what you are going to say
- Before you transmit, listen to make sure you are not breaking into other transmissions
- Make your transmissions clear, concise and relevant as others may be listening
- Hold down the talk button for a brief pause prior to talking into the microphone
- Give the call sign of the station you are calling, followed by your call sign
- Wait for "go ahead" reply

- Transmit messages as required
- To end call use your call sign followed by "out"

5.28 Motorcycle Testing

Motorcycles conducting on/off road testing must comply with all:

- Regulations
- Stop Signs
- Travel Direction Signs on off-road tracks etc.

All riders are to wear a high visibility jacket or top.

Motorcycles to use motorcycle symbol beside their magnetic name if testing on a circuit with a magnetic board.

6. TESTING AND TRAINING FACILITIES

6.1 4WD Gradient and Side Slopes

Visitors and personnel other than approved engineering or training staff will not be permitted to operate on gradients exceeding 40%, or side slopes exceeding 20%, unless under direct supervision of an approved instructor.

Only one vehicle will operate on a gradient during ascent or descent at any time, and all other vehicles and personnel will be kept clear of any potential hazard, eg. vehicles and personnel will not be permitted to occupy the area at the base of steep gradients while vehicles are operating on the gradient.

6.2 Off Road 4WD Tracks

Vehicles will only operate on designated circuits and follow approved routes.

Proposed activities and route are to be advised to AARC Management, for casual users, or by tenants with permission from their management/supervisor.

Hazardous gradients, crossings or side slopes that could result in personal injury or serious damage to vehicle will not be attempted.

Appropriate distance between vehicles will be maintained to ensure safety in the event of loss of vehicle control or component failure, eg. roll back on steep gradient or loss of traction on a steep descent.

6.3 Brake Test Circuit - A.D.R.

Direction of travel is normally clockwise.

Safe distance will be maintained between vehicles. Always allow for possible component failure or loss of vehicle control.

Vehicles will not park on any part of the circuit other than the designated parking areas listed below:

West Side of ADR

1) Turn around pad near curve on west side, except when Noise Testing is being conducted
2) Slip lane on south-west side of ADR prior to NVH road, except if NVH testing is taking place

East Side of ADR

1) North of Tiles near entrance to pump shed
2) South of Tiles where the road begins to taper

Remember that when certain testing takes place you may need to move to an alternative parking area.

6. TESTING AND TRAINING FACILITIES....cont'd

Number of Vehicles Permitted to Operate at Any One Time

Designated Area	Number of Vehicles Permitted
Tiles	2
Dynamic Handling Facility	4
Gravel	2
General	6
Vehicle Validation Precinct	2

These numbers will vary depending on what type of testing (speed) is being conducted.

No person may stand or park within **20** metres of circuit edge, or adjacent to high speed braking areas.

Brake spike or severe stops may only be carried out on designated extreme duty sections, the western side of the Brake Test circuit, excluding the Noise Test Area.

Maximum speed permitted is 80km/h on super elevated curves and test/training requirements on other sections of the circuit. Boom gates are to be closed when vehicle speeds exceed **130km/h.**

The Toyota NVH Road on the west side the ADR is defined by white lines and traffic cones. This area is prohibited to all traffic except Toyota.

Tiles

The Ceramic and Basalt Tiles are defined by dotted white lines & traffic cones. Bookings can be made through AARC Manager. Vehicles can travel in both directions while using the tiles or the adjacent surface on the west side of the traffic cones. Refer to SOP No. 57 for using the ceramic and basalt tiles whilst other traffic is circulating on the ADR circuit.

LED lights will automatically flash on a sign on the north-west side of the ADR circuit prior to the curve and will operate when the ABS pump is running to warn other users of vehicles using Tiles and Wet Areas on east side of ADR. Refer to the image below for wording.

6. TESTING AND TRAINING FACILITIES....cont'd

Dynamic Handling Facility

Access to the area can be booked through AARC Manager.

Refer to SOP No. 55 re using the area.

Gravel

Always check the direction of travel. Be aware of other ADR circuit traffic and any dust that you create. Consider your speeds and the consequences should you lose control or have component failure.

As the ADR circuit is a heavily utilised area, it is essential that all users converse with other users on the circuit prior to commencing testing, advising of the type of testing that they will conduct.

Always ensure that if you require the water sprinklers on, that this does not impact on other testing being carried out. Shut down all valves after use to prevent the next user inadvertently wetting parts of the track not required.

6.4 Accelerated Endurance Circuit (Corrugation/Pave-Rough Course)

The direction of travel can be either clockwise or anticlockwise – use the magnetic arrow to indicate your direction of travel.

Up to three test vehicles are permitted at any time on separate sections. Vehicles must not park on any part of the circuit other than the designated parking area. A concrete inspection area is located on the east side of the facility, which will enable vehicle inspections and other traffic entering the facility to see stationary vehicles.

Vehicles and other personnel may not

park or enter within 20 metres of test sections while tests are in progress.

All traffic entering the facility must stop, look and listen for traffic. If nothing is visible, travel in a clockwise direction on the shoulder of the roadside around to the northern end, then join the circuit. The maximum speed permitted is 60 km/h.

6.5 Cooling Circuit

The cooling circuit is to be used for low speed cooling performance, drawbar, transmission durability, induction system, exhaust brake pressure, slow brake work and traction control testing.

- **The direction of travel can be either clockwise or anticlockwise**
- Up to two vehicles may travel in the same direction
- Maximum speed 70 km/h.

6. TESTING AND TRAINING FACILITIES....cont'd

6.6 Highway Circuit

The direction of travel is anticlockwise.

Up to 8 vehicles on the circuit at any one time are permitted. This number will vary depending on what type of testing (speed) is being conducted.

The procedure for traffic entering the Highway Circuit is to stop at the entrance and ensure no traffic is coming, and then turn into the right slip lane merging into the right-hand lane, then into the left-hand lane when it is all clear. The maximum speed is 100 km/h on super elevated curves, and test/training requirements on other sections of the circuit.

When exiting the Highway Circuit to the 5% Gradient section, or the access road, all traffic making a right-hand turn must move to the right-hand lane, using it like a slip lane. No traffic is to make a right turn from the left lane. Lanes are clearly marked No 1 and No 2.

Should you be using the Highway Circuit and 5% Gradient together, please ensure that the kangaroo gate on the 5% Gradient is locked at the completion of testing.

Brake test vehicles utilise this circuit. These vehicles have rotating beacons on the roof, reflective blankets on the boot and predominantly operate in Lane 1. Caution should be taken as these vehicles can stop at random.

6.7 5% Gradient

All traffic on this circuit operates in one direction. Maximum speed 60km/h on circuit, however this will vary, as there are a number of curves and descents which will require a lower speed.

Should the direction of travel need to change or the road closed to travel in both directions, this will be marked with signage and boom gates (refer to SOP No.50).

6.8 Park Brake Slopes

The concrete park brake slopes are to be left in a clean condition. Use the broom that is provided to remove any debris if necessary.

6.9 2nd Class Road

All traffic operates in an anticlockwise direction, except for the section between the Toyota Ride & Handling Facility and the beginning of 2nd Class Road No. 2. This section is two-way with a 60km/h speed limit. The remaining road has a maximum speed of 80km/h. Remember there are many curves and descents that will require a lower speed.

6.10 Vehicle Validation Precinct (VVP)

VVP access must be booked through the AARC Manager. Refer to SOP # 45.

7. REGULATIONS - GENERAL

7.1 Fire Control - Buildings and Equipment

NOTE: No serious personal risk will be taken to preserve property.

If there is extreme danger, eg. the possibility of explosion, the area will be evacuated.

Strictly observe all regulations regarding fire precautions.

Report any potential fire hazard promptly

Be familiar with location, operation and application of all extinguishers and equipment. These are inspected and tested every six months.

Ensure vehicles and construction equipment units are fitted with serviceable fire extinguishers, of approved type, prior to operation.

Report any defective or discharged appliances and arrange refill immediately.

An employee, discovering a fire, will:

- Report **"FIRE"** and operate siren, (if appropriate) which is located on the West side of Iveco workshop, (near Emergency Assembly Point) and call for assistance.
- Advise AARC office, then advise other facility users if applicable by phone or UHF radio.
- If possible, make an immediate attack with appropriate equipment.
- All staff will move immediately to assist if safe to do so.

Site Address	**Map Reference**
AARC Property	SVC (Spatial Vision Central)
445 Gum Flats Road,	6863 FII (451490)
Wensleydale VIC 3241	

7. REGULATIONS - GENERAL....cont'd

7.2 Fire Control - Field Operation

The Research Centre staff are responsible for all fire control, as there is no immediate assistance from a fire service.

All vehicles and equipment must be fitted with an appropriate fire control appliance, and the operator thoroughly instructed in its proper use.

All AARC tenants should have some staff that is familiar with operation of appliances, control equipment, vehicles and pumps.

No extreme personal risk will be taken to protect property, but subject to that condition, every possible attempt will be made to suppress any fire occurring at the Research Centre.

Due to the fire prone location and surroundings, no 4WD activities will operate on any day declared a Total Fire Ban Day by the CFA. AARC Management may restrict other activities, depending on the weather conditions that prevail on the day.

In the Declared Fire Danger Period each summer, the statutory requirements in regard to fire control in the country area of Victoria will be rigidly observed, and offenders will be liable to prosecution for non-compliance.

Essentially these are common sense requirements in regard to: control of sources of ignition, lighting fires in the open, disposal of matches, cigarette ends, faulty exhaust systems, incineration of rubbish, the use of oxy cutting equipment, metal grinders, power and chain saws in the open air etc.

All personnel will be properly instructed in these requirements, and will check with Supervisors, if in doubt.

7.3 Fire Control - Rural Areas

All fires within the general area must be reported to AARC Management immediately.

7.4 Code Red Fire Danger Days

On days declared CODE RED CATASTROPHIC by the C.F.A. during the fire danger period, the AARC facility will be closed on such days due to its location in one of the identified high risk areas.

7. REGULATIONS - GENERAL....cont'd

7.5 Emergency Evacuation of the Research Centre

In the event of an emergency situation, e.g. bushfire, where emergency evacuation of the Research Centre may be required, a warden must be appointed. The person will be easily identified by a red hat with **SAFETY WARDEN** prominently displayed on it.

The person appointed to this position will be the person with the most experience appropriate to the type of emergency who is on site at the time. As people move on and off the property it is not possible to nominate one person for this role.

The hat is stored on the wall of the Administration Building change-room, with a clipboard containing information on emergency numbers, pump starting procedures etc.

PLEASE BE FAMILIAR WITH THIS LOCATION

Refer to Emergency Response information on pages 35, 36 & 37 of these Regulations.

7.6 Environment – Prescribed Waste Disposal

All waste created at AARC must be disposed of appropriately, ensuring no harm or damage is caused to the environment.

Place recyclable items such as paper and plastics in the appropriate bins (located in the construction yard) where possible. AARC will then organize for this to be taken to an appropriate recycling facility.

Non-Harmful Waste

All non-harmful waste from workshop rubbish bins is to be emptied into the bulk waste collection container located in the construction yard. This bulk bin is emptied every four weeks. Should a more regular collection be required, please advise AARC Manager.

We must look after our environment.

Waste Oils

Waste oil drained from plant and equipment must be deposited into a drum in the construction yard and stored undercover on a bunded pallet.

AARC Management will arrange for a Licensed waste treater/disposer to collect the waste oil when an amount of approximately 1000 litres is ready for collection.

7. REGULATIONS - GENERAL....cont'd

7.6 Environment – Prescribed Waste Disposal (cont'd)

Engine Coolant

Engine coolant drained from plant and equipment is deposited into a drum marked "waste coolant" in the construction yard and stored undercover on a bunded pallet.

AARC will arrange for the collection of this as required.

Used Batteries

All used batteries should be marked "scrap" and placed undercover in the construction yard.

Scrap Steel

All scrap steel will be placed in the scrap steel bins in the construction yard.

Note: No used oil or brake fluid drums can be placed in with scrap steel.

Any steel too large to fit in the scrap bin can be stored in the construction yard for collection.

Brake Fluid

Brake Fluid must be disposed of through a recognised collection agent. Never put waste brake fluid into waste oil containers.

Tyres

Tenants are to arrange for their own disposal of tyres through tyre suppliers or approved agents.

All prescribed waste generated at AARC must be removed by an approved operator who will issue an EPA certificate or proof that items have been correctly removed. There is a cost for the removal of tyres, engine coolant, brake fluid, empty oil drums etc.

Each tenant is responsible for costs associated with the removal of all prescribed waste that they produce.

8. PROPERTY MAINTENANCE, TIDINESS & CLEANLINESS

8.1 Field Facilities

(a) Users must not cause or permit any damage of any kind to the Research Centre or its facilities (including, but not limited to, road verges, drains, road surfaces, embankments and signs).
(b) Users must immediately report to AARC management any damage to the Research Centre which they cause or observe.
(c) If a user by their act or omission causes or permits any damage of any kind to the Research Centre or its facilities, the user or the hirer must reimburse AARC on demand for all costs incurred by AARC in connection with making good the damage.
(d) No rubbish or other item may be disposed of anywhere in the Research Centre except by being properly disposed of in a bin or other receptacle provided for that purpose.

8.2 Buildings

Buildings and work areas, canteen and kitchen will be maintained in a safe, tidy and clean condition at all times, by the personnel working in, or using the location.

Smoking is not permitted in designated non-smoking areas, or in company vehicles. Cigarette ends will not be thrown on floors, on the ground outside building entrances, or within the security area, but will be placed in appropriate receptacles and disposed of each day by the user.

Always leave things clean and tidy for the next user. IT MAY BE YOU!!

The above provisions are implemented to maintain a pleasant working environment.

AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE
SAFE OPERATING PROCEDURE # 7
ABS PUMP

(Refer to the Operator's Manual for more detailed descriptions)

BASIC STEPS	HAZARDS	PROCEDURE AND PRECAUTIONS
Routine pre-operational check	Oil leaks Damaged hose Entanglement	Walk around pump, inspect visually, read warning signs and safety decals. Check oil, fuel, safety guards etc. Complete defect form and advise AARC Manager if there are any.
Pump and suction line full of water	Lack of water	Open yellow handle ball valve on top of delivery line and allow water from header tank to fill line and push air out through the non-return valve. You will see this coming out of the copper pipe. Will only take approximately 30 seconds. Shut valve.
Starting Procedures		Ensure gate valves are in correct position. The black valve is shut prior to starting. (Hold in oil pressure button and turn key to start the engine.) Check pressure gauges for correct readings: - 200 kPa when running through bypass valve - 100 kPa when running on tiles Open main black valve.
Operation	Noise	Wear hearing protection if not leaving once machine has started. If lack of water pressure, check all valves on the track are in the correct positions.
Shut Down		Shut large black valve. Switch engine off.
	Pump losing prime	Faulty foot valve. Priming of pump only required if no water. First open yellow ball valve as per above. If still a problem refer to procedure below.
Priming the Pump	Lack of water	Ensure black valve is shut. Open green valve beside primer and pump until water is coming out hose outside pump shed. Shut green valve and start pump. Familiarize yourself with all controls, engine stop.

Note: This pump has a bypass valve installed so the green ball valve on the primer is to remain shut at all times unless priming the system.

AARC unlocks and locks pumping shed each day.

SAFETY IS THE OPERATOR'S RESPONSIBILITY

NEVER TAKE RISKS

AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE
SAFE OPERATING PROCEDURE # 45
VEHICLE VALIDATION PRECINCT (VVP)

VVP access must be booked through the AARC Manager.

Vehicles travel in both directions when testing in the VVP.

Maximum speed permitted is 20km traveling between obstacles in the precinct area.

Place a magnetic user sticker on the board at the entrance to the precinct to indicate the facility to be used.
Proceed by following the WHITE line in the centre of the road.
On approaching the area you wish to use, follow the YELLOW line onto the obstacle.

Vehicles must stay back from obstacle if another vehicle has proceeded on the yellow line to a test facility.

Before commencing a test, visually check the facility for any obstacles eg: Sticks, twigs.

Fording Bath

Fording Bath use must be supervised by AARC personnel at all times.

Ensure the bath is clean prior to using.

AARC Staff are to fill the bath to the required depth and remove any obstacles before use and are to provide support with use of the bath.
The Water Bath user must have a spotter before entering the water.
Communication between clients and AARC Staff will be by 2 way radio (Channel 29).

Limit of 2 vehicles using the facility at one time.

AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE
SAFE OPERATING PROCEDURE # 50
BOOM GATE – 5% GRADIENT

These gates have been installed to allow testing to be carried out in both directions of the 5% Gradient if required.

Please ensure this use has been scheduled prior to using the Gradient in both directions.

There are two magnetic “Road Closed” signs that need to be erected:

- One at the junction of the access road from the 2nd class road to the 5% gradient
- The second on the north side of the kangaroo gate linking the highway circuit and the 5%

The kangaroo gate must always remain locked during two-way use of the 5% gradient.

The boom gate is to remain shut during testing or a “Road Closed” sign erected at the exit from the Highway Circuit.

3 traffic cones are to be placed across the bitumen near the boom gate.

Always conduct a clearing run of the circuit prior to testing.

At the conclusion of the testing, the signs and traffic cones must be removed and the boom gates left open.

SAFETY IS THE OPERATOR’S RESPONSIBILITY

NEVER TAKE RISKS

AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE
SAFE OPERATING PROCEDURE # 55
DYNAMIC HANDLING FACILITY (Page 1 of 3)

GENERAL:

Test vehicles using the Dynamic Handling area at speed, and therefore entering for test manoeuvres via the ADR circuit, shall be fitted with a red flashing beacon (magnetic mount on roof). The use of indicators is mandatory so that all ADR traffic are aware of your movements.

Upon entry to the ADR circuit, add an identification magnet to the existing "Circuit Usage" under the category "DHF" for each vehicle intending to use the Dynamic Handling area for testing.

A dual lane parking area is positioned behind the Armco near the Dynamic Handling area exit.

This area will be used for:
Lane 1 - queuing for immediate usage of Dynamic Handling area (closest to Armco)
Lane 2 - parking area/data analysis

During extremely hot conditions exceeding 34^{o}C avoid using area for aggressive manoeuvres. High speed entry to DHF is not permitted while ADR Noise Testing area is in use.

BASIC OPERATING PROCEDURE:

Vehicles entering the Dynamic Handling area for the first time of their session shall enter the area at low speed and consult with existing users (at the parking area) as to their usage/testing requirements.

Traffic must exit DHF via exit lane on East side of ADR. Stop and give way to other traffic on ADR circuit.

MULTIPLE USERS (more than 2):

Drivers shall perform their test manoeuvre and immediately return to the parking area, parking in either the parking lane or the queuing lane depending on their immediate requirements i.e. to analyse test data (parking lane) or to enter the Dynamic Handling area for the next test (queue lane).

Drivers at the head of the queuing lane shall wait for the Dynamic Handling area to be clear of vehicles prior to returning the Dynamic Handling area directly.	OR	Prior to commencing around the ADR circuit to the Dynamic Handling area, ensure that no vehicles bearing the flashing beacon are on the ADR circuit (thus preparing to enter the Dynamic Handling area).

In this second case, drivers can also note if additional user magnets have been placed on the ADR circuit sign. A maximum of 3 moving vehicles on the area at any one time, however this is dependent on the type of testing that is being conducted.

AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE
SAFE OPERATING PROCEDURE # 55 (Cont'd)
DYNAMIC HANDLING FACILITY (Page 2 of 3)

UP TO 2 USERS:

Usage as agreed by both users after discussion providing clear information as to the intended manoeuvres and considering safety precautions to prevent collision.

Vehicles are not to pass within 50 metres of each other when both vehicles are in motion.

If concentric circles are being driven, both vehicles must travel in the same direction i.e. either clockwise or anti-clockwise.

No parking/analysing data within the testing area. Parking is only permitted at the perimeter of the Dynamic Handling area.

SINGLE USER:

Usage as required.

No parking/analysing data within the testing area. Parking is only permitted at the perimeter of the Dynamic Handling area.

SPECIAL CASES:

Where vehicle manoeuvres are kept to a restricted area (eg. wet asphalt area), the remainder of the Dynamic Handling area may be used by other drivers as described above. This is provided it has been discussed with and agreed to by the other users.

WATER:

Should water be required, park at the North end of the facility and walk to pump shed - refer S.O.P. No. 56. Always ensure roller door is open when the pump is operating.

OTHER:

trucks to use an area to turn during noise testing.

SEE S.O.P. NO. 55 – DRAWING (Page 3)

AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE
SAFE OPERATING PROCEDURE # 55 (Cont'd)
DYNAMIC HANDLING FACILITY – DRAWING (Page 3 of 3)

AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE
SAFE OPERATING PROCEDURE # 56
DHF PUMP

(Refer to the Operator's Manual for more detailed descriptions)

BASIC STEPS	HAZARDS	PROCEDURE AND PRECAUTIONS
Routine pre-operational check	Oil leaks Damaged hose Entanglement Sufficient fuel	Walk around pump, inspect visually, read warning signs and safety decals. Check oil, fuel, safety guards etc. Complete defect form and advise AARC Manager if there are any.
Starting Procedures		Familiarize yourself with all controls, engine stop. Switch in start position. Set engine timer if required. (Hold in oil pressure button and turn key to start the engine and/or set timer). Check gauges for correct readings. Flick switch to run position.
Operation		Ensure the shed roller door is up while pump is running for ventilation and the PA door is shut. Pump engine speed 1400RPM which should be set.
	Noise	Wear hearing protection if not leaving once machine has started. Valves are always opened so water should be delivered via sprinkler as soon as pump is started. Sprinkler shut off valves must be left open at all times, unless water is required via hydrant on west side of last sprinkler or the hydrant beside the pump shed.
		Pressure switch activated due to valve or sprinkler shut.
Shut down	Pump shut down	Pump will automatically shut down if on timer.
		Turn off with key if timer is not being used.

AARC unlocks and locks pumping shed each day.

SAFETY IS THE OPERATOR'S RESPONSIBILITY

NEVER TAKE RISKS

AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE
SAFE OPERATING PROCEDURE # 57
BASALT AND CERAMIC TILES

Testing can take place in both directions providing:

- There is appropriate magnetic signage on ADR circuit board. Depending on scheduled testing speeds, there will be some times when Tiles Testing Vehicles will have priority while other circulating traffic must slow down and prepare to stop if required.

- Ensure the Basalt and Ceramic Tiles are clean prior to use, with no stones. Ensure vehicles are clean and free of mud (do not go from wet gravel to Tiles) Vehicles can be cleaned in the compound, or with a low pressure hose which is available North of the Tiles.

- Turn pump on for water. Refer SOP No. 7.

- Vehicles must not commence testing until the road and surrounding area is clear.

- Should a vehicle appear, you may need to abort the test.

- Communicate with other users as to what testing you will be conducting.

- General speed limits on Tiles are up to 80km/h Northbound (reverse direction), 50km/h when returning to start point, and up to 100km/h Southbound.

- Vehicles must stay within the designated areas when turning at either end as much as practicable.

- All ADR users must conduct a clearing run prior to testing.

- If high speed activity (above prescribed speed limits) is required on Tiles, communicate with other users allowing extra run off. Depending on the test requirements it may be necessary to make arrangements for Exclusive ADR Use with AARC Management.

- Limit the number of vehicles using the tiled area at any one time to 4 vehicles. If more than 4 vehicles are to use the Tiles at the same time, organise with AARC Management for Exclusive ADR Use. Only 1 vehicle is permitted to travel on the Tiles at one time.

- Before commencing a test travelling in the opposite direction, ensure that there is no traffic visible in the area approaching the Tiles (as far as visible into the corner).

- Do not leave water running if not using the Tiles, and try to schedule several people to be using the area at the same time if possible.

- Where possible, schedule in advance planned use of the facility.

SAFETY IS THE OPERATOR'S RESPONSIBILITY

NEVER TAKE RISKS

AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE

SAFETY RELATED INCIDENT REPORT

DATE: _____

APPROXIMATE TIME: _____

PERSON/S INVOLVED: _____

_____

VEHICLE/S INVOLVED: _____

_____

DESCRIPTION OF INCIDENT: _____

_____

_____

CAUSE: _____

_____

_____

SUPERVISOR'S COMMENTS: _____

_____

_____

CORRECTIVE ACTION: _____

_____

_____

Signed: _____ **Position:** _____

Date: _____

REVIEW OF THE CORRECTIVE ACTION TAKEN:

_____

_____

_____

Signed _____

Position: _____

Date: _____

Any photographic evidence should be attached to this form

ACCIDENT INVESTIGATION DETAILS

As much detail as possible should be collected at the time of the accident and prior to the Investigator arriving on the scene. This may take several hours.

Details to include:

- Date / Time
- Weather
- Traffic Conditions
- Location within Facility
- Persons Involved - Licence Details
- Vehicles Involved
- Injury Details - Including any First Aid Administered
- Any Witnesses
- Description of Events
- Record Personnel that have been Notified

Keep the scene safe and clean.

Close off circuit area or circuit with appropriate signage.

Do not remove any possible evidence unless there is the possibility of danger to persons involved.

Take photos of the scene (follow the path of the vehicle if possible).

Consider time of day (bright sun/night time).

AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE
HAZARD REPORT

TO THE SUPERVISOR

A hazard exists in the _____area of the Research Centre.

Class of Hazard: A B C (Please circle. See below for definition of each Class)

Name of equipment/process where hazard exists_____

_____

_____

Describe the hazard (eg. nip point, tripping, fumes) _____

_____

Why is it hazardous/dangerous (eg. could experience burns, amputation etc.)_____

_____

_____

Suggested solutions (1)

_____

_____

(2)_____

_____

NAME: _____ **DATE REPORTED:** _____

SIGNATURES: _____

A CLASS HAZARD
Any condition, practice or procedure requiring immediate attention because of potential for loss of life or limb or major loss.

B CLASS HAZARD
Any condition, practice or procedure which has the potential for serious injury and/or loss/damage but less severe than "A".

C CLASS HAZARD
Any condition, practice or procedure which has the potential for minor injury or non-disruptive property damage.

EMERGENCY RESPONSE PLAN

In the event of an emergency, resulting from any type of incident involving injury to a person, vehicles, equipment or any environmental impacts as a result of these at the Research Centre, AARC Management must be advised immediately.

If any incident requires more than basic First Aid, then contact the appropriate Emergency Service (see attached contact numbers). Any person who has been involved in an incident is required to have a medical check-up at the nearest local health centre.

Remember if emergency personnel are coming to the property, give them clear directions and meet them on arrival to the office (see attached directions). It will then be necessary to take them to the scene of the emergency.

In the event of an emergency situation, e.g. a bushfire, where emergency evacuation of the Research Centre may be required, a safety warden or response co-ordinator must be appointed. The person will be easily identified by a red hat with SAFETY WARDEN prominently displayed on it.

The hat is stored on the wall of the Administration Building change-room, with a clipboard containing information on emergency numbers, pump starting procedures, etc.

The emergency assembly area in the compound is on the west side of Shed 1.
There is also an emergency assembly area at the windsock on the DHF.

PLEASE BE FAMILIAR WITH THESE LOCATIONS.

The person appointed to this position will be the person with the most experience appropriate to the type of emergency who is on site at the time. As people move on and off the property, it is not possible to nominate one person for this role.

IF AARC EVACUATES THE FACILITY ALL PERSONS MUST LEAVE THE SITE.

As the result of any type of incident, there may be environmental impacts caused by the incident or as a result of responding to the emergency.

The person who is the safety warden/response co-ordinator will need to liaise with the Environmental Protection Authority on any possible environmental impacts. Depending on the magnitude of the incident, this may be done over the phone or a site visit may be necessary by an E.P.A. representative.

Ensure all details are recorded as they may be required to complete an incident report form. Ensure that details of any injuries are recorded in the WorkCover Register and forwarded to the appropriate representative in your company. WorkSafe needs to be notified immediately of any incident which results in death or specified injuries (check current WorkSafe reporting requirements).

EMERGENCY CONTACT PHONE NO's.

The address of the property is:

Australian Automotive Research Centre
445 Gum Flats Road
WENSLEYDALE VIC 3241
Phone 5288 7306

STATE EMERGENCY SERVICE

13 2500 (24 Hours) ....OR

000 ASK FOR POLICE and then S.E.S.

SVC (Spatial Vision Central) 6863F11 (451490)

Police	**000**
Ambulance	**000**
Fire Brigade	**000**

Police - Anglesea	5263 3468
Police - Torquay	5264 3400

MEDICAL CENTRES

Anglesea	4215 6700
Torquay	4215 7900
Geelong Hospital	4215 0112
Emergency Department	4215 0100

EPA Victoria	1300 372 842
WorkSafe Victoria	1800 136 089
WorkSafe Victoria - Geelong	5226 1200
WorkSafe Victoria - Melbourne	9641 1555

OTHER EMERGENCY NUMBERS	
AARC Office	03 5288 7306
David Kelly Mobile	0439 114 075
Iveco Test & Development Facility	03 5288 7248
Toyota Research Facility	03 5288 7013
Bosch Chassis Research Facility	03 5288 7164
Thales	03 5288 7381

Directions to Australian Automotive Research Centre

AUTOMOTIVE PROVING GROUND
AUSTRALIA

ROUTE 1 From Melbourne (preferred route)

Follow Princes Freeway M1 towards Geelong. Keep right on Princes Freeway/Geelong Ring Road M1 towards Colac/Great Ocean Road. Continue on Princes Highway A1 towards Colac. Exit left onto Cape Otway Road C135 and travel 20km through the township of Moriac. Turn left onto Wensleydale Station Road (adjacent to Wurdee Boluc Reservoir) and travel 6.7km. Turn left onto Gum Flats Road (gravel surfaced) and travel 4.5km to AARC, which is on your left.

ROUTE 2 From Melbourne

Follow Princes Freeway M1 towards Geelong. Keep right on Geelong Ring Road M1 towards Colac/Great Ocean Road. Exit onto Anglesea Road C134 towards Anglesea. Travel approximately 22km and then turn right onto Forest Road towards Winchelsea. Travel 5.5km then turn left onto Gum Flats Road. Travel 9.2km along Gum Flats Road, which is mostly gravel surfaced, to AARC, which is on your right.

From Anglesea

Follow Great Ocean Road towards Geelong, Turn left at Forest Road, 3.5km from Anglesea. Then follow directions at Route 2

Please Note

1. Speed limit to ALL users on unsealed roads to AARC is 80km/h for our mutual safety
2. The AARC hours are 7.30am - 5.00pm weekdays. No admittance after 4.00pm, unless scheduled