

**Road Safety Procedure
HSE Management System
PTCL Group**

Parent Procedure/Document	HSE Policy
Functional Area/Department	Health, Safety and Environment & Sustainability
Document Control Number	HSE_PR_02v02
Description	Road Safety Procedure for PTCL Group
Date	04/02/2025
Originator / Prepared By/ Revised	Muhammad Ali - Manager HSE- North Tahir Aziz Jadoon – SM HSE -North
Document Change Owner	Muhammad Arsalan Raja- Group Director HSE & Sustainability
Reviewed By	M. Taimoor Khan – GVP Corporate HSE & Sustainability Usman Ali Akbar – GVP Transformation, Process Excell & PMO Cross functional Team
Process/ Procedure Owner	Muhammad Arsalan Raja- Group Director HSE & Sustainability
Approved By	M. Taimoor Khan – GVP Corporate HSE & Sustainability
Document Location	HSE Share point
Distribution List	PTCL Group

Rev. No	Description of Change/Revision History	Effective Date
1	Road Safety Procedure	31/07/2023
2	Road Safety Procedure	04/02/2025

1.0 Purpose

The purpose of this procedure is to:

- Prevent & minimize road accidents, road deaths/fatalities and injuries by applying road safety measures.
- Outline the requirements of safe transportation in all PTCL Group operations including personal vehicles use for official work.
- Ensure the protection of life, property and environment through regulation, management, and development of management system all forms of transportation; ensuring that all kinds of mobilization, transportation, and travelling are done in a safe, secure & sustainable manner.

2.0 Scope

The scope of this document is the same as that of HSE Management System. This procedure is applicable to all company staff, service provider/Contractors, suppliers that drive any vehicle which is owned, leased, rented, or contracted by PTCL Group including the work locations, offices, MSCs, Exchanges, warehouse, data centers, customer cares centers, and BTS sites. Personal vehicles which are used for official work and travel are also covered under this scope.

This procedure is also applicable to Project Team including project vehicles, drivers and staff.

This scope applies to vehicles, motorized two wheelers/Bikes/Motorcycles and travelling by road; travel by air and travel in water (ship, boats etc.) are not covered in this procedure.

3.0 Responsibility

- 3.1 Responsibility for the implementation of this procedure lies with supervisors / line managers/PTCL Staff.
- 3.2 Fleet Management and Head of each department shall hold the overall responsibility for the implementation of this Procedure.
- 3.3 All PTCL employees, service providers/contractors and contract manpower are responsible to take reasonable care for the health and safety of themselves and others; and adhering to the requirements of this procedure.

4.0 Managing Road Safety

Road Safety is a multidimensional topic, to make it easier, we split it into **three components**.

4.1 Driver/Rider

Driver must be aware about the traffic rules & regulations; the minimum requirements for driver are:

- Driver must possess valid driving license with type of vehicle to operate.
- The driver must have a valid authority letter from the company/owner; Fleet team to ensure all pre-checks of drivers before issuance of company's authority letter.
- Driver must conduct pre-startup visual inspection having a walk around the vehicle for identification of the any abnormality.
- The driver must ensure that he is not under any fatigue and has taken proper rest.
- Driver must be medically fit to drive, including the eyesight verification.
- Drivers must be trained and understand the guidelines and the requirements of this procedure prior to their assignments on PTCL Group operations.
- Driver must not be addicted and under influence of drugs that may affect the driving (including medication)

- Drivers must receive the additional trainings e.g., Defensive Driving etc. but mandatory training for 4 X 4 vehicles and towing trailers including valid driving license for category.
- Drivers must comply with local and national regulatory requirements including traffic rules.
- Driver must ensure vehicles and tools are maintained as per manufacturer's specifications, these records must be available and up to date.
- Drivers must inspect company-maintained vehicle prior to use. Detailed inspection to be carried out by using checklist on weekly basis; vehicles will only drive once they are in satisfactory acceptable conditions.
- Drivers must ensure the vehicle is fitted with three-points contact seatbelts with all seats and be worn by all passengers and driver, Bikers must ensure the compliance of wearing helmets.
- Driver must ensure the seating capacity as per manufacturer's recommendations.
- For the safety of yourself and others while driving mobile are not allowed to use if required park the vehicle/bike at safe parking/rest areas and attend the call. in case of emergency or necessary mobile can be used with the use of hand free. (as per law of Pakistan).
- Driver must not eat/smoke while driving, if required he should take proper rest breaks at safe designated rest areas.
- Driver must comply with allowable speed limit.

4.2 Vehicle:

Vehicle that is fit for the purpose, well maintained, and have minimum safety features; the minimum requirements for Vehicles are as follows:

- Vehicle must have valid registration card/book and be available in vehicle.
- All commercially used vehicles must have a valid road worthiness certificate from relevant Government authorities.
- All vehicles must be fit for the intended use & journey.
- All vehicles must be as per the manufacturer's fittings and wirings, there must not be any alterations and customizations.
- Vehicles must have three-point contact seat belts for all seats.
- All seats must have head rests.
- Maintenance schedules card/logbook and availability of vehicle maintenance details.
- 3rd party vehicle fitness certificate (If applicable, mandatory for heavy moving machinery e.g., Dumpers, Wheel loaders/shovels, cranes, excavators, graders, compactors, low & high bed trailers etc.
- Vehicles must not have any type of leakage (water, oils)
- Functional lights & indicators (front & back and reverse), horn, dashboard indicators etc.
- Free from damage/cracks/scratches in mirrors and glasses including windscreen.
- Provision of valid fire extinguisher. Fleet team should ensure FE's for all Vehicles in a Centralized way.
- Provision of standard first aid kit. Fleet team should ensure First Aid Kit for all Vehicles.
- Provision of toolbox e.g., Jack, spanner, plier, hammer etc.
- The vehicle must have good condition tyres, considering the type of tyres e.g. summer tyres, winter tyres for snowy (with chain), hilly, rough & terrain roads etc.
- Provision of good conditioned spare tyre.
- Vehicle used for company business must not have installed LPG/CNG
- Vehicle must have conditioned wipers (front/rear)
- Provision of spill tray (if applicable)
- Do not allow passengers on the rear (loading bay) of a pick-up / 4x4 or any other similar vehicle.
- Riding a bike/motorized two wheelers not allowed while raining.
- Considering the usage/utilization of vehicle in the company; considering the average life cycle of vehicle by the manufacture's recommendation is 5 years.

4.3 Journey

Journey that is well planned and managed; Journey Management Plan will be required under the following circumstances:

- A Journey greater than 2 hours or 100 km one way out station.
- Outstation travel for bikers is not allowed.
- Travel by air is not covered in this section, if travel by air, then follow the airline(s) and aviation instructions.
- In Journey management plan, travel route, rest areas/stay, identification of nearby hospitals, emergency services must be planned before travel, emergency contacts details must be share with the driver and passengers before travel.
- Total journey time must not exceed 8 hours in a day if it exceeds 8 hours then proper stays needs to be ensured.
- A journey where travel time exceeds 2 hours, then well-defined safe rest breaks shall be taken every 2 hours.
- A Journey Management Plan needs to be completed and signed off by management prior to commencement of the journey.

4.3.1.1 Journey Management

As people's life, health, safety & security is our topmost priority; to control the hazards/risks associated with travel/road and to improve the existing controls; every employee must initiate the travel through system i.e. SAP- Travel Request to be filled and share with Fleet Management/respective department as well to your line manager / supervisor upon receiving of vehicle/driver before start of travel the **Annexure A- Vehicle's Inspection Checklist** to be filled and in case any discrepancy report to Fleet Department/respective department(s) as well as to your line manager / Supervisor.

In case of any abnormal situations/conditions, immediately report to your supervisor, fleet management and security department of that particular zone to seek advice.

- **Out station travel on bike / scooter / motorized & non-motorized two wheelers is discouraged; in case outstation travel required then biker can move from city to city up to 40km on one side.**
- **Bike / scooter / motorized & non-motorized two wheelers are not allowed in rain.**

5.0 Provision & ensuring of mandatory valid driving license.

- 5.1 To drive PTCL pool vehicles or motorcycles, it is mandatory to have a valid driving license. There is a strict prohibition to drive official vehicles or motorcycles by any driver/authorized staff who does not have valid driving license.
- 5.2 The valid driving license and its renewal for dedicated drivers shall be the responsibility of Fleet manager. For other staff, who are not part of PTCL Group's drivers including 3rd party staff, respective Heads of functions will be required to ensure that only those staff members are authorized who have valid driving license.
- 5.3 In case staff members are asked to drive, and they do not have a valid driving license yet, they are not allowed to drive. Team Leaders and line managers are required to facilitate employees in getting their driving licenses before engagement in driving.
- 5.4 To validate the driving license of existing staff, time to time exercises will be completed (when required but subject to management's approval) jointly by Head of HSE and Head of PE in Zones and HQ. After validation, list/database of drivers/staff members having valid driving license shall be prepared and circulated among Heads of functions. The validation team reserves the right to get the licenses validated from Traffic police.

6.0 Training & Competency

- 6.1 The Corporate HSE Team in coordination with the Learning Team shall be responsible for safe driving practices' training for all driver/authorized staff. Team leaders and line managers shall be responsible for ensuring driver/authorized staff attend those training courses. Records shall be maintained by the Learning team and

7.0 Requirements for project teams and Head of functions

- 7.1 While preparing the Project requirement for replacement of old vehicles or where new vehicles are required, respective Heads shall ensure that driver expense is included in Project's lifecycle and induction of driver against each vehicle is ensured.
- 7.2 While preparing project requirements for new motorcycles, respective Heads shall ensure that the expense of Motorcycle helmet is included in Project digest. Rates of motorcycle helmets can be taken from Procurement team. Specifications of motorcycle helmet (ECE approved) shall be adopted shared by HSE function.
- 7.3 The Head of People & Experience, Business Operations and Technology in the Zones and HQ shall ensure that new motorcycles are not handed over without a motorcycle helmet and the staff being handed over the motorcycles have valid driving license.
- 7.4 Staff shall be responsible for taking good care of the issued equipment. Team leader and line manager shall identify the need for replacement every 2 years to respective heads of functions.
- 7.5 For existing vehicles in the field, a plan shall be prepared jointly by the Technology, Business Operations, PE and HSE teams to include drivers for following High Risk teams (where most of the accidents have occurred). Remaining teams also to be covered in phases.
 - 7.5.1.1 All Portable generator deployment teams.
 - 7.5.1.2 All Cable party with each business Heads in regions.
 - 7.5.1.3 All Ufone non-telco maintenance teams in AJK and ITR are managed by PTCL operations teams.
 - 7.5.1.4 All Fleet Management Service providers/contractors (who are managing fleet for PTCL)
- 7.6 For new contracts with vendors providing their vehicles for operations duties or 3rd party staff inducted as drivers, requirements shall be consulted with HSE team by respective head of functions. The Procurement Department will include & secure the HSE requirements at the time of contract signing.
- 7.7 In vehicle Monitoring System (IVMS) is to be installed in all the vehicles which should generate monitoring drivers' behavior while driving.
- 7.8 To implement the above controls, the finance team shall support in releasing the funds on a regular basis to project teams and head of functions.

8.0 Speed Limit / Inclement Weather

- 8.1 The speed limit for generating speed alerts shall be **120 km/hr for Light traffic vehicles and 100 for Heavy traffic/loading vehicles** enabled by the tracker company. The head of PE HQ shall get this enabled immediately.
- 8.2 Applicable area speed limits shall be followed by driver/authorized staff including all restrictions of rural areas, urban areas residential areas, schools/hospitals/mosque areas etc. Respective driver/authorized staff shall ensure this.
- 8.3 In inclement weather, it is mandatory to check weather conditions by dialing **130**, or smartphone app Motorway Humsafar or **FM 95** on visiting PMD website and their instructions need to be adhered before assigning driving responsibility to any staff. Respective Line manager and driver/authorized staff shall ensure this.
- 8.4 Travelling in inclement weather conditions such as heavy, heavy-medium, and medium snow fall shall not be undertaken. Likewise, driving in dense, dense-medium, and medium smog/fog shall not be undertaken, and activities will be required to be postponed. Respective Line manager and driver/authorized staff shall ensure this. (Cause code related to HSE must be included in NOC during above condition for travelling)
- 8.5 Driving through flood water shall also be avoided and alternate safe routes must be adopted. Up to six inches of water can reach the bottom of most passenger cars; this depth can cause possible stalling as water is sucked through the exhaust or washes into the air intake. Many cars will start to float in as little as two feet of water. This can be extremely dangerous because wheels lose grip. Two feet of high flowing water can sweep away most vehicles, including large four-wheel drive cars. Respective driver/authorized staff shall ensure this.
- 8.6 In rain, speed shall be reduced to **1/3rd** of the permitted speed. Respective driver/authorized staff shall ensure this.
- 8.7 This is the responsibility of the driver to understand and evaluate the weather conditions and take decisions in compliance to these guidelines. In any case or condition the driver shall decide whether to continue or stop at any safe place. If in doubt driver should stop and consult with experts.

9.0 Vehicle / Motor Bike Inspections

- 9.1 Vehicle fitness for all vehicles/bikes shall be ensured by the respective Heads of PE and Head of functions and budget allocated by finance. All those vehicles older than 3 years shall be sent for fitness examination every 6 months (facilities of VICS are only available in Punjab and Sindh) record to be maintained. Budget for fitness examination shall be arranged by Finance to respective Heads of functions and Heads of PE as well budget for required maintenance.
- 9.2 Any fault observed / identified by the driver/authorized staff must be communicated to respective fleet managers.
- 9.3 Where fleet managers have been designated, they shall also be responsible for implementing and monitoring HSE instructions.
- 9.4 Respective fleet managers shall also inspect the vehicle on sample basis every Saturday or Friday along with driver/authorized staff and shall get the faults rectified and recorded to be maintained. Without fault rectification, vehicle shall not be permitted for use by fleet manager.
- 9.5 Where fleet managers are not available, respective driver/authorized staff of the vehicle shall check the vehicle assigned to him every morning and notify faults to his Line manager for rectification. Without fault rectification, vehicle shall not be permitted for use by Line manager.
- 9.6 The finance team shall support the timely releasing of the funds for the vehicle's maintenance.
- 9.7 Tires shall be inspected as per below criteria by respective driver/authorized staff on regular basis and timely identified for replacement to concerned fleet manager/respective Line manager. Driving vehicles with worn out tires above allowable millage shall not be permitted. Respective team leader and line manager shall ensure that request for replacement of tires is timely initiated and record to be maintained.

9.7.1.1 Tires have built-in "treadwear indicators," which are raised sections that run in between the tire's longitudinal grooves. When the tread is worn down so that it levels with the tread indicator or ribbed bar, tires must be replaced. Legal minimum tire tread depth is **1.6mm** or **2/32** of an inch. it can be measured with the nip of a ball point pen. Watch the video below for demonstration purpose:

<https://www.continental-tires.com/car/tire-knowledge/tire-care-maintenance/tread-depth#:~:text=Tread%20wear%20indicators%2C%20or%20wear,with%20winter%20tire%20wear%20in dicators.>



- 9.7.1 As a thumb rule, a millage of **40,000 Kilometers** shall be adopted. Replacement of the tire also depends upon the condition of the tires. Sometimes tires get quickly worn off due to harsh and difficult terrain conditions.
- 9.7.2 As tires age, they are more prone to failure. Determine how old your tires are by looking on the sidewall for your tire DOT Tire Identification Number (TIN). Irrespective of the above two conditions within tolerance(millage or treadwear indicators), replace vehicle tires after four years. A mileage of 40,000 Kilometers or four years whichever comes first will be applicable.
- 9.7.3 Date of Manufacturing shall be checked while purchasing new tires and shall be of current year.



- 9.7.4 On signs of physical damage (cuts, cracks, bulges, etc.), or signs of irregular wear, tyre shall be inspected by driver/authorized staffs and shall be identified for replacement to their respective fleet managers.



- 9.8 Maximum laden weight shall not exceed as mentioned by the car manufacturer the manufacturer's original GVWR (gross vehicle weight rating) label is commonly found on the door jamb or on the inside of the door. Below shall be adopted. Line manager shall ensure.

Suzuki Ravi/Bolan	600 Kgs (incl passengers)
Faw carrier	1000 Kgs
Toyota Hilux single cabin 4X2	1220 Kgs
Hyundai porter	1000 Kgs

- 9.9 Seatbelts shall always be used by driver/authorized staff and all the employees/passengers. Use of helmet shall be mandatory for the motorcycle driver/bikers. Triple riding on bike is not permitted.
- 9.10 Smoking is prohibited inside vehicles.
- 9.11 Fortnightly/every two weeks analysis of driver's behavior including speeding violations, sharp turn, accidental breaks, diversion from planned routes shall also be prepared by respective Heads of PE through their fleet managers and issued to respective Head of functions to take preventive actions. HSE function shall also review the analysis of speeding violations prepared by PE team once a month.
- 9.12 It will be ensured that driver/authorized staff's duty roster is prepared by team leader and line manager where teams are working round the clock. A maximum of 8 hours shall be daily duty timings and shall be monitored by respective fleet managers and Line managers.
- 9.13 HSE and PE team shall randomly conduct inspection of vehicles and motorcycles in a month and identify gaps to respective heads.
- 9.14 In case of any accident and hazard reporting, the concerned Team leader or Line manager is required to immediately report to HSE function using any medium of communication and later report it in incident portal as mentioned reporting timelines in HSE incident handling Procedure.
- 9.15 Crash detection shall also be checked on daily basis by fleet managers reported on HSE incident portal immediately.
- 9.16 Vehicle inspection must also be part of HSE inspections & monitoring plan (bi-annual) findings/observations of the same needs to be shared with respective teams for corrections, record of the same must be available and maintained with relevant teams. **Annexure A- Vehicle Inspection Checklist** for vehicles and **Annexure B- Motor Bike Inspection Checklist** for motorized two wheelers can be used. Both checklists are available with this SOP. Record for each vehicle/bike checklist(s) must be retained for at least one year.



Instructions regarding hazardous materials

- 9.17 Due to fire hazard and carbon monoxide poisoning, portable generators shall not be operated while placed inside the vehicle cargo area or passenger cabin which can be considered as covered space with low ventilation. They shall be removed from the vehicle and installed outside the vehicle while ensuring all safety measures for operating portable generators. Respective Line manager assigning responsibilities and the driver/authorized staff shall ensure this.
- 9.18 Batteries (Acid and dry) are regulated as hazardous materials/dangerous goods and transporting them requires protecting all terminals against short circuits that can result in fires. In addition, OEM carton boxes, wood crates and spill trays for acid batteries shall be used to transport used or new batteries and secured to prevent inadvertent movement. Respective Line Manager assigning responsibilities and the driver/authorized staff shall ensure this.

10.0 Wearing of Seat Belts and Helmets

- 10.1 Wearing a seat belt(s) is mandatory for drivers and all passengers. All employees, Service provider/Contractors and visitors must always wear seat belts when driving a vehicle and must ensure that all other vehicle occupants are wearing three-point seat belts. It is the driver's responsibility to ensure the compliance of

wearing of seat belts in his respective vehicle, in case of non-compliance it should be reported to respective fleet manager. The number of passengers in the vehicle must not exceed the manufacturer's design specification for vehicle.

- 10.2 Wearing a helmet is also mandatory for every biker/rider including pillion(s) of motorized two-wheelers. The number of passengers on the bike/motorcycle/ motorized two-wheelers should not exceed the manufacturer's design specification.

11.0 Substance Abuse

- 11.1 Driving a vehicle while under the influence of alcohol or other prohibited substances is strictly prohibited. Violators of this policy are subject to disciplinary action(s). In case of any incident HSE Team can request the dope test of the driver.
- 11.2 As per the law of Govt. of Pakistan smoking is prohibited at public places including while driving in all vehicles, Service providers' special vehicles as well as mass transportation e.g., passenger buses, coasters, vans etc. Compliance with the same is expected from everyone at all levels.
- 11.3 All PTCL's drivers (employed, hired) must undergo substance abuse tests on an annual basis, while random tests (medical screening) will be performed by Fleet Management. Updated records of the same must be available and maintained.

12.0 Cellular Phone

Use of handheld cell phones, and hands-free devices whether personal or official being used on company business is strictly prohibited while driving. (Stop vehicle aside at safe place if driver wants to use cell phone).

13.0 Reverse Parking

Only reverse parking is allowed at PTCL facilities, available parking staff/security instruct the drivers/visitors/staff about reverse parking. **"Reverse Parking Only"** signages must be installed at all parking spaces. Parking must be done at designated Parking.

14.0 Unauthorized Passengers

Unauthorized passengers/hitchhikers are not to be carried into company vehicles. An exception to this will be to aid others in medical emergencies only and as a part of requests by law enforcement authorities.

Giving and accepting lift in official travel/vehicle/bike is prohibited (in case of emergency approval required from management)

15.0 Visitor

Visitors are not allowed to bring their vehicles into Group PTCL facilities, however in a special case if it is required then it is the responsibility of the host department to ensure that visitors and guests adhere to this procedure.

16.0 Prohibited Areas

Driving shall be prohibited in the areas which are marked at PTCL locations or areas/routes which only use for emergency situations or dedicated for emergency vehicles. Prohibited areas shall be marked on a Location Map/ Evacuation Plan(s). Authorization from respective safety coordinator shall be ensured for driving in prohibited areas, after implementing respective safety requirements. No vehicle should be parked in assembly areas, emergency exists, designated areas for emergency vehicles and services.

17.0 Violation

To enable individuals to become accustomed to the restrictions in the driving area and allowable speed limit available on defined speed limit signages of PTCL and Ufone facility, employees breaching the policy and procedure will be supported with a counseling/awareness and education process. If an individual persists in breaking these

rules, he / she may be subject to disciplinary actions.

18.0 Communication

- 18.1 The procedure shall be made available to all new employees during orientation and HSE Induction and refresher sessions to be planned after two years by Corporate HSE in coordination with the Learning & Development team.
- 18.2 Corporate HSE in coordination with PE and L & D will ensure that this procedure will be communicated to all employees, Service providers, including PTCL/Hired/Contract drivers at all levels through road shows on the subject.

19.0 Road Safety Consideration

Below mention are minimum but are not limited to:

- Plan your journey: Check the traffic, weather conditions, plan rest stops, know the security risks, plan fuel stops.
- Ensure the heating & cooling system in vehicle is working (Air conditioner for summer and heater for winter)
- Refuse to drive or be driven without seatbelts. Make sure passengers also wear seat belts.
- Don't drive if distracted or under fatigue - even a momentary lack of concentration while driving can cause an accident.
- Travel planning, take regular breaks- take a break after every 2 hours' drive. The driver must take a 15-minute break. If it is unsafe to stop in high and extreme security risk areas, the break should start as soon as it is safe.
- Don't drive after having taken drugs or alcohol.
- Don't drive for more than 8 hours; a total of 45 min rest is required after every 4 hours' drive in a continuous driving journey.
- Do not use Android system screen for watching videos while driving.
- Only transport people if vehicle is fitted with suitable seats.
- Availability of emergency contact details.
- Provision of standard first aid boxes is mandatory in all vehicles.
- The load must be properly secured in loading vehicle, consideration should be given to center of gravity of load, dimensions of load and as per the requirements of national and local highways requirements. Passenger vehicles should not carry the material and loading vehicles should not carry people in loading vehicles. Bikes must also carry the people as per manufacture's recommendations, material/load should not carry on bikes. We have normal practice to carry ladder on motorbike which we discourage.
- Provision of fog lights in vehicles as well as for motorized two wheelers/bikes.
- Provision of emergency reflective cones in vehicles.
- Considering the safety aspect, it is recommended and Fleet to evaluate and shall limit vehicles with the vehicles manufacture before the year 2010 are not allowed.
- Refueling vehicles must follow the requirements and instructions given by national and local traffic/highways laws.
- Driving is prohibited from 10 pm to 5 am and in case of emergency and business critical, special approval would be required from management including security and fleet departments.
- While refueling vehicle at the fuel station, shutdown the engine.
- Riding a bike/motorized two wheelers not allowed while raining.
- Vehicle Fitness should be ensured by the fleet management team with specific timeframe.
- No vehicle should be parked in assembly areas, emergency exists, designated areas for emergency vehicles and services.

- Considering the usage/utilization of vehicle in the company; considering the average life cycle of vehicle by the manufacture's recommendation is 5 years.

20.0 Road Traffic Incidents (RTA)/ Vehicle incidents

- 20.1** An incident involves moving vehicles including cars, vans, trucks, special vehicles (Cranes, Loaders, tankers, forklifts, Earth moving machinery, Mobile Elevated Work Platforms etc.), Motorcycle and bicycles.
- 20.2** All those onsite and off-site incidents which involve vehicles and damage to any property, equipment, or personnel (Company, Service providers, General Public) because of the collision of vehicle will be considered in this category.
- Vehicle collision.
 - On-site vehicle incidents (Company or Service providers on Company Business).
 - Off-site vehicle incidents (Company or Service providers on Company Business).
 - On-site vehicle fires (Company and Service providers).
 - Heavy equipment accidents (Cranes, Boom Trucks, Oil tankers etc.)





21.0 Vehicle (Hired or Owned) Accident Severity

- 21.1** For all vehicle accidents, where no injury to either driver, passenger, or any other party has occurred and damage to vehicle is less and no insurance is claimed, Unit / Department investigation is required in all such cases. An investigation report will be prepared by the Line Manager and approved by the respective director. The report should be submitted within the next 10 working days to the respective BU HSE, Line Management and Corporate HSE Department
- 21.2** For all vehicle accidents where no injury/ high potential of injury to either driver, passenger or any other party occurred but damage/ potential damage to vehicle is more and / or insurance is claimed. Detailed investigation is required in all such cases. Incident should be investigated by either cross functional Team Lead within BU or by an individual as deem fit by respective CORPORATE HSE Head. Investigation Team lead should also carry out detail Why Tree Analysis (WTA) or SCAT. The report should be submitted within the next 10 working days to the respective CORPORATE HSE, Line Management and Corporate HSE Department.
- 21.3** If Fatal incident shall be investigated in 05 working days as per steerco timeline.

Applicable legal and regulatory requirements

- 22.1 The Provincial Motor Vehicles (amendment) act, 2014
- 22.2 National Highways Safety Ordinance-2000 (NHSO 2000).
- 22.3 Motor Vehicle Ordinance 1965 (MVO 1965) and Motor Vehicle Rules 1969 (MVR 1969).
- 22.4 Factories Act 1934- Chapter III
- 22.5 Sindh Factories Act, 2015: Chapter 3 Section 37 (Crane and other lifting machinery).
- 22.6 Rules for Sindh Occupational Safety and Health Act, 2017: Section 7 (M) for Earth Moving Machinery and 7 (N) for Cranes.
- 22.7 Traffic Rules of Punjab, Sindh, KPK, Baluchistan, Gilgit Baltistan
- 22.8 Traffic Rules of Islamabad Traffic Police (ITP)
- 22.9 Requirements of ISO 39001:2012- Road Traffic Safety (RTS) Management
- 22.10 National Environment Quality Standards for Motor Vehicle Exhaust and Noise

23.0 Records/Reference

Annexure A	Vehicle Inspection Checklist.	 Annexure A- Vehicle Inspection Checklist- I
Annexure B	Motor Bike Inspection Checklist.	 Annexure B- Motor Bike Inspection Check
Annexure C	Road Traffic Signages	 Annexure C- Road Traffic Signages.pdf
Annexure D	Highway Code Book Pakistan	 Annexure D- Highway-Code-Book-