

jawun
SINCE 2001

WHS MANUAL
for REGIONAL SECONDEES
Goulburn Murray





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EMERGENCY PROCEDURES

In the event of any emergency or any situation that could develop into an emergency, threatening either the wellbeing of a secondee or the reputation of your organisation or relationships with communities or business partners, you should take the following steps:

1. Do whatever is necessary to remove yourself and/or others from any current or imminent threat.
2. Contact and seek assistance from local authorities (police, medical or otherwise), as is appropriate

Always dial 000 for any serious emergency

3. When immediate threat or emergency has been dealt with, report the incident to:
Wayne Dagger, Jawun Regional Director (Goulburn Murray) 0417 105 777.
4. If the matter is urgent, call your IRO Reporting Manager.

Name	Organisation	Mobile	email
Paul Briggs Hamish Fletcher	Kaiela Institute	0419 427 209 0458 233 266	paul@kaielainstitute.org.au hamish.fletcher@kaielainstitute.org.au
Leonie Dwyer	ASHE	0437 105 069	dwyerl@unimelb.edu.au
Sue Williams	Ganbina	0428 217 331	swilliams@ganbina.com.au
Lee Joachim	Rumbalara Aboriginal Co-operative	0488 700 302	lee.joachim@raclimited.com.au
Damian Morgan-Bulled	Yorta Yorta Nations Australia	03 5832 0222	ceoyynac.com.au
Kylie Briggs	Rumbalara Football/Netball Club	0431 150 327	kylie@rfnc.com.au
Karlene Dwyer	Njernda Aboriginal Corporation	03 5480 6252	karlened@njernda.com.au
Angie Russi	Gallery Kaiela	0438 561 731 03 5821 9842	manager@gallerykaiela.com.au

If you are working with any organisation other than the above, please contact your Regional Director.

Be guided by the advice of your contact. Please also refer to your secondment brief for details of contacts in regional organisations.

Useful Phone Numbers: *(in international format for satellite phones where relevant)*

Name	Organisation	Location	Phone
Hospital	Goulburn-Valley Health	Graham Street	03 5832 2322
Hospital	Echuca, Regional Health	Francis Street	03 5485 5000
Hospital	Numurkah, District Health	Katamatite-Nathalia Rd	03 5862 0555
Police	Shepparton	155 Welsford Street	03 5820 5777
Accommodation	Quest Apartments Shepparton	177-183 Welsford Street	03 5814 4800
Accommodation	Quest Apartments Echuca	25-29 Heygarth Street	03 5481 3900
Doctor	Lister House Medical Centre	56-58/60 Nixon Street	03 5831 2333
Doctor	Nixon Street Medical Centre	46 Wyndham Street	03 5822 1000
Car Hire	Goodfellows Car & Truck Rental	7945 Melbourne Rd	03 5823 5999

WHS OVERVIEW

You should first observe Jawun policy followed by the normal WHS practices of your employer. If you are concerned, contact the Regional Director or your Project Supervisor.

Please refer to your employer's insurance guidelines.

This document is provided to each secondee and includes:

- Emergency protocols
- Safety information for Goulburn Murray
- Travel protocols
- Mechanical & safety checks
- Off road driving instructions
- Wheel changing instructions
- Activities undertaken by secondees outside of Jawun organised activities

All four wheel drive vehicles will be equipped with the following:

- Vehicle checklist
- First aid kit
- A container of water
- Maps
- Emergency Response Plans

POTENTIAL HAZARDS (WILDLIFE)

Bush Walking

The Goulburn Murray region has an excellent National Park and State Forrest system. There are lots of bush walks for varying levels of experience. PLEASE KNOW YOUR LIMITS and choose a walk that you will be able to complete.

- Slip Slop Slap
- Take adequate food and water
- Wear appropriate footwear
- Stay on marked trails
- See previous sections on snakes and spiders

Snakes

Watch out for snakes. Though rarely seen, they are always around. If you do see a snake, calmly walk away without disturbing it. Some snakes are more active at night, so always use a torch, wear shoes and watch where you walk. Remember, all native wildlife, including snakes, is protected.

The most common snakes found in the area include Eastern Brown, Black, Tiger and Red Bellied Black



Eastern Brown



Red Bellied Black



Tiger

First aid, if bitten by a snake:

- Do NOT wash the area or try to suck out the venom
- Stay still and put pressure on the bite area with a firm bandage (like a sprained ankle)
- Splint the whole area to immobilise it, if possible
- Don't elevate the affected limb
- Move as little as possible
- Seek medical attention

Simple Rule – Do not pick up, agitate, poke or throw stones at a snake

Kangaroo/Emus

Naturally curious, Kangaroos will occasionally approach humans or campsites, for your safety:

- Do not feed or attempt to approach a kangaroo or Emu

If you feel threatened retreat from the situation, never turn your back and run as these animals can easily chase you down.

Mosquitoes

Like the rest of Australia, mosquitoes are prevalent in the Goulburn Murray region.

- While mosquitoes can be active around the home or your accommodation, the greatest risk of mosquito-borne disease transmission typically occurs close to wetlands, bushland or other environments where both mosquitoes and wildlife are abundant.
- When mosquito populations are high, biting may be experienced at any time of the day but, generally, mosquitoes are most active at dawn and dusk.



- Mosquito populations will be highest close to breeding habitats such as wetlands or flooded areas. However, some mosquitoes can travel many kilometres from breeding habitats and will generally take refuge in woodland or forested areas.
- Wearing loose fitting long pants and long sleeved shirts will assist in reducing the number of mosquito bites received.
- Insect repellents containing synthetic chemicals (DEET, picaridin or PMD) or botanically derived products (Eucalyptus, Citronella or Melaleuca) should be used and carried at all times.
- For more information on how to protect against mosquitoes please visit the following website <http://medent.usyd.edu.au/RepellentGuidelines.pdf>

Spiders

For some, spiders may look scary but there aren't that many to be too worried about. While the Redback and White Tailed are venomous, you don't see them that often. While some spiders are either vagrant hunters that live beneath bark and rocks, in leaf litter, logs gardens and houses, others catch food in their web.

First aid, if bitten by a Redback spider:

- Stay still and apply ICE PACK to affected area.
- Do not splint or bandage the area – this increases the pain at the site and makes the patient move!
- Don't elevate the affected limb and move as little as possible.
- Seek medical attention.

First aid, if bitten by a Funnel Web spider:

- Seek immediate medical help
- Bandage the wound firmly with a pressure immobilisation bandage
- Use a second bandage to wrap the arm or leg and splint the affected limb
- Antivenom is required

The White Tailed Spider

The white tailed spider (*Lampona cylindrata*) is commonly found in homes throughout Australia. It tends to hide in bedding, or within clothes left on the floor.

Occasionally, weals, blistering or local ulceration have been reported – symptoms together known medically as necrotising arachnidism, although recent research suggests that the white tailed spider bite is probably not linked to this condition.

In most cases, the bite from a white tailed spider only causes a mild reaction, including itching and skin discolouration, which usually resolves after a few weeks. There are no specific first aid treatments for a white tailed spider bite, except the use of icepacks to help relieve the swelling. You should not use antibiotics. Always see your doctor if any spider bite does not clear up.



Hiding spots for White Tailed spiders:

The white tailed spider is found in homes throughout Australia. It tends to be more active during summer. Favourite hiding spots include:

- bedding
- towels or clothes left on the floor
- nooks and crannies
- beneath mulch, leaves and rocks
- beneath tree bark



Symptoms of a White Tailed spider bite:

Bites can occur anywhere on the body, but most often on arms and legs. The symptoms of a white tailed spider bite can include:

- localised irritation, such as a stinging or burning sensation
- a small lump
- localised itchiness
- swelling
- discolouration of the skin
- ulceration of the bite (in some cases)
- nausea and vomiting (in some cases)

First aid for a White Tailed spider bite:

Always try to keep the spider for identification purposes if you have been bitten. First aid suggestions to treat a white tailed spider bite include:

- Apply an icepack to help relieve swelling
- See your doctor if the skin starts to blister or ulcerate

Necrotising arachnidism

Necrotising arachnidism is a type of skin inflammation and ulceration that is caused by the bite of some spiders. Occasionally, the reaction is so severe that the person loses large amounts of skin and needs extensive skin grafts.

The white tailed spider and the black house spider, also found in Australia, have both been linked to necrotising arachnidism. However, a study published in the *Medical Journal of Australia* in 2003 examined 130 confirmed cases of white tailed spider bites and found that none had caused necrotising arachnidism. The study found most bites happened indoors, in warmer months and at night. In two thirds of cases, the spider was caught in bedclothes, towels or clothing. Most bites were painful, with some redness and itching. Nearly half the cases had a persistent, painful red lesion, but none of the lesions were found to be necrotic.

There is no confirmed cause of necrotising arachnidism. It is unclear why most people who are bitten have only mild reactions, while a very tiny minority suffers from skin ulceration.

Things to remember

- The white tailed spider is commonly found in homes throughout Australia
- Most bites occur indoors, at night and in warmer months
- The bite of a white tailed spider can be painful, but is unlikely to cause necrotising arachnidism, a rare condition characterised by ulceration and skin loss

Bee sting

First aid if stung by a bee:

- Remove the sting by sliding or scraping your fingernail across it, rather than pulling at it
- Wash the area and apply ice to reduce the swelling
- If the person has an allergy to bee stings, they can fall into a life-threatening state of anaphylactic shock. The only treatment is an injection of adrenaline - Immobilise the person, apply pressure to the bite and seek immediate medical help

POTENTIAL HAZARDS (ENVIRONMENT)

Heat related illness

The risk of heat related illness can be reduced by observing precautions to avoid overheating and dehydration. Light, loose-fitting clothes will allow perspiration to evaporate and cool the body. Wide-brimmed hats in light colours help prevent the sun from warming the head and neck. Vents on a hat will help cool the head, as will sweatbands wetted with cool water. Strenuous exercise should be avoided during daylight hours in hot weather, as should remaining in confined spaces (such as automobiles) without air-conditioning or adequate ventilation.

In hot weather, people need to drink plenty of cool liquids to replace fluids from sweating. Thirst is not a reliable sign that a person needs fluids. You should:

- Known signs/symptoms of heat related illnesses
- Block out direct sun and other heat sources
- Drink fluids often, and before you are thirsty. In extremely hot conditions you may need to drink one litre of water per hour!
- Keep a significant amount of water in the car in case your break down
- Wear light-weight, light coloured & loose-fitting clothes
- Avoid beverages containing alcohol or caffeine
- Limit strenuous outdoor activity
- Wear 30+ sunscreen at all times

First aid, for heat related illness:

Heat rash (looks like small red pimples or blisters):

- Move to a cooler, less humid environment. Keep the affected area dry

Heat cramps (usually in abdomen, arms or legs):

- Stop activity and rest in a cool place
- Drink clear juice or a low sugar sports drink
- Seek medical attention if cramps continue for more than one hour

Heat exhaustion (sweating, paleness, muscle cramps, dizziness, headache, nausea or fainting):

- Attempt to cool with cool shower, bath or sponge and rest
- Give cool non-alcoholic drinks. Move to air-conditioning if possible

*Note: If symptoms are severe and / do not reduce or the person has high blood pressure, **get medical assistance.***

Heat stroke (body temp rises dramatically but skin is usually dry and red, rapid pulse, throbbing headache, dizziness and nausea):

- Call emergency help immediately
- Whilst waiting, get person to cool place
- Immerse person's whole body in cool water
- Do not give person any drinks

Sunburn (skin redness, blisters, fever):

- Cool shower
- Use soap to remove oils
- Cover blisters with dry, sterile dressings and seek medical attention

Waterways

The Goulburn Murray region has numerous rivers. Swimming and fishing are the main recreations. They are also the main causes of drowning.

- Flash flooding occurs regularly as the area is a large catchment
- Stay out of rivers when rain is forecast, or after rain
- Never swim alone
- No swimming in rivers or channels allowed during secondment

GENERAL TRAVEL PROTOCOLS (REGIONAL)

Drugs and Alcohol

Drivers must adhere to all current road laws, particularly with regard to prohibited drugs and alcohol. Under no circumstances are drivers allowed to drive whilst under the influence of drugs and/or alcohol.

Fatigue

Fatigue seriously comprises a driver's ability. Drivers must ensure:

- Adequate rest stops are taken every 2 hours
- Adequate overnight sleep of at least 8 hours
- Driver rotation should be conducted where possible
- Drivers should only drive up to a maximum of 8 hours per day

Unknown 3rd parties

Drivers must not pickup any unknown 3rd parties. The only exception to this would be providing emergency assistance to stranded travellers. Preventing giving a lift to known individuals from communities you visit is not the purpose or intent of this section. Discretion should be used as to whom you provide lifts to and whether they are likely to pose a risk to you or the rest of the group.

General Safety

Travel is probably the riskiest element of your secondment and every reasonable precaution has been taken to ensure the safety of your colleagues and yourself.

Ultimately your personal safety is your responsibility and a condition of your participation in this program is your agreement to obey all instructions with respect to vehicle safety. Secondees are required to take the following steps if they believe another secondee is compromising vehicle safety:

- Discuss the issue with the secondee
- If this does not resolve the matter, report the incident to your local contact or the trip leader

In most cases, your local contact or trip leader will accompany you when travelling to your community. Their instructions with respect to vehicle safety will be non-negotiable.

Once in your community, the following protocols will apply with respect to vehicle safety:

- All rules outlined in the instructions and training, are to be observed
- Secondees will be responsible for the welfare of their passengers and the vehicle
- Travel off main designated roads is prohibited, (i.e. no bush bashing). Any damage caused to vehicles as a result of driving off road (scratches, dents, under body or suspension damage), may be at the cost of the secondees in the vehicle.

If you plan a trip for recreation or work, which will involve travel of more than one hour out of your community, advise your local contact/Jawun Regional Director of your plans for the proposed trip.

If the trip is approved, you will need to:

- Advise your local contact of the ETA at destination and the ETA on your return
- On arrival advise your local contact, similarly advise when you arrive home
- Any special conditions set down on trip approval, will need to be observed

When travelling in convoy without the local contact or trip leader, a leader from within the group should be appointed by consensus, (usually the most experienced off road driver). The leader should adopt the same practices as observed of the trip leader.

MECHANICAL & SAFETY CHECKS (PRE-TRAVEL)

(This is mostly for remote regions – Practical demonstrations are given in remote regions only.)

Prior to any long journey, check that:

- **Both main and reserve fuel tanks are full.** The fuel gauge is the same for both tanks. To check that reserve is full press the “Sub” button on your dash. This will activate a green light beside the fuel gauge. If the gauge still reads full, then the sub tank is full. NB: the main tank contains 90 litres and this should give you in excess of 400kms (depending on driving conditions). The sub tank contains 45 litres so both tanks should give you around 600kms. However, you should always ensure that you have more than adequate fuel for your journey. Fuel stops along the way may be closed. **Never** rely on your sub tank - it should only be used for absolute necessity
- **Radiator is full and plastic radiator reservoir is at the correct level**
- **Windscreen washer reservoir is full**
- **Windscreen, windows and mirrors are clean**
- **Mirrors are properly adjusted**
- **Oil level on the dipstick is at maximum**
- **Brake fluid level in the reservoir is correct**
- **Check that all car lights, turn indicators and brake lights are working.** In muddy or dusty conditions, you should clean your headlights regularly
- **Tyre pressures** - when vehicle is cold they should be **between 38 and 42 PSI**
- **Visually inspect tyres for cuts, bubbles or excessive wear**
- **Visually ensure that wheels appear to be vertical**, not on an angle, as this could indicate problems with wheel bearings or other major mechanical problems
- Start engine and **listen for:**
 - **Excessive squealing of fan belts** (NB: often Toyota belts will squeal for a couple of seconds when started if this stops after a few seconds, all is ok)
 - Any **knocking or unusual sounds**
 - **Observe exhaust and ensure it is not overly smoky** (NB: all diesels blow black smoke - provided it is not excessive, it will be ok)
- If you will be **driving on unsealed roads, check that:**
 - **4WD High Range (H4)**, is selected on the transfer selector gear stick
 - **Front freewheeling hubs** are both in the **lock position**

MECHANICAL & SAFETY CHECKS (TRAVEL)

While driving:

- Keep an eye on the temperature and oil pressure gauges
- If air conditioning becomes hot, check temperature gauge, as this is often a sign of overheating problems
- If vehicle is overheating, pull over when safe to do so (preferably in the shade) and shut the motor down. Lift the bonnet, but under no circumstances attempt to remove the radiator cap if the radiator is expelling water, steam or you can hear it boiling.

Wait for the radiator to cool before attempting to remove the radiator cap and then only when the gauge has returned to a normal position and the radiator is not overly hot to touch.

If the vehicle has overheated and you need to remove the radiator cap, after it has cooled, place a heavy towel over the radiator and carefully remove the cap with your hands outside the towel so that if there is a discharge of steam or hot water, you won't be burnt. If the vehicle requires water, start the engine and slowly add water to the radiator until full, again being careful of hot water or steam. If the radiator starts to hiss or bubble, it is still too hot, so shut the motor down and leave the cap off until it has cooled further then repeat this process. When full, replace the radiator cap firmly and then fill the reservoir to the correct level. Proceed slowly and watch the temperature gauge, if the vehicle is heating again, stop and let it cool. When you get to the next town seek mechanical help.

- Occasionally wind down the windows and listen for unusual sounds
- If you have, or suspect mechanical or safety problems, **seek assistance as soon as you are able**

Non-negotiable rules:

All normal road laws apply. In addition follow these non-negotiable rules in relation to 4WD driving:

- **Headlights** - always, drive with your headlights on. On gravel roads this is absolutely non-negotiable and critical if you are to be seen by oncoming vehicles in the very dusty conditions
- **Four Wheel Drive** - at all times on gravel roads, keep the vehicle in high range four wheel drive (4H), for better traction. You may transfer from two wheel drive to High 4 while moving, simply back off the revs and pull the lever into H4. When re-entering a sealed road, disengage four wheel drive and return to H2
- **Free Wheeling Hubs** - from the time you collect the vehicle until it is returned to the hire company, keep the free wheeling hubs in the LOCK position. There is no need to have them in 'free'. This will ensure that you have 4WD engaged when you think you have selected it
- **High Range / Low Range** - when you are travelling on gravel roads under most circumstances, you should be in 4H, (that is 4WD High range), You should only engage low range four wheel drive, when the road is very boggy, (sand dust or mud), or for significant water crossings or very steep grades when you want the vehicle to have most traction and power at low speeds
- **Fuel - Most** 4WDs are **diesel**. Petrol will destroy a diesel motor and if fuel is contaminated with petrol, the fuel tank will need to be drained, fuel filters replaced and diesel pumped manually through the fuel pump, filter and injectors.

If you inadvertently put petrol into them:

- Stop immediately you become aware of it and seek mechanical help
- If you have unpolluted diesel in your sub tank, switch to it and drive to mechanical help
- **Brakes** - Use them sparingly.
 - Slow down as you **approach** difficult conditions and corners, using a light touch to the brakes
 - Take it easy over obstacles and around corners and accelerate out of them

- **Do not jam on your brakes.** If your wheels are locked up you will skate over the gravely pebbles and you will have no steering control. **This is the most common cause of roll-overs in these conditions.**
- **Animals** - Do not lock up your brakes (and lose control of the vehicle) to avoid hitting an animal. Apply threshold braking and hit the animal with full steering control. Do not attempt to handle injured animals, they will probably hurt you. Animals are most active in the early morning or late afternoon and at night, **avoid** driving at these times
- **Night Driving** - This is a very dangerous pastime in these conditions and you are **expressly forbidden** from undertaking trips which will involve night driving (dusk to dawn) over long distances unless in an emergency situation or as instructed by the Jawun Regional Director

Wheel Changing Instructions:

These are very important instructions and contain information that could save you from major inconvenience at best, to very serious injury at worst.

Vehicles can regularly fall off their jacks. As these vehicles weigh 2.5 tonnes, if you are changing a tyre when this happens, you will be seriously injured or killed. So please observe all of the following instructions.

Once you have detected a flat tyre, you should take the following steps, in the order shown:

- Stop as soon as possible in a safe place, (avoid driving on a flat tyre as this can destroy both the tyre and rim)
- Park the vehicle on flat ground, off the road and, if possible, in the shade
- Turn off the motor
- Place the vehicle in first gear
- Fully engage the handbrake
- Locate the flat tyre and, if possible, chock all of the other wheels with rocks or timber. (When assessing where to place the chocks, assess the most likely direction that the vehicle would travel (downhill), and chock to prevent that)
- Remove the tools from the compartment, located in the side wall of the rear of the cabin. Open the tool bag
- If in place, remove the spare tyre access whole cover from the centre of the rear bumper bar
- Assemble the winding tool as shown in the vehicle manual
- Use a torch to see where the lowering screw is
- Once the hook is located in the lowering screw, slowly turn the handle counter clockwise. When the spare tyre is lowered on the chain right to the ground, continue to turn the handle counter clockwise for another 4-5 turns so that the chain is loose
- Reach in and disconnect the spare wheel from the chain and pass the holding bracket back up through the hole in the centre of the wheel
- Pull the spare wheel out from under the vehicle. NB: these wheels are very heavy, so if you do not adopt the correct lifting procedures, you can damage your back moving them. Where possible have two people handle the spare wheel
- **MOST IMPORTANT** Lay the spare wheel down on the ground half way under the car in front of the back wheel or behind the front wheel that you intend to change. This step is intended as a safety precaution in the not uncommon event that the vehicle falls off the jack. This wheel will catch the weight of the vehicle and not your arms or legs
- Once the spare wheel has been positioned as described above, you should loosen each of the wheel nuts (on the wheel with the flat tyre) two to three turns. NB: It is important that you do this before you jack the vehicle up, as a significant amount of force is sometimes required to loosen the nuts and this can cause the vehicle to fall off the jack

- Position the jack in the location described in the vehicle instruction manual. Manually wind it up until it is firmly in place. Please ensure that the angle of the jack will allow the winder to be inserted and operated. Insert the winder hook into the jack winder hole
- When you are out from under vehicle, carefully wind the jack handle in a clockwise direction until the flat tyre is off the ground. Only raise the vehicle so that there is a 20mm clearance between the tyre and the ground. NB: If the flat tyre is fully deflated, allow sufficient gap so that the new fully inflated tyre will fit under the vehicle
- Ensure that the jack is standing vertically and well located on the jack point. If it is leaning at an angle or only partially located on the jack point, the vehicle is in danger of falling off the jack. If so, carefully let it down and complete the process again, ensuring the jack is properly placed
- Once the vehicle is off the ground and the jack is properly and safely located, carefully remove the remaining wheel nuts and put them on the tool pouch out of your way and out of the dirt. Be careful, as the nuts may be very hot
- Carefully remove the wheel without jarring the vehicle. (Please be very careful, these wheels are very heavy and can cause you back injury, if the correct lifting procedures are not used)
- Check that the jack is still safely located and if so, position the wheel you have just removed in front of or behind the spare wheel under the vehicle
- Pull the spare wheel out from under the vehicle and carefully replace it with the wheel with the flat tyre. Ensure that no part of your body is between the vehicle and the spare safety wheel, in case the vehicle falls
- Carefully lift the spare wheel onto the axle hub, and then position it so that each of the wheel bolts comes through the holes in the rim. Then:
 - Starting with the highest bolt, screw on a nut by hand 5 or 6 turns
 - Go to the diagonally opposite bolt and screw on a nut 5 or 6 turns
 - Repeat this process with each diagonally opposite nut until all are screwed on 5 or 6 turns
 - Starting again with the highest nut, finger tighten it until it stops
 - Go to the diagonally opposite nut and finger tighten it until it stops
 - Repeat this process with each diagonally opposite nut until all are completely tightened
- In an anti-clockwise direction, carefully wind the jack down, until it is loose and you are able to remove it
- Starting with the highest nut and using the wheel brace provided, tighten it two or three turns
- Repeat this process with each diagonally opposed nut until all are very firmly tightened
- Check that each nut is equally tightened
- The reason for using diagonally opposite tightening is to ensure that the wheel rim is flush up against the axle. If you fully tighten each nut individually, it will be impossible for one side of the wheel to be flush. This will result in wheel nuts working loose when you are driving. Also, this could result in your losing a tyre and/or breaking the stud bolts
- Pull out the wheel with the flat tyre from under the side of the vehicle and relocate it under the back of the vehicle, with the inside facing upwards
- Relocate the chain, being careful that one of the lugs is in a bolthole in the rim and the other in the hole in the centre of the wheel
- Wind up the wheel completely and tightly
- Pack your tools back into the tool bag but keep it handy
- Remove any chocks and drive for approximately five kilometres
- After 5kms, stop and take the wheel brace from the tool bag. Get out and check that all the nuts on the newly changed wheel are still tight
- Repair or replace the flat tyre at the very first opportunity. Do not travel without a spare.

The steps set out above contain important items not covered in the Vehicle Manual. However, refer to the instructions provided in the Vehicle Manual as well.

OFF ROAD DRIVING INSTRUCTIONS

Summary

Travelling in the Goulburn Murray region may require travelling on dirt roads that can either be very dusty and corrugated at times, and any reasonable rain can change driving conditions. It is essential that drivers take care and ensure that they do not exceed their own capabilities in these conditions.

If you are concerned about driving in these conditions, you should discuss the matter with your Regional Director.

Dusty conditions

- Always have your headlights on. This is your single most important safety precaution. It will greatly increase the visibility of your vehicle to oncoming vehicles, vehicles you are following and vehicles following you.
- The pictured situation would be the **absolute minimum distance** at which you should follow.
- **Stopping** - Be aware that you won't be able to see vehicles behind you that may wish to overtake. Check your rear vision mirrors frequently. Do not stop suddenly. Always move to the side of the road or preferably off the road before stopping and use your indicators well in advance. If travelling in convoy, alert the vehicles in front and behind you by radio that you have stopped. Ensure you stop in a safe place where the vehicle can be seen from the front and rear.
- **Travelling in convoy** - During the first week of secondment, the group may travel in convoy. All vehicles are fitted with UHF radios. Stay out of the dust of vehicles in front (not negotiable). This will increase your safety and make for a much more comfortable and scenic journey. If you stop, ensure your vehicle is a safe place, which includes being visible to all traffic and off the road as much as possible. Also, allow sufficient room for other vehicles in the convoy to park behind. Allow for comfort stops and DO NOT wander away from the group without telling someone where you are going. If you can't see the car behind you, slow down until they catch up
DRIVE AT A SPEED YOU ARE COMFORTABLE WITH... IF THE CAR IN FRONT IS TRAVELLING FASTER THAN YOU WOULD LIKE, DO NOT TRY AND CATCH UP... IF THEY CAN NOT SEE YOU BEHIND THEM, THEY SHOULD SLOW DOWN OR STOP
- **Overtaking** – In dusty conditions, only overtake if you are entirely certain you can do so safely. This means you have a good view of the road in front of the vehicle and road surface.
 - Try contacting the other vehicle on the UHF radio (usually Channel 40). Ask the driver if they can slow down or let you know when it is safe to overtake. When this is verified, ensure you pass the vehicle slowly to avoid flicking up stones and more dust. Once past, thank the driver. If you have vehicles behind you in convoy, let the driver know the number of vehicles to follow and how far behind they are. The driver may instead pull over.
 - If you are unable to make radio contact, only overtake when you are completely certain it is safe. Do not tailgate the vehicle as you will be driving blind. When you reach an area where the dust has diminished, signal your intention to overtake with your indicator or a flash of your headlights. Overtake slowly to again avoid flicking dust and stones.
 - Beware of vehicles that may have stopped ahead of you as they may only appear amongst the dust and within a short distance.



- Never attempt to overtake a vehicle if the conditions are unsafe OR IF YOU FEEL UNCOMFORTABLE TO DO SO. Follow at a safe distance out of their dust. You may then come to a sealed overtaking surface or they may see you and pull over. The other option is to find a shady tree and pull over and wait for them to drive further.
- **REMEMBER, YOUR LIFE AND THE LIVES OF OTHERS REST WITH YOUR ABILITY TO DRIVE SAFELY**

Corrugations

Many gravel roads come with their share of corrugations, which are ridges that run parallel across the surface. The depth and severity of corrugations will depend on the volume of traffic and when the road surface was last repaired.

- Depending on the condition of the road, corrugated roads are best travelled on at speeds of 70kph... going much slower will cause the vehicle to jump violently.
- If corrugations are severe, slow down to very low speeds (less than 30kph).
- You will develop a feel for the best speed to travel at.
- **Beware of corners that are heavily corrugated** - they **will** cause the wheels to lose traction as they skip over the surface.
- **Slow down as you approach the corner and negotiate it at a safe speed.**
- Corrugations will cause the contents of the vehicle to move around so ensure that all items, especially fragile items or glass, are packed tightly and securely.

Sand and sandy ridges

You will be alerted when approaching deep sand by a change in the road surface colour, usually to pale or white:

- As with all obstacles, slow down as you approach by using your brakes gently.
- Change to a lower gear and drive at comfortable speed with sufficient engine revs to keep the vehicle moving at a consistent pace and with control.
- Deep sand may make the vehicle's steering wheel wobble. Maintain a good, loose grip and let the vehicle wobble through. Do not fight the wheel or try to overcorrect the steering.
- To cross a sandy ridge, look for the shallowest area, slow down slightly, then cross it with a few extra revs. Under no circumstances, do not engage your brakes.

Ruts and washouts

- As with all obstacles, look out for changes in the road surface. Colour changes are always a good indication that the road surface has changed.
- Slow down as you approach the obstacle, using the braking technique you will be taught.
- As you enter the rut or other obstacle you should be off your brakes to avoid vehicle damage and in the appropriate gear for the speed at which you will be travelling.
- If possible, cross at a slight angle so that one wheel mounts the rut first, then gently power over it. Again, do not hit these ruts with your brakes locked up or you will leave your front differential and wheels in the gully.

Speed

Do not exceed your own comfort in terms of speed. Because of the road surface, braking distances are greatly increased and vehicle control (particularly in corners), is greatly reduced. The relatively high centre of gravity of the vehicles also means that rollovers are much more likely than in conventional sedans.

- If you are driving in convoy and are uncomfortable with the speed being set, slow down and radio ahead and advise group leader. There may be instances where the group leader may request a driver change if a speed needs to be maintained to avoid night travel etc
- If as a passenger, you are uncomfortable with the vehicles speed, ask the driver to slow down. If there is disagreement about this, you should speak to the local contact or trip leader at the first available opportunity and await instructions

- If as a driver, you are requested by a passenger to slow down, please comply
- The main reason for loss of vehicle control in these conditions is excessive speed, particularly into corners or obstacles. This is closely followed by excessive braking once problems begin. **This is guaranteed to cause you to lose control of the vehicle and either leave the road and hit a tree, or more likely, to roll the vehicle**
- **Always approach corners or other obstacles at reduced speed** so that they can be negotiated without the need for braking. If you do just this, you will reduce the likelihood of mishaps substantially

ACTIVITIES UNDERTAKEN BY SECONDEES OUTSIDE OF JAWUN ORGANISED ACTIVITIES

Secondees will from time to time indulge in activities over weekends and after work hours. In these circumstances, these activities are undertaken at the secondees own risk, and a Release and Indemnity Agreement is signed by the secondees to that effect.