

jawun  
SINCE 2001

**WHS MANUAL**

*For South Australia:*  
+Lower River Murray, Lakes  
and Coorong  
+Far West Coast





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## Emergency Procedures

In the event of any emergency or any situation that could develop into an emergency, threatening either the well being of a seconde 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:  
Shane Webster, Jawun Regional Director SA 0433 471 687.
4. If the matter is urgent, call your IRO Reporting Manager.

## Key Contacts – Lower River Murray

Name	Organisation	Mobile	Email
Shane Webster	Jawun – Regional Director SA	0433 471 687	<a href="mailto:swebster@jawun.org.au">swebster@jawun.org.au</a>
Nick Eakin	Jawun – General Manager Regions	0414 333 441	<a href="mailto:neakin@jawun.org.au">neakin@jawun.org.au</a>
Sophie Spry	Jawun – Regional Assistant	02 8219 8129	<a href="mailto:sspry@jawun.org.au">sspry@jawun.org.au</a>
Luke Trevorrow	Ngarrindjeri Ruwe Contracting	0488 183 318	<a href="mailto:luke.trevorrow@ngarrindjeri.org.au">luke.trevorrow@ngarrindjeri.org.au</a>
Clyde Rigney Jnr	Ngarrindjeri Regional Authority	0417 921 838	<a href="mailto:clyde.rigney@ngarrindjeri.org.au">clyde.rigney@ngarrindjeri.org.au</a>
Jordan Sumner	Raukkan Community Council	(08) 8574 0058	<a href="mailto:jordan.sumner@rauukkan.org.au">jordan.sumner@rauukkan.org.au</a>
Steven Sumner	Moorondi (Health Service)	08 8531 0289	<a href="mailto:Steven.sumner@macchs.org.au">Steven.sumner@macchs.org.au</a>
Eunice Aston	NRA/ Ninkowar Inc	0427 185 497	<a href="mailto:ninkowar@live.com.au">ninkowar@live.com.au</a>
Derek Walker	Ngopamuldi Pty Ltd	0418 830 848	<a href="mailto:derekw@internode.on.net">derekw@internode.on.net</a>
Major Sumner	Darpung Talkinyeri	0412 217 692	<a href="mailto:moogy48@gmail.com">moogy48@gmail.com</a>
Ellen Trevorrow	Camp Coorong (NLPA)	(08) 8575 1557	<a href="mailto:camp.coorong.sa@gmail.com">camp.coorong.sa@gmail.com</a>

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:

Name	Organisation	Location	Phone
Hospital	Tailem Bend District Hospital	74 Princes Highway Tailem Bend, SA 5260	08 8572 5800
Hospital	Murray Bridge Soldiers' Memorial Hospital	96 Swanport Rd, Murray Bridge SA 5253	08 8535 6777
Hospital	Meningie and Districts Memorial Hospital and Health Services	2 South Terrace, Meningie, SA 5264	08 8575 2777
Hospital	Kingston Soldiers' Memorial Hospital	Corner of Cooke and Young Streets, Kingston SE, SA 5275	08 8767 0222
Police	Murray Bridge	58-60 Swanport Rd, Murray Bridge SA 5253	(08) 8535 6020
Police	Meningie Police Station	Princes Hwy, Meningie SA 5264	(08) 8575 1202
Accommodation	Unwind Riverfront holiday house Wellington	8 Raye Street, Wellington	0432 379 203 (Con)
Accommodation	Wellington Marina Holiday House	22 Jefferson Court, Wellington Marina.	0439 680 259 (Jodi)
Accommodation	Wellington Holiday House	29 Jefferson Court, Wellington Marina.	0427 325 045 (Anna)

## Key Contacts – Far West Coast

Name	Organisation	Mobile	Email
Shane Webster	Jawun – Regional Director SA	0433 471 687	<a href="mailto:swebster@jawun.org.au">swebster@jawun.org.au</a>
Nick Eakin	Jawun – General Manager Regions	0414 333 441	<a href="mailto:neakin@jawun.org.au">neakin@jawun.org.au</a>
Sophie Spry	Jawun – Regional Assistant	02 8219 8129	<a href="mailto:sspry@jawun.org.au">sspry@jawun.org.au</a>
Wayne Miller	Ceduna Aboriginal Corporation (CAC) A/g Chief Executive Officer	0499 793 012 08 8625 3210	<a href="mailto:wayne@cac.asn.au">wayne@cac.asn.au</a>
Robert Larking	Scotdesco Aboriginal Corporation- CEO	0886256222 0429702598	<a href="mailto:scotdescorjcp@outlook.com">scotdescorjcp@outlook.com</a>
Desley Culpin	Yalata Anangu Aboriginal Corporation, Chief Executive Officer	0402 988 725 08 8625 6040	<a href="mailto:ceo@yalata.com.au">ceo@yalata.com.au</a>
Corey McLennan	Koonibba Community Aboriginal Corporation	0439 108 550 08 8625 0007	<a href="mailto:corey.mclennan@kcac.net.au">corey.mclennan@kcac.net.au</a>
Sharon Yendall	Maralinga Tjarutja, General Manager	0437 253 210 08 86252946 (MT) 08 86704214 (Oak Valley)	<a href="mailto:sharon.yendall@maralinga.com.au">sharon.yendall@maralinga.com.au</a>
Zell Dodd	Ceduna Koonibba Aboriginal Health Service Aboriginal Corporation	(08) 8626 2500	<a href="mailto:Zell.dodd@ckahsac.org.au">Zell.dodd@ckahsac.org.au</a>

### Useful Phone Numbers:

Name	Organisation	Location	Phone
24 Hour Hospital (Accident and Emergency services)	Ceduna District Health Service	3 Eyre Highway, Ceduna 5690	08 8626 2110
Hospital	Oak Valley Health Clinic	Oak Valley	(08) 86704207
Hospital	Tullawon Health Service, Yalata	Yalata	08 8625-6237 0427 256 237 (24 Hour emergency number)
Police	Yalata	Eyre Highway Yalata, SA 5690	08 8625 6093
Police	Ceduna	East Terrace, Ceduna SA 5690	(08) 8626 2020



## WHS Overview

You should observe the normal WHS practices of your employer. If you are concerned, contact the Director or your Project Supervisor.

Please refer to your employer's workers compensation insurance guidelines.

This document is provided to each secondee and includes:

- Emergency protocols
- Safety information for the Lower River Murray, Lakes and Coorong
- Travel protocols
- Mechanical & safety checks
- Off road driving instructions
- Wheel changing instructions

Travelling in the Lower River Murray, Lakes and Coorong each vehicle will be equipped with:

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

## Potential Hazards (Wildlife)

### Bush Walking

The region has excellent National Parks. 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 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.

### First aid, if bitten by a snake:

- 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.

### 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.

## Wombats

Be alert when driving!

Wombats have very good camouflage and generally graze near road verges eating grass or drinking water. They are very hard to see especially during their preferred feeding hours of dusk to dawn. Wombats can often be very unpredictable. Whenever possible brake gently and give them time to move off the road. When passing a wombat always be aware that they may come back across the path of your vehicle and that there may be other animals in the same area.

DROP YOUR SPEED, SCAN THE ROAD VERGES and if you do notice animals slow down further. STAY ALERT and BE PREPARED so that if an animal does run out onto the road you are ready to take action to avoid a collision.

## Spiders

Though rarely seen, there are dangerous spiders in the region. Species to note are Funnel Web, Redback, Trapdoor, and White Tail. **The Funnel Web is the one to be most aware of.** Funnel webs are most active at night and in the warmer months. Always use a torch, wear shoes and watch where you walk. They like moist areas (leaf litter, logs, swimming pools, anywhere water will be trapped).

### First aid, if bitten by a spider (funnel web only):

- 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.

### First aid, if bitten by a spider (Redback and others):

- 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.
- Move as little as possible.
- Seek medical attention.

**BEST ADVICE, LEAVE ALL SPIDERS ALONE**

## Jellyfish

Jellyfish can sting with their tentacles if they brush against you when you're swimming in the ocean. You also can get stung if you step on a jellyfish, even a dead one. Usually, jellyfish stings will hurt, but are not emergencies. Most cause pain, red marks, itching, numbness, or tingling.

When a jellyfish stings a person, it leaves thousands of very tiny stingers called nematocysts in the skin.

These stingers can continue to release jellyfish venom (poison) into the person's body.

First aid if stung by a jellyfish:

- Rinse the area with seawater. (Fresh water could make it worse.) Avoid rubbing the area, which also can make things worse.
- With some types of jellyfish stings, it may help to soak the area of skin with vinegar for 15 to 30 minutes. Never substitute vinegar with methylated spirits or alcohol because they will make the sting worse.
- Use a plastic card (like a credit card) to scrape off the stingers still in your skin.
- Apply a cold pack to the affected area for about 10 minutes or until the pain is relieved.

If any of these symptoms occur, call 000 immediately:

- has trouble breathing or swallowing
- has a swollen tongue or lips, or a change in voice
- has bad pain or feels generally unwell
- feels nauseated or is vomiting

- is dizzy or has a headache
- has muscle spasms
- has stings over a large part of the body
- was stung in the eye or mouth

### **Blue-Ringed Octopus**

Bites and stings from the blue-ringed octopus are very dangerous.

Provide emergency care including cardiopulmonary resuscitation (CPR) if needed.

Call triple zero (000) for an ambulance.

Apply a pressure immobilisation bandage and keep the person calm and as still as possible until medical help arrives.

## **Potential Hazards (Environment)**

### **Waterways**

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

- Stay out of rivers when rain is forecast, or after rain.
- Never swim alone.

### **Heat related illness**

- Drink water continuously throughout the day. 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
- Limit strenuous outdoor activity
- Stay out of the sun
- Wear 30+ sunscreen at all times
- Wear hat, sunglasses and protective clothing
- Increase ventilation by opening windows and using fans and seek air-conditioning if possible
- Wear light coloured, loose fitting clothing

### **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.

## General Travel Protocols

### 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 3<sup>rd</sup> parties

Drivers must not pickup any unknown 3<sup>rd</sup> 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. Never pick up a stranger if you are alone.

### General Safety

Travel is 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 of your plans for the proposed trip (this includes all trips from Ceduna to Yalata)

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 (Yalata/Oak Valley 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:

- **Headlights** - always, drive with your headlights on. 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.
- **Road Surfaces** - Where it is safe to do so choose whichever path is the smoothest and safest. This is sometimes on the wrong side of the road. In dusty conditions or where you cannot see well in advance of yourself, stick to the correct side, (your left). On gravel roads, you will encounter severe corrugations, sand ridges, deep sand, bulldust and sometimes water and mud.

**Under these conditions, the most important thing to remember is to DRIVE TO YOUR CAPABILITY**

## 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.

## Off Road Driving

### Summary

Travelling in the 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.

If you have any concerns talk to local contact or trip leader. Don't be overwhelmed by this.

### 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, usually 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.

## Dusty conditions

This is a common **driving condition** around Yalata and Oak Valley (Far West Coast) and the cause of many accidents and near misses. To avoid incidents you should:

- Always have your headlights on. This is your single most important safety precaution. It will greatly increase the visibility of your vehicle to both oncoming vehicles and those that you are following.
- 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 seeking to overtake you. Check your rear vision mirrors frequently. Do not stop suddenly. Always move to the side of the road, or preferably right off the road, before stopping. If travelling in a convoy alert the vehicles in front and behind you that you have stopped. Ensure that you are stopped in a safe place where you can be seen from the front and rear. Sometimes convoys travel too closely and because of the dust, following vehicles might not see you until they are on top of you.
- **Travelling in convoy** - When we travel at the start we will certainly be in convoy.
  - All vehicles will be fitted with UHF radios. Observe radio protocols, (protocols will be covered separately).
  - Stay out of the dust of vehicles in front (not negotiable). This will increase your safety considerably and make for a much more comfortable and scenic journey.
  - When there are stops, ensure you stop in a safe place and allow sufficient room for other vehicles in the convoy to park. Try to fit comfort stops etc. into scheduled stops and **DO NOT wander away from the group without telling someone where you are going.**
- **Overtaking** - Only overtake in dusty conditions if you are entirely certain that you can do so safely. This means that you have good vision of the road in front of the vehicle you are overtaking and of the road surface. Remember to:
  - Try contacting the other vehicle on the UHF radio (usually Channel 40). Ask the driver if he would mind slowing and letting you know when it is safe to overtake. When he calls you, ensure that you pass the vehicle slowly (to avoid showering them with stones and dust). Once past, thank the driver. If you have vehicles behind you in convoy let the driver know how many vehicles there are and how far behind they are. The driver **may** choose to pull over.
  - If you are unable to make radio contact with the vehicle, only overtake when you are completely certain that it is safe to do so. Do not tailgate the vehicle, as you will be driving blind. When you reach an area where the dust hazard has diminished, signal your intention to overtake. Perhaps flash your lights and give a short horn signal and overtake slowly, again avoiding showering the other vehicle with dust and rocks.
  - Beware of vehicles ahead of you that may have come to a complete stop on the road, which will only appear out of the dust when you are almost on top of them.
  - If you do not have the conditions for safe overtaking, do not attempt it. 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.



## Corrugations

Beware road surfaces covered in corrugations, which are ridges that run parallel across the road surface. Depth and severity will depend on when the road surface was last repaired. Pictured is a typical road surface.

- Most corrugated surfaces are best traversed at speeds of 70kph+, going much slower will cause the vehicle to jump violently.
- If corrugations are very severe, it is best to slow to very low speeds (<30kph).
- You will develop a feel for the best speed to traverse corrugations.
- **Beware corners that are heavily corrugated** - they **will** cause the wheels to lose traction as they skip over the surface. If travelling too fast, control of the vehicle will be lost.
- **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 everything (especially fragile items or glass) is well packed, tightly and securely.

## Sand and sandy ridges

When approaching deep sand, you will usually be alerted to this by a colour change in the road surface (usually pale or white):

- As with all obstacles, slow down as you approach using your brakes gently.
- Change down one or two gears and drive through at comfortable speed with sufficient engine revs to keep the vehicle moving with control.
- Deep sand will make the vehicles' steering wheels wobble. Maintain a good loose grip on the steering wheel and let the vehicle wobble through. Do not fight the wheel or try and overcorrect.
- When you need to cross a sandy ridge - look for the shallowest area, slow down slightly, then cross it with a little power on. Under no circumstances do this with the brakes engaged.

## Ruts and washouts

These are common particularly after the wet season.

- As with all obstacles, look out for changes in the road surface, (colour changes are always the first indication of changed surface conditions).
- 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.

## Towing Protocols

In the event that a vehicle ceases to be operable through breakdown or accident, the following steps should be taken:

- If possible move the vehicle to a safe location, i.e. off the road.
- If travelling in convoy, and you are more than 50kms from the next town, do not attempt to tow the vehicle, as this is not a safe practice over long distances.

In this case:

- Determine from the maps provided, the nearest town where towing or mechanical assistance might be found, and
- **Either**, request a passing motorist to seek towing assistance for you in the closest town while the whole group remain together, (also ask the motorist to notify your local contact or trip leader),
- **Or**, if there is no passing traffic, one vehicle should proceed to the closest town to seek mechanical or towing assistance and notify your local contact or trip leader, when in range. Ensure that more than one person is left with the broken down vehicle and that those remaining have plenty of water, food, insect repellent, sunscreen, hats etc. If there is to be a delay in getting assistance, a rescue vehicle should return to the site and collect the passengers, together with their belongings. The broken down vehicle should be secured before returning to town to develop a vehicle recovery strategy.
- **Or** in the event of an accident where people are distressed or hurt, secure and leave the vehicle where it is and get the affected people to the nearest help.
- If you are within 50kms of Oak Valley/Yalata, you may use the tow rope provided to tow the vehicle to town. If doing so:
  - The two most experienced drivers should operate the vehicles.
  - The loop in the tow rope should be attached to the tow hook (located under the front bumper of the vehicle to be towed)
  - A shackle (provided) should attach the tow rope to the tow bar on the towing vehicle.
  - Radios should be used to communicate between the two vehicles.
  - Towed vehicle should activate hazard lights.
  - Towing vehicle should set off very slowly until the slack is taken up in the tow rope and then gradually increase speed, (avoiding lunging with gear changes etc.), to a speed that is agreed to be safe between the two vehicles, (but not exceeding 70kpm).
  - Towing vehicle should alert towed vehicle of any hazards and, when it is necessary, to slow down.
  - Towed vehicle should use their brakes to keep the tension on the tow rope as constant as possible.
  - Towing vehicle should allow towed vehicle's brakes to slow it when necessary.
  - Towing vehicle should try and keep the tow as smooth as possible avoiding unnecessary acceleration, deceleration and gear changes.
  - Remember towed vehicle will be in very dusty conditions, so safety will be paramount.
  - If towing is deemed to be unsafe or there aren't two drivers confident enough to operate the vehicles, revert to item 2 above.





## UHF Radio Protocols

If you are required to travel on rough unsealed roads, your vehicle will be equipped with an Ultra High Frequency (UHF) radio. These radios are for communication between vehicles fitted with a similar device and within relatively close proximity to each other.

The radios are supplied so that vehicles travelling in convoy will be able to communicate with each other regarding road conditions etc. Similarly, messages can be passed to the Trip Leader if problems are encountered or stops need to be made. Please note that the radios have limited use beyond 10kms in good conditions and they cannot be relied on to contact the Flying Doctor or other emergency services.

Please also note that your conversations can be received by anyone with a UHF radio, so some discretion is required when using them.

UHF radios operate on a 'line of sight basis', i.e. if the 'receiving vehicle' is obscured by hills or heavily treed areas, the performance of the radios will be impaired or even non-existent. Keep this in mind when you are relying on the radios for communication. One of the main reasons for supplying radios is so that vehicles in convoy can maintain sufficient separation **to avoid driving in each other's dust** while still retaining communication. Driving in the dust, where your vision is impaired, is extremely dangerous and should be avoided at all costs.

- Instructions will be given to each group on the use of whatever radio is supplied. However regardless of radio type:
  - When transmitting, depress the microphone button and as soon as you finish speaking, release it, otherwise no-one can respond and you will make an awful racket.
  - If two people try to speak at once, both messages will be obliterated.
  - Once the Trip Leader has set your radio, do not play with any of the controls, as you may lose contact.
- The Trip Leader will nominate the channel to be used and will call for a radio check from each vehicle prior to departure, or on any channel change, to ensure that everyone is on air. There are 40 channels. Channel 40 is the one that trucks and most solo travellers use. In built up areas, we will use another channel to avoid radio clutter. Once we get off the beaten track we will switch to Channel 40, as we want to hear of any oncoming traffic and we want to be able to communicate with other vehicles in need. With respect to channels, be guided by the Trip Leader.
- Prior to departure, the Trip Leader will nominate the order in which the vehicles are to travel. This is so that the Leader can be sure of where each vehicle is at all times. With large groups in dusty conditions, it may be necessary to spread the convoy over 10 or more kilometres and reception may be lost between the first and last vehicles. In this case, you will be asked to relay messages to and from the Leader. It is therefore essential that the vehicle order is maintained, so that the Leader can be confident that all messages are being relayed and all is well.
- When you reply to or initiate a message, begin by identifying your vehicle so that others are aware who is sending the message.
- If the Leader notices a road hazard, s/he will advise you by radio (to the best of their ability) what and where the hazard is. You will appreciate that this may become confusing at times (Chinese whispers). So in this situation, here is an example of what should happen:
  - Leader - "Creek crossing at end of long straight, very rough bottom, slow right down and cross at idle speed on the left hand side".
  - Second Vehicle should acknowledge receipt of the message, e.g. "Vehicle One, got that".
  - When second vehicle arrives at the crossing, it should relay the message to the next vehicle, e.g. "This is Vehicle Two. There is a creek crossing at end of long straight, very rough bottom, slow right down and cross at idle speed on the left hand side".
  - Third vehicle should acknowledge receipt of the message and then relay it when they get to the creek.
  - This process should be repeated until all vehicles have passed the hazard.
  - The reasoning for acknowledging immediately is that if the following vehicle doesn't respond immediately, the Leader is warned that communication may be lost and he will stop and continue

to repeat the message to ensure that the following vehicles receive the message before they arrive at hazard.

- Waiting until you arrive at the hazard to pass on the message to the next vehicle is to give a sense of timing. It is often difficult to accurately describe the location of the hazard, so if the following vehicles are consistently arriving at the hazard three minutes after receiving the advice, then this is a good indicator of how far away the hazard might be. It is also useful to be able to describe the hazard as you see it.
- It is often difficult to see oncoming vehicles from a distance and quite often they may be travelling on the wrong side of the road (better surface). Once on the dirt, the Leader will advise of oncoming vehicles and the same protocol described for hazards above, should be adopted.
- Please note, common sense should also prevail. If the road conditions are good, the other convoy vehicles are in sight and all are receiving the communications, there will be no need for the messages to be relayed. In this case, the last vehicle should reply to the Leader, e.g. "Vehicle Four, got that".
- If you are having problems, or need to stop for any reason, radio ahead to the Leader and stop where it is safe to do so. The Leader will communicate to the group what action is to be taken.
- To ensure that everything is ok, the Leader will frequently check in with you. Please respond in the correct order and identify your vehicle.
- To ensure that the convoy is intact and that no vehicles are left behind or out of radio contact, the Leader will frequently ask the tail vehicle to call in. If he hears no response, he will ask the others if they heard a response. Where there has been no response at all, the Leader will ask each vehicle to check back with the vehicle behind to ensure that there is contact with the last vehicle, and then to relay the message back to the Leader. If radio contact is lost, the Leader will ask all vehicles to pull over behind the leading vehicle (only stop where it is safe to do so), and wait for the missing vehicle to come into range. He may go and look for them.
- If you catch up to a vehicle (particularly a truck), that you want to pass, call on Channel 40 to see if they have a radio. If they respond, you should ask them to call you when it is safe to pass. Most vehicles will gladly oblige and slow right down to make it easier for you. If you are called to overtake, slow down as you overtake the vehicle to avoid breaking its windscreen or blinding the passed vehicle with dust. Please also be sure to thank the driver.

Remember, that you will be a long way from assistance so:

- Drive safely
- Keep your headlights on
- Watch those brakes

***If you have any concerns talk to local contact or trip leader. Don't be overwhelmed by this, you will be given further instructions on safety and vehicle operation when you arrive.***

## **ACTIVITIES UNDERTAKEN BY SECONDEES OUTSIDE OF JAWUN ORGANISED ACTIVITIES**

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

