

Journey Management Plan

SAMPLE

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SAMPLE

Journey Management Plan

This Journey Management Plan (JMP) sets out how [Company Name] plans, approves, conducts and reviews work-related travel to ensure risks to workers and others are eliminated or minimised so far as is reasonably practicable. It applies to all work journeys undertaken for [Company Name], including driving and travel by contractors, labour hire workers, volunteers and students.

This plan should be read alongside [Company Name]'s Work Health and Safety (WHS) Policy, Fatigue Management Procedure, Driving and Vehicle Safety Procedure, and relevant Safe Work Method Statements (SWMS).

1. Purpose, Scope and Objectives

1.1 Purpose

The purpose of this Journey Management Plan is to:

- Provide a structured, risk-based approach to planning, approving and monitoring work-related journeys.
- Reduce the likelihood and consequences of vehicle incidents, fatigue-related harm, and exposure to remote and isolated work risks.
- Clarify responsibilities for workers, supervisors and management in relation to journey planning and approval.
- Support compliance with WHS legislation, codes of practice and industry standards.

This plan is particularly critical for sectors where road travel and remote work are routine, such as transport and logistics operations, mine sites and exploration activities, farm and station work, civil construction and earthworks projects, and community-based disability and aged care services.

1.2 Scope

This Journey Management Plan applies to:

- All work-related travel, whether in company-owned, leased or private vehicles used for work.
- Journeys between depots, yards, sites, farms, ports, mine sites, client homes and community locations.
- Long-distance and remote journeys, including unsealed roads and access tracks.
- Travel outside normal working hours, including night driving and early morning starts.
- Passenger transport of clients, residents, patients or co-workers.

It does not cover private travel unrelated to work, except where there is a clear work connection (for example, travel between home and a remote camp when directed by [Company Name]).

1.3 Objectives

The objectives of this plan are to:

- Systematically identify journey-related hazards and implement effective controls.
- Reduce exposure to high-risk driving conditions (night driving, fatigue, poor weather, wildlife, unsealed roads, heavy vehicle traffic).
- Ensure workers are competent, fit and properly equipped for the journeys they undertake.
- Provide robust communication, monitoring and emergency response arrangements.
- Establish clear documentation and record-keeping to demonstrate WHS due diligence.

2. Definitions

For the purposes of this Journey Management Plan:

- **Journey** – Any travel undertaken for work purposes, regardless of vehicle ownership, distance or duration.
- **Journey Management Plan (JMP)** – A documented plan for a specific journey or group of journeys, including route, timings, risks, controls, communication and emergency arrangements.
- **Remote or Isolated Work** – Work that is isolated from the assistance of other people because of location, time or the nature of the work, including outback roads, farms, stations, exploration leases, and community visits in regional or remote areas.
- **High-Risk Journey** – A journey that involves one or more high-risk factors, such as long distance, night driving, remote areas, unsealed roads, heavy vehicle combinations, hazardous loads, or transporting vulnerable clients.
- **Worker** – Any person carrying out work for [Company Name], including employees, contractors, labour hire workers, apprentices, volunteers and students.
- **Supervisor/Manager** – The person with management or control of the worker or activity (e.g. transport manager, project manager, site supervisor, care coordinator).