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Appendix L

Arrow Energy Vehicle and Machinery Hygiene Procedure

Procedure
ORG-ARW-HSM-PRO-00138

Safe Work. Strong Business.

Arrow Energy - Vehicle, Machinery, Equipment and Load Hygiene Procedure

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1 Introduction

1.1 Purpose & Application

The purpose of this Vehicle, Machinery, Equipment and Load Hygiene Procedure (Hygiene procedure) is to outline the measures to be undertaken by Arrow Energy (Arrow) and its contractors to meet regulatory obligations to reduce the spread of biosecurity matters via vehicles, machinery, equipment, and loads.

For all work undertaken by Arrow and Mode 1 Contractors, hygiene requirements will be managed in accordance with this procedure. Mode 2 Contractors are required to have a hygiene process that meets or exceeds the requirements of the Arrow Land Management Standard.

Where specific biosecurity requirements are included in a work site Access and Approvals Package (AAP) and exceed the requirements of this procedure, the AAP Conditions shall be implemented to the extent of any inconsistency.

1.2 Regulatory Requirements

Arrow and its contractors shall comply with all relevant legislation, regulations, and codes, in particular, *Biosecurity Act 2014*, *Land Access Code 2023*, *Local Government Act 2009*, *Environmental Protection Act 1994*, and *Petroleum and Gas (Production and Safety) Regulation 2004*.

Under the *Biosecurity Act 2014*, all individuals and organisations have a General Biosecurity Obligation (GBO) to manage biosecurity risks that are under their control and that they should reasonably know about. Further, activities must not be carried out if they will cause, or are likely to cause, environmental harm, unless all reasonable and practicable measures to prevent or minimise the harm are taken (s319 of the *Environmental Protection Act 1994* (Queensland)). This procedure has been developed to assist with regulatory compliance with these Acts.

This procedure applies to all employees of Arrow Energy and to all contractors engaged directly or indirectly by it. The procedure also applies to visitors and other personnel present on Arrow work sites, using its facilities, or dealing with its employees or contractors. The procedure applies at all times and is not restricted by work hours or other time or place considerations.

2 Responsibilities

Table 1 outline roles and responsibilities to ensure compliance with this Procedure.

Table 1: Roles and Responsibilities

Role(s)	Responsibilities

All Staff and Contractors	• Plan and execute work to comply with:
	  • This procedure
	  • AAP and any location specific biosecurity plans that may be referenced in the AAP
	• Report incidents and participate in investigations in accordance with Arrow's Incident Management Procedure ORG-ARW-HSM-PRO-00089
	• Be familiar with biosecurity matters within an Arrow work site, including hygiene requirements outlined in AAP Conditions
	• Record and report all suspected biosecurity matter to the Supervisor; and
	• Be appropriately trained in biosecurity.

Contractors	• Mode 1 contractors will meet the requirements of this procedure • Mode 2 contractors are required to have a process to manage biosecurity matter that meets or exceeds the requirements of this procedure; and • Report incidents relating to this procedure to Arrow site supervisor.
Contract Holder	• Ensure contractor scopes address requirements of this procedure; and • Ensure contractors undertake assurance of compliance of their activities in accordance with this procedure or their equivalent approved procedure.
Project Engineer (Construction)	• Coordinate contractor scopes address requirements of this procedure; and • For construction, coordinate biosecurity matter requirements such as survey and landholder conditions are addressed in project planning and recorded in the AAP.
Construction Manager / Superintendent (Construction & Operations)	• Ensure compliance with this procedure • Ensure biosecurity matters outlined in the AAP including land holder requirements, are incorporated into project execution and operation • Ensure assurance to monitor and record compliance with this procedure is undertaken • Coordinate assurance of contractors to monitor and record their compliance with this procedure • Ensure incidents are appropriately managed, reported and investigated in accordance with Arrow's Incident Management Procedure ORG-ARW-HSM-PRO-00089 • Ensure staff are adequately trained and competent in the inspection, clean down and completion of the hygiene logbook and hygiene declaration requirements of this procedure • Be aware of the requirements of this procedure, including record keeping hygiene logbook entries and hygiene declarations for loads • Ensure superintendents and supervisors are aware of training and competency requirements for field staff and contractors; and • Understand any location specific biosecurity management plans relevant to the work area and provide support to superintendents and supervisors where required.
Supervisors (Construction & Operations)	• Support compliance with this procedure • Undertake assurance to monitor and record compliance with this procedure

Role(s)	Responsibilities
	• Manage, report, and investigate incidents in accordance with Arrow's Incident Management Procedure ORG-ARW-HSM-PRO-00089; and • Ensure records required under this procedure are kept.
Manager Environment & Carbon	• Update Arrow's biosecurity documentation and online training, to support compliance with regulatory obligations • Coordinate assurance of Arrow's compliance with this procedure • Support Arrow's construction and operations teams with technical advice to enable compliance with this procedure; and • Grant or deny requests to deviate from this procedure.

3 Vehicle, Machinery, Equipment and Load Requirements

Arrow is required to minimise the likelihood of introducing biosecurity matters when undertaking a journey, transporting loads, and moving machinery and equipment and must comply with the *Land Access Code 2023* and location specific requirements identified in the AAP. The process flowchart (Figure 1) defines hygiene requirements for vehicles, machinery, equipment and loads before entering a work site and on leaving the work site.

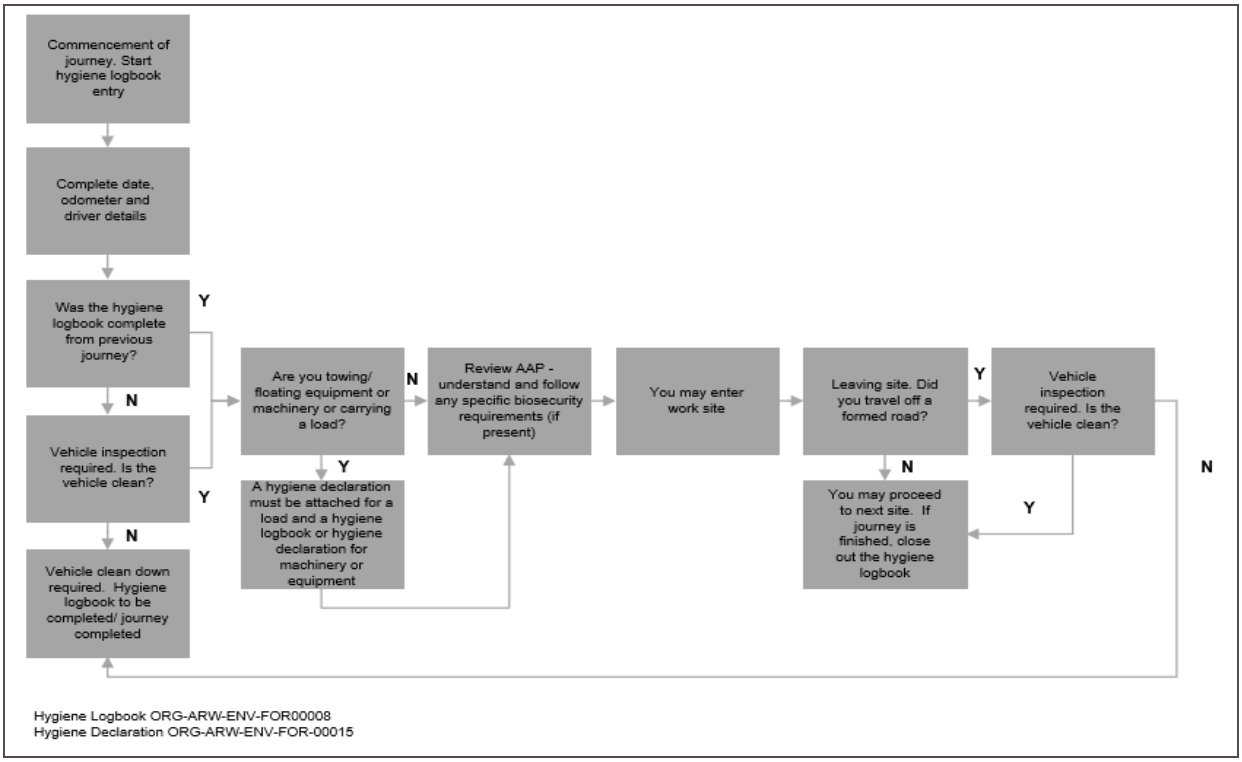


Figure 1: Process Flowchart

3.1 Vehicle

Operators of all vehicles must comply with the requirements listed below to enter or leave a work site.

When a vehicle undertakes a journey, the journey will start and end either:

- When leaving a formed road[1] (refer definition for formed road in Section 7)
- With a change of driver
- When a pool vehicle is returned to the pool; and
- At the end of a shift.

Vehicles will be inspected after travelling off a formed road to determine if a clean down is required before accessing the next location/property.

The driver must:

1. Review and implement relevant AAP Conditions for the work site - identify whether location specific conditions or a location specific biosecurity plan includes vehicle hygiene requirements that must be implemented
2. At the start of a journey complete the first half of the hygiene logbook
3. If the hygiene logbook isn't complete from the previous journey, complete an inspection (and clean down if required) prior to starting your journey
4. On leaving a work site/property, determine if an inspection and clean down is required before accessing the next work site/property

    - When the vehicle has travelled on a formed road [2] only, there is no requirement to inspect, clean down or close out the hygiene logbook until one of the other journey triggers is met (refer dot points above)
    - When the vehicle has travelled off a formed road, inspect the vehicle. If the vehicle is inspected as dirty, clean down the vehicle and fill out the hygiene logbook by completing the journey. If continuing to drive the vehicle, commence a new journey (i.e., start a new line entry); and
5. At the end of shift[3], clean down the vehicle and record the details in the hygiene logbook prior to completing the journey details.

The process for determining when an inspection, clean down and completion of a vehicle hygiene logbook entry should be undertaken is illustrated in Figure 2.

[1] A formed road is a sealed or well-formed gravel/dirt road or hardstand area devoid of vegetation.
[2] A formed road is a sealed or well-formed gravel/dirt road or hardstand area devoid of vegetation.
[3] For staff on a 15/13 roster, end of shift would typically be on Day 15. For staff that work Monday to Friday end of shift would typically be on the Friday.

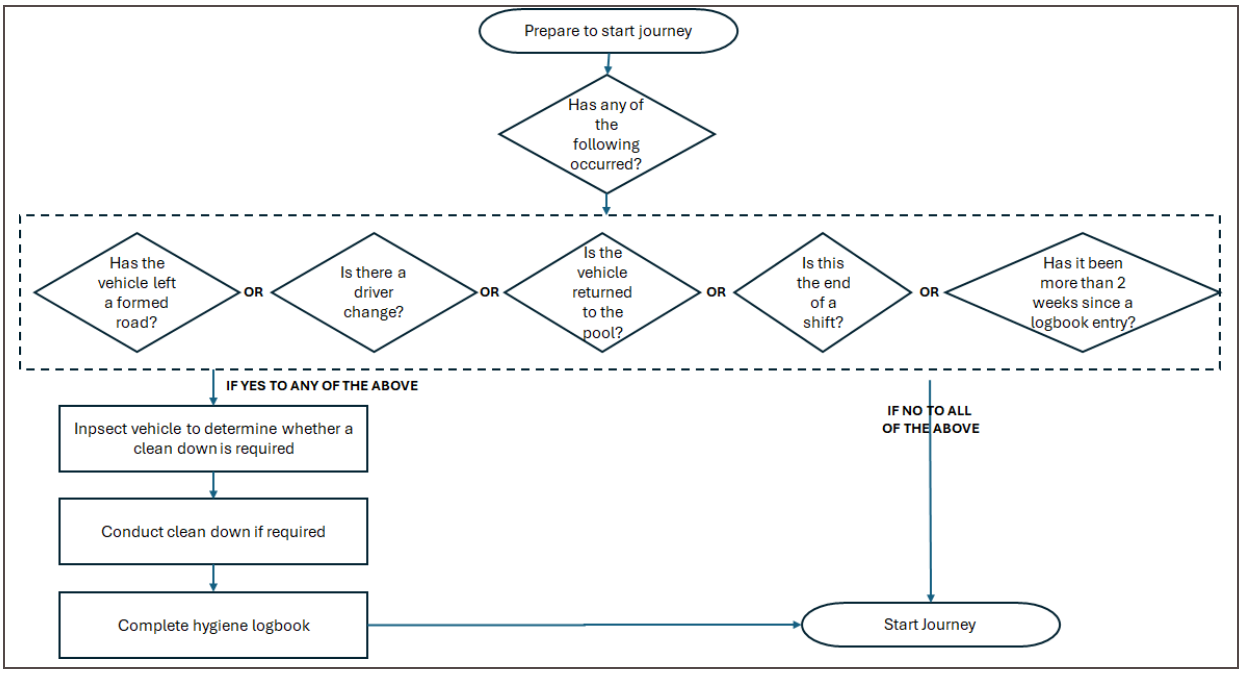


Figure 2: Process flow for inspecting, cleaning down and completing a vehicle hygiene logbook entry

Note that a hygiene declaration will be accepted instead of the hygiene logbook for one-off or infrequent field visits (Appendix C). The latest version of this form (revision 3.0) includes provision to explicitly include trailers.

All auxiliary vehicular equipment must be inspected and clean of biosecurity matters in accordance with this procedure. Trailers can be recorded under Section 7 of Arrows hygiene logbook (Appendix B). Depending on the circumstances a hygiene logbook can be allocated to trailer, or a hygiene declaration (Appendix C) can be provided.

Rigs can meet the requirements of this procedure by keeping one hygiene logbook per rig and a page per trailer. Alternatively, if the trailers don't stay with the rig, they will require their own hygiene logbook.

3.2 Machinery

All machinery must be inspected and clean of biosecurity matters in accordance with this procedure. Depending on the circumstances a hygiene logbook can be allocated to machinery, or a hygiene declaration (Appendix C) can be provided. Either is required to be completed prior to moving between sites and/or laydown.

3.3 Equipment

Equipment includes items that are not captured by the definition for vehicles, machinery or loads but could act as a carrier for biosecurity matters. Equipment includes items such as (but not limited to) generators, bog mats, buildings, and personal protective equipment such as boots.

Some items of equipment, like work boots, will not require a hygiene declaration or hygiene logbook and individuals are expected to manage any associated biosecurity risk under their GBO.

Bog mats are allocated an identification number and managed through a register, which includes a biosecurity matter declaration component which is to be completed before they are moved between sites and/or laydown.

Larger equipment such as generators and buildings may have a hygiene logbook allocated to them individually, otherwise a biosecurity matter declaration (Appendix C) is required. Either require completion prior to moving between sites and/or laydown.

Inspection and clean down of equipment is to be undertaken in accordance with Sections 3.6 and Section 3.7.

3.4 Loads

Loads contain materials that could act as a carrier for biosecurity matters. Materials can include seed, gravel, sand, soil, mulch and packing material.

When receiving or transporting loads, the following must be undertaken:

1. All loads must have a current hygiene declaration (Appendix C or equivalent) unless material is sourced and used on the same property (refer exemption in Section 3.5)
2. The declaration should be completed by the supplier and carried with the load from the start of the journey; and
3. A copy of the declaration must be available prior to unloading.

If a vehicle requires multiple trips of the same material (e.g., moving quarry material), the materials are to be inspected and one declaration can support the duration of the activity.

3.5 Hygiene Logbook or Declaration Exemptions

In some circumstances, an exemption can apply to the requirements listed in Sections 3.1 to 3.4 for entry in the hygiene logbook or a hygiene declaration.

Exemptions include:

- Travel maintained only on sealed roads (bitumen), such as travelling between camp and administration office or between town and camp/administration office
- Vehicle, machinery, or equipment that stays permanently at a particular work site (for example a forklift based at a permanent facility)
- Materials sourced and used on the same property (e.g., soil sourced from borrow pit and used as foundation material on same property)
- Emergency and service vehicles, or Arrow vehicles utilised in emergency response

- If a vehicle has travelled off a formed road on a property, it is able to travel to camp or the administration office and then back to the same property if that travel is on a formed road only. The journey is completed before accessing the next property, otherwise in accordance with the journey rules in Section 3.1; and
- When travel is maintained on formed roads between set locations and multiple driver changes are required within a single shift, a deviation to the Hygiene Logbook end of journey requirement can be requested of the Environment Manager Operations and Projects.

The minimum period for vehicle logbook entry and clean down inspections is once every two weeks (no exemptions).

3.6 Inspecting for Hygiene

To inspect for vehicle, machinery equipment and load hygiene against the requirements of this procedure, a person must have completed the Arrow Vehicle, Machinery, Equipment and Load Hygiene online training module via the Learning Space. A trained person can inspect and sign for their own vehicle, machinery, or equipment.

When inspecting vehicles and machinery, an inspection checklist is available to highlight key areas to inspect for biosecurity matter (Appendix A). Other machinery specific checklists can be found online, in the Machinery Cleaning Guides and Checklists (DAFF, 2024[4]).

3.7 Clean Down Methods and Locations

The method selected to clean a vehicle, machinery or equipment should be appropriate to the risk, scale, type of activity being undertaken, and to the work site conditions.

When working in dry conditions, it is acceptable to use brooms/brushes, compressed air or a vacuum to remove contaminants. A washdown can be undertaken if preferred (refer Section 3.7.1 for locations).

Project planning should identify the type and location of clean down facilities and equipment to minimise HSE risks. Cleaning will use facilities and equipment with effective environmental controls (e.g., bunding) to prevent spread of biosecurity matters.

3.7.1 Washdown Facilities

Table 2 lists facilities available to Arrow staff in Dalby and Moranbah. For information on access and payment methods for these facilities, contact the Dalby or Moranbah administration department. Table 3 identifies other available public washdown facilities. Use of these facilities and reimbursement through an expense claim should be approved by the site supervisor prior to use. The Need a Wash facility on Drayton Street facility accepts payment for washdowns using the green fob on the Arrow key ring.

[4] DAFF (2024). *Machinery Cleaning Guides and Checklists*. Available from: https://www.agriculture.gov.au/biosecurity-trade/import/goods/vehicles-machinery/regulations/guides-checklists. Viewed 21 May 2025.

It is noted that Arrow is in the process of constructing a number of vehicle washdown facilities (e.g. Daandine, Tipton, Healy Street, Girrahween). Once these facilities are operational this procedure will be updated.

Table 2: Arrow Preferred Washdown Locations

Arrow Energy Washdowns	Address	Light Vehicle	Heavy Vehicle
Dalby Washdown Facility	Dalby Saleyards – Entrance via Byrne Street	✓	✓
Downs Wash Downs (DWD)	397 Dalby-Jandowae Road	✓	✓
Need A Wash	85 Drayton Street, Dalby	✓	×
Arrow Energy Washdown	(Beside entry to the Moranbah gas processing facility) Goonyella Road, Moranbah	✓	×
Hornery Transport Washdown Facility	257 Railway Station Road, Moranbah	✓	✓

Table 3: Arrow Preferred Washdown Locations

Arrow Energy Washdowns	Address	Light Vehicle	Heavy Vehicle
Chinchilla Western Downs Regional Council Wash Facility	Old Chinchilla Saleyards Slessar Street, Chinchilla	✓	✓
Miles Western Downs Regional Council Washdown	Leichhardt Hwy, Miles	✓	×
RMC Washdowns Miles	22 Marian Street, Miles	✓	✓
Wandoan Saleyards	Leichardt Highway, Wandoan	✓	✓
Clermont Washdown Facility	Opposite the depot, Wattle Hill Road, Clermont	✓	✓
Nebo Washdown Facility	Northern end of truck parking bay adjacent to the Council Works Department	✓	✓

3.7.2 Work Sites

Where practical, a clean down can be conducted on the work site where the work has been undertaken.

When cleaning on a work site, ensure wastewater runoff is contained in accordance with EA conditions, preventing the risk of biosecurity matters spreading to adjacent areas. Clean down will not be undertaken near drainage lines, waterways, or wetlands.

Dirty water, mud/silt, biosecurity matter and other contaminants resulting from a clean down must be managed and disposed of in a manner that prevents harm to the environment and prevents their spread. If further information is required, refer to Waste Management Procedure ORG-ARW-HSM-PRO-00066.

3.8 Hygiene Logbook and Hygiene Declaration

It is a requirement of the Land Access Code Part 3 – Mandatory Conditions to provide a record of clean down if requested by the landholder. The hygiene logbook will be used to collect the necessary information and can be used to provide evidence of hygiene (Appendix B). If a vehicle is to have a change of driver or is a pool vehicle being returned to the pool, it is essential that a line entry is closed out in the hygiene logbook to communicate the vehicle's hygiene status to the next driver.

A standard hygiene declaration or equivalent (Appendix C) will be accepted as a record of clean down for vehicles that enter a work site for single or infrequent visits.

It is a requirement of the land access code that the current record of clean down must be kept with the vehicle, machinery or equipment at all times or be able to be provided at the time of request.

4 Training and Competency Requirements

To be compliant with the requirements of this procedure which include competency in inspecting vehicle, machinery, equipment and loads and completing the hygiene logbook or hygiene declaration, training must be completed as per the HSE Competence and Induction Procedure ORG-ARW-HSM-PRO-00024.

5 Records

The following completed documents are to be maintained as per Part 3 – Mandatory Conditions of the Land Access Code:

- Copy of hygiene logbook entries; and
- Copy of hygiene declarations.

Records should be maintained for all vehicles, machinery, equipment, and loads. Contractor records shall be provided to Arrow Energy on a regular basis and/or when requested.

6 Compliance and Assurance

Compliance with the requirements established in this procedure will be reviewed as part of Arrow's assurance activities.

Arrow and contractors should undertake regular assurance activities to ensure personnel are complying with this procedure.

Assurance activities for this procedure should include:

1. Vehicle/machinery/equipment/load inspections and hygiene logbook spot checks
2. Desktop review of journeys (e.g., IVMS) against hygiene logbook entries
3. Training and qualifications of staff and contractors; and
4. Compliance with AAP Conditions.

7 Definitions

The following definitions listed in Table 3 are used in this report

Table 4: Definitions/terms used in this Procedure

Term	Definition
AAP Conditions	Access and Approvals Package (A compilation of all relevant permits, licences, agreements, and advice relevant to the property – might include multiple projects, i.e., groundwater monitoring bores, pilots, core holes, pipelines etc. – if they are on the same property).
Arrow Work Site	A work site is a broad term used to identify a location where work (construction, operations, or maintenance) is to take place. This could be privately owned property, Arrow owned property, a facility, laydown, or maintenance yard.
Biosecurity Matter	Biosecurity matter is defined in Section 15 of the Biosecurity Act and includes weeds, pest animals, pest fish, diseases, viruses, insects, fungi, parasites and contaminates.
Biosecurity Plan (location specific)	A location or infestation specific management plan, which is used to document the biosecurity risk, identify management measures, and measure implementation to manage that risk.
Clean	Free of soil and/or organic matter that may contain biosecurity matters.
Clean down	The removal of biosecurity matters from a vehicle or machine using an appropriate cleaning process – washing, vacuum and/or compressed air.
Environmental Representative	Suitably qualified person acting as an environmental advisor, environmental officer, work site environmental representative or ecologist.
Equipment	Generators, bog mats, buildings, personal protective equipment such as boots and other items that could act as a carrier for biosecurity matters.
Formed Road	Sealed or well-formed gravel/dirt road or hardstand area devoid of vegetation.
Inspection	Inspecting a vehicle, machinery equipment or load for biosecurity matters.
Land Access Code	Section 555 of the *Petroleum and Gas (Production and Safety) Act 2004* requires that a petroleum authority holder comply with the mandatory provisions of the Land Access Code. Part 3 – Mandatory Conditions of the Land Access Code 2023 outlines obligations to prevent the spread of declared pests.
Load	Materials that could act as a carrier for biosecurity matters. Examples of loads include seed, gravel, sand, soil, mulch and packing material.
Machinery	Machinery such as an excavator, grader or bobcat.
Shift (End Of)	For staff on a 15/13 roster, end of shift would typically be on Day 15. For staff that work Monday to Friday end of shift would typically be on the Friday.
Suitably Qualified Person	A person who has professional qualifications, training or skills or experience relevant to the nominated subject matters and can give authoritative assessment, advice, and analysis about performance relevant to the subject matters using relevant protocols, standards, methods, or literature.
Vehicle	An automobile, 4WD, trailer, drill rig, ATV which is registered for use on public roads.

Appendix A: Hygiene Inspection Checklist

Vehicle hygiene inspection checklist

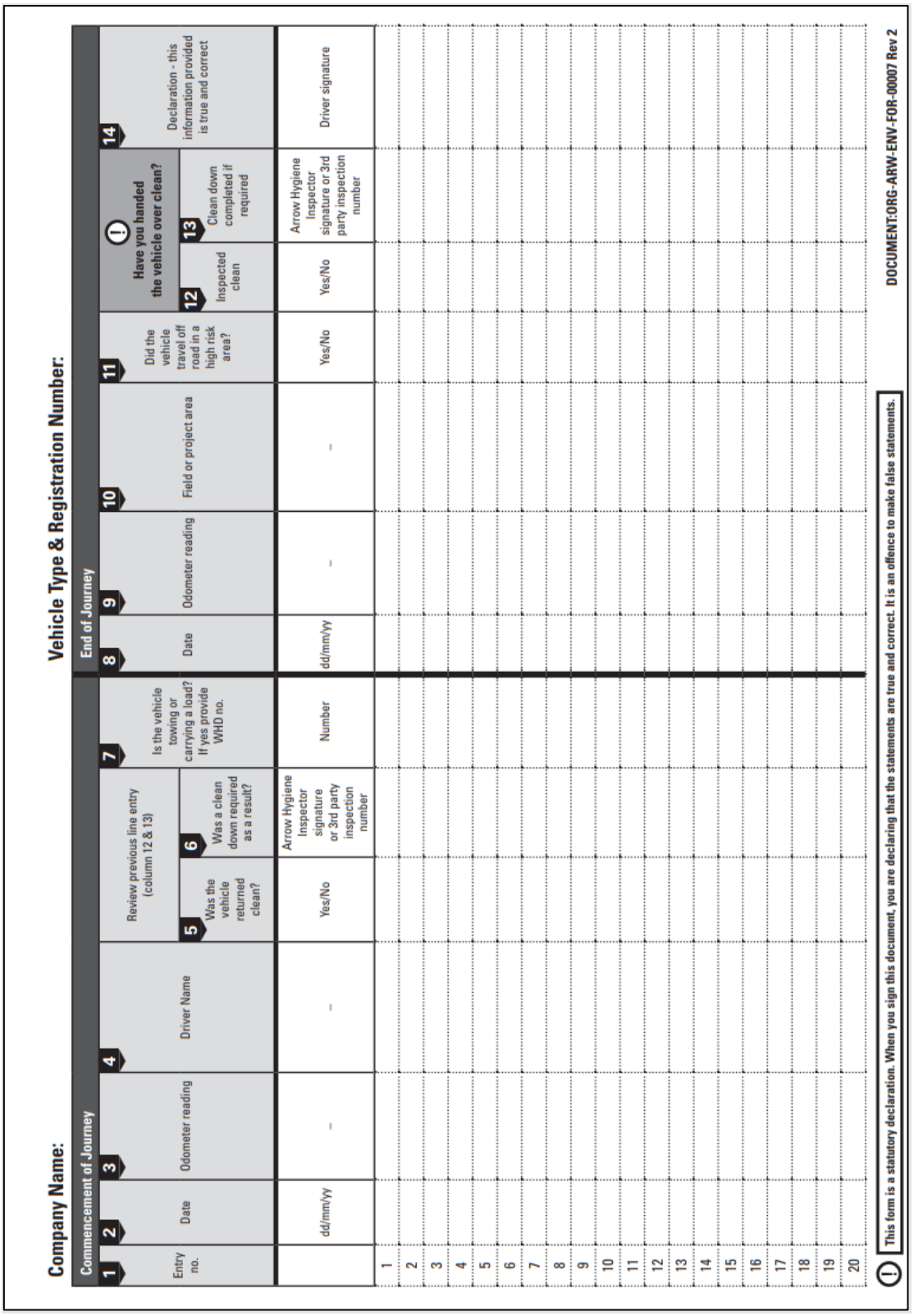
ORG-ARW-ENV-FOR-00008

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Arrow Energy Vehicle Hygiene Inspection Checklist	
Inspect the interior of the vehicle, the engine bay, the vehicle boot/tray before starting from one corner of the vehicle and working your way around	
Interior:	☑☒
Inspect the footwells/carpet (remove floor mats)	☐
Inspect the seats	☐
Engine bay:	☑☒
Inspect the radiator	☐
Inspect the grill	☐
Inspect the top of the transmission gearbox	☐
Inspect the recess under the windscreen wipers	☐
Vehicle boot:	☑☒
Inspect carpet (remove floor mats)	☐
Inspect inside the spare tyre area	☐
Inspect other recesses in the boot/rear of vehicle	☐
Inspect boxes and/or cartons present in the vehicles	☐
Utility tray:	☑☒
Inspect the floor of the tray, floor welds, boards and bolt holes on the tray	☐
Inspect the channels of tail gates	☐
Inspect the side guards	☐
Inspect the chassis rails	☐
Inspect toolboxes and other items on the back of the vehicle	
Vehicle Body including underside:	☑☒
Inspect the wheel arches, wheel trims, flares, step treads and bumpers	☐
Inspect the mud flaps	☐
Inspect the tyre rims (particularly the rear side)	☐
Inspect the top of axels and differentials	☐
Inspect the top of muffler and surrounds	☐
Inspect the spare tyres on 4WD's and station wagons are often suspended underneath	☐

Appendix B: Hygiene Logbook



Company Name:

Vehicle Type & Registration Number:

	Commencement of Journey							End of Journey							
	1	2	3	4	Review previous line entry (column 12 & 13)		7	8	9	10	11	① Have you handed the vehicle over clean?		14
Entry no.		Date	Odometer reading	Driver Name	5 Was the vehicle returned clean?	6 Was a clean down required as a result?	Is the vehicle towing or carrying a load? If yes provide WHD no.	Date	Odometer reading	Field or project area	Did the vehicle travel off road in a high risk area?	12 Inspected clean	13 Clean down completed if required	Declaration - this information provided is true and correct
		dd/mm/yy	-	-	Yes/No	Arrow Hygiene Inspector signature or 3rd party inspection number	Number	dd/mm/yy	-	-	Yes/No	Yes/No	Arrow Hygiene Inspector signature or 3rd party inspection number	Driver signature
	1													
	2													
	3													
	4													
	5													
	6													
	7													
	8													
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① This form is a statutory declaration. When you sign this document, you are declaring that the statements are true and correct. It is an offence to make false statements.

DOCUMENT:ORG-ARW-ENV-FOR-00007 Rev 2

Appendix C: Hygiene Declaration

Hygiene Declaration

This form can be used as a written record for vehicles that enter a work site for a single visit or infrequent visits. The hygiene logbook is the preferred format and should be used as first preference and for all other situations.

ORG-ARW-ENV-FOR-00015 Revision 3.0 IFU

Part 1: Supply of items "Loads"

This declaration is valid for supplying items/loads* specified below from _____ to _____ (provide dates)

1. Please tick the box and provide a description

☐ Fodder	☐ Grain/seed	☐ Sand/gravel	☐ Livestock	☐ Soil/mulch	☐ Machinery / equipment	☐ Water	☐ Other - specify:

Amount: Description:

2. Has the items/loads been moved through, stored in, come from or used in a place infested with prohibited, restricted or declared biosecurity matter*? ☐ Yes ☐ No ☐ Unknown

3. If yes or unknown for question 2, then what actions have been taken to remove or ensure there is no biosecurity matter?

(please tick relevant boxes and specify steps taken)

☐ Nil	☐ Washing / cleaning*	☐ Quarantine	☐ Chemical treatment	☐ Certified clean	Other -specify: ☐

Steps taken:

4. To the best of my knowledge the item/load described above still contains the biosecurity matter(s) in question 2 above?	Yes ☐	No ☐	Maybe ☐

I, _____ of _____

Town _____ State _____ Telephone _____

Declare that the information that I have provided in this declaration is true and correct

Signature: Date:

*Load – All vehicles and machinery carrying an item that constitutes a "item" is considered a load (such as, seed, gravel, sand, soil, mulch, packing material, machinery, equipment, buildings/containers)

*Biosecurity matters – living thing, other than a human or part of a human, pathogenic agent that can cause disease in a: living thing, other than a human; human, by the transmission of the pathogenic agent from the animal to the human; disease and contaminant.

*Washing/cleaning – for vehicles, machinery and equipment, clean means that no soil and/or organic matter that may contain material capable of containing biosecurity matters is on or in areas that are accessible during cleaning and maintenance work.

Part 2: Vehicle, Machinery & Equipment Hygiene

This declaration is valid for transport and movement of vehicles from _____ to _____ (provide dates)

Movement of vehicles – The vehicle described as (make / model):

☐ Includes trailer - specify registration no.:

Registration no. or engine/frame no: Was clean prior to entry to:

I, _____ of _____

Town _____ State _____ Telephone _____

Declare that the information that I have provided in this declaration is true and correct

Signature: Date:

8 Document Administration

Revision history

Revision	Revision Date	Revision Summary	Author
7.0	August 2019	Technical review and update including reflecting Biosecurity Act terminology and requirements, removing references to low-risk areas	Environment Advisor – Biosecurity and Compliance
8.0	October 2019	Moved training requirements to HSE Competence and Induction Procedure as compulsory requirements	Environment Manager Operations and project Execution
9.0	27 July 2022	IFU - Technical review and update to Hygiene log compliance requirements	Senior Environment Consultant – E2M
10.0	27 July 2025	Review and update	Manager Environment & Carbon

Related documents

Document Number	Revision Summary
ORG-ARW-HSM-STA-00001	Arrow Standards Compendium – refer to Land Management
ORG-ARW-HSM-PRO-00089	Incident Management Procedure
ORG-ARW-HSM-PRO-000187	Biosecurity Procedure
ORG-ARW-HSM-PRO-00024	HSE Competence and Induction Procedure
ORG-ARW-HSM-PRO-00066	Waste Management Procedure

Acceptance and release

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