

Operating Procedure

**LEVEL OF USE: REFERENCE**  
**RISK LEVEL: HIGH**

## Heavy Mobile Equipment

Operating Procedure

WCEF-PD-HSE-0059

**LEVEL OF USE**

**RISK LEVEL: HIGH**

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## 1. Introduction

### 1.1 Purpose Statement

This procedure is intended to provide a framework to manage the risks involved in Heavy Mobile Equipment (HME) for all WesCEF Exploration operations.

This procedure is also designed to work alongside WesCEF Motor Vehicle Procedure (WCEF-PD-OHS-040-03) and Traffic Management Plan (WCEF-PO-HSE-0009) to provide the compliance framework for the requirements outlined in Schedule 19 clause 4 of the Work Health and Safety (Mines) Regulations 2022.

### 1.2 Activity Risks

This procedure controls the risks identified in the risk assessment indicated below:

Risk Category	Risk Details
Health and Safety	Risk associated with vehicle movement and operation such as unwanted movement and collision, loads
Damage	Damage to equipment or fixed infrastructure by unwanted interaction
Environment	Environmental non-compliance through destruction of priority flora, fauna, heritage sites or spread of weeds

### 1.3 Scope

This procedure covers all WesCEF Exploration employees and contractors at all operating sites.

## 2. Responsibilities

### 2.1 Summary of Responsibilities

The roles identified in this table hold specific responsibilities in relation to this activity.

Role title	Summary of Responsibilities
Exploration Manager	<ul style="list-style-type: none"> <li>Ensure the requirements of this procedure are communicated and implemented within their respective areas of control.</li> <li>Ensure sufficient resources are in place to implement the requirements of this procedure.</li> <li>Ensure the required training has been undertaken by their staff to apply the requirements of this procedure.</li> </ul>
Accountable Person (AP)	<ul style="list-style-type: none"> <li>Ensure the requirements of this procedure are communicated and implemented within their respective areas of control.</li> <li>Communicate the requirements of this procedure clearly with the workforce.</li> <li>Perform in-field audit activities to ensure this procedure is being applied effectively.</li> <li>Conduct stop work where required if this procedure is not being adhered to</li> <li>Ensure workers under their control are complying with the minimum requirements established within this document and any other related requirements for operations.</li> <li>Provide feedback to workers on their observed performance</li> </ul>
Operator	<ul style="list-style-type: none"> <li>Complete Mobile plant pre-start and place equipment out of service if identifying any Category A Faults,</li> <li>drive to conditions, report any hazards or unsafe conditions to Supervisor.</li> <li>Read and acknowledge this document and any other related requirements for operations.</li> <li>Comply with positive communication protocols.</li> <li>Acknowledge and be empowered to conduct stop work authority</li> </ul>
Worker	<ul style="list-style-type: none"> <li>Attend training relevant to this procedure.</li> <li>Ensure compliance with the requirements of this procedure.</li> <li>Participate in risk assessment workshops relating to the activities under this procedure.</li> <li>Carry out work in accordance with any relevant information, instruction and training provided to them.</li> <li>Report any non-compliance, incident or near miss to their supervisor.</li> </ul>

### 2.2 Mandatory Competency Levels

This table identifies the mandatory competency and training requirements that apply to the people who are involved in implementing this procedure.

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Role title	Competency Level Details
Operator	<p>Vehicle operator must:</p> <ul style="list-style-type: none"> <li>• Hold valid qualification for the specific machine</li> <li>• Hold valid driver's licence</li> <li>• Have undertaken a site specific induction including instruction on emergency call up protocol</li> <li>• Be fit for work</li> </ul> <p>Subject to specific site requirements operator must also:</p> <ul style="list-style-type: none"> <li>• Hold a current VOC for the specific machine</li> <li>• Have completed a pre-start VOC on the specific machine</li> <li>• Hold a valid pit permit</li> </ul>
Supervisor/Worker	<p>Supervisors and Workers must:</p> <ul style="list-style-type: none"> <li>• Hold valid driver's licence</li> <li>• Have undertaken a site specific induction including instruction on emergency call up protocol</li> <li>• Be fit for work</li> </ul>

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## 3. Precautions and Limitations

### 3.1 Hazards

These are the potential hazards that apply to the entire procedure and have potential to cause loss of life, severe injury, otherwise adversely affect people (i.e. an abnormal situation or emergency).

Hazard	Potential Consequence	Controls
Vehicle - vehicle interaction	Damage, injury or fatalities	Positive communication, escort, spotter, barricading, 50:20:10 Rule, vehicle safety standards, required competency, induction and JSA, site notification, Traffic Management procedures
Vehicle - person interaction	Serious injury or fatality	Positive communication, escort, spotter, barricading, 50:20:10 Rule, vehicle safety standards, required competency, induction and JSA, Traffic Management procedures
Vehicle – infrastructure interaction	Damage	Positive communication, escort, spotter, barricading, 50:20:10 Rule, vehicle safety standards, required competency, induction and JSA, Traffic Management procedures
Vehicle – fauna/flora interaction	Environmental non-compliance, fauna death	Positive communication, spotter/supervisor, JSA, pre-clearance surveys
Vehicle – heritage site interaction	Regulatory non-compliance, damage to relationships	Positive communication, spotter/supervisor, JSA, pre-clearance surveys, monitors
Road conditions (unsealed, dusty, wet etc)	Damage, injury or fatality	Positive communication, escort, 50:20:10 rule, JSA, Traffic Management procedures
Weed and disease dispersal	Environmental non-compliance	Vehicle Hygiene Procedure, inspections, washdown facilities
Ground contamination from leaks and spills	Environmental non-compliance	Pre-start inspection, vehicle safety standards, spill kit required
Fire	Damage, injury or fatality, environmental destruction	Vehicle safety standard including fire extinguisher and/or suppression, pre-start inspections, JSA, weather monitoring.
Uncontrolled movement or load	Damage, injury or fatality	Certified operator, operating within machine limits, site specific Traffic Management procedures

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### 3.2 Operating Limits

These are the operating limits that you need to monitor, and which must not be exceeded (either above or below the specified limits).

Operating Limits	Consequences of Deviating
Speed	Risks of uncontrolled vehicle movement leading to damage, serious, injury or death.
Fatigue	Impairs operator and worker decision making and increases risk of hazards occurring.
Load	Unbalanced load changes centre of gravity increasing risk of uncontrolled movement.

## 4. What is Needed

### 4.1 Personal Protective Equipment

You need the personal protective equipment listed below to do this activity.

Items	Description
High Visibility Clothing	Long sleeve high visibility clothing with reflective strips
Safety Glasses	ISO Compliant Clear or Shaded Safety Glasses
Gloves	Appropriate gloves must be used for the specific task and hazard and be free of wear and tear
Steel Cap Boots	In good condition with laces/zips done up
Hard Hat	In good condition
Dust Mask	P2 Dust mask to be carried and worn during dusty conditions or high risk of particulates such as fibrous minerals

### 4.2 Tools and Equipment

You need the tools and equipment listed below to do this activity.

Items	Description
GPS or GPS enabled device	For locating areas of works within the project and ensuring works are conducted within required limits.
InReach	Satellite communication device with SOS capabilities for checking in during field works and initiating emergencies.
Two-way Radio	UHF Radio for communication between operator and person supervising the works.

## 4.3 Parts and Supplies

Additional supplies may be required specific to the vehicle.

Items	Description
Spare Fuel	For refuelling loader when conducting regional works away from fuelling bay.
Fire Extinguisher	Minimum 1 per vehicle, to be checked tagged and operational during pre-start.
Spill Response Kit	To be fully stocked.

## 4.4 Performance Documents and Systems

The following procedures and documentation are required for conducting heavy mobile equipment operations. Procedures, Original Equipment Manufacturer (OEM) standards and Pre-start inspections supplied by the contractor must be relevant to the specific equipment that is being used on the job.

Title	Document Number
Ground Disturbance Permit	WCEF-FORM-HSE-0009 (or digital application)
Vehicle Hygiene Inspection Form	WCEF-FORM-HSE-0028
Mobile Plant Pre-Start Inspection Form	Supplied by Contractor
Contractor Plant Operation Procedures and OEMS	As supplied by Contractor
Job Safety Analysis	WCEF-FORM-RSK-0001

## 5. Prerequisite Conditions

Before commencing any work involving heavy mobile equipment the following pre-start conditions and activities must be met.

### 5.1 Fitness for Work

All workers must be fit for work when attending WesCEF sites; this involves a BAC result of 0.00% and not impaired by any illicit drugs or suffering from adverse side of prescribed or over the counter medication.

1. HME operators must adhere to the Fatigue Management Procedure (WCEF-GM-OSH-040-06) and Fitness for Work Policy (WCEF-PO-HSE-0010)
2. HME must not be operated by workers with their driving abilities impaired (e.g., by the effects of fatigue, alcohol, drugs, or medical condition).
3. If a worker or visitor on site observes any HME operator, be unfit to fulfill their task, or the task they are attempting is not safe, that person must stop the work and advise the supervisor on site.

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4. HME operators must take regular breaks from continuous driving in accordance with WorkSafe requirements.
5. Doors and windows should be closed during normal operation of HME.
6. Air conditioning should be set to 're-circulate' in order to prevent dust entering the cabins.
7. Smoking, including vaping, is not permitted in any HME.

## 5.2 Vehicle Safety Standards

All heavy moving equipment must have the following features. Subject to the operational site there may be additional requirements imposed by the mine site operator (e.g. Covalent Lithium). Consultation with the site operator and review of any relevant partner procedures should be conducted prior to mobilisation of any vehicle to site.

Feature
Three point seat belt
Fire suppression system (subject to risk assessment)
Operational Beacon
Operational Reversing Alarm
Operational Air-conditioning
Reversing mirrors and/or camera
Dust seals on cab doors and windows
Operational windscreen wipers and washers
Operational lighting; headlights, tail, turn, break, interior
Horn
Wheel chocks for tyred equipment
Isolation or lockout point
Roll-over protection system or Falling Object Protective system
Comply with any additional site specific requirements as defined by the site operator (e.g. Covalent, Ora Banda)

### 5.2.1 Protective Structures

A roll-over protective structure (ROPS) and falling-object protective structure (FOPS) must be used to protect operators travelling correctly (e.g., seatbelt fastened, doors closed) in the cabin of HME from the consequences of a roll-over or objects falling on the cabin.

1. ROPS and FOPS must include an appropriate manufacturer's compliance plate on the machine that is visible and legible.
2. Where compliance plate cannot be located, the ROPS or FOPS must be re-certified and re-plated.

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3. ROPS and FOPS must not be swapped between vehicles.
4. A system must be in place to periodically inspect ROPS and FOPS to ensure that no damage will impact their function.
5. Where there is a significant damage to the ROPS or FOPS, the equipment must be tagged out of service until they can be replaced or repaired to OEM standards, including certification.

### 5.3 Notifications and Authorisations

Step	Action
1	Notification of work area has been issued to relevant ESO, supervisor, other work groups, and/or other stakeholders (e.g. landholders, government bodies, Native Title proponents).
2	Heavy mobile equipment has been checked and approved as required by the relevant site authority.
3	Subject to work area, notifications and approvals must be sought by the relevant electrical power authority prior to mobilisation or commencement of ground disturbing works. All high voltage powerline exclusion zones must be known before mobilising Heavy Mobile Equipment, including drill rigs.

### 5.4 Pre-start Checks and Activities

Once the equipment or vehicle has been approved for site use, pre-start checks and review of works to be undertaken must be completed before commencing the task.

Step	Action
1	Ensure operator has conducted a pre-start on the heavy vehicle.
2	All personnel working on job have signed on to the job specific Ground Disturbance Permit/s and JSA
3	Drivers and operators are fit for work and not suffering from fatigue
4	Review weather and road conditions for change of hazards. Ground disturbing works shall not be conducted when there is a Total Fire Ban declared for the region. Review road closures during wet weather conditions. Ground disturbing works shall be conducted during dry soil conditions where possible.
5	Barricading of work areas as identified in risk assessment

## 6. Procedure

### 6.1 Positive Communication

Positive communication is essential for conducting works with heavy mobile equipment and is required in all instances where there is interaction between vehicles and personnel.

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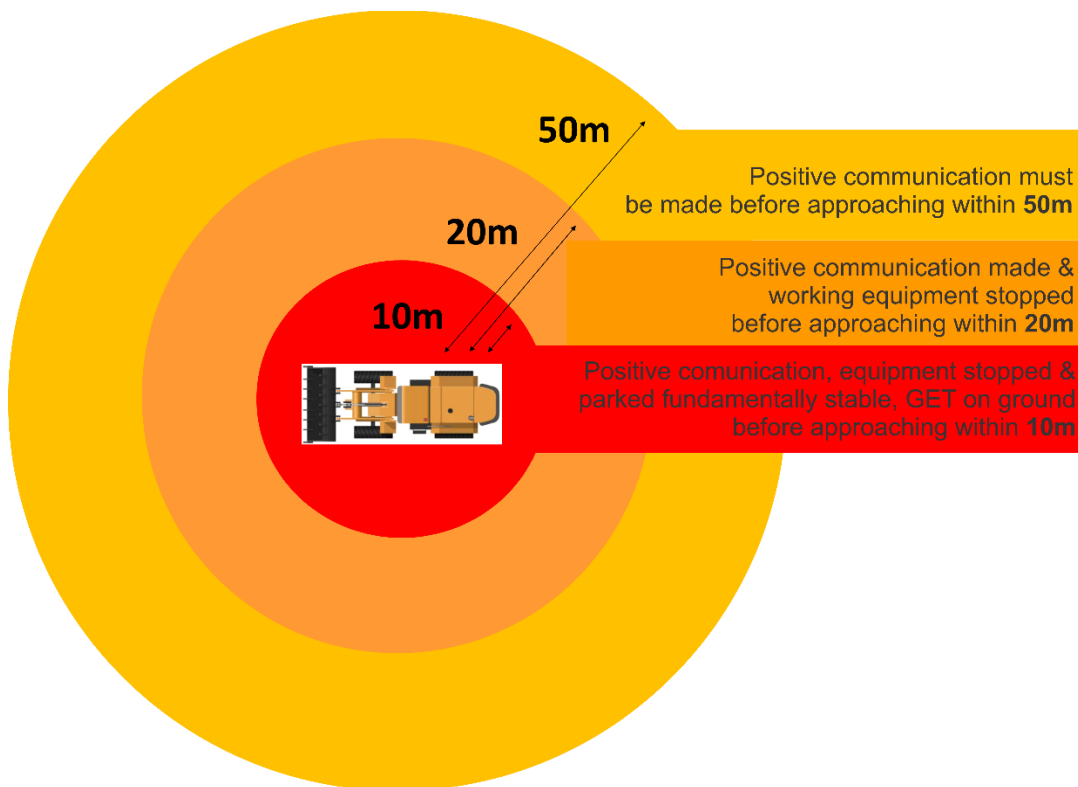
In order to ensure positive communication;

1. Call up the equipment you wish to overtake or enter the operating perimeter (50:20:10 zones). State the vehicle identification and that of the vehicle you wish to contact.
2. Inform the vehicle/operator of your intentions, e.g. enter the area, overtake.
3. Wait for a clear response confirming the request or repeat your call until confirmation has been received
4. Only once positive communication has been received and verified, is overtaking or entering the work area permitted.
5. Positive communication must be made at each stage of entering the working zones, e.g. from outside the perimeter to within 50m, then from 50m to 20m, then 20m to 10m.

## 6.2 Plant Interactions (50:20:10 Rule)

At all times when working around heavy mobile equipment, for example when supervising drill pad clearing or rehabilitation, the 50:20:10 rule shall be maintained.

**Figure 1. 50:20:10 Plant Interaction Rule**



1. 50 Metres – before a vehicle/person enters within 50m of heavy equipment
  - a. The approaching vehicle/person must make positive communication requesting permission to enter the 50m working radius of the equipment.
2. 20 Metres – before a vehicle enters within 20m of heavy equipment
  - a. The approaching vehicle/person must make positive communication requesting permission to enter the 20m working radius of the equipment.

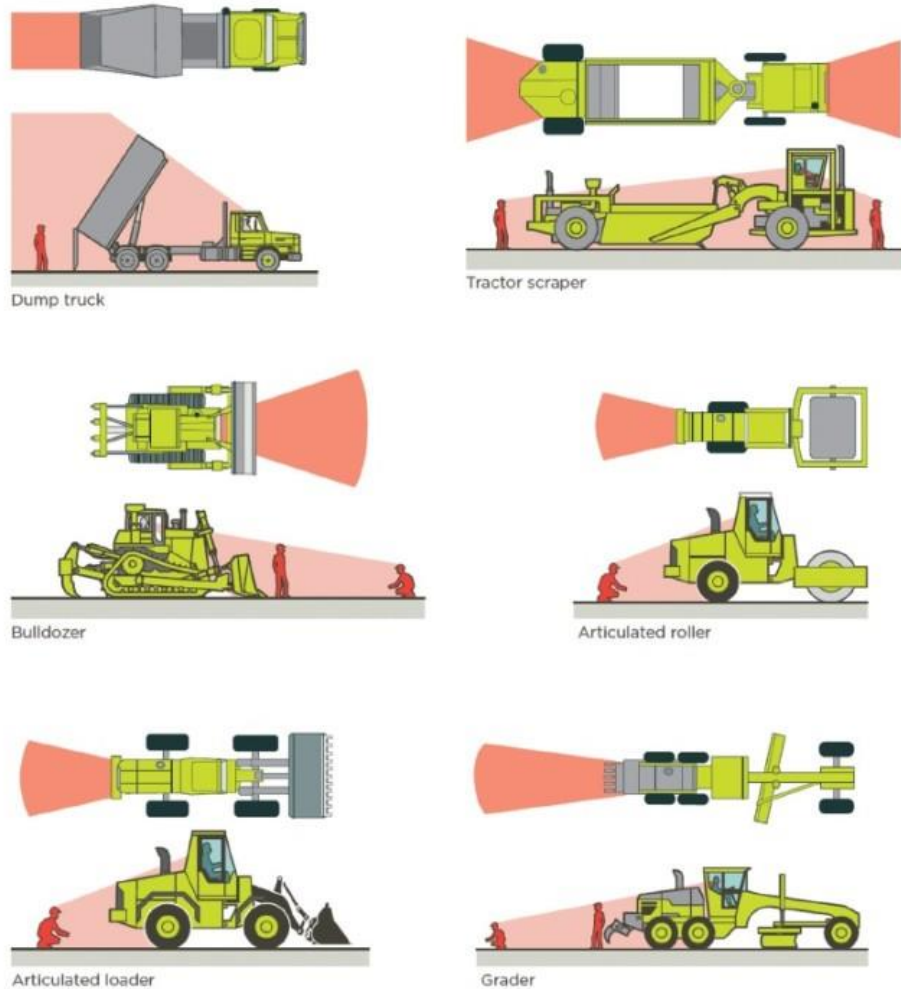
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- b. Equipment/work must be stopped before the approaching vehicle/person accesses the 20m radius
  - c. When parking, all light vehicles (LVs) must maintain a minimum distance of 20m from the on-side of any equipment.
3. 10 metres
- a. The approaching personnel must make positive communication, requesting permission to enter the 10m working radius of equipment.
  - b. Equipment must be stopped, parked fundamentally stable, park brake applied, and where applicable, Ground Engagement Tools (GET) must be grounded. E.g. loader bucket must be on the ground.
  - c. No LVs shall be parked within the 10m zone. Approaching vehicles/personnel should always maintain a clear line of sight with the operator and never approach the heavy equipment from the rear of the cab, or within blind spots of the equipment.

Where practicable, work should be planned to reduce the frequency of personnel entering the 10 metre radius of working equipment. When not required to be within the 20m radius, all vehicles must remain parked outside of the 50m radius, maintain positive communication and clear line of sight to the operator.

Figure 2. Examples of blind spots of heavy mobile equipment.



## 6.2.2 Approaching a Drill Rig

Vehicles and personnel are permitted to approach an operating drill rig under the following conditions.

1. The personnel approaching the drill rig has been inducted onto the rig by the drilling contractor.
2. The personnel approaching the drill pad have required PPE of hearing protection and a P2 dust mask.
3. The vehicle is parked in a safe location outside of the drill pad working area. The vehicle shall be parked in a manner that allows for safe and swift egress.
4. A member of the drill crew is notified that a person is approaching a drill pad. Due to noise levels of drill rigs this is not always possible by radio and visual acknowledgement of access may be utilised.
5. Personnel do not approach the drill rig from any blind spots or pass through the booster or rod handler exclusion zones as barricaded by the drilling contractor.

## 6.3 Fundamentally Stable Parking

For a vehicle to be considered “fundamentally stable” the following applies.

1. Never park equipment in a manner that will allow an unplanned movement.
2. When equipment is fundamentally stable – then apply park brake, shift transmission into gear (or park for auto transmissions), and lower implements (if applicable) to the ground
3. Park in a “V” drain or over a hump; or otherwise turn the wheels into a kerb, rill or embankment.
4. Chocks are to be used where other methods are not available.

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**Note:** Testing for “fundamentally stable”: with transmission neutralised and park brake off, the vehicle must not move. If the vehicle moves under these conditions, it is deemed not to be fundamentally stable. The driver of a vehicle must make all reasonable efforts to ensure that before moving from a parked position, their path is clear from any obstruction and or personnel.

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## 6.4 Load Restraint Systems

All loads carried by heavy mobile equipment must be secured and restrained. The operator of the vehicle holds responsibility to ensure loads are properly restrained prior to departure.

1. All loads must be restrained so they are not affected under normal driving conditions, including heavy braking and minor collisions.
2. All loads must be restrained so they do not affect the stability of the vehicle which can cause the vehicle to roll over or cause an accident.
3. All loads must be restrained so they do not stick out of the vehicle in a way that could injure people, damage property, or obstruct incoming traffic paths.
4. All loads must be restrained in accordance with the National Transport Commission Load Restraint Guide 2004 and any other regulatory requirements.

## 6.5 Boarding and Dismounting Vehicles

1. Three points of contact must be used when mounting and dismounting all equipment and machinery.
2. No person must get on or off a moving vehicle.

## 6.6 Escorting Heavy Mobile Equipment

All heavy mobile equipment must be escorted to and from work areas by an LV if not transported on an appropriate float.

Pilot vehicles must maintain a minimum 50m distance from the Heavy Mobile Equipment, enable suitable flashing lights and maintain positive radio communication with other road users.

When another vehicle is approaching the Heavy Mobile Equipment, positive communication must be made to the pilot vehicle before the other vehicle is permitted to overtake. The escort or operator must:

1. Check there is no oncoming traffic.
2. Acknowledge radio calls and only give permission to overtake if it is safe to do so.
3. Allow vehicle clear access to overtake safely by pulling over to the left.
4. Coming to a complete stop to allow the vehicle to overtake.

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### 6.6.1 Tracked Mobile Plant

Heavy mobile equipment on tracks rather than wheels will need additional periods of rests between distances of travel. Routes shall be planned with the operator to optimise rest stops with clear open places to pull over to the left safely. A JSA shall be completed for tramping of tracked vehicles.

### 6.7 Ground Disturbance

The majority of heavy mobile equipment work conducted on WesCEF Exploration sites will be ground disturbing works associated with drill pad clearing and rehabilitation. The operator shall be familiar with WesCEF Explorations Drill Pad Preparation Procedure (WCEF-PD-HSE-0010) and Drill Pad Rehabilitation Procedure (WCEF-PD-HSE-0011) prior to commencing any ground disturbing activities.

Prior to commencing any work, a walk around of the site to be cleared or rehabilitated is required with the supervising geologist. Subject to site requirements, this may also be attended by Heritage Monitors. The following will be identified prior to commencement;

1. Extents of clearing and/or rehabilitation which shall be flagged for visibility
2. Protected areas such as priority flora, fauna, or identified heritage sites.
3. Conditions of clearing such as;
  - a. Raised-blade clearing
  - b. Sump egress, number and location of sumps
  - c. Vegetation stockpiling
  - d. Any other site specific conditions that apply.
4. Conditions of rehabilitation such as;
  - a. Backfilling of sump
  - b. Scarification of compacted soil
  - c. Re-spreading of vegetation
  - d. Any other site specific conditions that apply.

## 7. References

### 7.1 Reference Documents

These documents were used to develop this procedure:

Title	Document Number
Work Health and Safety Act WA 2020	Acts / Regulations / Codes
Work Health and Safety (Mines) Regulations WA 2022	Acts / Regulations / Codes
National Transport Commission Load Restraint Guide 2004	Acts / Regulations / Codes
Guidance Note Safe Movement of Vehicles at workplaces	Acts / Regulations / Codes
Earthmoving Machinery – Protective Structures	AS 2294
Safety of Machinery	AS/NZS 4024
Drill Pad Rehabilitation Procedure	WCEF-PD-HSE-0011
Drill Pad Preparation Procedure	WCEF-PD-HSE-0010
WesCEF JSA	WCEF-FORM-RSK-0001
WesCEF Motor Vehicle Procedure	WCEF-PD-OHS-040-03
WesCEF Traffic Management Plan	WCEF-PO-HSE-0009

### 7.2 Key Terms and Definitions

This table provides a summary of the key terms used in this procedure:

Term	Meaning
Bus	Any vehicle that it purposely designed to carry greater than 12 passengers. Authorised to drive the class of vehicle to be driven or Nationally Accredited F extension, LR, MR, HR, HC, MC Licence to operate on public roads. Note: An F extension licence is not required on non-gazetted roads
Critical Controls	A control that is crucial to preventing the risk or mitigating the consequences of the risk. The absence or failure of a critical control would significantly increase the risk despite the existence of the other controls. In addition, a control that prevents more than one unwanted event or mitigates more than one consequence is normally classified as critical.
Driver's Licence	Driver requires to hold: Current valid C class driver's licence authorised to meet Nationally accredited licence requirements, and Issued with a site-based permit to operate that equipment. Site based Verification of Competency completed on the vehicle type/model. Site based Pit Permit (or similar process) to authorise personnel to drive on that site in designated areas. Where a person doesn't hold a Nationally Accredited licence, their National Accredited Drivers licence is invalid or suspended, the driver

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Term	Meaning
	<p>must apply for approval to continue to drive at the site to the Senior Site Executive.</p> <p>Where a driver is required to operate on a gazetted public road, they must hold the valid class of licence for that vehicle/equipment to meet National legislation requirements e.g., LR, MR, HR, HC, MC. F extension licence not required on non-gazetted roads.</p>
FOPS	Falling-Object Protective Structure
Fundamentally Stable	When a vehicle is parked with transmission neutralised and park brake off, the vehicle must not move. If the vehicle moves under these conditions, it is deemed not to be fundamentally stable.
GET	Ground Engaging Tools
Heavy Mobile Equipment (HME)	<p>Heavy Mobile Equipment are vehicles that: Include Mining equipment, ancillary equipment, and buses. May or may not be road registrable. Are not light vehicles. Include tracked and rubber tyred equipment.</p> <p>This includes but is not limited to haul/dump trucks, trucks, water carts, graders, side tipper hauling trucks, dozers, loaders, integrated tool carriers, shovels, excavators, surface miners, drill rigs, forklifts, mobile cranes, backhoes, elevated work platforms and bobcats.</p>
JSA	Job Safety Analysis
Light Vehicle (LV)	Vehicles with a gross vehicle mass of less than 4.5t typically designed to carry small loads or a small number of passengers. This includes but is not limited to tray back utility vehicles and four-wheel-drive vehicles and trailers.
OEM	Original Equipment Manufacturer
Positive Communication	The successful two way communication between drivers/operators of vehicles of an intended interaction.
ROPS	Roll-Over Protective Structure
Traffic Control Device	Means any sign, signal, pavement marking, or other installation placed or erected for the purpose of regulating, warning, or guiding road users as per the Traffic Management Plan.
V-Drain	Constructed linear depression used to park vehicles and wheeled HME to ensure they are fundamentally stable.
VOC	Verification of Competency