

## WHS07 Vehicle Safety Policy

### Code of conduct

While driving Organisation vehicles, staff must comply with the road traffic legislation, be conscious of road safety and demonstrate safe driving. The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking while driving and/or driving under the influence of alcohol or drugs.
- Driving while disqualified, or not correctly licensed.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after a crash.
- Demerit points suspension.
- Any actions which warrant suspension of a license.
- A Blood alcohol level of zero.

### Responsibilities as an employee/ worker:

- Conduct a pre-operation check using the Vehicle Pre-Start Check book, see below Vehicle Safety section for further detail.
- Hold a current driver's licence for the class of vehicle they are driving.
- Immediately notify your supervisor or manager if your driver's licence has been suspended, cancelled or has had limitations placed upon it.
- Be responsible and accountable for your actions when operating organisation vehicles.
- Display the highest level of professional conduct when driving organisation motor vehicles.
- Assess hazards while driving and anticipate 'what if' scenarios.
- Drive within the legal speed limits, including driving for the conditions.
- Wear a seat belt at all times.
- Report vehicle defects to your supervisor and the Finance Officer as soon as your trip is complete.
- Comply with traffic legislation when driving an organisation vehicle.
- Report any near accidents or crashes to your supervisor and the HR Officer, including those which do not result in injury.

In addition it is required that all drivers:

- Take regular and adequate rest breaks (recommended 10 minutes every 2 hours).
- Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments.
- Stay overnight if driving time and non-driving duties exceed 12 hours in one day unless driving duties can be shared.

### Responsibilities as a PCBU

The Organisation will not require employees/ workers to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. [Refer to the Fatigue Management Procedure].

A person with a Restricted Licence must have approval of the CEO/EO to drive Organisation vehicles or any vehicle while on work business.

## Vehicle Safety Checklist

A vehicle safety checklist should be completed for shared vehicles in the Rockhampton Office before every trip over 100kms or to an isolated or remote area. The Pre-Start vehicle safety checklist should be completed by subregional staff at the start of each month on all vehicles.

The Pre-Start Vehicle Safety Checklist must be submitted to the Human Resources Team/Executive Officer at the end of each Month.

The following items must be in all organisation vehicles:

- Personal Location Beacon
- First Aid Kit
- Magnetic Torch
- Spare Tyre & accessories
- A minimum 10L sealed water bottle should be taken in all FBA vehicles when an employee is travelling a considerable distance to a remote destination where they feel if an incident was to occur they would require a supply of water. Each office should keep a 10L stored bottle of water available for an employee to take with them in the circumstances described. The bottle should be removed from the vehicle after the trip unless the office has decided to permanently store the water in the vehicle.

DCCA: Radio & Communication Chanel (two way radios must be switched on).

## Reporting

If any issue with the safety of a vehicle is identified, eg. Flat tyre or any other damage, it should be reported through an incident report form.

## Driver Training

The FBA will schedule Low Risk Driving training and 4WD training each alternate year. All staff are invited to attend and staff who have been involved in an accident during the year are required to attend.

## Relevant Legislation

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*