

# DMA TRANSPORT PTY LTD

## SAFE DRIVING POLICY

### PURPOSE

This Policy describes the mechanisms through which the risk of vehicle crash related injuries will be minimized in DMA Transport (DMAT).

### SCOPE

This Policy and associated procedures applies to all drivers who use or are approved passengers in DMAT vehicles.

### DEFINITIONS

**Driver:** Anyone who is driving a vehicle for work related purposes.

**Safe Driving:** Is driving a road worthy, fit for purpose and well-prepared vehicle in a manner that reduces the risk of accident and incident to the driver, other road users and pedestrians.

**Vehicle:** As defined under the Road Traffic Act 1961 and requiring registration.

### Policy Details

This policy establishes the commitment of DMAT to minimising the risk of vehicle crash related injuries and describes the mechanisms through which this will be achieved.

DMAT Transport is committed to ensuring that its drivers who drive vehicles are provided with suitable and well maintained vehicles, training and instruction and safe working conditions to minimise risk to their health and safety. Specifically this Policy aims to:

- increase awareness and understanding of safe driving practices and establish expected patterns of driving behaviour;
- minimise the risk and exposure to vehicle related injuries; and
- ensure that vehicles are selected, maintained and equipped in a manner conducive to safe performance of those vehicles and maximum occupant safety.

This Policy forms a part of DMA Transport's commitment to meeting the requirements of the Occupational Health, Safety & Welfare Act (1986) and Regulations (1995).

### DRIVING PRACTICES AND HAZARDS

#### 1 *Drugs and Alcohol*

Drivers are encouraged to completely avoid the consumption of alcohol when using vehicles. The law currently prohibits driving, or attempting to drive, a vehicle while there is a blood alcohol concentration higher than 0. Any passenger has the right to refuse to travel in a vehicle where they believe that a driver may be affected by alcohol or drugs, regardless of the position or classification of the driver.

Some medications may affect driving ability and / or compound the effect of alcohol. Drivers should recognise the possible effect of medications on driving ability and act accordingly, which may include

not driving. Depressants slow down the body's systems and may cause sleepiness, slow reactions and poor co-ordination. Commonly used medicines which may contain depressants include sleeping pills, hay fever treatments, travel pills and many cough remedies. Stimulants speed up the body's systems and can make people jittery, uncoordinated and overly anxious. Appetite suppressant drugs and some decongestants and cough and cold remedies contain stimulants.

Smoking in any vehicle by either driver or passengers is prohibited.

Illegal drugs are a factor in a number of serious crashes. No driver shall operate vehicles while under the influence of any illegal drug.

## 2 *Mobile Phones*

The use of mobile phones while driving (including text messaging and use of email connectivity) significantly increases the risk of being involved in a vehicle crash. The use of hand held mobile phones while driving, without a hands-free communication system, is an offence by law. Drivers who require access to a mobile phone while in transit and do not have access to a hands-free communication system must legally park the vehicle to attend to the call.

Drivers whose principal place of work is in the vehicle, shall have fitted (if required) a hands free mobile phone communication system. A personal hands free kit or vehicle hands free communication system shall be used for short term and temporary requirements.

## 3 *Fatigue*

Driver fatigue is a major contributor to crashes both in metropolitan and country areas. To minimise and manage fatigue drivers, managers and supervisors will:

- other than in exceptional circumstances, keep the working day to a maximum of 10 hours where the working day comprises working and driving. Beyond 10 hours the risks associated with driving must be assessed on an individual basis. If a person is too tired to drive safely the manager must be informed and alternative arrangements, such as an overnight stop, must be made.
- ensure there is a minimum 8 hour break before resuming driving
- plan driving schedules realistically, ensuring enough time to get to the destination safely
- where ever possible, avoid driving when they would normally be asleep, most commonly between the hours of 12pm and 6 am

# DRIVING OFFENCES AND ACCIDENTS

## 1 *Offences*

Drivers are personally responsible for the cost of fines incurred as a result of infringement of traffic regulations and will not receive reimbursement under any circumstances.

## 2 *Reporting of Accidents and Near Misses*

All vehicle accidents and occurrences of vehicular damage must be reported by the close of business on the next working day.

It is the responsibility of the driver involved in an accident where a person has sustained an injury, or who has had a near miss incident with potential high-risk consequences, to make a report to their supervisor within one working day.

Management and the driver should analyse the cause of any accident/incident reported and implement appropriate strategies to minimise exposure to similar risks in the future.

### 3 *Workers Compensation*

Travel, which can be shown to be work related (itineraries, login process for isolated and remote work, line manager authorization for work travel) would be supported as compensable.

## VEHICLE SAFETY

All vehicles will be:

- fit for purpose according to the requirements of task, operating environment, loads and weather conditions
- equipped with appropriate communication systems, tools and equipment for job, location etc
- well maintained

## BUSHFIRE PREVENTION

### 1 *Additional or Safety Equipment*

Vehicles operated in the field must be supplied with tools and equipment for use in reasonably foreseeable emergency situations.

They must be provided with:

- a first aid kit (containing remote areas module if traveling to remote area)
- emergency equipment for vehicle recovery, if required by operating conditions
- detailed map of area indicating potential evacuation points (bushfire safer places)
- pressurized water fire extinguisher, fire blankets, battery operated radio for bushfire safety during the fire danger season
- equipment for summoning emergency assistance – personal locating beacon (EPIRB), V-sheet(remote areas)
- survival equipment for the conditions including an adequate supply of drinking water
- blue tooth or mobile phone hands-free systems
- personal protective equipment appropriate to the work to be undertaken e.g. high- visibility vests, hard hats.

After market fittings can effect vehicle crumple rate, affect airbag performance and cause greater injury to passengers or pedestrians. Additional or optional equipment installed/fitted to vehicles must comply with Australian Design Rules (ADR's) and not adversely affect the vehicle operation or increase the potential for injury.

Tools and equipment must be safely secured and emergency equipment must be readily accessible.

## VEHICLE LOADING

Secure stowage

All equipment and materials carried in vehicles are to be stowed securely and contained at all times. Loose items become dangerous projectiles inside vehicles in the event of sudden emergency braking.

#### Legal loading

A fully loaded vehicle must not exceed the Gross Vehicle Mass (GVM) or the rated axle loading of the vehicle. If in doubt, get the loaded vehicle weighed at a weighbridge.

#### Hazardous substances

Hazardous substances will be stowed appropriately in accordance with the Material Safety Data Sheet advice (e.g., secured by chains, external to vehicle cabin). Care should also be taken to ensure incompatible materials are not stowed together.

Where signage is required for the transport of any dangerous or hazardous substances as identified through the Chemwatch system or the MSDS, it is provided and displayed correctly.

### VEHICLE MAINTENANCE

Managers are responsible for ensuring that their allocated vehicle(s) are maintained in accordance with the manufacturer's schedules and driver-initiated reports on vehicle safety are acted upon.

Items requiring attention between routine services are to be rectified promptly to ensure vehicle roadworthiness, safety of the driver and occupants, to maintain service to clients and to ensure vehicles are not a hazard to other road users.

Drivers are to assist the agency management in meeting these requirements by making the vehicle available at the appropriate times or scheduled service periods.

### VEHICLE INSPECTION

Vehicle inspections are to be undertaken between scheduled services, using the Vehicle Inspection Form. At a minimum they are to be done monthly.

A single person needs to be responsible for each vehicle – a manager or a nominated driver assigned to the vehicle. Drivers are responsible for notifying their manager of the outcome of inspections and the need for repairs and/or maintenance of the vehicle, including any costs of repairs to be undertaken by an external supplier, if known.

If any faults are identified that prevent the vehicle being driven in a safe manner, these are to be reported immediately to the manager and the vehicle must not to be used until deemed safe to do so.

The manager's and drivers member's signature is required on the checklist to verify that the vehicle has been assessed and is safe for use by the next occupant(s) of the vehicle. The completed checklist is to be kept for 3 years or the duration of the vehicle lease.

Drivers should also carry out a visual check of the vehicle prior to each use and keep the windscreen, windows and headlights clean to ensure safe and clear vision

This procedure does not overwrite the need for more comprehensive inspections to be undertaken prior to travel to remote work locations as outlined in the remote areas field manual safety procedures.

## SUPPORT DOCUMENTS

### Vehicle Safety Checklist

## RESPONSIBILITIES

### Manager/Supervisor

- ensuring that this Policy is implemented in their area of responsibility
- ensuring drivers are provided with appropriate training and are licensed for the vehicle
- ensuring that the use of vehicle in remote areas complies with the DMAT Remote and Isolated Work Policy
- ensuring that vehicles are safe, fit for purpose and appropriately maintained
- maintain a record of vehicle inspection checklists
- interviewing drivers who have been involved in a collision
- requiring drivers to stop overnight when driver fatigue is likely to be a risk, for example when a 10 hour working day is exceeded
- participating in training relevant to their own requirements

### Driver

- complying with motor vehicle and traffic laws and driving at all times unaffected by alcohol or other drugs
- holding a current licence of a class appropriate to the vehicle being driven and advising the manager of any period that they have lost their licence
- meeting the cost of infringement notices for traffic related offences
- bringing to their manager/supervisor's attention any unsafe situations, conditions or problems with a vehicle
- completing incident reports for any vehicle accident or damage
- participating in driver training programs as required
- not placing themselves in an unsafe situation such as driving long distances without breaks or an over-night stay where required
- not driving if they have a condition or illness which affects their ability to drive safely
- presenting their vehicle for scheduled maintenance as recommended by the manufacturer and
- conducting visual checks of vehicle safety requirements.