

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 9 –Vehicle Safety

1. PURPOSE

This procedure defines requirements for driver safety to prevent accidents from the use of vehicles (including cars, trucks, motor bikes, scooters and bicycles) by any employees or contractors who drive a company owned or leased vehicle on company business on a regular basis. It defines requirements for company drivers and vehicles, legal and insurance issues, driver education and training.

This procedure applies both to all company drivers, i.e. employees or contractors who drive a company owned or leased vehicle or drive a privately owned vehicle on company business on a regular basis.. Aspects of the procedure apply to dependants and others authorised to drive company vehicles.

The procedure does not apply to specialised maintenance and service vehicles such as cranes and forklift trucks or to external hauliers who undertake business on behalf of the company.

2. MANDATORY REQUIREMENTS

1. As far as practicable, private vehicles shall not be used on company business.
2. All vehicles used on company business shall be roadworthy and fitted with seatbelts, drivers side air bags and ABS .
3. Employees shall not use a hand held mobile phone when driving.
4. All vehicles used for company business shall be registered, licensed and insured in accordance with the relevant country / state / territory regulations.
5. All persons who use vehicles for company business shall comply with local legislative and site road rules.
6. Company leased, owned or hired vehicles shall be equipped with first aid kits and cargo restraint/barriers shall be fitted where projectiles could strike the driver or passengers.
7. Custodians of company leased, owned or hired vehicles shall ensure they are maintained in accordance with the manufacturer's recommendations, and/or with the instructions of the leasing or renting organisation.
8. Company leased, owned or hired vehicles shall be operated in accordance with, and shall only be used for the purposes outlined in the manufacturers (and hirers) recommendations, including limitations to carrying capacity etc.
9. Drivers of company leased, owned or hired vehicles shall only drive vehicles for which they are trained and permitted, licensed or authorised, as applicable.
10. Drivers of company leased, owned or hired vehicles shall notify their manager / supervisors if they are no longer capable, fit or permitted to drive a vehicle e.g. Loss of licence or physical or mental impairment etc.

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11. Seat belts are to be worn at all times when either driving or whilst travelling as a passenger in a car, van or truck on site or on company business.
12. All relevant high risk nominated company drivers shall attend, as a minimum, a defensive driver training and assessment course as soon as practicable when engaged in taking on a high risk role involving driving a vehicle on company business.
13. Company leased, owned, hired or private vehicles used for company business involved in accidents shall be reported to the local authorities in accordance with the requirements of the insurance policy and local laws. Accidents and infringements of road regulations involving company vehicles shall be reported and investigated by the company.
14. OHS&R Training records shall be retained indefinitely.
15. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Site Manager/Supervisor

Ensure that persons that drive company leased and or owned vehicles are controlled as described in this procedure.

4. REFERENCE DOCUMENTATION

- A. DRIVERS CHECKLIST
- B. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

5. FORMS

- A. COMPANY CAR/DRIVER REVIEW