



# Vehicle Safety Policy

## General policy

The work health and safety of all workers within All About You – Disability Services, including employees, volunteers, and contractors as well as participants and visitors are considered to be of utmost importance. As driving is an essential component of the organisations daily operations, this policy outlines obligations of all parties.

## Managing Director responsibilities

- Ensure employees and volunteers have a valid Tasmanian drivers licence and verify the currency annually.
- Assess the nature of road risks in the area/s the vehicles will be travelling inclusive of seasonal extremes.
- Review and analyse all vehicle incidents.
- Ensure employees have properly maintained vehicles and all vehicles are checked prior to use.
- Review the appropriateness of vehicle types and ensure employees are fully trained to meet the levels of risk encountered within their local driving environments.
- Ensure all vehicles are supplied with equipment such as first aid kits, fire extinguishers (where required), emergency contact numbers, and other required emergency supplies.

## Employee responsibilities

Employees must apply normal hazard and risk management techniques in their day to day work and whenever driving ANY vehicle, and check its condition before starting to drive. Certain driving environments will present a greater hazard than others. Employees must take the following actions to manage the risks:

- Do not drive unlicensed.
- Do not drive under the influence of drugs or alcohol.
- Conduct pre-use safety checks of vehicle.
- Ensure the participant is not sitting behind the driver and is secured appropriately.
- Follow applicable road rules at all times.
- Take regular breaks from continuous driving as required, but a minimum of every two hours.
- Do not drive 2WD vehicles in off-road environments.
- Report any vehicle accidents immediately.
- Always inform the Managing Director or Support Lead when entering areas where there is an increasing potential for vehicle immobilisation (ie vehicle becoming bogged).

- Report immobilisation events, including your recovery from the event, as a work health and safety incident to enable better information to be gathered regarding the suitability of vehicles and training requirements.
- Complete the Vehicle Inspection Checklist prior to the initial shift with All About You – Disability Services, and again at regular intervals as determined by the Managing Director.

## **Vehicle safety**

Ensuring the safety of people within a vehicle is important. Vehicles driven in the process of facilitating organisational needs, should be reviewed to ensure optimum performance and safety. Following are some recommendations:

- Ensure compliance with the manufacturer's specified service schedule.
- Inspect all external lights regularly, as effectiveness is reduced significantly with grime/dirt build up.
- Inspect wiper blades to ensure they clear the windscreen effectively.
- Clean the windscreen and rear window regularly to reduce the effects of glare from the sun.
- Check all fluid levels - engine oil, transmission fluid, brake fluid, power steering fluid, windscreen washer fluid and the radiator coolant.
- Check radiator hose condition and ensure hose clamps are tight.
- Check tyre pressure and condition prior to use.
- Ensure mirrors are in good condition and positioned correctly for personal use.

## **Seat belts**

By law, all occupants of a vehicle must wear seatbelts at all times. If a seat belt is starting to show signs of wear and tear (ie frayed, not retracting back), the vehicle needs to be inspected by an authorised repairer.

A participant must have a doctor's approval to not wear a seat belt and the employee must carry this when transporting the participant.

## **Mobile phones**

Do not use a hand-held mobile telephone when driving; there are heavy fines for doing so. Turn phone to voice mail before starting the journey. Pull off the road to receive or make calls or to send/receive SMS.

## **Speed**

Drive at a speed that suits the road, vehicle, weather conditions and driving experience whilst ensuring that the applicable speed limit for the road is not exceeded.

## **Transporting participants**

A risk assessment should be undertaken to determine if participants can be transported alone in vehicles, and the mechanism for transport. Generally, participants with behaviours of concern should not be seated behind the driver and must wear a seat belt.

Use good manual handling techniques when transferring mobility restricted participants or handling wheelchairs or equipment.

Whilst head restraints for participants is not a legal requirement it is a good practice whenever possible.

Refer to the Transporting Participants Policy and Procedure for relevant guidelines.