



Fatal Risk Procedure

Safe Driving

(HSE)

Document Number: A3817203



Excellence



Honesty



Accountability



Courage



Caring

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Approved: 26 March 2021

Review due: March 2024

1. Objective

This procedure gives effect to GMW's Safety & Wellbeing Policy. This procedure details GMW's requirements for managing the risks of operating vehicles and equipment in the workplace. Its primary focus is to reduce or eliminate driving related incidents.

2. Scope

This procedure applies to all GMW employee, contractors, consultants and labour hire when driving vehicles, plant and equipment used in the course of employment.

GMW is committed to the health and wellbeing of all its workers and others. A safe and healthy workplace is the right of every worker.

The purpose of this procedure is to ensure drivers comply with road rules and drive safely when operating any GMW fleet vehicle, rental vehicle and private vehicle for work purposes.

All workers who drive / operate a GMW vehicle or plant must be appropriately licensed. They must provide evidence of their license to People, Culture and Safety on recruitment, annually or when requested.

All drivers must have in their possession a copy of a valid license or certificate of competency at all times when operating GMW owned or leased vehicles & plant for work purposes.

All workers driving / operating or travelling in any road vehicle, while at work or on their way to or from work, must demonstrate low-risk driving behaviours.

Low-Risk Driving Behaviours include:

- Planning the road trip - to allow sufficient time for travel and work commitments.
- Ensuring that you are medically fit and competent to drive the vehicle.
- Taking appropriate rest breaks and/or planning to stay overnight.
- Only operating vehicles where a clear unobstructed travel path (in forward or reverse) has been identified.
- Ensuring the pre-start check has been completed before commencing.
 - Any Vehicle Faults identified during the pre-start check must be recorded in the *GMW Safety Pre-start Vehicle Check (A4024000)*, and reported to your Manager and/or Fleet Officer.
- Driving to the road conditions - being alert, scanning for potential hazards, managing speed and position of the vehicle, so as to reduce the likelihood of an incident.



Approved: 26 March 2021

Review due: March 2024

- Exhibiting courteous driving behaviors' to all other road users (including pedestrians and cyclists).

The requirements specified in this procedure apply to all drivers at a GMW controlled work sites and GMW employees, contractors, consultants and labour hire when travelling from one site to another for work purposes.

In addition to this procedure, specific sites, areas, and activities may have more detailed requirements. Where these exist they are in addition to this procedure and will outline the specific requirements, risk assessments, safe work method statement or safe work instructions.

3. Procedure

The following elements are the requirements for maintaining vehicles and safe driving.

3.1 Drive to Conditions

GMW requires drivers to operate vehicles, plant and equipment safely at all times. This includes driving to the conditions of the road/track, the environment and weather. It means drivers must assess conditions and alter their speed or the route taken to maintain safety and/or control of the vehicle, plant or equipment.

Such circumstances include, but not limited to:

Road / track conditions	<ul style="list-style-type: none"> • unsealed / gravel road • bulldust on road • pot holes • washouts • narrow or unformed track • close to drop off • water on road / track • long grass • steep gradient
Environment conditions	<ul style="list-style-type: none"> • stock or fauna on road • vegetation on the side or on the road • low visibility/night time
Adverse weather conditions	<ul style="list-style-type: none"> • rain • hail • fog • snow / ice • sun glare • flood/wet roads • drought/degraded roads



Approved: 26 March 2021

Review due: March 2024

At times GMW requires workers to attend to assets / sites where access ways or tracks are not clearly defined.

GMW vehicles & plant are to travel on roads or tracks that are formed or on documented access tracks:

- Where formed access tracks are overgrown or not clearly identified a risk assessment is required and appropriate controls implemented prior to proceeding.
- Non-defined, unformed and undocumented access tracks are restricted. These can only be used where alternative access cannot be identified. A risk assessment, appropriate controls must be approved by senior management prior to proceeding. Hazards may include, long grass, hidden obstructions, poorly drained, muddy, boggy, wet or slippery conditions.
- On the banks of channels no closer than 30 centimetres from the water's edge. Channels that have visible signs of erosion, pot holing or effected by tree roots etc. are to be considered impassable and an alternative route is to be taken.
- An IRIS hazard report must be raised in conjunction with a work order to repair.
- Channel banks which do not have formed or documented access tracks are not to be traversed and alternative access is to be identified. Where alternative access cannot be identified approval from the Manager authorising the works must be given prior to proceeding and a hazard report in IRIS is to be raised

GMW owned / leased vehicles are not to cross flowing flood waters greater then 15cm:

- Flowing flood water depths can only be crossed if lower then 15cm and the bottom is visible from the driver's position.

Pooling flood water can only be crossed if the depth is 30cm or less and the bottom is visible from the driver's position:

- In pooling flood water where the bottom is not visible from the driver's position, using a risk management approach the driver may walk the intended path or a spotter may be used prior to traversing.

All depths greater than the above prescribed depths (as above) for all types of flood waters are to be considered impassable and an alternative route is to be identified unless an emergency has been declared and all risk assessments, rescue plans & approvals have been completed and agreed by the GMW Emergency Management Team. The emergency may be within GMW as per the Incident Response & Recovery Framework e.g. use of Flood Incident Management Plan (FIMP's) & Dam Safety Emergency Plan (DSEP's).

- Caution is to be observed when driving or operating vehicles, plant or equipment on the slopes of banks. Further information relating to operating on steep or extreme slopes can be found in the *Mobile Plant Procedure*.



Approved: 26 March 2021

Review due: March 2024

3.2 Fit for purpose vehicles

- The vehicle, plant and equipment must be:
 - Fit for purpose
 - Maintained according to the manufacturer's specifications
 - Clean, roadworthy and registered as required by Australian legislation.
- Service intervals must be strictly adhered to. Any issues identified between service intervals must be rectified as soon as possible.
- Where fitted, vehicle telematics must be used during business use.
- All GMW plant must be inspected prior to operation (see *Plant Pre-Start Checklist A49218*)
- Pre start vehicle checks must be undertaken prior to operating the vehicle.
- Any Vehicle Faults identified during the pre-start check must be recorded in the *GMW Safety Pre-start Vehicle Check (A4024000)*, and reported to your Manager and/or Fleet Officer.
- For all vehicles, the Authorised User must complete a monthly safety *Vehicle Inspection Checklist (A1783372)* at the start of each month, update the vehicle's monthly checklist file in Objective (fA41568) and notify the Fleet Officer and their Manager if any faults are identified
- All vehicles, plant and equipment and their use must comply with GMW's *Fleet Procedure*.
- All vehicles, equipment and plant must carry/have installed fire equipment as required.

3.3 Passengers in vehicles

- The number of passengers must not exceed manufacturer's specification for the vehicle.
- The driver and all passengers must wear seatbelts where fitted when the vehicle is in motion.

3.4 Vehicle Loads

- Loads must be secure and must not exceed manufacturer's specifications.
- All loose items within the vehicle must be stowed securely, preferably in the luggage compartment.
- Only Chains or Straps supplied or approved by GMW central stores are to be used
 - All tie down straps & chains are to be individually numbered and placed in local registers.
 - Tie down straps & chains are to be regularly inspected at a minimum annually by a competent person with the inspection records held on site.
 - An annual ITP work order is to be created in Maximo in line with the inspection schedule to ensure the schedule is maintained



Approved: 26 March 2021

Review due: March 2024

- Use of private vehicles for business work purposes please refer to GMW's *Fleet Procedure* for process.
- Privately owned vehicles must not tow GMW trailers (all variants).
- Privately owned vehicles are able to transport GMW equipment no greater than 100kg in the back of a vehicle tray but only if:
 - The vehicle has the legal capacity to carry the load, and
 - The load is secured using GMW supplied and maintained tie down straps or chains, and
 - The vehicle has approved / inspected / maintained tie down points
 - The private vehicle meets the requirements of GMW's *Fleet Procedure*
 - All loads within the vehicle must be stowed securely.

3.5 Driver assessment, licensing, training and fitness

3.5.1 Licences

- Drivers must ensure they are licenced for the class of vehicle or plant they operate as part of their workplace duties.
- Drivers who are operating vehicles or plant that they have not operated before or have not operated specific plant in the past 3 months must complete familiarisation instruction by an experienced operator prior to driving the equipment.
- Drivers must immediately inform their manager and People, Culture and Safety if at any time their license becomes invalid, they are disqualified from driving or have driving restrictions imposed on them.
 - Workers cannot operate GMW vehicles until their licence is reinstated and written approval from PCS has been provided.
- Only authorised learner drivers are allowed to operate GMW vehicles for work purposes.
 - For further information, refer to GMW's *Fleet Procedure*.
- Certain types of plant and equipment e.g. forklift, Manitou, aerial work platforms, crane, pressure equipment, require registration and a high risk license before being used in the workplace.
 - High risk licenses for plant and equipment are obtained through WorkSafe Victoria.
- All licenses must be verified annually with records maintained by the manager of each vehicle driver - *Annual Vehicle License Check (A584847)*
- An authorised user of GMW vehicles, plant or equipment must lodge an incident report via IRIS for any infringement notices incurred during business use which were associated with a hazardous situation.
 - For example, speeding and illegal parking infringements. Infringements incurred due to over-staying parking time limits do not need to be lodged in IRIS.



Approved: 26 March 2021

Review due: March 2024

3.5.2 Training

Managers must ensure that drivers complete the mandatory online GMW Driver Safety Induction session (Learning Management System (LMS)).

Specific training may be required where work factors and workplace environmental factors could place workers at a greater risk of injury.

Training can provide the competency and licenses required to operate high risk plant, equipment or to perform duties in particular environments such as:

- Operating specialized equipment such as forklift, Manitou, aerial work platforms, cranes, pressure equipment etc.
- Towing / maneuvering trailers, boats etc. as well as securing loads.
- Vehicle recovery activities, including bogged and stranded vehicles.
- Driving in high risk conditions e.g. gravel roads, snow / icy roads, high risk off-road or difficult terrain, flooded roads.

3.5.3 Medical fitness

All workers shall be medically fit to operate or drive a vehicle, plant or equipment. If a worker suffers from any condition that impacts the ability to safely operate or drive, it is a requirement that the supervisor / manager be notified and People, Culture and Safety to arrange appropriate assessment & medical clearance.

3.5.4 Drugs and alcohol

All workers and contractors must have a blood concentration of 0.00% for alcohol and illicit drugs at all times while at the workplace or while on an approved GMW roster.

Prescriptive and over the counter medications must not impair concentration, mood, coordination or reactions and reduce the ability to drive or operate plant and equipment safely. Workers must notify their manager if they are impaired whilst taking these medications.

For further information, refer to GMW's *Drug, Alcohol and Rehabilitation Procedure*.

3.5.5 Driver fatigue

Working for extended periods of time may cause fatigue. Fatigued drivers must not operate any vehicle, plant or equipment.

Supervisors / managers must be aware of the workloads placed on workers to ensure they do not place themselves at an added risk while driving.

To help manage the work factors that lead to fatigue, managers should:

- Ensure work is done within normal standard working hours, where possible.
- Monitor workloads and working hours, including driving time, to minimise the effects of accumulated fatigue



Approved: 26 March 2021

Review due: March 2024

- Consider allocating a second relief driver for distances greater than 350km (one way)
- Ensure work involving extended driving periods takes account of the span of hours to be worked in that shift and relevant work patterns.
 - No more than nine (9) hours must be driven any work day after which, each driver must have a minimum of a 10 hour break before recommencing driving duties.
 - The total time spent travelling, including breaks, must not exceed nine (9) hours, or 750 km (accumulative) even when driving is shared by two or more workers.
 - Ordinary work duties (which do not involve driving) combined with driving must not exceed twelve (12) hours in a twenty four (24) hour period.
- Ensure adequate communications methods and call in system when performing driving duties or driving alone in line with the *GMW Working Alone or Remotely Procedure*.

GMW requires drivers to:

- Plan in advance any work that requires extended driving
- Schedule regular rest breaks for periods of extended driving
- Stay over in accommodation, as required
- Consider video conferencing, as an alternative option to driving excessive distances
- Rest at least 15-20 minutes, after driving continually for two (2) hours
- Schedule a driver change at least every two (2) hours when shared driving.

3.5.6 Mobile phones, technology and driving

Victorian Road rules allow fully licensed drivers to operate phones while driving to make or receive a phone call and to use audio/music functions, satellite navigational (GPS) or intelligent highway vehicle system (in vehicle warning system) function but only if the phone:

- Is secured in a commercially designed holder fixed to the vehicle
 - If the device is windscreen mounted, then the preference is for it to be mounted on the bottom right of the windscreen
- Can be operated by the driver without touching any part of the phone, and the phone is not resting on any part of the driver's body
- Does not obscure the drivers view of the road

Note: A learner or probationary driver must not use a mobile phone while the vehicle is moving, or is stationary but not parked.

All other functions, including video calls, texting, emailing, task management, photography, social media, shopping and share economy applications are prohibited.



Approved: 26 March 2021

Review due: March 2024

Smartwatches linked to phones or other devices perform a range of functions. Some of these functions should not be used while driving because they are covered by the road rules that limit using mobile phones or visual display units. Drivers should therefore avoid using Smartwatches while driving.

Where the workers are to attend meetings or workshops, they are to park the vehicle in a safe location prior to commencing the call.

GMW encourages drivers to:

- Pull over, stop and park safely to use a communication device or to make or receive a call
- Set and reset satellite navigation (GPS) devices when stopped and parked safely
- Use the function or app that prevents distraction while driving
- Put phones on silent and out of reach
- Divert all calls to voicemail
- Plan breaks in your trip for phone calls

For further information on communication devices when operating plant on site, refer to GMW's *Mobile Plant and Procedure*.

3.6 Towing trailers or other items

Work health and safety risks associated with towing a trailer, therefore assessment should be undertaken to:

- Identify and confirm if towing activities are necessary
- Make sure workers are capable of towing the equipment
- Only tow using suitable GMW supplied vehicles
- Ensure working order of trailer using the *Trailer Pre Start Checklist (A2403445)*

Load restraints devices / tie downs must be rated, supplied by GMW Central Stores.

- See **Section 3.4** Loads for requirements

Factors that must be considered when towing:

- Suitability of the tow vehicle
- The size and type of trailer is suitable for the load specifications i.e. weight and dimensions of load, condition and registration of trailer
- Tyre pressures of both the tow vehicle and trailer
- Suitability of the connection and securing mechanisms of both tow vehicle and trailer
- Driver competency (skills) and capability (for example, fatigue)
- Route (destination, road conditions, distance, access/egress)
- A way to communicate with a secondary driver, if required



Approved: 26 March 2021

Review due: March 2024

- How the load will be secured to meet the requirements of the National Load Restraint Guide. www.ntc.gov.au

3.7 Accidents involving GMW vehicle, plant or equipment

Drivers must report all incidents/accidents, damage and near miss incidents to a manager / supervisor at the time of the incident or as soon as practicable after the incident.

Damage from a collision must be inspected by an authorised mechanic prior to leaving the accident site to ensure the vehicle, plant or equipment is safe to operate or drive when:

- Impact was to the front, rear or undercarriage
- Damage which indicates that the vehicle may be un-roadworthy or unsafe

Vehicles or plant involved in an accident can be moved to a safe location pending an inspection.

Where damage to the side panel/s or a non-integral location is cosmetic, a risk management approach must be used, by the driver and their manager, to determine if the vehicle, plant or equipment requires an authorized mechanic inspection before leaving the accident scene.

Immediate action in the event of a vehicle or plant incident or collision

- Ensure the safety of self and others.
- Attend to and/or provide aid to injured person(s). Do not move seriously injured person(s).
- Call triple zero (000) for emergency services.

Immediately notify police on triple zero if:

- A person has been injured or a fatality has occurred
- The other party fails to stop and/or supply their details
- A driver appears to be under the influence of alcohol or drugs
- There is a hazard that may cause danger to the public or injured
- A vehicle requires towing.

For an *Accident Information Checklist (A4127969)*; for further information, refer to GMW's Fleet Procedure.

All incidents / accidents / near miss / damage involving GMW or private vehicle approved for business use must be recorded in IRIS as a Fatal Risk Incident and a 2-24-2 process initiated by the Manager / Supervisors within 2 hours of the incident.



Approved: 26 March 2021

Review due: March 2024

4. Responsibilities

Responsibility	Who
Approval	General Manager, People Culture and Safety
Ownership and implementation	Manager, Health, Safety and Environment

4.1 Executive and Senior Leadership Team

Executive and Senior Leadership Team is to:

- Demonstrate leadership, commitment and support for the effective implementation and ongoing management of GMW's WHS safe driving procedures.
- Comply with and ensure that safety systems are in place to manage potential work health and safety risks to workers from work-related vehicle, plant or equipment.
- Ensure work health and safety responsibilities are appropriately defined and appropriate resources (including financial and time) are provided to ensure effective hazard and risk management for workers.

4.2 Managers and Supervisors

Managers and Nominated Supervisors to:

- Ensure that all potential risks associated with work related driving or operation of vehicle, plant or equipment, including towing a trailer are identified.
- Consult with their workers to identify work health and safety issues relevant to selection of vehicle, operation and driving.
- Implement measures to eliminate driving related risks, so far as is reasonably practicable.
- Establish appropriate strategies to eliminate identified trends in unsafe road use. This may include driver training or reviewing a driver's authority to operate a vehicle.
- Ensure all workers receive GMW Driver Safety Mandatory Induction in road user safety.
- Ensure all equipment is has a maintenance / inspection schedule developed and is regularly maintained
- Ensure worker's vehicle is fit for purpose.
- Ensure all vehicle, plant or equipment drivers are familiar with the vehicle operation, safety features, appropriately qualified, licensed and receive ongoing education, awareness and training as required.
- Review worker capacity and capability of high risk licences every three years.



Approved: 26 March 2021

Review due: March 2024

4.3 Workers, including vehicle users, drivers and operators must:

- Take reasonable care for their own health and safety and for the health and safety of passengers and other road users.
- Drive and operate vehicle, plant or equipment to road and environmental conditions in a way that complies with GMW procedures and guidelines, road rules and in accordance with the GMW Fleet Management Procedure.
- Wear seatbelts where they are provided.
- Ensure that all passengers wear seatbelts.
- Drive and operate vehicle, plant and equipment that they are licensed and competent to use.
- Plan road trips to minimise safety risks to self, passengers and other road users.
- Ensure vehicle is fit for purpose.
- Undertake Pre-start checks.
- Become familiar with the particular vehicle before driving it.
- Report any vehicle problems, faults or maintenance requirements.
- Report all injury and damage occurrences, including near misses, via IRIS.

4.4 Commercial Manager:

- Ensure appropriate vehicles are provided for the required use and that they conform to relevant safety standards.
- Consult with managers when selecting specialised vehicles, equipment or plant.
- Ensure vehicles are maintained according to manufacturer requirements.
- Maintain complete records of maintenance, damage and usage of each vehicle.
- Ensure drivers have appropriate information and equipment to safely assist with a road or vehicle incident, such as emergency phone numbers etc.

5. Definitions

BAC Blood alcohol concentration: The measurement of allowable alcohol levels within the blood as detected by an approved alcohol testing device.

Driver: a person who drives or operates a GMW vehicle.

Driving: is the movement of a vehicle or plant from point A to point B.

Fatigue: Fatigue is an acute and/or ongoing state that leads to physical, mental or emotional exhaustion and prevents people from functioning safely. Working long hours, with intense mental or physical effort, or during some or all of the natural time for sleep, can cause fatigue.



Approved: 26 March 2021

Review due: March 2024

Operation: is the manipulation of controls to undertake a task on a work site as defined as the plant and equipment's primary purpose.

Passenger: A worker travelling in, but not driving, a light or heavy vehicle.

Plant and Equipment: used on GMW worksite including heavy vehicles over 4.5 tonnes gross vehicle mass, such as truck, tractor, excavator or earthmoving equipment other than fixed plant.

Vehicle: passenger vehicle and light commercial vehicles used for transporting people or goods, such as a car or utility.

Workplace: A place where work is carried out for GMW business or undertaking and includes any place where a worker goes or is likely to be, while at work (including in vehicles).

6. Document history

Doc #	Date approved	Approved by	Approval #
A3817203	26/03/2021	Glenda Smith GM People, Culture & Safety	A4011726
A3817203	08/09/2021	Tom Foster. HSE Manager	

7. Associated documents

Document name	#
Occupational Health and Safety Act (Victoria) - 2004	
Occupational Health and Safety Regulations (Victoria) - 2017	
Fleet Procedure	A3788032
Drug, Alcohol and Rehabilitation Procedure	A2758269
Working Alone or Remotely Procedure	A3795409
Mobile Plant Procedure	A4005594
Safe Driving – Annual Vehicle License Check	A584847
Safe Driving – Vehicle Inspection Checklist	A1783372
GMW Safety Pre-start Vehicle Check	A4024000
Plant Pre-Start Checklist	A49218
Trailer Procedure (Draft)	A3987421
Trailer Pre-Start Checklist	A2403445
Vehicle Accident Checklist	A4127969



Approved: 26 March 2021

Review due: March 2024

8. Appendices

Appendix A - Procedural Overview / Toolbox

This Appendix is designed to provide an overview of the requirements of this procedure – it is to be used as an aid/refresher to the procedure, and is not to be used in isolation without prior training of the procedure. Section 4 – Responsibilities has not been included within this Appendix (Please see Procedure for respective details)

The purpose of this procedure is to ensure drivers comply with road rules and drive safely when operating any GMW fleet vehicle, rental vehicle and private vehicle for work purposes.

Sect.	Requirement
3.1 Drive to Condition	<ul style="list-style-type: none"> This includes driving to the conditions of the road/track, the environment and weather. It means drivers must assess conditions and alter their speed or the route taken to maintain safety and/or control of the vehicle, plant or equipment GMW vehicles & plant are to travel on roads or tracks that are formed or on documented access tracks GMW owned / leased vehicles are not to cross flowing flood waters greater than 15cm Pooling flood water can only be crossed if the depth is 30cm or less and the bottom is visible from the driver's position
3.2 Fit for purpose vehicles	<ul style="list-style-type: none"> The vehicle, plant and equipment must be: <ul style="list-style-type: none"> Fit for purpose Maintained according to the manufacturer's specifications Clean, roadworthy and registered as required by Australian legislation Service intervals must be strictly adhered to. Any issues identified between service intervals must be rectified as soon as possible. Where fitted, vehicle telematics must be used during business use. All GMW plant must be inspected prior to operation (see Plant Pre-Start Checklist A49218) Pre start vehicle checks must be undertaken prior to operating the vehicle. Any Vehicle Faults identified during the pre-start check must be recorded in the GMW Safety Pre-start Vehicle Check (A4024000), and reported to your Manager and/or Fleet Officer. For all vehicles, the Authorised User must complete a monthly safety Vehicle Inspection Checklist (A1783372) at the start of each month, update the vehicle's monthly checklist file in Objective All vehicles, plant and equipment and their use must comply with GMW's Fleet Procedure. All vehicles, equipment and plant must carry/have installed fire equipment as required.
3.3 Passengers	<ul style="list-style-type: none"> The number of passengers must not exceed manufacturer's specification for the vehicle. The driver and all passengers must wear seatbelts where fitted when the vehicle is in motion.
3.4 Vehicle Loads	<ul style="list-style-type: none"> Loads must be secure and must not exceed manufacturer's specifications Only Chains or Straps supplied or approved by GMW central stores are to be used and must meet set requirements Use of private vehicles for business work purposes please refer to GMW's Fleet Procedure for process: <ul style="list-style-type: none"> Privately owned vehicles must not tow GMW trailers (all variants) Privately owned vehicles are able to transport GMW equipment no greater than 100kg in the back of a vehicle tray but only if set requirements are met



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Approved: 26 March 2021

Review due: March 2024

Sect.	Requirement
3.5.1 Licences	<ul style="list-style-type: none"> Drivers must ensure they are licenced for the class of vehicle or plant they operate as part of their workplace duties All licenses must be verified annually with records maintained by the manager of each vehicle driver - Annual Vehicle License Check (A584847) An authorised user of GMW vehicles, plant or equipment must lodge an incident report via IRIS for any infringement notices incurred during business use which were associated with a hazardous situation
3.5.2 Training	<ul style="list-style-type: none"> Managers must ensure that drivers complete the mandatory online GMW Driver Safety Induction session (Learning Management System (LMS)) Specific training may be required where work factors and workplace environmental factors could place workers at a greater risk of injury
3.5.3–3.5.5 Medical fitness, drugs & alcohol, and fatigue	<ul style="list-style-type: none"> All workers shall be medically fit to operate or drive a vehicle, plant or equipment All workers and contractors must have a blood concentration of 0.00% for alcohol and illicit drugs at all times while at the workplace or while on an approved GMW roster Prescriptive and over the counter medications must not impair concentration, mood, coordination or reactions and reduce the ability to drive or operate plant and equipment safely <ul style="list-style-type: none"> Workers must notify their manager if they are impaired whilst taking these medications Fatigued drivers must not operate any vehicle, plant or equipment <ul style="list-style-type: none"> Working for extended periods of time may cause fatigue Supervisors / managers must be aware of the workloads placed on workers to ensure they do not place themselves at an added risk while driving Fatigue management requirements must be met; including planning, rest, and driving limits
3.5.6 Mobile phones	<ul style="list-style-type: none"> Fully licensed drivers are able to operate phones while driving to make or receive a phone call and to use audio/music functions, satellite navigational (GPS) or intelligent highway vehicle system (in vehicle warning system) function but only if the phone is mounted and used as per requirements
3.6 Towing trailers or other items	<ul style="list-style-type: none"> Assessment should be undertaken to: <ul style="list-style-type: none"> Identify and confirm if towing activities are necessary Make sure workers are capable of towing the equipment Only tow using suitable GMW supplied vehicles Ensure working order of trailer using the Trailer Pre Start Checklist (A2403445) Load restraints devices / tie downs must be rated, supplied by GMW Central Stores: <ul style="list-style-type: none"> See Section 3.4 Loads for requirements
3.7 Accidents involving GMW vehicle, plant or equipment	<ul style="list-style-type: none"> Drivers must report all incidents/accidents, damage and near miss incidents to a manager / supervisor at the time of the incident or as soon as practicable after the incident. Damage from a collision must be inspected by an authorised mechanic prior to leaving the accident site to ensure the vehicle, plant or equipment is safe to operate or drive in certain circumstances For an Accident Information Checklist (A4127969) All incidents / accidents / near miss / damage involving GMW or private vehicle approved for business use must be recorded in IRIS as a Fatal Risk Incident and a 2-24-2 process initiated by the Manager / Supervisors within 2 hours of the incident

