



# Safe Driving Guideline

## 1. Purpose

The following guideline sets out additional information that may assist drivers and managers in planning driving journeys and mitigating any risks associated with those journeys.

This guideline should be read in conjunction with all other referenced policies including the Safe Driving Policy and the Motor Vehicle Fleet Driver Management Policy.

## 2. Guideline

### 2.1 Safe Driving

The major contributions to serious road trauma are speeding, alcohol, driving when tired and the non-use of required restraints. All these factors are within the control of the driver, which means that almost all road deaths and serious injuries can be prevented.

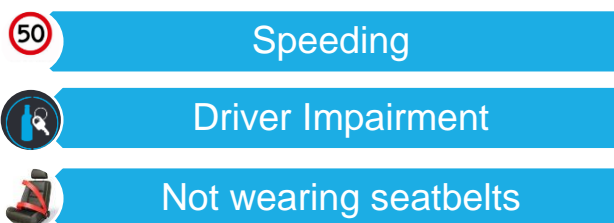
### 2.2 Safe Driving Legal Requirements

The *Workplace Health and Safety Act* (WHS Act) sets out obligations to keep workers and others safe at work. Under the WHS Act an employer, or person conducting a business or undertaking (PCBU) must ensure so far as reasonably practicable, the health and safety of workers and others. This responsibility includes providing and maintaining a safe work environment, this extends to vehicles used for work purposes. Under the WHS Act workers have a duty to take reasonable care for their own health and safety as well as those who may be adversely affected by their actions or omissions.

The road safety laws apply to all driving activities whether they are undertaken for work or out of work. All drivers are legally required to comply with all road safety laws.

### 2.3 Driving Safely

As driver with valid driver's license and road users subject to the relevant road laws, we should all know the legal requirements of driving as well as the main risks associated with using the roads.



### 2.4 Speeding

Speeding increases the risk of being involved in a crash and of being seriously injured or killed. Speeding is not just driving faster than the speed limit; it is also driving too fast to

suit the road, traffic, visibility or the weather conditions. It is against the law to drive above the posted speed limit.

It should be remembered that speed limits are the maximum you are allowed to drive at under the best conditions. You should drive slower when the road is wet, narrow, slippery, winding, hilly, has a loose surface etc., visibility is poor, or traffic conditions require you to drive slower for safety. It is equally important to plan and allow adequate time to complete your journey when driving in the course of your work.

Work vehicles contain telematic tracking systems that monitor data related to speed. WACHS regularly audit this data and any staff member found to be in breach of the road rules may face disciplinary action.

## 2.5 Drugs and alcohol

It is an offence to drive or attempt to drive while impaired by drugs. WACHS will take a zero-tolerance approach towards drugs and alcohol while driving.

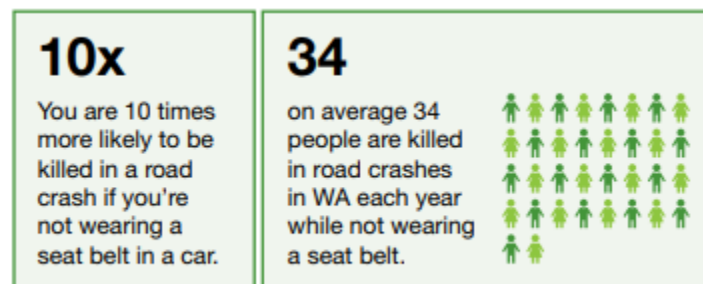
Employees are expected to avoid alcohol consumption during work hours. Employees are expected to completely avoid consuming alcohol and/or being impaired by any drugs (this includes prescribed drugs) when they will be driving on WACHS business. If an employee considers it is possible, they may be impaired by alcohol and/or other drugs, they should make alternative travel arrangements in consultation with their supervisor.

Many prescribed and non-prescribed drugs and medicines can seriously affect your driving ability. Drugs such as sedatives or tranquillisers may impair your concentration, make you drowsy and slow down your reaction time. Medications for the common cold or travel sickness can have the same effect. These side effects may last several hours. If you are taking any drugs or medications, check with your doctor or chemist about the effect they may have on your driving ability.

## 2.6 Seatbelts

A seat belt is legally required to be properly adjusted and securely fastened. Your seat belt should be tight but comfortable. The buckle should be at your side and there should be no twists or knots in the straps. Properly working retractable seat belts will self-adjust.

If any of the seatbelts in the vehicle are worn, frayed or damaged you are obliged to notify the Fleet Coordinator immediately.



Information courtesy of Road Safety Commission

## 2.7 Driver Distractions

Distractions can include the use of email/internet, route navigation systems, mobile phones, adjusting radio/music, eating, or drinking or talking to passengers. All staff should ensure that they are aware of the dangers of driver distraction.

Use of a hand-held mobile phone whilst driving a vehicle is an offence by law. Evidence suggests that the use of a mobile phone while driving increases the risk of being involved in a crash by up to four times.

WACHS suggests drivers undertake a car on phone off policy. When the driving is remote, long distance or high risk, continuous communication is needed. A plan around communications should be made that ensures drivers or passengers can check in as needed but are not being distracted while they are driving. Drivers are to safely pull over to undertake check in communications. Alternatively, passengers can be responsible for communication check ins. Managers and other staff will not expect phone calls to be taken while driver is operating a vehicle. Allow calls to go to message bank and return calls when it is safe to do so.

The use of hands-free devices can be a distraction, so WACHS encourages drivers to make other arrangements such as a passenger navigating GPS systems or pulling over safely to operate any devices.

## 2.8 Safe Vehicles

WACHS vehicles are selected to be the safe option available, additionally all vehicles will be maintained to ensure they are safe this will be the responsibility of the Fleet Coordinator and the Fleet team. However, as the driver you also have a responsibility to assess a vehicle every time you use it.

Should you have any concerns or questions about the condition of the car or how it is driving make sure you **notify your Fleet Coordinator and manager immediately**. This includes any smells, liquids, sounds or damage to the inside or outside of the car.

## 2.9 Vehicle Safety Checks

Before you drive, take some time to check that your car is safe to be on the road. Some of the things you should look at are listed below. Should you have any concerns contact the Fleet Coordinator prior to starting the journey.

### Car set-up

Just as you do with desk and regular workstations, it is important to get the basic ergonomics correct before driving. This will assist in ensuring you drive safely. Check the position of your seat, mirrors, steering wheel, and head rest. Should you require any assistance in changing any of the car's setting contact your fleet coordinator. Raise concerns, manage risks, and put mitigations plans into place prior to commencing your journey.

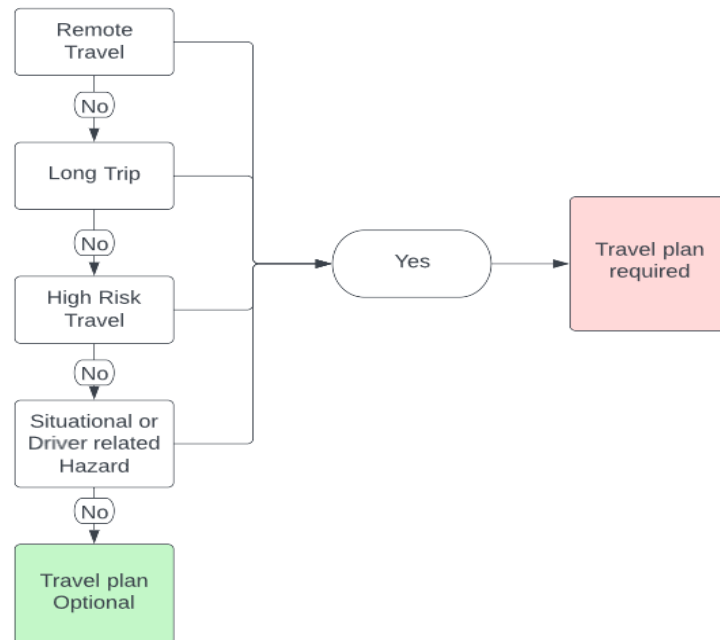
## 2.10 Assessing the Risks of your Journey

### Risk Assessment of Driving related Hazards

Like any activity to undertake at work, the aim is for you to identify the risks associated with your journey and make changes to eliminate these risks or mitigate them as far as you can. The way in which we do this at WACHS is through a Safe Journey and Mitigation Plan.

#### Safe journey and Mitigation plan

The driver and their manager should adequately plan the journey and identify any hazards or specific risks. It is the drivers' responsibility to ensure they have the necessary information to undertake the planned route. For example, up to date weather reports, information about road conditions in remote areas and the necessary equipment to undertake the journey.



A safe journey and mitigation plan is required where the journey is Remote, Long Distance or High Risk. See the Safe Driving Policy for definitions of these terms. The driver or manager may request a safe journey and mitigation plan is undertaken for any journey even if it is not required under the policy.

When drafting a safe journey plan the template in the policy can be used, this document should be amended to suit local concerns. The driver should create this plan with their manager, and both are required to sign off on the final version before the journey commences. All mitigation steps or additional equipment are to be put in place before the journey starts.

The safe journey plan should identify all the potential hazards that may be relevant to the proposed journey. These should consider hazards relating to the journey type, the area and roads and the driver. A mitigation plan should be created for each identified hazard to minimise or eliminate the risk associated with the hazard. The mitigation plan may include additional training for the driver, or extra equipment. Some suggestions for potential

mitigation steps are set out at the end of this guideline. However, each safe journey and mitigation plan will need to be tailored to the specific journey and expected conditions as well as the driver's abilities.

Where the same route or journey is being undertaken regularly by the same driver, then the safe journey plan should be reviewed and updated at least weekly or when new potential hazards are identified.

A copy of each Safe Journey Assessment and Mitigation Plan should be kept by the driver and manager.

## 2.11 Hazards Associated with Driver Condition

### Driver impairment

Drivers should not drive in any impaired state, due to fatigue, drugs, alcohol, medication, or illness. Alternative arrangements are required to be made should the driver have any impairment to their driving ability. Failure to comply may be in breach of Traffic Laws as well as the Safe Driving Policy. See part 4 above.

Fatigue is a common term that refers to mental and physical tiredness. Fatigue causes loss of alertness, drowsiness, poor judgement, slower reactions, reduced driving skill and may cause you to fall asleep at the wheel.

Should a driver consider fatigue to be a real risk they should raise their concerns with their manager prior to embarking on a journey. Do not commence the journey without speaking with your manager and either making alternative arrangements or putting mitigations in place.

Managers are required to roster staff in compliance with the fatigue management policy and to minimize the risk of fatigue particularly when staff are required to take Remote, Long Distance or High-Risk journeys as part of their duties.

Managers should be aware of staff driving schedules and ensure staff address the following:

- realistic driving schedules are planned
- driving is shared with other staff where possible, and
- regular breaks are taken.

What all this means for you as a driver, is that you will usually be at your best, most alert and safest when driving during the morning, the late afternoon and early evening. You will usually be at your worst between midnight and 6am when the body clock turns your alertness down.

You will also be a danger to yourself and others on the road. If you have not had any sleep for 17-18 hours, your ability to drive will be the same as if you had a BAC of 0.05 per cent.

### Driver inexperience

Drivers with limited driving or remote driving experience are likely to need extra training, support, and supervision to be competent to drive in remote areas or challenging conditions, operate equipment and navigate safely. This might be managed by buddying

inexperienced drivers with experienced drivers and / or attendance at formal driving courses (if available). Managers are to facilitate the required training or sharing of information with inexperienced drivers.

If you do not think you have the required experience of information to understand the journey in the expected conditions, raise this with your manager prior to starting your journey.

Raise concerns, manage risks and put mitigations plans into place **prior** to commencing your journey.

### **Working and travelling alone**

Managers are required to ensure staff working alone are monitored in accordance with the WACHS [Working in Isolation – Minimum Safety and Security Standards for All Staff Policy](#).

These requirements include:

- staff should not work alone where possible
- if staff are to work alone, a risk assessment will be completed in accordance with the Working in Isolation standard
- staff who work alone require a continuous and reliable means of communication with their manager.

When staff are working alone, the following local arrangements will be made to ensure:

- a designated contact person is nominated by the driver prior to departure
- the whereabouts of the staff are known by a designated contact person at all times
- the designated contact person records the worker's departure and arrival
- there is an escalation pathway for the designated contact person to follow if a staff member working alone does not call or return, at the expected time.

## **2.12 Hazards Associated with Travel Type**

### **Identification of Hazards.**

The driver and their manager should consider the potential hazards of each journey undertaken. A risk-based approach should be used and where there is a reasonable risk that a potential hazard may impact a journey, mitigation of that hazard should occur prior to commencing the journey.

### **High Risk Travel**

High Risk travel within the Safe Driving policy, means any travel that includes at least one of the following:

- long distance travel (over 500km or 5 hours in length or multi day journey)
- remote travel (outside a major town or highway or 100km from any town or site with fuel and water)
- driving in the dark including dawn and dusk
- extreme or bad weather (Note: travel should be postponed if emergency or weather warning issued)
- largely unsealed or poor condition roads or where 4WD is required
- carrying dangerous goods, medical gas or oxygen bottles

- or where there is a reasonable risk and additional hazards are likely to be encountered that make the route or travel high risk.

From a practical point of view, high risk travel will be driving where there is an additional factor(s) that make the journey and you the driver at higher risk of encountering a safety hazard. Because of this additional risk, like other work-related activity, you will need to assess the hazards and mitigate the risk. What those hazards are and how they are mitigated will be individual to the driver's abilities, the regions infrastructure and resources and the journeys path.

Even if a planned journey does not meet the high-risk criteria set out in the WACHS Safe Driving Policy, a manager or employee may request a Safe Journey Assessment and Mitigation Plan be undertaken. Staff are recommended to liaise with the regional Work Health Safety Manager for further advice should it be required.

### **Remote travel**

Managers responsible for employees required to drive in regional and remote areas are to develop and implement risk mitigation strategies to manage and enhance employee safety and well-being. Drivers should work with their managers to ensure they feel confident all the hazards of driving in remote areas have been mitigated.

Some considerations relevant to remote travel include:

- ensure the relevant equipment including, maps, spare tyres and appropriate communication systems is taken on the trip and is checked and updated each journey.
- ensure where possible that at least one person in the vehicle is competent in reading maps, changing tyres and using the communication systems supplied. Where this is not possible, the manager will make appropriate accommodations as part of the safe journey plan e.g. adequate instruction or advice that considers this risk such as clear escalation pathways
- drivers should be provided with information and/or training of safe driving for the relevant journey conditions such as off road, advanced driving skills and maintenance of vehicle as appropriate. Should drivers not be confident and competent in all relevant areas, these concerns should be escalated to the manager and additional measures as part of the risk assessment should be put in place prior to departure
- staff travelling to remote or isolated areas are to ensure they activate their GPS tracker
- ensure there is sufficient fuel, spare fuel and refuelling options are considered
- the vehicle type is appropriate for the journey
- check the road conditions and predicted weather conditions for the duration of the journey, where weather warning exist travel should be postponed or cancelled
- check the communication system(s) are in good working order (such as the radio, telephone, personal contact) and are appropriate for the geographical region and that someone in the vehicle knows how to use them. Where relevant a communication check in plan should be made
- inform the appropriate authorities of remote area travel plans including, persons travelling, destination and estimated time of arrival
- equip the vehicle appropriately to suit the journey (e.g. specific terrain/s)
- plan for vehicle repair requirements that may be required during the duration of the journey, the details for Fleetcare will be in the glovebox of all WACHS vehicles
- driver should check first aid kit and if appropriate fire extinguisher and ensure they have been trained to use them.

## Long Distance Travel

Long Distance travel is where a journey over 500km or will take more than 5 hours to complete. There are specific risks associated with this type of travel.

Long Distance Travel requires consideration to be given to rest stops, alternating drivers and refueling options. When driving is shared, drivers should rotate every 1 to 2 hours and rest breaks should be taken every 2 hours.

Manager approval is required for driving in excess of 500km in one day for one driver or 800km in one day for two drivers. Journeys over 500km or 5hours will require a safe journey and mitigation plan that is required to be signed off by the manager.

## Other Hazards - Carrying loads and Transporting Dangerous Goods

All loads should be transported in a suitable vehicle. Loads may not exceed the vehicles load carrying capacity and are to be appropriately secured in accordance with the requirements for loads in vehicles in the [Road Traffic \(Vehicles\) Act 2012](#). A barrier net or fitted cargo barrier is recommended to protect vehicle occupants when they share an internal space with loads which have the potential to become airborne.

Dangerous goods are to be stowed and secured on a vehicle so that they will remain in position notwithstanding vehicle movements of starting, stopping, jolting or swaying (refer to [Australian Code for the Transport of Dangerous Goods by Road and Rail](#), Part 8 Stowage and Restraint).

Medical gas and medical oxygen bottles are to be transported in a secure, cool, upright position. All gases under pressure and hazardous substances are to be transported outside the vehicle wherever possible.

A risk assessment is required for transport of gas under pressure (i.e. oxygen bottles). A copy of the risk assessment is located in the WACHS [Managing Risks of Hazardous Chemicals and Dangerous Goods Procedure](#).

### 2.13 Eliminating or Mitigating the Hazards Identified

Once you have identified any potential hazards associated with your journey, these hazards should be eliminated or mitigated as far as possible to reduce the risk associated with them. The starting point is to consider if the driving activity can be eliminated in its entirety. Driving should only be undertaken where it is necessary. Consider if meetings could be done online, or journeys can be amalgamated to reduce the number of drivers. For travel in towns and cities consider the use of public transport where applicable.

Where the driving activity is required then it is necessary to mitigate any identified risks as far as possible. This will be done as part of the Safe Journey and Mitigation Plan. The mitigations should in place may include additional equipment, extra training for the driver, additional communications and check in processes, extra safety features on the vehicle or a plan on how the journey and driving should be undertaken.

Mitigations should be specific to the driver, vehicle and journey. Examples of potential mitigations are included in the example journey plan at the end of this guideline.



## Emergency Equipment

- **Emergency Kits:**
  - All vehicles are required to have to have First Aid kits. A checklist of what should be in the kits will be in the kits themselves. WACHS Fleet teams will check and replenish all kits however it is a good idea to check the kits yourself.
  - If you are undertaking Remote, Long Distance or high-risk travel, check the kits are in the vehicle and familiarise yourself with their contents. Should you have any concerns contact your Fleet Coordinator prior to starting your journey.
- **Additional Equipment:**
  - If you are undertaking remote or high-risk travel or the condition of your travel require additional equipment notify your Fleet Coordinator and Manager.
  - As part of the Safe Journey Plan you may identify mitigation steps that require additional equipment, for example bogging equipment. Local arrangements should be made for this equipment.
- **Reliable and continuous communications:**
  - Where staff are working alone, undertaking Remote, Long Distance or High-Risk Travel, a continuous and reliable means of communication with their manager (or delegated contact person) must be maintained, including during any periods of driving.
  - Local arrangements should be made to ensure driver has a reliable communication system, that is functioning, charged and driver/passenger know how to use it. Where mobile phone reception will not reliably cover the full journey alternative communication system (such as a satellite phone) should be utilised.

### 2.14 Vehicle type Appropriate for Journey

As part of this process the driver and manager should identify what type of vehicle is required for the journey. Fleet Coordinators may be relevant to determining the best vehicle or if any additional safety features are required for the journey.

### 2.15 Personal Safety

#### Check in Plan

Where appropriate a designated contact person is nominated by the driver prior to departure who always knows their whereabouts and records their departure and arrival times. An escalation pathway is required for the designated contact person to follow if a staff member does not call or return at the expected time. Where the journey is multiday the driver should check in often and when they arrive at their final destinations each day.

### Example check-in Plan

Date:	Departure Location:	Departure Time:	Destination:	Estimated Time of arrival:	Check in Frequency:
Driver Name:	Driver Contact:	Check in Name:	Check in Contact:	Passenger/s details:	Escalation process:
Current Location		Expected Time of next check in:		Actual time of check in	Check in conducted (initial)

### 2.16 Incident Management and Reporting

Should a driver of a WACHS vehicle be involved in or witness an incident, actions include provision of emergency response and reporting the incident.

**Provide emergency assistance and call emergency services, if required and safe to do so.**

If the incident involves another vehicle, property damage, injury or death:

- stop immediately and stay at the scene (unless there is a need to get medical help) and give assistance to any injured person; if safe to do so, switch off the ignition of involved vehicles to help prevent the risk of fire and turn on hazard lights and use hazard warning triangles, if available, to warn other traffic
- where possible, the driver is to obtain the details of the other vehicles and driver
- if anyone has been injured and/or when vehicles have suffered significant damage (e.g. on fire), phone Emergency 000 (or from a mobile phone – 112). The police are required to be called to the scene; do not move the vehicle until authorised by the police.

**Report the incident:**

- Contact your manager immediately.
- Report to WHS on a WACHS Safety Risk Report Form (within 24 hours). If the driver is unable to do so, their immediate supervisor is to make the report. Incident reports are to be investigated in accordance with the WACHS [Hazard and Incident Management Procedure](#).
- If the vehicle is unsafe to drive; an out of service tag or note advising of the issue, is required to be placed on the keys and the vehicle steering wheel. To ensure the vehicle is not inadvertently used, the out of service tags may only be removed by a qualified mechanic, manager or WACHS Regional Fleet Manager/ Coordinator.

Report incident to the fleet management team within 24 hours. The incident is also to be reported to the regional fleet manager/co-ordinator for consideration of possible insurance claims, repairs and other aspects affecting WACHS.

## 2.17 Communication Plan

A communication plan is required to be in place:

- Drivers are to allocate a 'designated contact person' (e.g.: receptionist, line manager or peer) from their workplace to monitor their location, prior to journey commencement. This includes a communication check in plan with that person
- staff traveling to remote or isolated areas are required to arrange alternate communication methods relevant to their regional requirements e.g.: a satellite phone.

Additionally, staff working alone are to ensure they have the means to contact a supervisor at all times.

## 2.18 Other useful tools

- Department of Transport [Drive Safe Handbook](#)
- Main Roads to check travel routes for road closures or road works [Home | Main Roads Western Australia](#)
- BOM to check weather [Australia's official weather forecasts & weather radar - Bureau of Meteorology \(bom.gov.au\)](#)
- FESA bush fires and emergencies [Home - Emergency WA Warnings & Incidents](#)

Please refer to the following examples:

- [Appendix A: Safe Journey Risk Assessment and Mitigation Plan Example](#)
- [Appendix B: Emergency Kit Checklist – Example Only – Modify to Local Conditions](#)

## 2.19 Training

WACHS have online training available to staff (Rural and Remote Safe Driving - RRSD EL1) and can be accessed through the MyLearning platform. This training has three modules which covers various topics noted in the policy and guideline including fatigue, driving to conditions and journey planning. The training is designed to educate workers on the risks of driving including journeys being undertaken on country roads.

## 3. Roles and Responsibilities

**Managers** are responsible for ensuring:

- that staff have sufficient training and information to undertake any work-related driving. This applies to all staff including, new employees, agency staff and staff who have not undertaken driving or the kind of driving necessary
- compliance with the policy and safe driving practices. Where drivers are not complying or driving safely, disciplinary action should be taken.

**Fleet Management** are responsible for ensuring:

- safest vehicles are selected
- staff and managers are consulted about the vehicles being used and any suggested changes that could make them safer
- consulting with their local workforce on the vehicles as well as their fitness for the journeys they are being used for.

**Drivers** are responsible for:

- ensuring their vehicle is in a road worthy and clean condition

- notifying their manager/ fleet manager with any changes in regard to their vehicle or their licence conditions.

**Passengers** are responsible for:

- escalating any concerns about either the vehicle, equipment, the driver's competency, or condition to drive to their manager prior to commencing the journey.

**All staff** are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be.

## 4. Monitoring and Evaluation

### 4.1 Monitoring

All completed Safe Journey Assessment and Mitigation Plans are required to be provided to the supervisor/manager/nominated delegate for review and record keeping. Monitoring daily compliance with the Safe Driving Policy is to be managed by the Regional Work Health Safety Managers and the Fleet Coordinators.

### 4.2 Evaluation

Evaluation of this guideline will be conducted by the WHS department and Fleet Coordinators, utilising reports generated from telematics data to assess driving behaviour, compliance, and any safety concerns.

## 5. References

[Drive Safe Handbook \(transport.wa.gov.au\)](https://transport.wa.gov.au)

[\*Road Traffic Act 1974\* \(WA\)](#)

[\*Road Traffic \(Administration\) Act 2008\* \(WA\)](#)

[\*Road Traffic Code 2000\* \(WA\)](#)

[Road Traffic \(Vehicles\) Act 2012 - \[01-i0-00\].pdf \(legislation.wa.gov.au\)](#)  
[Safe Driving \(www.wa.gov.au\)](http://www.wa.gov.au)

## 6. Definitions

Term	Definition
<b>Driver</b>	Anyone, whether they are staff, relevant contractor or agency personnel operating a vehicle for WACHs work purposes, whether as part of their normal duties, or as directed by a manager.
<b>High Risk Travel</b>	High risk travel includes remote and long-distance travel where at least one factor mentioned in <a href="#">High Risk Travel</a> is present, or travel where there is a reasonable risk additional hazards are likely to be encountered that make the route or travel high risk.
<b>Long Distance Travel</b>	Where driving will exceed 500 kilometres per day or 5 hours per day, as well as any journey that will take more than one day to complete.
<b>Remote Travel</b>	Remote travel will be driving that occurs outside a major town or highway or 100km from any town or site with fuel and water
<b>Road Traffic Laws</b>	Includes the <i>Road Traffic (Vehicles) Act 2012 (WA)</i> and <i>Road Traffic (Vehicles) Regulations 2014 (WA)</i> and any other legislation that may apply to any driving activities undertaken.
<b>Vehicle</b>	Means any vehicle used for work purposes, may include WACHS fleet vehicles, hire vehicles or personal vehicles where approved for use for work purposes.

## 7. Document Summary

<b>Coverage</b>	WACHS-wide
<b>Audience</b>	All staff
<b>Records Management</b>	Non Clinical: <a href="#">Corporate Recordkeeping Compliance Policy</a>
<b>Related Legislation</b>	<ul style="list-style-type: none"> <li>• <a href="#">Work Health and Safety Act 2020</a> (WA)</li> <li>• <a href="#">Road Traffic (Vehicles) Act 2012</a> (WA)</li> <li>• <a href="#">Road Traffic (Vehicles) Regulations 2014</a> (WA)</li> </ul>
<b>Related Mandatory Policies / Frameworks</b>	<ul style="list-style-type: none"> <li>• MP 0006/16 <a href="#">Risk Management Policy</a></li> <li>• MP 0180/23 <a href="#">Work Health and Safety Management Policy</a></li> <li>• <a href="#">Employment Policy Framework</a></li> <li>• <a href="#">Work Health Safety Policy Framework</a></li> </ul>
<b>Related WACHS Policy Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Hazard and Incident Management Procedure</a></li> <li>• <a href="#">Managing Risks of Hazardous Chemicals and Dangerous Goods Procedure</a></li> <li>• <a href="#">Motor Vehicle Fleet Driver and Management Policy</a></li> <li>• <a href="#">Work Health and Safety Policy</a></li> <li>• <a href="#">Working in Isolation - Minimum Safety and Security Standards for All Staff Policy</a></li> </ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Australian Code for the Transport of Dangerous Goods by Road and Rail</a></li> <li>• Department of Transport <a href="#">Drive Safe Handbook</a></li> <li>• <a href="#">Western Australian Road Rules</a></li> </ul>
<b>Related Forms</b>	<ul style="list-style-type: none"> <li>• <a href="#">Safety Risk Report Form</a></li> </ul>
<b>Related Training Packages</b>	Available from <a href="#">MyLearning</a> : <ul style="list-style-type: none"> <li>• <a href="#">Rural and Remote Safe Driving</a> (RRSD EL1)</li> </ul>
<b>Aboriginal Health Impact Statement Declaration (ISD)</b>	ISD Record ID:3471
<b>National Safety and Quality Health Service (NSQHS) Standards</b>	1.1a, 1.7c, 1.10a, 1.10c
<b>Aged Care Quality Standards</b>	Nil
<b>Chief Psychiatrist's Standards for Clinical Care</b>	Nil

## 8. Document Control

Version	Published date	Current from	Summary of changes
1.00	14 October 2024	14 October 2024	<ul style="list-style-type: none"> <li>new guideline.</li> </ul>

## 9. Approval

<b>Policy Owner</b>	Executive Director People Capability Culture
<b>Co-approver</b>	Nil
<b>Contact</b>	Director Work Health Safety Wellbeing
<b>Business Unit</b>	Work Health and Safety
<b>EDRMS #</b>	ED-CO-24-261499

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**This document can be made available in alternative formats on request.**

## Appendix A: Safe Journey Risk Assessment and Mitigation Plan Example

This is an example only and should be amended for the specific journey being undertaken.

Potential Hazard	Safety Plan and Mitigations	Additional Equipment and Training	Signed (driver & manager)
Remote Travel	<ul style="list-style-type: none"> <li>• Avoid driving at dawn and dusk in high wildlife risk areas</li> <li>• Travel schedule, route, checklists, communication (SPOT GPS)</li> <li>• Confirm fixed check-in times with contact person.</li> <li>• The contact person will be Joe Blogs (04091234) and driver will call them every 3 hours. If driver does not call in before 3 hours, Joe Blogs will notify Manager X who will do Y.</li> <li>• Commence journey well-rested, Driver will finish work at 4pm day prior.</li> <li>• Factor in rest breaks every two (2) hours</li> <li>• If you should always become lost or disorientated stay with the vehicle</li> <li>• Where appropriate inform authorities of remote travel plans</li> <li>• Local authority contact details are: <ul style="list-style-type: none"> <li>• Remote Town shire 047680989</li> <li>• Town Police Station 048927899</li> </ul> </li> <li>• Check vehicle and equipment including additional equipment. Make sure charged and understand how to use.</li> <li>• Ensure driver has local contact for breakdown. The relevant local details are: <ul style="list-style-type: none"> <li>○ Bob's outback mechanics' – 042367894</li> <li>○ Tom's Towing - 047878782</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Spare tyre/s including jack and brace.</li> <li>• Reliable communications system and Charger for communication system.</li> <li>• Training on how to use communication system.</li> <li>• Up to date maps, both electronic and physical copy. Contact local authority to check remote road conditions.</li> <li>• Up to date weather forecasts</li> <li>• Sufficient water and food. Including 5 L of water</li> <li>• Additional fuel – Jerry can with 10L.</li> <li>• WACHS SPOT GPS tracking program</li> </ul>	
Long Distances	<ul style="list-style-type: none"> <li>• Share driving where possible, swap drivers every two (2) hours</li> <li>• Breaks planned every two (2) hours</li> <li>• Make accommodations to stop over night as relevant</li> <li>• Ensure fuel is sufficient, or plan where refuelling will occur, consider taking additional fuel.</li> </ul>	<ul style="list-style-type: none"> <li>• Jerry can of fuel</li> <li>• Sufficient food and water</li> <li>• Up to date maps</li> <li>• Reliable communications system</li> <li>• Charger for communication system</li> </ul>	



Potential Hazard	Safety Plan and Mitigations	Additional Equipment and Training	Signed (driver & manager)
	<ul style="list-style-type: none"> <li>• Ensure driving plan is realistic</li> <li>• Driving schedule below to be completed</li> </ul>	<ul style="list-style-type: none"> <li>• Training on how to use communications</li> </ul>	
Driving Alone	<ul style="list-style-type: none"> <li>• A designated contact person is nominated by the driver prior to departure who knows their whereabouts at all times and records their departure and arrival times.</li> <li>• It is a requirement to have an escalation pathway for the designated contact person to follow if a staff member working alone does not call or return at the expected time</li> <li>• Drivers traveling in remote, isolated areas are required to call in 3-hourly to confirm their location.</li> <li>• Ensure driver understands how to use communication system</li> <li>• Ensure driver can read maps or GPS</li> <li>• Personal security practices including [x] undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>• Reliable communications system</li> <li>• Charger for communication system</li> <li>• Training on how to use communications</li> <li>• Numbers of local services and local contact</li> </ul>	
Unprecedented weather	<p><b>In the event of unpredicted dangerous weather or environmental conditions:</b></p> <ul style="list-style-type: none"> <li>• Assess whether the journey should be terminated, and service provision rescheduled</li> <li>• Check-in with contact person, advise of location and obtain updated weather conditions. Contact person will liaise with emergency services for ongoing updates and conditions</li> <li>• If safe, continue the journey with increased caution in accordance with the road conditions</li> <li>• Ensure appropriate distance between the you and the vehicle in front</li> <li>• Engage lights on low beam if appropriate for greater visibility to other road users</li> <li>• If visibility impaired e.g.: by rain/dust, safely pull well over to the side of the road until visibility improves.</li> </ul>	<ul style="list-style-type: none"> <li>• Reliable communications system</li> <li>• Charger for communication system</li> <li>• Training on how to use communications</li> </ul>	
Potential Flooding	<p><b>If low level flooding evident:</b></p> <ul style="list-style-type: none"> <li>• Assess whether journey should be terminated, and service provision rescheduled</li> </ul>	<ul style="list-style-type: none"> <li>• Maps of the area you are entering with exit routes.</li> </ul>	

Potential Hazard	Safety Plan and Mitigations	Additional Equipment and Training	Signed (driver & manager)
	<ul style="list-style-type: none"> <li>Exercise extreme care when driving through water</li> <li>Once through the water, apply brakes while moving to dry discs/pads</li> <li>If increased (and unpredictable) risk identified, pull over to a higher parkway, hazard lights on</li> <li>Check-in with contact person advising of exact location and if planning alternate route to mitigate increased risk.</li> </ul>	<ul style="list-style-type: none"> <li>Communication - satellite phone / radio / mobile</li> <li>Suitable recharging equipment</li> </ul>	
<p>Torrential Rain or Cyclone</p>	<p><b>If torrential rain or cyclone approaching:</b></p> <ul style="list-style-type: none"> <li><b>Do not depart for journey in remote areas if forecast predicts cyclone 2 or higher within 48 hours</b></li> <li>Assess whether journey should be terminated, and service provision rescheduled</li> <li>Check-in with contact person, advise of location and obtain updated weather conditions. Contact person will liaise with emergency</li> <li>Services for ongoing updates and conditions.</li> <li>Do not engage cruise control on windy, wet or slippery roads</li> <li>Assess if safe to pull off road until rain has eased</li> <li>Remain vigilant for risk associated with debris, swollen waterways and creeks</li> <li>Engage lights on low beam.</li> </ul>	<ul style="list-style-type: none"> <li>Water</li> <li>Maps of the area you are entering with exit routes.</li> <li>Communication - satellite phone / radio / mobile</li> <li>Suitable recharging equipment</li> </ul>	
<p>Bushfire risk</p>	<p><b>In the event of bushfire:</b></p> <ul style="list-style-type: none"> <li>During Western Australia's (WA) bushfire season in the south west from October to April and north west WA from June to late October, people travelling throughout the state need to remain alert and be informed about weather conditions</li> <li>Assess whether journey should be terminated, and service provision rescheduled</li> <li>Always carry maps of the area you are entering and know the exit routes</li> <li>Do not travel where bushfires are burning or there is a risk a fire front will threaten the area</li> </ul>	<ul style="list-style-type: none"> <li>Fire Extinguisher</li> <li>Fire blanket or woollen blanket</li> <li>Water</li> <li>Maps of the area you are entering with exit routes.</li> <li>Emergency procedures</li> <li>Communication – satellite phone / radio / mobile</li> <li>Suitable recharging equipment</li> <li>Sun protection (hats and sunscreen if required)</li> </ul>	

Potential Hazard	Safety Plan and Mitigations	Additional Equipment and Training	Signed (driver & manager)
	<ul style="list-style-type: none"> <li>• Follow instructions from Emergency Personnel (DFES, Police etc)</li> <li>• Check-in with contact person advising of amendment to journey schedule.</li> </ul> <p><b>Smoke</b> If there is a lot of smoke:</p> <ul style="list-style-type: none"> <li>• Slow down and be aware that there could be people, vehicles and livestock on the road</li> <li>• Turn car headlights and hazard lights on</li> <li>• Close windows and outside vents</li> </ul> <p><b>If you cannot see clearly:</b></p> <ul style="list-style-type: none"> <li>• Pull over to the side of the road</li> <li>• Stop your vehicle</li> <li>• Keep your headlights and hazard lights on</li> <li>• Wait until the smoke clears</li> </ul> <p><b>Positioning your car if you are trapped by a fire:</b></p> <ul style="list-style-type: none"> <li>• Find a clearing away from dense bush</li> <li>• Where possible park behind a natural barrier such as a rocky outcrop inside your car</li> <li>• Find a suitable place to park away from vegetation if possible and prepare to shelter in your car from the bushfire's radiant heat.</li> <li>• Stay inside your car - it offers the best level of protection from the radiant heat as the fire front passes, unless there's a well-protected building nearby</li> <li>• Turn headlights and hazard warning lights on to make the car as visible as possible</li> <li>• Park in an area of low or no vegetation with the vehicle orientated towards the oncoming fire front</li> <li>• Turn the engine off</li> </ul>	<ul style="list-style-type: none"> <li>• Trouble shooting guide and instructions for communication system</li> </ul>	

Potential Hazard	Safety Plan and Mitigations	Additional Equipment and Training	Signed (driver & manager)
	<ul style="list-style-type: none"> <li>• Close the doors and windows</li> <li>• Shut all the air vents and turn the air conditioning on to 'full' and 'recirculate'</li> <li>• Drink water to minimise the risks of dehydration</li> <li>• Lie on the floor and cover your body with any available woollen or cotton blankets or cloth</li> <li>• Do not get out or open windows until the fire front has passed</li> <li>• For emergency assistance, call triple zero (000)</li> </ul> <p><b>What if I encounter a bushfire while on foot?</b></p> <ul style="list-style-type: none"> <li>• Do not panic</li> <li>• Move to clear or already burnt ground</li> <li>• Don't try to run uphill</li> <li>• Stay low and seek shelter behind a log, rocky outcrop or embankment to protect yourself from radiant heat</li> <li>• If your clothes catch fire, don't run. Stop, drop, cover your face and roll over and over to extinguish the flames</li> </ul>		
Risk of collision with animals	<p><b>Stock/wildlife on road:</b></p> <ul style="list-style-type: none"> <li>• Do not swerve to avoid an animal on the road</li> <li>• Break gently and slow down, sound horn</li> <li>• Exercise caution and slow down when driving at dawn and dusk</li> <li>• Avoid driving at dawn and dusk in high wildlife risk areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Training on how to change tyre</li> </ul>	
Potential Fatigue risk	<ul style="list-style-type: none"> <li>• Avoid driving between 12AM-6AM.</li> <li>• Avoid driving where have been awake for seventeen (17) hours</li> <li>• Take 10 minute break after every two (2) hours of driving</li> <li>• Swap driver at ever two (2) hours</li> <li>• Ensure shift work prior driving is appropriate</li> <li>• Set realistic driving schedules including overnight stays as necessary. Manager to approve accommodation</li> </ul>		

Potential Hazard	Safety Plan and Mitigations	Additional Equipment and Training	Signed (driver & manager)
Inexperienced country driver (<2 years)	<ul style="list-style-type: none"> <li>Driver to buddy with experienced driver, undertake the same route for</li> <li>Driver to undertake additional driving training including [x]</li> </ul>	<ul style="list-style-type: none"> <li>Additional driving training</li> </ul>	
Driving outside day light hours	<ul style="list-style-type: none"> <li>Ensure adequate rest for driver, driver will stop ever [2] hours.</li> <li>Ensure lights and high beams work and are clean. Driver will check this before they start journey.</li> <li>Ensure designated contact person knows arrival times and check in times. Details of this are x, y and z.</li> </ul>		

Example Extended Travel Schedule (where journey will take multiple days)

Date	Day	Location departing from	Departure time (ETD)	Destination	Estimated time of arrival (ETA)	Estimated distance to travel	Staying overnight Y/N	Accommodation contact details

## Appendix B: Emergency Kit Checklist – Example Only – Modify to Local Conditions

A copy of the checklist relevant to each kit is to be kept in the kit. The contents of the kit should be verified by the Fleet coordinator and Driver each time the vehicle is being used. The driver should tell the Fleet coordinator should anything be used or need to be replaced in the kit.

Risks	Equipment	Other equipment
<b>Bush fire risk area</b>	<input type="checkbox"/> Maps of the area you are entering with exit routes <input type="checkbox"/> Woollen blanket <input type="checkbox"/> Water <input type="checkbox"/> Emergency procedures	
<b>Remote travel</b>	<input type="checkbox"/> Minimum drinking water ten (10) litres per person / per day (minimum two (2) separate containers in case one leaks) <input type="checkbox"/> Food	
<b>Break down / flat tyre</b>	<input type="checkbox"/> Spare tyre/s	
	<input type="checkbox"/> Wheel changing tools <input type="checkbox"/> Vehicle manual	
	<input type="checkbox"/> Communication – satellite phone / radio / mobile <input type="checkbox"/> Suitable recharging equipment <input type="checkbox"/> Sun protection (hats and sunscreen if required) <input type="checkbox"/> Trouble shooting guide and instructions for communication system	
<b>Injury</b>	<input type="checkbox"/> First aid kit including snake bite bandage <input type="checkbox"/> Communication system <input type="checkbox"/> Medical or first aid trained personnel	
<b>Lost</b>	<input type="checkbox"/> Map of region	
<b>Bogged</b>	<input type="checkbox"/> Recovery equipment as indicated by conditions	