Safe Driving Policy

1. Background

The WA Country Health Service (WACHS) recognises its duty of care obligations under Section 19 of the Occupational Safety and Health Act 1984 (The Act) to provide workplaces and systems of work that are, as far as practicable, free from hazards and the risk of harm.

WACHS is a geographically dispersed organisation, extending throughout Western Australia. During work, staff may be required to drive a motor vehicle. A motor vehicle is defined as a workplace under The Act.

This policy applies regardless of whether the vehicle driven on WACHS business is a work vehicle, staff own vehicle or a hire vehicle.

2. Policy Statement

This policy and supporting documents have been developed to ensure that, so far as practicable, safe work systems exist to manage risks arising from the use of motor vehicles in the workplace. Work vehicles must only be driven by authorised and competent persons, for the purposes intended and in compliance with all road rules, traffic laws and licence conditions.

Approved drivers authorised by their manager and regions driving approval system, may drive authorised vehicles, provided they comply with the following minimum standards.

2.1 Training and Competency Requirements

2.1.1 Driver's licence

All drivers are to be in possession of a valid Western Australian drivers licence or an acceptable licence as approved by Western Australian Department of Transport that is the appropriate class for each type of vehicle to be operated.

All drivers must notify managers of and abide with any restrictions of their licence. The driver is responsible for notifying their manager of any changes to their drivers' licence (e.g. loss or restrictions of drivers licence, change of medical status, etc.).

2.1.2 Competency and experience

Drivers are to be competent to safely drive the vehicle, under relevant operating conditions.

The driver or at least one passenger in a work vehicle, when on a journey leaving gazetted town sites, must be competent in reading maps, changing tyres and using communication equipment supplied with the vehicle.

2.1.3 Inexperienced drivers

Drivers with limited remote driving experience are likely to need extra training, support and supervision to be competent to drive to remote areas, operate equipment and navigate safely. Managers are required as far as practicable to ensure staff are competent to drive safely in the conditions they will encounter. This might be managed by buddying inexperienced drivers with experienced drivers and / or attendance at formal driving courses (if available).

2.2 Vehicle safety requirements

2.2.1 Vehicle selection

Fleet coordinators and managers are responsible for vehicle selection at point of purchase and ensuring fleet vehicles are maintained in accordance with WA Public Sector fleet requirements and WACHS Motor Vehicle Fleet Driver and Management Policy.

Fleet coordinators and managers are required to select vehicles that are capable of operating within the anticipated operating conditions. A risk assessment in vehicle selection should be undertaken with the safest option recommended, unless the benefit is insignificant or grossly disproportionate to the cost.

The risk assessment during the selection process is to consider:

- vehicle safety and ANCAP rating
- suitability
- ergonomics
- distances travelled
- refuelling infrastructure
- road surfaces
- local traffic hazards
- communication
- emissions
- road and weather conditions in the region where the vehicle is to be driven.

Vehicle modifications, for example bull bars, if fitted, must meet manufacturer safety requirements and not reduce the safety of vehicle.

2.2.2 Vehicle safety checks

All drivers are to conduct a visual vehicle safety check before driving a vehicle on WACHS business. A more detailed inspection is required at least weekly and before remote travel. Refer to Appendix 1 - Weekly Checklist

Regional Fleet Managers / Co-ordinators have responsibility for ensuring appropriate maintenance and servicing is completed on WACHS vehicles.

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2.2.3 Emergency equipment

WACHS vehicles are required to have a current first aid kit and emergency procedures. Managers are to make local arrangements for checking first aid kits and replacing stock as required.

For remote travel, additional requirements may apply. The driver must check the following items are in the vehicle and are in good working order prior to departure;

- suitable, charged communication system/s
- sufficient fuel and drinking water for the journey
- maps
- full size spare tyre/s
- wheel chocks, spanners and jack
- first aid kit.

Refer to Appendix 2 - Example Journey Plan and Safe Journey Assessment ('Risk Assessment').

2.2.4 Personal vehicle use and hire vehicles

The driver is responsible for ensuring permission is obtained to use their own vehicle or hire vehicles for work purposes. The same safe driving conditions apply for private and hire vehicles as for WACHS vehicles. Private vehicles must be road worthy condition as required by the WA Road Traffic (Vehicles) Act 2012 and be adequately insured by the owner.

2.3 Safe driving requirements

2.3.1 Risk Assessment

Managers and drivers are required to identify and minimise risks associated with driving, so far as practicable.

Plant (including vehicles) used at the workplace must be risk assessed to ensure workers are not exposed to hazards; and that hazards, if they cannot be eliminated, are controlled so far as practicable. Hazards from travelling in vehicles includes: emissions; collision; static postures; remote travel and moving parts.

A written risk assessment (journey plan) is required for remote and high risk travel.

2.3.2 Flowchart 1: Do I need a journey plan?

Refer to Appendix 3 - Journey Flowchart

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2.3.3 Classifying hazardous roads

Managers are encouraged to identify (in consultation with local staff) a list of commonly travelled, higher risk locations and routes where additional precautions are required. Hazards may be seasonal or year round. As an example, this might include roads with high road train traffic, local black spots and unfenced pastoral areas. Managers are required to communicate hazards to existing and new staff (for example graduate or agency staff) and methods to reduce risks. Identified hazardous roads should be included in the site induction for new staff and contractors.

2.3.4 Mobile phones

Mobile phones and devices are not to be used in a manner that reduces safety whilst driving. **Drivers must:**

- not initiate or receive phone calls or SMS messages on a hand-held mobile device whilst driving
- pull over and stop the vehicle before reading or initiating an SMS message and pull over or use hand free devices for calls.

It is illegal for the driver of a vehicle to create, send or look at an SMS, video message, email or similar communication while driving, even when the phone is secured in a mounting or can be operated without touching it.

2.3.5 Fatigue and “fitness” to drive

Fatigue is a significant hazard. The risk of fatigue is greatest before and after unplanned overtime; after lunch; between 1 and 5 am; and on long drives. Longer time awake (after 10 hours) means much higher levels of fatigue.

Each driver is responsible to risk assess their fitness to drive. Managers are required to roster staff so as to minimise the risk of fatigue and provide alternatives to driving for fatigued staff such as use of sleeping quarters or alternate transport if required, especially after call back or unplanned overtime. This is in addition to any specific industrial agreement requirements. Assessment of the safety of individual working hours should consider driving time to and from work.

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
- regular breaks are taken

Manager approval is required for travel in excess of 500km in one day for one driver or 800km in one day for two drivers

When vehicle driving is shared, drivers should rotate every 1 to 2 hours.

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2.3.6 Security

If conducting a community visit (e.g. when visiting clients) staff should park so the vehicle can't be blocked in (for example parking on a kerb side), lock the vehicle and keep keys on their person. WACHS vehicles must be secured when unattended.

2.3.7 Carrying of passengers

The Western Australian Road Rules require the driver to make sure seatbelts and age appropriate child restraints (for children under 7 years of age) are used. WACHS staff, patients and other passengers may be carried in WACHS vehicles as approved by the manager, as required in the role or as part of the contract of employment. Compliance with other policies, for example in transporting mental health passengers, may also be required.

2.3.8 Transporting goods

All loads must be transported in a suitable vehicle. Loads must not exceed the vehicles load carrying capacity and must be appropriately secured in accordance with the requirements for loads in vehicles in the Western Australian Road Rules. 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 must be transported in a secure, cool, upright position. All gases under pressure and hazardous substances must 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.

2.4 Specific hazard requirements

2.4.1 Natural disaster / emergencies

Always carry maps of the area you are entering and know the exit routes. Navigation aids, such as online maps, are often not reliable in regional areas. Navigations aids are a suitable alternative to maps, only if the driver knows how to use it, it will be fully functional in the location, correctly displays road type/s, access and route and can be charged on the road.

Check the weather forecast for the areas you plan to visit. Listen to ABC local radio for news about bushfires and other hazardous conditions.

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In an emergency or extreme weather event (bushfire, cyclone, flash flooding etc) travel should be postponed. Refer to the Department of Emergency Services website for travel warnings and information.

Updates may also be available at https://www.emergency.wa.gov.au/.

If travel is required in the event of emergency cases, Tier 4 approval must be sought.

2.4.2 Working in isolation / working alone

Managers must 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 must be completed in accordance with the Working in Isolation standard
- staff who work alone require means of communication with a supervisor.

When staff are working alone, there must be local arrangements 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
- drivers traveling in remote, isolated areas must call-in 3 hourly to confirm their location.

2.4.3 Incident response

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:

1. 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.
2. Where possible, the driver is to obtain the details of the other vehicles and driver.
3. 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 must be called to the scene; do not move the vehicle until authorised by the police.

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Report the incident:

1. Contact your manager immediately.
2. Report to OSH 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 / Incident Management Procedure.
3. If the vehicle is unsafe to drive; an out of service tag or note advising of the issue, must 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 must also be reported to the regional fleet manager/co-ordinator for consideration of possible insurance claims, repairs and other aspects affecting WACHS.

3. Definitions

Safe vehicle	Factors informing the selection of appropriate vehicles for operational use are to comply with requirements stipulated in the Western Australian Government Fleet Policy and Guidelines and the WACHS Motor Vehicle Fleet Driver and Management Policy.
Safe communication	Drivers must allocate a 'designated contact person' (eg: Receptionist, line manager or peer) from their workplace to monitor their location, prior to journey commencement. Staff travelling to remote or isolated areas must activate WACHS SPOT GPS Tracker Programming Procedure or arrange alternate communication methods relevant to their regional requirements. **Drivers traveling in remote, isolated areas must call-in at least 3 hourly to confirm their location.** Additionally, staff working alone must have the means to contact a supervisor at all times.
Emergency & Recovery Kit (equipment)	Where the vehicle is expected to be used in remote or isolated areas (including travelling off-road) emergency kits and recovery kits must be included in the cargo. The kits are to be regularly maintained to ensure completeness and missing or expired perishable items replaced prior to departure. Content checklists are to be tailored to local risks by the local office. **DO NOT PROCEED** with the scheduled remote journey if the emergency kit or recovery kit is incomplete. Note recovery kits are only to be used by a competent person. Refer to Appendix 5 - Emergency Kit Checklist example.

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Remote (area)	According to the Department of Transport, the Defined Remote Area of Western Australia is 'all that portion of WA not included in the South West land Division nor that area south of 30th degree parallel south latitude and west of the 123rd meridian. This also includes the area further than 80km radius from Esperance bounded on the northern side by a line drawn in a north-east direction from Esperance, on the eastern side by the 123rd meridian and on the southern side by the coast'. It also includes any areas designated locally by the OSH unit and / or Operations manager or nominee, as 'remote travel'.
Working Alone	Working alone or in isolation is working unaccompanied, when not able to be seen or heard by another worker and may be applied to sole practitioners, those working after standard hours in health facilities or those whose work requires them to leave health facilities to attend either planned or unplanned visits.
Responsible Person	Responsible person in the context of this procedure means the line manager.
Risk Assessment	The driver must conduct a risk assessment of the vehicle to ensure its suitability for purpose, prior to journey commencement. This assessment is achieved by the completion of the Safe Journey Checklist within the Journey Plan.
Journey Plan	The Journey Plan is a written safety plan to manage the risks identified in the risk assessment. This document must be endorsed by the Line Manager or delegated authority prior to departure.
Hazardous routes / roads	Any road considered to be more hazardous than most roads for any reason including seasonal conditions, animals, road angles and road quality. A road might be designated as hazardous at some time (ie dusk / dawn or in particular seasons) and not at other times.

4. Roles and Responsibilities

Everyone at a workplace has responsibility for maintaining a safe work place in matters they have authority to control.

4.1 The driver:

- Staff must consider the necessity of driving to meetings etc if video conferencing options are available.
- Drivers who are required to undertake work related driving must possess a current valid motor vehicle license.
- Drivers must obtain up to date information about road and weather conditions before undertaking any journey when traveling in remote areas. If unpredictable weather conditions are identified, the journey is to be suspended and rescheduled.

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- When driving to remote or isolated locations, it is the Drivers responsibility to check the compliance of the vehicle first aid kits, emergency and recovery kits and submit the completed emergency kit checklist (Example in Appendix 5) to the Manager or designated authority, prior to departure.
- Vehicle Log Book entries must be completed at the end of each journey.
- Drivers are responsible for reporting to and advising the fleet management team, any changes to the condition of the vehicle or the Emergency and Recovery Kits **immediately** on their return.

4.2 Site / department responsible person:

- Ensure vehicles under their control are properly managed, maintained and utilised in accordance with WACHS policies and procedures.
- Ensure vehicle checks are conducted on a regular basis
- Ensure that procedures are in place to regularly clean the vehicles.
- Arrange for driver training for high risk areas. (e.g. 4WD, use of unsealed roads)
- Check a staff's driver's license before allowing their use of a work vehicle.
- Approval of Journey Plans when applicable.
- Approve overnight accommodation where driving safety requires this measure

4.3 WACHS Fleet Managers/Coordinators

- Are responsible for vehicle selection at point of purchase and maintenance of the fleet vehicles.
- Responsible for record keeping of vehicle maintenance.
- Action all reports and arrange repair of damage to vehicles.
- Modifications to the vehicle are the responsibility of the Fleet Manager/Coordinator, including barriers installed between seats and cargo space.
- Develop, in conjunction with the OSH or Emergency Management or their designated authority, a standard set of written instructions to be kept in all WACHS-owned vehicles used in the Region. These should include information on vehicle breakdown, key contact persons, communication and emergency procedures, and re-fueling procedure.
- Maintain a copy of log book notation including a register of Staff/Drivers licenses, travel schedules and common routes utilized.
- May be requested to assist the Staff/Driver to conduct checklist risk assessments to ensure the vehicles are fit for purpose and have, where required, appropriate additional safety, communication and accessibility of Emergency and Recovery equipment.
- Are responsible for regular checks of vehicle first aid kits, and Emergency and Recovery Kits (as relevant), including purchasing and replacing perishable items.
- The responsibilities of the WACHS Fleet Coordinator may be undertaken by a Delegated Authority.

4.4 Regional OSH Department

- Records details of all documented accidents into the current database and monitor corrective actions.

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5. Compliance

Failure to comply with this policy may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the Integrity Policy Framework issued pursuant to section 26 of the *Health Services Act 2016* (WA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System.

Records Management Policy

The WACHS Motor Vehicle Fleet Driver and Management Policy outlines record keeping requirements for driver licences and logbooks.

7. Evaluation

This policy is to be reviewed in five years (or sooner if required) by the WACHS Central Office Occupational Safety and Health Coordinator.

8. Standards

National Safety and Quality Health Service Standards –
Standard 1: Governance, leadership and culture - 1.1a, 1.7c, 1.10a, 1.10c.

9. Legislation

Health Services Act 2016 (WA)
Occupational Safety and Health Act 1984 (WA)
Occupational Safety and Health Regulations 1996
Road Traffic (Vehicles) Act 2012 (WA)
WA Road Traffic (Vehicles) Regulations 2014

10. References

Australian Code for the Transport of Dangerous Goods by Road and Rail (2017). National Transport Commission.
Defined Remote Area of Western Australia (September 2019). The Government of Western Australia, Department of Transport
Map of Perth Metropolitan Area (2009). WA Department of Regional Development and Lands.
Safe Driving - Guidelines for Western Australian Government Agencies (2015) Road Safety Commission.

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WA Health Integrated Corporate and Clinical Risk Analysis Tables and Evaluation Criteria 2009
WA Health Code of Conduct (September, 2017)
Working Alone Guidance Note (2009). WorkSafe Commission, Perth. WA
Western Australian Government Fleet Policy and (2017) The Government of Western Australia, Department of Finance

11. Related Forms

Nil

12. Related Policy Documents

WACHS Hazard / Incident Management Procedure
WACHS Motor Vehicle Fleet Driver and Management Policy
WACHS Occupational Safety and Health Policy
WACHS Working Alone - SPOT GPS Tracker Programming Procedure
WACHS Working in Isolation - Minimum Safety and Security Standards for all Staff Policy
WACHS Managing Risks of Hazardous Chemicals and Dangerous Goods Procedure

13. Related WA Health System Policies

MP 0006/16 Risk Management Policy

14. Policy Framework

Employment Policy Framework

Appendices

Appendix 1 - Weekly (or Daily for Remote Travel) Checklist
Appendix 2 - Example Journey Plan and Safe Journey Assessment
Appendix 3 - Journey Flowchart
Appendix 4 - Example Emergency Procedures
Appendix 5 - Example Emergency Kit Checklist

This document can be made available in alternative formats on request for a person with a disability

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Directorate:	People, Capability and Culture	**EDRMS Record #**	ED-CO-14-90356
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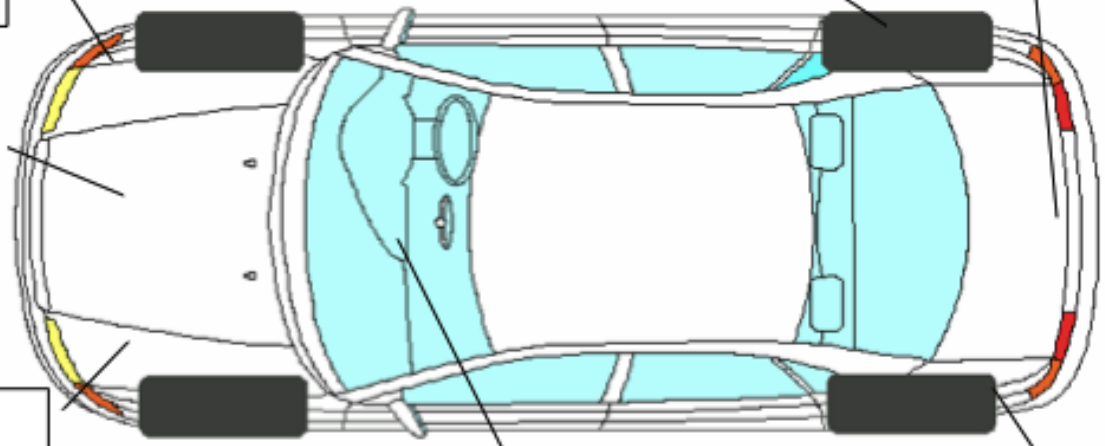
APPENDIX 1 - Weekly (or Daily for Remote Travel) Checklist

STEP 1. COMPLETE WEEKLY SAFETY CHECK					
Vehicle Make / Model:		**Vehicle No. plate:**		**Rego Date:**	
Checked by:		**Date:**	/ / 20	**Time:**	: am/pm

Right Front
☐ Indicator
☐ Headlight
☐ Tyre

Right Rear
☐ Indicator ☐ Tail lights
☐ Brake Lights ☐ Tyre

Spare Wheel
☐ Spare
☐ Tyre jack



Bonnet
☐ Oil Level
☐ Water/Coolant
☐ Wiper Fluid
☐ Battery

Left Front
☐ Indicator
☐ Headlight
☐ Tyre

Interior
☐ Horn ☐ Seat Belts ☐ Service sticker date
☐ Mirrors (side and rear view)
☐ Windscreen + Windows + Wiper operation
☐ Brakes (including hand brake)

Left Rear
☐ Indicator
☐ Brake Lights
☐ Tail Lights
☐ Tyre

SUMMARY OF ASPECTS TO CHECK
(Complete on diagram)

Fuel, water, oil and battery charge levels are adequate

The windscreen / windows are undamaged (no cracks / chips)

Windscreen wipers are functional

Lights and indicators are functional

Tyres have adequate tread and inflation

The vehicle is suitably equipped (tool kit, first aid kit, fire extinguisher)

Seatbelts are functional, with no frayed edges

Brakes are functional (incl. park brake)

Horn is working

Visibility is good (check mirrors, washers, demisters)

*****NOTE*****
If you suspect any other issues while driving (e.g. brakes or steering) report immediately to Campus Services / Org Unit

STEP 2. FORWARD COMPLETED PAPERWORK TO RELEVANT PERSON				
Any issues identified?	**NO**		>>	Return completed form to (for filing)
	YES		>>	Attach "Do not operate" tag to keys and report issue(s) to (who will complete Step 3.)

STEP 3. IF ANY ISSUES ARE IDENTIFIED, INVESTIGATE and RESOLVE					
Date received:	/ / 20			**Responded to by:**	
Faults fixed?	Yes		No >>	**Reason:**	

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APPENDIX 2 - Example Journey Plan and Safe Journey Assessment ('Risk Assessment')

- A written risk assessment (journey plan) is required for ***remote and high risk travel.***

Driver:		
Passenger/s:		**Distance**
Travel route:		
Person responsible for monitoring travel & contact details		

Checklist	**Y/N**	**Notes:**
Have you planned the route you will be taking on the journey?		
Do you have a map that does not rely on phone signal to work?		
Is the schedule realistic within the acceptable travel time/ maximum work hours?		
Will you be driving at dawn or dusk?		
Will you be driving between 1 am and 6 am?		
Is it likely there will be animals on the road?		
Have you checked if local road conditions or weather hazardous (refer to main roads and BOM)?		
Is it safe to travel / are extra precautions required?		

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Checklist	Y/N	Notes:
Do you have communications that will work during the entire journey?		
Are the communications charged and can you recharge on the way (note a phone searching for signal will go flat quickly if range is poor). Do all passengers know how to use and troubleshoot the communication system/s (i.e. Satellite phone)?		
Is the vehicle suitable for the travel and terrain you will be undertaking?		
Is the vehicle in good working order?		
Are the spare tyre and jack working and can at least one passenger / driver change a tyre on this vehicle?		
Do you have enough fuel to easily complete the journey noting tank range, service station locations and opening hours on the way?		
Are emergency procedures known?		
If undertaking remote travel have you checked the emergency kit?		
Can you eliminate or reduce the need to travel by using teleconferencing, phone meeting or a different schedule?		

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Hazards identified	Y/N	Safety plan to manage this hazard:
Long distances		
Road trains		
Remote travel		
Working without other staff		
Fuel shortage		
Animals on road		
Poor road conditions		
Poor weather conditions		
Dusk / dawn		
Night		
Inexperienced country driver (<2 years)		
Unfamiliar with route		
Stressful task		
Security issues		
Dogs		

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Hazards identified	Y/N	Safety plan to manage this hazard:
Other		

Travel dates		**Signed:** **Date:**

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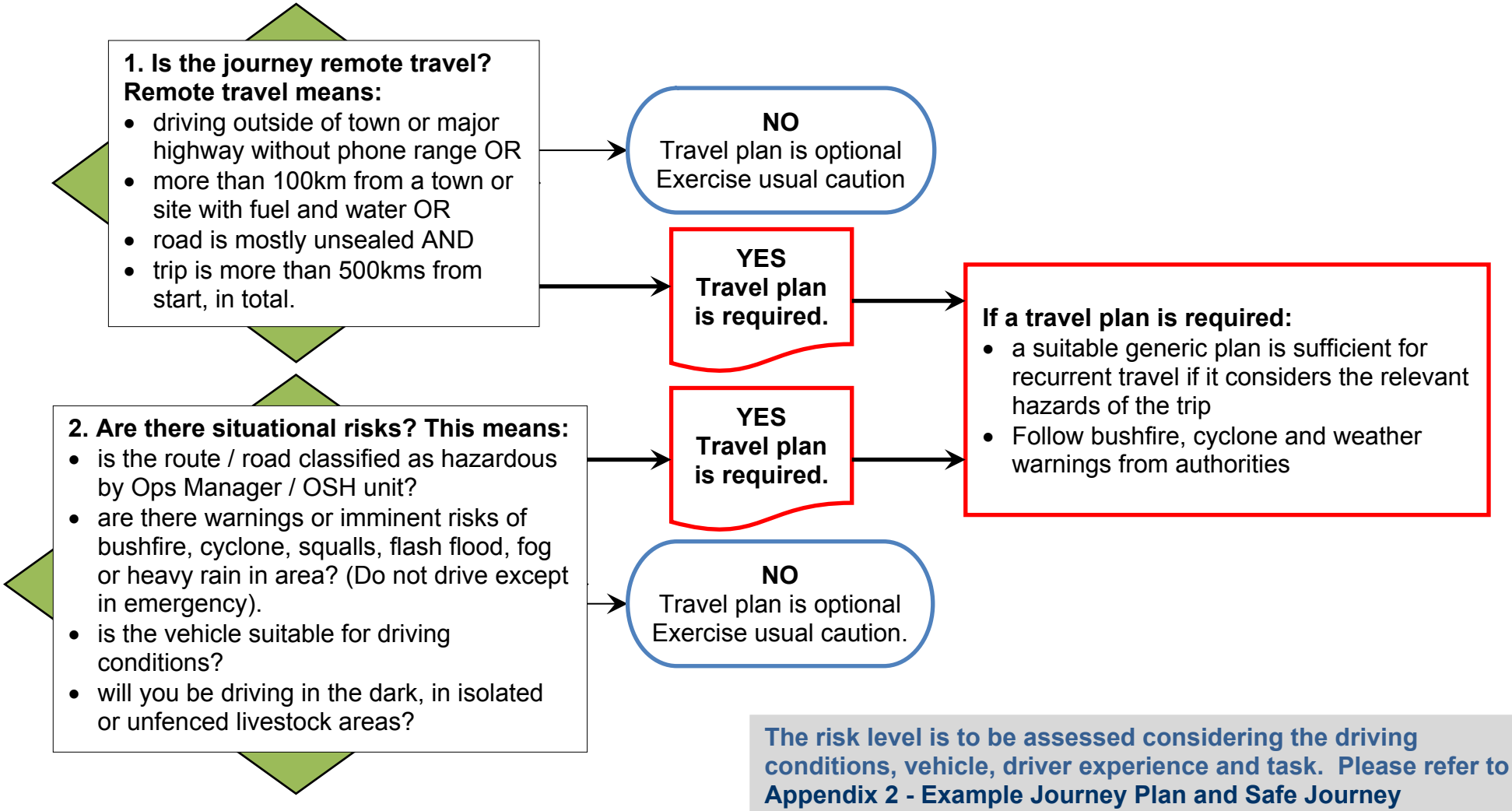
APPENDIX 3 – Journey Flowchart



The risk level is to be assessed considering the driving conditions, vehicle, driver experience and task. Please refer to Appendix 2 - Example Journey Plan and Safe Journey Assessment ('Risk Assessment')

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APPENDIX 4 - Example Emergency Procedures

In the event of a breakdown: • pull well over to the side of the road on firm flat ground where possible • engage hazard lights to inform other road users • check-in with designated contact person • remain with the vehicle until assistance arrives.
In the event of an accident not involving injury: • report/Log incident details • check-in with designated contact person advising of location and issue • inspect vehicle to assess damage and continue journey if safe to do so
In the event of an accident not involving injury but rendering vehicle un-driveable: • engage hazard lights • check-in with designated contact person, who will advise of action required, including anticipated arrival time of assistance
In the event of an accident involving injury: • provide emergency first aid if safe to do so / qualified to do so. • contact emergency services advising location, service required, and details as requested • check-in with designated contact person.
In the event of unpredicted dangerous weather or environmental conditions: • assess whether journey should be terminated and service provision rescheduled • 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 • if safe, continue the journey with increased caution in accordance with the road conditions • ensure appropriate distance between the you and the vehicle in front • engage lights on low beam if appropriate for greater visibility to other road users • if visibility impaired e.g.: by rain/dust, safely pull well over to the side of the road until visibility improves.

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If low level flooding evident:
- exercise extreme care when driving through water
- once through water, apply brakes while moving to dry discs/pads
- if increased (and unpredictable) risk identified, pull over to a higher parkway, hazard lights on
- check-in with contact person advising of exact location and if planning alternate route to mitigate increased risk.

If torrential rain or cyclone approaching:
- **do not depart for journey in remote areas if forecast predicts cyclone 2 or higher within 48 hours**
- 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.
- do not engage cruise control on windy, wet or slippery roads
- assess if safe to pull off road until rain has eased
- remain vigilant for risk associated with debris, swollen waterways and creeks
- engage lights on low beam.

In the event of bushfire:
- 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
- always carry maps of the area you are entering and know the exit routes
- do not travel where bushfires are burning or there is a risk a fire front will threaten the area
- follow instructions from Emergency Personnel (DFES, Police etc)
- check-in with contact person advising of amendment to journey schedule.

Smoke

If there is a lot of smoke:
- slow down and be aware that there could be people, vehicles and livestock on the road
- turn car headlights and hazard lights on
- close windows and outside vents

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In the event of bushfire (cont.):

If you cannot see clearly:

- pull over to the side of the road
- stop your vehicle
- keep your headlights and hazard lights on
- wait until the smoke clears

Positioning your car if you are trapped by a fire:

- find a clearing away from dense bush
- where possible park behind a natural barrier such as a rocky outcrop inside your car
- find a suitable place to park away from vegetation if possible and prepare to shelter in your car from the bushfire's radiant heat.
- 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
- turn headlights and hazard warning lights on to make the car as visible as possible
- park in an area of low or no vegetation with the vehicle orientated towards the oncoming fire front
- turn the engine off
- close the doors and windows
- shut all the air vents and turn the air conditioning on to 'full' and 'recirculate'
- drink water to minimise the risks of dehydration
- lie on the floor and cover your body with any available woollen or cotton blankets or cloth
- do not get out or open windows until the fire front has passed
- for emergency assistance, call triple zero (000)

What if I encounter a bushfire while on foot?

- do not panic
- move to clear or already burnt ground
- don't try to run uphill
- stay low and seek shelter behind a log, rocky outcrop or embankment to protect yourself from radiant heat
- if your clothes catch fire, don't run. Stop, drop, cover your face and roll over and over to extinguish the flames

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Stock/wildlife on road:

- do not swerve to avoid an animal on the road
- break gently and slow down, sound horn
- exercise caution and slow down when driving at dawn and dusk
- avoid driving at dawn and dusk in high wildlife risk areas.

When departing to remote or isolated areas:

- avoid driving at dawn and dusk in high wildlife risk areas
- travel schedule, route, checklists, communication (SPOT GPS)
- confirm fixed check-in times with contact person
- commence journey well-rested
- factor rest breaks every 2 hours
- if you should become lost or disorientated STAY WITH THE VEHICLE at all times
- check-in with contact person and contact emergency services

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APPENDIX 5 - Emergency Kit Checklist – Example Only – Modify to Local Conditions

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

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