



WACHS Goldfields - Safe Driving Procedure

1. Guiding Principles

In October 2010, the WA Country Health Service (WACHS) distributed the [WACHS Safe Driving Policy](#) and associated documents including [WACHS Safe Driving Guideline](#) and [WACHS Safe Driving Procedure](#).

Also included was the WACHS Safe Driving Procedure Addendum B: Personal Safe Travel Plan, however the WACHS Goldfields Population Health team require a travel plan that is suitable for remote and isolated work, long journeys, high safety risk journeys as well as safe management of more routine staff travel. Therefore the WACHS Goldfields Personal Safe Travel Plan has been developed for use by WACHS Goldfields staff (see [Appendix 1](#)).

2. Procedure

The Safe Driving Procedure Addendum G: Personal Safe Travel Plan – Goldfields is to be used by all WACHS-Goldfields staff when undertaking travel for government purpose in any of the following circumstances:

- For a journey of greater than 100km from the place of work
- For any journey where a journey risk assessment shows high safety risk
- For any travel involving remote or isolated work or
- For any other work related travel as deemed necessary by your line manager.

To determine the safety risk involved in a journey, the staff member is to use the [WACHS Safe Driving Procedure Addendum D: Journey Risk Assessment](#). Addendum D: Journey Risk Assessments has been completed for the main outreach sites visited by WACHS-Goldfields staff (See Section 7 – Related Forms).

This Goldfields specific Personal Safe Travel Plan is the form to be used to allow monitoring of staff safety during WACHS-Goldfields travel. It supersedes any currently used forms or procedures. This procedure refers specifically to the completion and approval of the Goldfields specific Personal Safe Travel Plan.

Please note: This form and procedure is **not** to be used when performing **home visits**. The [WACHS Working Alone – Home Visiting Risk Alert Form](#), [WACHS Working Alone – Staff Movement Sheet](#) and associated [WACHS Working in Isolation - Minimum Safety and Security Standards for All Staff Policy](#) are to be used in this instance.

3. Definitions

| | |
|------------------------|--|
| PSTP | Personal Safe Travel Plan – Goldfields (Appendix 1) |
| Employee | The employee who is completing the PSTP and submitting for approval. Employees undertaking travel alone are automatically considered the Journey Coordinator. |
| Manager | The direct line manager of the Journey Coordinator, or a nominated senior staff member when the line manager is not available due to leave or work location. This person is to assume the role of the manager. |
| Call-In Monitor | When the manager is unavailable to monitor the outreach travel/journey, a Call-In Monitor can be nominated. This could be another senior staff member or a clerk as required. |
| Vehicle | Refers to the use of a government motor vehicle, not a private vehicle. |

4. Roles and Responsibilities

4.1 Employee responsibility

- Employees are to actively plan their outreach schedules, as per their operational requirements.
- Employees are to attempt to coordinate travel with other staff members to increase the number of staff travelling in a vehicle, thereby increasing staff safety and efficient use of government resources.
- Employees are to have at hand, their emergency contact person’s name and number. This is to be provided to the Journey Coordinator as required by the responsibilities to follow.

4.2 Journey Coordinator responsibility

- As a minimum, the Journey Coordinator is to begin completing the appropriate PSTP at least 24 hours prior to departure. This is to allow for all information to be collated and for the approval process to be completed by their line manager/nominated staff member.
- The Journey Coordinator is to contact all employees joining them for the proposed travel and request their mobile number (work/private) and their emergency contact person’s name and contact number.
- The Journey Coordinator is then to obtain a work mobile number from the available pool of phones. Staff members with individually allocated work mobiles can use those phones as the contact number.
- Print off the PSTP and complete all sections in Part A: Safe Travel Plan.
- When entering the Travel Schedule details, please enter all legs of the journey. This includes separate line items for travel to and from the destination.
- When completing Part B: Travel Call-In Plan, you need to further elaborate on the individual legs of the journey and the proposed call-in time/frequency.
- For single day travel, you may enter the following in the Call-In Frequency column: Arrival, Departure, Return, or other similar comments.

- For travel over multiple days, you may wish to enter daily, twice daily or a combination of the last two points.
- Once all sections have been completed, please sign the PSTP on page 2 and forward to your manager/nominated staff member for approval.
- Prior to the commencement of the travel, the Journey Coordinator is responsible for distributing copies of the approved PSTP to the other passengers/travel party.
- To ensure that they have directions to their destination, and/or have a map.
- During the outreach journey, the Journey Coordinator is responsible for adhering to the call-in plan and undertaking/delegating the required phone calls to the manager. If the manager does not answer, please leave a voicemail message stating all required information. The manager is responsible for checking messages and is only to call back if requested to do so.
- The Journey Coordinator is also responsible for reporting any expected deviations from the call-in plan and be able to provide justification for any changes.

4.3 Manager responsibility

- The manager is to review the document upon receipt from the Journey Coordinator and ensure that all sections have been completed correctly.
- The manager is to ensure that the Journey Coordinator has directions to their destination and/or has a map.
- Any forms that are not completed correctly are to be returned to the Journey Coordinator for revision.
- Once all details are deemed correct and approval for travel has been confirmed, please sign and date the PSTP on page 2. A copy of the approved and signed PSTP is then to be provided to the Journey Coordinator.
- If the manager is not available at the time of the approved travel, a Call-In Monitor is to be allocated to monitor the outreach journey (see 4.4 below).
- During the course of the staff travel, the manager is to monitor their mobile contact number and ensure their availability. This includes checking messages from any missed calls.
- When a scheduled call-in is performed, the time of the call-in is to be documented on page 2 of the PSTP, and any important details noted. This could be a reason for any delay, or any required changes to subsequent sections of the PSTP.
- When the final call-in has been completed, the manager is responsible for documenting the time of the call, and forwarding the completed PSTP to the appropriate clerical staff member for filing.
- If a call-in has not been received within 45 minutes of the Scheduled Call-In Time, the manager is to complete the following steps until contact is made:
 1. Call the Journey Coordinator's mobile contact number.
 2. Call the Passenger/Travel party mobile contact numbers.
 3. Call the contact at the last Location where call-in was successfully undertaken.
 4. Call the contact at the location where the overdue call-in was scheduled.
- If contact has still not been made successfully, and the location of the travelling party is not known, the manager is to contact the Police. This is to include contacting the local police station at the outward and inward destination points. In some cases, police stations in between journey end points can be contacted.

- The manager is then required to stay on high alert and be contactable via their contact mobile number. They are also to undertake any actions/duties required under the direction of the police and/or other emergency services.
- The manager is also to contact the emergency contact person of the Journey Coordinator and travelling party and inform them of the current situation. Any further updates from the emergency services are also to be relayed as soon as possible, to the travelling parties emergency contact person.

4.4 Call-In Monitor:

In the event that a Call-In Monitor is nominated in the absence of the Journey Coordinator's manager, they are to assume the role as the key contact as per the following dot points. Please note, this does not include approval of the proposed travel.

- During the course of the staff travel, the Call-In Monitor is to monitor their mobile contact number and ensure their availability. This includes checking messages from any missed calls.
- When a scheduled call-in is performed the time of the call-in is to be documented on page 2 of the PSTP, and any important details noted. This could be a reason for any delay, or any required changes to subsequent sections of the PSTP.
- When the final call-in has been completed, the Call-In Monitor is responsible for documenting the time of the call, and forwarding the completed PSTP to the appropriate clerical staff member for filing.
- If a call-in has not been received within 45 minutes of the Scheduled Call-In Time, the Call-In Monitor is to complete the following steps until contact is made:
 1. Call the Journey Coordinator's mobile contact number.
 2. Call the Passenger/Travel party mobile contact numbers.
 3. Call the contact at the last Location where call-in was successfully undertaken.
 4. Call the contact at the location where the overdue call-in was scheduled.
- If contact has still not been made successfully, and the location of the travelling party is not known, the Call-In Monitor is to contact the Police. This is to include contacting the local police station at the outward and inward destination points. In some cases police stations in between journey end points can be contacted.
- The Call-In Monitor is then required to stay on high alert and be contactable via their contact mobile number. They are to also undertake any actions/duties required under the direction of the police and/or other emergency services.
- The Call-In Monitor is also to contact the emergency contact person of the Journey Coordinator and travelling party and inform them of the current situation. Any further updates from the emergency services are also to be relayed as soon as possible, to the travelling parties emergency contact person.

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 [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (WA) [HSA] 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. Evaluation

All completed PSTPs are to be forwarded to the appropriate clerical staff for filing. This ensures a complete chronological record of all journeys completed by WACHS Goldfields staff members.

The correct completion and performance of scheduled call-ins is to be assessed by an annual audit process, consisting of a random audit of ten completed PSTPs from each WACHS-Goldfields main centres.

Following the audit, any deviations from the required procedure are to be communicated back to the team as a whole, and to the specific Journey Coordinator or Manager involved in the specific cases.

7. Standards

[National Safety and Quality Healthcare Standards](#) (First edition 2012): 1.3.1, 1.3.2, 1.3.3,

[National Safety and Quality Healthcare Standards](#) (Second edition 2017): 1.7, 1.8a, 1.8b, 1.8c, 1.9a, 1.10a, 1.11a, 1.25a, 1.29, 1.30a,

[EQulPNational Standards](#): 15.12.1, 15.13.1

8. References

[Addendum D: Journey Risk Assessments – Goldfields sites](#)

9. Related Forms

WACHS [Working Alone – Home Visiting Risk Alert Form](#)

WACHS [Working Alone – Staff Movement Sheet](#)

WACHS [Safe Driving Procedure Addendum D - Journey Risk Assessment](#)

[WACHS Safe Driving Procedure Addendum B - Personal Safe Travel Plan - Form](#) (for information only)

10. Related Policy Documents

WACHS [Safe Driving Policy](#)

WACHS [Safe Driving Guideline](#)

WACHS [Safe Driving Procedure](#)

WACHS [Working in Isolation - Minimum Safety and Security Standards for All Staff Policy](#)

11. Related WA Health System Policies

MP 0052/17 [Motor Vehicle Fleet](#)

12. Policy Framework

[Employment Policy Framework](#)

13. APPENDIX

[Appendix 1 - Personal Safe Travel Plan – Goldfields.](#)

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

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|---------------------|--|------------------------|------------------|
| Contact: | Director Population Health Goldfields (A. Michalanney) | | |
| Directorate: | Operations | TRIM Record # | ED-CO-13-12688 |
| Version: | 3.00 | Date Published: | 20 February 2018 |

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Appendix 1 - Addendum G: Personal Safe Travel Plan

Part A: Safe Travel Plan

- To be completed by the Journey Coordinator
- For any travel more than 50km from place of work, travel with a high safety risk, and remote/isolated travel, or for any travel as directed by the manager.
- This PSTP must be read in conjunction with the relevant Journey Risk Assessment.

Instructions:

| Name | Designation | Health Unit | Location | Work Mobile Number | Manager's Name and Phone Number |
|------|-------------|-------------|----------|--------------------|---------------------------------|
| | | | | | |

Travel Schedule

| Day | Date | Location Departing From | Departure Time (ETD) | Going to | Estimated Arrival Time (ETA) | Estimated Travel Distance | Estimated Travel Time (Hours) | Staying Overnight Yes /No | Accommodation Contact Detail |
|-----|------|-------------------------|----------------------|----------|------------------------------|---------------------------|-------------------------------|---------------------------|------------------------------|
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Vehicle Details

| Make | Model | Registration Number |
|------|-------|---------------------|
| | | |

Passengers / Travel Party Details:

| Name | Mobile Contact Number | Emergency Contact - Name /Phone Number |
|------|-----------------------|--|
| | | |
| | | |
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| | | |

Part B: Travel Call-In Plan

| Call-in Frequency | Scheduled Call in Time | Location when Call-In Performed | Name of Contact at Destination - Address and Phone Number | Actual Call in Time | Details if Required |
|-------------------|------------------------|---------------------------------|---|---------------------|---------------------|
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Travel Monitoring Centre is to allow 45 minutes either side of the scheduled call in time before raising an alarm for help. This form and procedure is **not** to be used when performing **home visits**. The [WACHS Working Alone – Home Visiting Risk Alert Form](#), [WACHS Working Alone – Staff Movement Sheet](#) and associated [WACHS Working in Isolation - Minimum Safety and Security Standards for All Staff Policy](#) are to be used in this instance.

I have read, understood and agree to comply with the above documents.

Staff Member Signature:..... **Date:**.....

Manager Signature:..... **Date:**.....