

# Safe Driving

## Guidelines for Western Australian Government Agencies

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**TOWARDS ZERO**

**SPEED AND RED LIGHT  
CAMERA FUNDED PROJECT**

[www.ors.wa.gov.au](http://www.ors.wa.gov.au)

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# 1. Safe Driving Guidelines

## 1.1 Introduction

The Western Australian Government is committed to providing a healthy and safe work environment for its employees.

Departments, agencies, and statutory authorities (government agencies<sup>1</sup>) are responsible for ensuring workplace safety. Vehicles<sup>2</sup> used for government work are a workplace<sup>3</sup> and therefore should be as safe as is reasonable and practicable.<sup>4</sup>

The government's road safety strategy *Towards Zero 2008-2020* (Towards Zero) has a long term vision of a road transport system where crashes resulting in death or serious injury are virtually eliminated.<sup>5</sup> Towards Zero is based on the 'Safe System' that promotes safe road users travelling in safe vehicles, at safe speeds, along safe roads and roadsides. A description of the Safe System can be found at Appendix 1.

The Safe System views the road transport system holistically by seeking to manage the interaction between road users, roads and roadsides, travel speeds and vehicles. The Safe System recognises it is probably not possible to prevent all crashes but aims to prevent those crashes resulting in death and serious injury. While efforts will continue to prevent crashes, when they do occur, there are three factors directly influencing the severity of the outcome: the protection provided by the vehicle, the speed at which it hits/stops, and the nature of the object it hits. Through the Safe System we aim to manage these factors to keep crash energies below human tolerances to crash forces.<sup>6</sup>

The Safe Driving Guidelines (Guidelines) is an important component of the Towards Zero strategy. Government agencies are requested to adopt the Towards Zero strategy and develop their own safe driving policy or embed its principles within an appropriate existing policy.

The Guidelines are intended to be consistent with the administrative management policy objectives and the provisions outlined in the *Public Sector Management Act 1994* and are not intended to replace or replicate the policy objectives required by the *Occupational Safety and Health Act 1984*.<sup>7</sup>

The Guidelines are not a legal document, they are a tool to highlight the importance of taking care when driving a vehicle in the course of employment. However the Guidelines do not detract in any manner from the need for persons to in any event adhere to existing laws.

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<sup>1</sup> Agency means – a department or a SES organisation. *Public Sector Management Act 1994*. p.2.

<sup>2</sup> 'Vehicle' in this document is as defined in the *Road traffic Act 1974* section 5, and includes: 'a) every conveyance, not being a train, vessel or aircraft and every object capable of being propelled or drawn on wheels or tracks, by any means; and b) where the context permits, an animal being driven or ridden' but limited to vehicles used as transport on a road and related areas.

<sup>3</sup> Under the *Occupational Safety and Health Act 1984*, a workplace is defined as "a place, whether or not in an aircraft, ship, vehicle, building, or other structure, where employees or self-employed persons work or are likely to be in the course of their work".

<sup>4</sup> Department of Finance *WA Government Fleet Policy and Guidelines* (August 2008). p.11.

<sup>5</sup> Road Safety Council (2008). *Towards Zero – Recommended Strategy*. Road Safety Council. Office of Road Safety. Western Australian Government. p. 9.

<sup>6</sup> Road Safety Council (2008). *Towards Zero – Recommended Strategy*. Road Safety Council. Office of Road Safety. Western Australian Government. p. 19.

<sup>7</sup> [Section 5] The objects of the *Occupational Safety and Health Act 1984* are:

- a) to promote and secure the safety and health of persons at work;
- b) to protect persons at work against hazards;
- c) to assist in securing safe and hygienic work environments;
- d) to reduce, eliminate and control hazards to which persons are exposed to at work;
- e) to foster cooperation and consultation between and to provide for the participation of employers and employees and associations representing employers and employees in the formulation and implementation of safety and health standards to current levels of technical knowledge and development;
- f) to provide for formulation of policies and for the coordination of the administration of laws relating to occupational safety and health; and
- g) to promote education and community awareness on matters relating to occupational safety and health.

The Guidelines establish the principles and provide advice for government agencies to guide people within their employment to:

- ensure selection of safe vehicles (whether through fleet purchase or car hire);
- create a culture of road safety awareness; and
- promote safe driving practices (including the wearing of appropriate restraints and use of protective equipment).

The principles provide the necessary information and guidance government agencies may need as they develop their own safe driving policy or guidelines to meet the specific needs of their workplaces. In addition, the principles are designed to provide a common understanding of vehicle safety in the workplace enabling coordinated implementation across government agencies.

The Road Safety Council and the Office of Road Safety encourage all government agencies to work towards reducing death and serious injuries on our roads.

### **Towards Zero Strategy**

A copy of the *Towards Zero Strategy* can be obtained from the Office of Road Safety or can be viewed online at <<http://www.ors.wa.gov.au/Towards-Zero>>.

## **1.2 Rationale**

In Western Australia, a large proportion of travel on our roads is made up of vehicles driven for work purposes. The human and economic costs of crashes involving work vehicles are significant. A total of 123 work related fatalities occurred over the period from 1 July 2001 to 30 June 2006 of which 38 per cent (47) were the result of vehicle crashes. This represents an average of more than nine work-related vehicle fatalities in each year.<sup>8</sup>

In addition, during 2009-10 an average of 115 days were lost through injury/disease (where one or more days/shifts is lost from work) in Western Australia as a result of 'road transport' and 'vehicle incident' injuries. This averages 60 per cent more lost time per incident compared to the average time lost on all types of incidents. The average cost per road transport and vehicle incident injury was 44 per cent higher than the average injury cost of all incidents.<sup>9</sup>

Twenty-two per cent of all vehicles in Western Australia are involved in a crash each year.<sup>10</sup> Unfortunately, the injuries associated with work-related road crashes are twice as likely to cause disability and fatality compared to other occupational accidents.<sup>11</sup> Across Australia work-related road crashes cost the Australian community approximately \$1.5 billion annually.<sup>12</sup>

In 2011, 51 per cent of all new light vehicles purchased in Australia and 55 per cent of those sold in Western Australia were fleet and workplace vehicles.<sup>13</sup> When safer fleet cars are sold to the public as used cars, the overall level of vehicle safety on the road is improved throughout the wider community.

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<sup>8</sup> Statistics supplied by WorkSafe and WorkCover WA are based on workers' compensation claim data. The actual number of fatalities is likely to be higher, as most are not reported to WorkSafe and are recorded under motor vehicle statistics. WorkSafe and WorkCover WA statistics are attributed. WorkCover WA and are not affiliated with any other statistics found in this document.

<sup>9</sup> Information supplied by Worksafe private communication August 2012.

<sup>10</sup> Customised VFACTS (2007) supplied by the Federal Chamber of Automotive Industries.

<sup>11</sup> Wheatley, K. (1997). *An overview of issues in work-related driving. In Staysafe 36. Drivers as workers, vehicles as workplaces: Issues in fleet management.* (Report No. 9/51). Ninth report of the Joint Standing Committee on Road Safety of the 51<sup>st</sup> Parliament. Sydney: Parliament of New South Wales.

<sup>12</sup> Davey, J. & Banks, T. (2005). *Estimating the cost of work motor vehicle incidents in Australia.* Paper presented at the 2005 Australasian Road Safety Research, Policing and Education Conference, Wellington, New Zealand, November 2005. Estimating the true costs of road crashes is difficult due to the fragmented way data is captured across all States and through different organisations.

<sup>13</sup> VFACTS data sourced from Royal Automobile Club WA (Inc).

Employers and employees need to work together to create a culture that values road safety and infuse road safety awareness into business processes.

These guidelines demonstrate leadership in developing safe driving and fleet safety policy including purchasing vehicles that will contribute to saving lives and reducing serious injuries. One of the aims of these guidelines is to promote the uptake of proven crash and injury-preventing vehicle safety technologies that will encourage vehicle manufacturers to fit such features as standard (this is the trend in Europe). An additional benefit to our community is that as State Government vehicles are sold through the used car market it will develop a safer Western Australian vehicle fleet.

### 1.3 Application

These guidelines were developed to support WA government agencies and can be used or customised as required to implement a safe driving policy in each agency.

Adopting and implementing an agency Safe Driving Policy will contribute to:

- Government agencies meeting their obligations to preserve the health and safety of employees under the *Occupational Safety and Health Act 1984*;
- improving use of government fleet vehicles (refer to the latest edition of WA Government Fleet Policy and Guidelines)  
<[http://www.finance.wa.gov.au/cms/uploadedFiles/Government\\_Procurement/Policies/wa\\_government\\_fleet\\_policy\\_guidelines.pdf?n=6164](http://www.finance.wa.gov.au/cms/uploadedFiles/Government_Procurement/Policies/wa_government_fleet_policy_guidelines.pdf?n=6164)>;
- providing improved public service; and
- raising awareness that the public sector has a responsibility as a good corporate citizen for contributing to improved safety in the community.

### 1.4 Objectives - specific

The framework outlined in the guidelines aims to support agencies implement specific measures:

- incorporating vehicle safety features into government fleet vehicle purchasing requirements
- minimising the risk and exposure of employees to workplace injuries and harm
- reducing the number of crashes and severity of vehicle related injuries
- reducing workplace direct and indirect vehicle crash related costs
- minimising the financial and social cost to the community.

### 1.5 Objectives - general

The framework aims to ensure that the Western Australian Government is a community leader in purchasing and promoting safer vehicles with safety features. The development and implementation of the framework will:

- promote the benefits of safe vehicles to all Western Australians
- contribute to improved safety outcomes and culture in the workplace
- influence vehicle manufacturers to raise the safety standard of their vehicles to meet the consumer demand
- demonstrate to the community at large the benefits of a safe driving policy
- assist the agency to meet its Occupational Safety and Health (OSH) obligations when using vehicles in the workplace.

## 1.6 Non-compliance with objectives

Consistent with the applicable legislation, agencies developing their own safe driving policy should consider and articulate potential consequences where an employee does not comply with the policy. Depending on the content of the individual agency's policy and the severity of the breach, an employee's conduct may result in discipline.

## 1.7 Applicable Legislation

This guideline should be read in conjunction with the following legislation:

- *Public Sector Management Act 1994*
- *Occupational Safety and Health Act 1984*
- *Road Traffic Act 1974.*

## 2. Vehicle Safety Specifications

### 2.1 Introduction

In this section the safety choices that can be made in purchasing government vehicles are outlined.

Consideration of additional safety features will potentially increase the costs of vehicles. However this cost needs to take into consideration the wider costs and benefits across the agency. In Towards Zero, it is explained that the State's road safety strategy, safe vehicle initiatives have the potential to save 2,900 people from being killed or seriously injured over the life of the strategy. Government agencies can participate in helping meet this target by selecting vehicles with key safety features.

Chief Executive Officers (CEOs) may determine that certain additional safety features should be specified (whether standard or as added extras), to enhance the safety of vehicle occupants.

Government agencies may have adapted their own policy around fleet purchase. The overarching reference document is: The Western Australian Government Fleet Policy and Guidelines (refer to the latest edition at <<http://www.finance.wa.gov.au/cms/content.aspx?id=2666>>).

There are sections within this document outlining key safety information.

#### **Policy Issues**

Government agencies acquiring a passenger or light commercial vehicle must choose a vehicle from the State Fleet Vehicle Selection Matrix. The Matrix contains passenger vehicles with a 5 star ANCAP (Australasian New Car Assessment Program) rating.

From 1 October 2011 State Fleet required all agencies to purchase passenger vehicles that were ANCAP 5 star safety rated.

From 1 January 2014, State Fleet SUV and Light Commercial acquisitions will be restricted to only 5-star vehicles, where available and 'fit for purpose'.

Exemption from purchasing 5-star vehicles requires a business case to be submitted to State Fleet endorsed by the agency CEO outlining the use of the vehicle and the reasons why other 5-star vehicles are not appropriate.

Where a 5-star vehicle is not available, it is strongly advised that consideration be given to including vehicle safety features, such as Electronic Stability Control (ESC), and side curtain airbags. ESC has potential to save lives by reducing the number and severity of single motor vehicle crashes.

Agencies in regional and remote regions are strongly encouraged to promote the uptake of ESC for passenger vehicles, four wheel drive and heavy vehicles.

ESC was made compulsory in all new model passenger vehicles from 1 November 2011 and all models from 1 November 2013. It is likely to be compulsory in all light commercial vehicles up to 3.5 tonnes GVM # by 2016.

# GVM Gross vehicle mass is the maximum laden mass of a motor vehicle as specified by the manufacturer.

## 2.2 Vehicle selection factors and safety

Operational vehicles must be fit-for-purpose. In other words, they must be able to do the job required of them. However, agencies should give careful consideration to the balance of safety, operational, environmental and financial requirements when selecting a vehicle.

These guidelines support current government vehicle policy requiring the purchase of 5-star ANCAP rated vehicles, as the minimum level of protection (information on ANCAP safety ratings can be obtained from <http://www.ancap.com.au/home>).

### 2.2.1 Vehicle safety features

When determining safety features, those listed in Appendix 2 should be considered.

### 2.2.2 Additional equipment

The following vehicle safety features or equipment are to be considered only if required for operational purposes:

- airbag compatible bull bar or roo bar
- towbar rated for the intended purpose
- additional spare tyre/s
- long-range fuel tank
- winch (airbag compatible) and vehicle recovery equipment
- cruise control
- current first aid kit
- fire extinguisher (see Appendix 2)
- communication equipment.

#### **Note**

Before purchasing and installing additional or optional equipment to Government vehicles agencies should check with Department of Transport, Driver and Vehicle Services, Safety and Standards section that it does not affect the manufacturers designed operation, change the intended purpose of the vehicle, increase the potential for injury to pedestrians or vehicle occupants or compromise compliance with applicable Australian Design Rules (ADR's) and licensing requirements.<sup>14</sup> Such equipment must be fitted to vehicles in accordance with the relevant standards and in a manner minimising vehicle damage.

For example, the fitting of additional window tinting is not recommended as this reduces the driver's visibility and if the manufacturer has fitted tinted windows can result in the vehicle not conforming to Western Australian Vehicle Standards regulations.

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<sup>14</sup> <http://www.transport.wa.gov.au/licensing/20403.asp>.



## 3. Manager and Employee Responsibilities

### 3.1 Introduction

The Road Safety Council and the Office of Road Safety promotes the following road safety strategy:

***Safe road use by employees in safe work vehicles, travelling at safe speeds on safe roads***

The *Occupational Safety and Health Act 1984* requires that employers must as far as practicable ensure their employees<sup>15,16</sup> and others who are at the workplace are not exposed to hazards in the working environment (section 19).<sup>17</sup> In the case of government agencies, the Chief Executive Officer<sup>18</sup> (CEO) has the ultimate responsibility, as an employer, to ensure the safety and health of staff and others at the workplace. In practice, the day to day responsibility for occupational health and safety matters lies with managers or the person in control of a workplace.

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<sup>15</sup> Employee means a person employed in the Public Sector by or under an employing authority. *Public Sector Management Act 1994*. p. 3.

<sup>16</sup> Duties of employees are listed under section 20 of the OSH Act:

- (1) An employee shall take reasonable care –
  - a) To ensure his or her own safety and health at work; and
  - b) To avoid adversely affecting the safety or health of any other person through any act or omission at work.
- (2) Without limiting the generality of subsection (1), an employee contravenes that subsection if the employee –
  - a) Fails to comply, so far as the employee is reasonably able, with instructions given by the employee's employer for the safety or health of the employee or for the safety and health of other persons; or
  - b) Fails to use such protective clothing and equipment as is provided, or provided for, by his or her employer as mentioned in section 19(1)(d) in a manner in which he or she has been properly instructed to use it; or
  - c) Misuses or damages any equipment provided in the interest of safety or health; or
  - d) Fails to report forthwith to the employee's employer –
    - (i) Any situation at the workplace that the employee has reason to believe could constitute a hazard to any person that the employee cannot correct; or
    - (ii) Any injury or harm to health of which he or she is aware that arises in the course of, or in connection with, his or her work.
- (3) An employee shall cooperate with the employee's employer in the carrying out by the employer of the obligations imposed on the employer under this Act.

<sup>17</sup> The OSH Act lists duties of employers at Section 19:

- (1) An employer shall, so far as practicable, provide and maintain a working environment in which the employees of the employer are not exposed to hazards and in particular, but without limiting the generality of foregoing, and employer shall -
  - a) provide and maintain workplaces, plant and systems of work such that, so far as practicable, the employees are not exposed to hazards; and
  - b) provide such information, instruction and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards; and
  - c) consult and cooperate with safety and health representative, if any at the workplace, regarding occupational safety and health at the workplace; and
  - d) where it is not practicable to avoid the presence of hazards at the workplace, provide the employees with, or otherwise provide for the employees to have, such adequate personal protective clothing and equipment as is practicable to protect them against those hazards without any costs to employees; and
  - e) make arrangements for ensuring, so far as practicable, that –
    - (i) the use, cleaning, maintenance, transportation and disposal of plant; and
    - (ii) the use, handling, processing, storage, transportation and disposal of substances, at the workplace is carried out in a manner such that the employees are not exposed to hazards.
- (2) In determining the training required to be provided in accordance with subsection (1)(b) regard shall be had to the functions performed by employees and the capacities in which they are employed.

<sup>18</sup> Chief executive officer means – a person holding office under Division 2 of part 3 as the chief executive officer of an agency; or a person deemed to be a chief executive officer under regulations referred to in Section 4. *Public Sector Management Act 1994*. Part 1, section 3, pp. 2, 8, 49 and 50.

**Note:** For simplicity, in this document the term ‘manager’ will be used to refer to the ‘person who in control of a workplace,’ recognising that numerous job roles or titles could be considered as being applicable to carry out these duties.<sup>19</sup>

### **Managers / person in control of a workplace**

Where managers have a delegated responsibility for vehicle and driver safety, they should ensure that policies and procedures are in place to enhance safe vehicle use with safe drivers and safe vehicles. This should be determined through all reasonable endeavours to ensure that employees who use vehicles for work purposes:

- are currently and correctly licensed
- have the necessary skills required to operate the specific vehicle/s they are authorised to drive plus specialised accessories (e.g. winches) that may be fitted. This may require attending approved corporate driver training courses
- receive an appropriate level of first-aid training (when the principle place of work is their vehicle)<sup>20</sup>
- are aware of their responsibility in relation to infringements when driving vehicles on government business (refer ‘Owner onus’ laws below)
- notify the Department of Transport of any medical condition that could affect their driving ability
- are conversant with procedures for reporting crashes.

#### **‘Owner onus’ laws**

Employers (CEOs) should be aware of owner onus laws which impose substantial penalties to companies (including government agencies) if they do not or cannot identify the driver of a vehicle at the time a speed or red light camera infringement occurs. In accordance with the Premier’s Circular of 21 April 2008 government agencies are obliged to maintain records of vehicle usage and to direct infringements to the individual driver responsible for the vehicle at the time the infringement occurred. See <<http://www.transport.wa.gov.au/licensing/566.asp>> for up to date information.

### **Public sector employees working overseas**

For the purpose of public sector employees working overseas, the agencies safe driving policy should specify the obligation to hold the appropriate recognised licence and the requirement to abide by international driving laws.

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<sup>19</sup> *The Code of Practice Occupational Safety and Health in the Western Australian Public Sector 2007* (p. 2) define the person in control of a workplace as:

“This is a person who has any responsibility within a workplace to ensure that the workplace, and all access ways used to enter and exit, do not expose people who use the workplace to hazards. In the public sector, the employer has control over the workplace. In many cases, an employee such as a manager, or a school principal, will exercise control over a workplace, as part of his/her job, on behalf of the employer but the manager’s or principal’s responsibilities are limited to those of an employee. That is, the manager must carry out their functions in a way that does not harm others, and must exercise reasonable care given his/her job function, authority and level of control.”

<sup>20</sup> Regulation 3.12 of the *Western Australian Occupational Safety and Health Regulations 1996* defines the employer’s duties with regard to first aid training.

## 3.2 Adapt business processes

The purpose of these guidelines is to provide a framework to assist government agencies to develop their own Safe Driving Policy and ensure it is closely linked with other agency policies including occupational safety and health policy. These policies may also be used by government agencies to infuse road safety awareness through standard business processes such as:

- Recruitment and selection procedures – identify candidates driving records and level of awareness of safety issues, and those requiring training to improve their knowledge and/or skills;
- Induction programs that contain workplace road safety and safe driving practices; and
- Training and education programs – to use programs to promote a culture of safe driving that align with the Occupational Safety and Health Act requirements for safe workplaces, safe plant and safe systems of work and provides safety information, instruction and supervision to employees.

### **Employees**

All employees who use Government vehicles have a responsibility to drive safely and assist in maintaining the vehicles in a safe condition. Employees should:

- comply with designated practices and instructions regarding vehicle use; and
- report any unsafe vehicle conditions.

## 3.3 Creating a culture of road safety awareness

### **Managers**

Agency management can develop a safe driving culture in their agency by:

- making the agency's Safe Driving Policy and objective statements available to all staff likely to drive agency vehicles when they commence employment with the agency
- arranging regular reviews of crash performance
- arranging random inspections of vehicle condition and maintenance status
- recognising and promoting good driver performance
- encouraging the display of promotional material in canteens, parking areas, staff notice boards and other appropriate areas
- including the agency's Safe Driving Policy information in staff newsletters
- providing access to driver training and education where appropriate
- ensuring safe driving is an Occupational Safety and Health agenda item at staff meetings, forums, and other training sessions, where appropriate.

## **Employees**

All employees should support a safe driving culture by:

- complying with and understanding their agencies safe driving policies and objectives
- bringing to their supervisors attention any concerns in regard to road safety

Unsafe driving practices may result in the right to use a Government vehicle being removed.

## **3.4 Monitoring vehicle crashes**

Agencies should have an efficient system of recording and monitoring fleet use and crash involvement. Agencies should maintain and assess data on fleet performance against safety objectives.

### **Managers**

Managers should ensure that their agency's policies and procedures are correctly implemented.

#### **3.4.1 Establish objectives**

##### **Managers**

Managers should establish objectives and implement strategies to minimise the:

- level and number of vehicle related injuries
- number of crashes
- number of driver at fault crashes
- indirect and direct cost of crashes across the agency.

#### **3.4.2 Review of crashes**

##### **Managers**

Managers should interview drivers under their control who are involved in a crash as soon as possible after the event. They should require a written report describing the incident and identifying its causes that will enable management, the driver and employees to determine and implement appropriate strategies to minimise exposure to and/or mitigate similar risks in the future.

Agencies should consider setting up a Critical Incident procedure based on:

- Handbook 436:2004 Risk Management Guidelines published by Standards Australia
- Handbook 221:2004 Business Continuity Management published by Standards Australia
- Risk Management Guidelines January 2007 published by RiskCover
- Business Continuity Management January 2007 published by RiskCover.

Agencies should also consider including within the role of Safety Review Committees the investigation and analysis of crashes, and the development of corrective actions to reduce incidents.

Employees should also be made aware of the Critical Incident procedure including the option of counselling through the Employee Assistance Program (EAP) if required.<sup>21</sup>

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<sup>21</sup> The Employee Assistance Program (EAP) provides six free counselling sessions every 12 months, depending on the agency, for each employee and their family. All sessions are strictly confidential. Employees can choose from one of four providers.

### 3.4.3 Monitoring and reporting crashes

#### Managers

Managers should monitor the incidence and cost of their department's motor vehicle crashes.<sup>22</sup> Items for monitoring and reporting should include the:

- number and type of vehicle related injuries
- total cost of crashes (including rental of temporary vehicles, time lost, injury treatment, temporary staff)
- total number of vehicle crashes per year
- number of driver at fault crashes per year.

This information will assist in the evaluation and monitoring of the agency's Safe Driving Policy.

Managers have a responsibility under the OSH Act to inform an employer who makes a hazard or injury report of any investigation into and determination on the matter within a reasonable time after receiving the report.

#### Employees

Employees driving Government vehicles involved in a crash must report the incident to the designated fleet representative within 24 hours or by the close of business on the next working day.

It is the driver's responsibility to report any crash, in which the estimated total damage exceeds \$3,000, to the Western Australia Police or the Insurance Commission of Western Australia (ICWA), no later than 24 hours after the crash, as required under the *Road Traffic Act 1974* (Section 55 [1]). For further information go to: <[https://www.crashreport.com/au](https://www.crashreport.com.au)>.

Employees and self-employed persons carrying out work must inform the employer of any hazard that the employer has a duty to remedy and that has not already come to their attention.

### 3.5 Driver's licences

It is a contravention of the *Road Traffic Act 1974* to drive without a driver's license. It is expected that if a person is to drive a vehicle during the normal course of their employment, the government agency (relevant manager) ensures that the selection criteria are met (i.e. has a driver's license). If employees drive during the course of their work (but not as part of their job description) it is expected that they always act in accordance with the law.

#### Managers

Managers should establish procedures to check that employees are correctly licensed. At the very least employers should ask employees whether they possess a current license of the type required. A sample driver's license check can be found at Appendix 3.

#### Employees

Employees must immediately notify their supervisor of any changes to their licence that affect their right to drive a vehicle.

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<sup>22</sup> Information can be sourced from the relevant insurance agency.

### **Mandatory reporting of medical conditions**

Drivers are required by law to notify the Department of Transport of any long-term medical condition they suffer from that may impair their ability to control a motor vehicle safely.

Further information is available at <<http://www.transport.wa.gov.au/licensing/20395.asp>>.

Employees should advise their employers of these conditions (even if they are not required to drive as part of their work responsibilities).

## **3.6 Vehicle maintenance**

### **Managers**

Managers should ensure procedures are in place for the regular maintenance of vehicles. Appendix 4 lists some suggested methods and checklists for regular vehicle maintenance.

Agency management have a responsibility for ensuring agency vehicles are maintained in accordance with maintenance schedules and driver-initiated reports on vehicle safety are acted on.

### **Employees**

Employees are responsible for:

- reporting items that require attention to their supervisor such as worn or damaged tyres and vehicle faults as soon as is practicable
- carrying out a visual check of tyres, safety equipment and warning lights before driving
- keeping the windscreen, windows and headlights clean in the vehicles they drive to ensure safe clear vision.

A designated driver of a vehicle is responsible for checking tyre pressure, oil and coolant levels at regular intervals between scheduled services in accordance with the agencies maintenance policy and making the vehicle available for servicing and maintenance.

## **3.7 Short term hire vehicles**

### **Managers**

Managers should ensure that policies and procedures are in place for the safe use of short term hire vehicles. This should include undertaking all reasonable endeavours to attempt to determine that:

- hire vehicles are of the correct type for the work required
- light vehicles are of the appropriate safety standard (i.e. 5 star ANCAP rating)
- the driver is competent in the operation of the vehicle and specialised accessories fitted.

### **Employees**

Employees required to drive a short term hire vehicle should ensure they are familiar with the vehicle and their agency's guidelines for its use.

Employees shall expect to receive such vehicles in a clean, safe and roadworthy condition. They should perform a brief visual check of the vehicle for any obvious faults prior to embarking on their trip.

Employees shall report any unsafe vehicle conditions to their supervisor and the responsible hiring body. Any faults that affect the safe operation of the vehicle should be corrected or the vehicle replaced.

## 3.8 Use of employee owned vehicles

When undertaking government work, government vehicles should be used **at all times**, unless unavoidable and in which case the manager should be first informed.

Agencies should consider developing policies and procedures for safe systems of work where employee owned vehicles are used for work purposes.

Note: The policies dealing with the use of employee owned vehicles developed by agencies must be consistent with the motor vehicle provisions in the applicable industrial award and or agreement.

### Managers

Managers need to determine through reasonable endeavours that the vehicle is:

- reliable and suitable for the task including the appropriate level of safety (i.e. has the appropriate ANCAP star rating)
- as a minimum, maintained in accordance with manufacturer's recommendations
- adequately insured and licensed and stored in an appropriate location.

### Employees

Employees who are required to use their own vehicle regularly for work purposes must:

- obtain prior written approval from their supervisor for the use of the vehicle
- ensure the vehicle is maintained in accordance with the agencies directions
- ensure the vehicle is licensed and insured in accordance with the agencies directions.

## 3.9 Driving practices and hazards

Managers have a delegated responsibility from their CEO to eliminate or minimise risk to employees and this would extend to taking steps to improve driving practices. This is the case even if another person, such as the Human Resources Coordinator is nominated to manage safe systems at work. Employees also have a responsibility to use safe systems of work.

### Managers

Provision should be made for the evaluation of employees driving when required and for appropriate corrective action to be taken.

Managers must ensure that procedures are in place to allow employees to report hazardous practices and ensure that the issue is resolved.

### Employees

Whilst managers have set responsibilities employees also need to be aware of the driving practices and hazards that exist in their workplace.

Where an issue is identified by employees they can, if they feel it is necessary, involve their Occupational Safety and Health representative as part of the process for working with the employer to resolve the issue.

Workplace driving practices and hazards that require special consideration are described below.

### 3.9.1 Driving alone

#### Managers

Managers as part of their obligations under the *Occupational Safety and Health Regulations 1996* for staff who will be driving alone for long periods must ensure that employees are provided with:

- an appropriate communication system and training that will enable them to call for help in an emergency



- a procedure for making regular contact with the workplace including an estimated sequence of times that the travelling staff member will contact their base so that non-contact will start a search earlier rather than later.

Managers should also ensure that procedures are in place to ensure that:

- the manager is aware of the driver's departure and estimated destination arrival times
- employees have emergency contact information
- employees are aware of the need for, and take, appropriate rest breaks including the provision of overnight stays or modified working schedules to prevent fatigued employees driving back to their home or work base after a period of long working days
- employees are aware of personal security and safety practices, including vehicle locking system, alarm and duress systems, and vehicle storage and security arrangements.

### **Employees**

Employees who are required to drive alone should be aware of their agency's instructions regarding driving alone including the relevant practices and rules concerning the issues listed above and ensure that they are followed.

If they have particular concerns about driving alone they should discuss these with their supervisor.

Before making a trip, employees should check that they are provided with:

- an appropriate communication system that will enable them to call for help in an emergency
- a procedure for making regular contact with their base of operations and training in this.

In addition employees should:

- inform appropriate persons including their supervisor of their departure and estimated destination arrival time
- plan the journey to include and take appropriate rest breaks
- be aware of and can use personal security and safety practices, including vehicle locking system, alarm and duress systems, vehicle storage and security arrangements.

## **3.9.2 Driving in regional and remote areas**

Driving in regional and remote areas can place employees in high-risk situations. If agency staff are required to drive in regional and remote areas, practices and policies should be developed to minimise the risks involved.

### **Managers**

Managers responsible for employees required to drive in regional and remote areas must develop and implement risk mitigation strategies to manage and enhance employee safety and well-being.

### **Employees**

Driving in regional and remote areas can place employees in high-risk situations. Employees should be aware of their agency's risk mitigation strategies adopted for the management and preservation of employee safety and well-being. Under the direction of their supervisor, employees should, as part of the planning for a trip:

- assess the risks and hazards associated with the travelling requirement
- obtain an up to date map and directions
- select the appropriate vehicle type for the journey



- check the road conditions and predicted weather conditions for the duration of their journey
- be aware of the appropriate communication procedures
- check the communication system(s) are in good working order (such as the radio, telephone, personal contact) and are appropriate for the geographical region
- inform the appropriate authorities of remote area travel plans including, persons travelling, destination and estimated time of arrival
- consider the carrying of a Personal Locator Beacon (PLB), where appropriate
- equip the vehicle appropriately to suit the journey (e.g. specific terrain/s)
- check vehicle and equipment maintenance and servicing are up to date prior to departure
- plan for vehicle maintenance and servicing requirements that may be required during the duration of the journey
- check drivers and passengers are provided with information and training on emergency procedures (including personal injuries and vehicle crash, breakdowns and bogging) and use of communications equipment
- check drivers and passengers are provided with information and training on safe driving, off road and four wheel driving (if applicable), advanced driving skills and maintenance of the vehicle and are able to operate the vehicle and all the equipment
- carry a current first aid kit and if appropriate a fire extinguisher and ensure they have been trained to use them. Equipment records should be maintained and updated regularly
- carry appropriate provisions for emergency situations including food, water and fuel.

### 3.9.3 Driver fatigue

Driver fatigue is a major contributing factor to road trauma in metropolitan, regional and remote areas. Agency practices should ensure that the risk of fatigue causing a crash is minimised.

Staff should avoid driving between midnight and 6 am or in situations where it will involve the period of being awake exceeding a maximum of 17 hours (approaching this maximum should also be avoided wherever possible). It is the total number of hours awake, not the length of the driving task that is critical to managing fatigue.

Particular attention should be made to staff returning from leave that may have been driving for lengthy periods prior to starting work.

#### **Managers**

Managers should be aware of employees' driving schedules and ensure employees address the following information including:

- realistic driving schedules are planned
- arrangements to share the driving with other staff, where possible
- regular refresher breaks are taken.

The Commission for Occupational Safety and Health's *Code of Practice: Fatigue Management for Commercial Vehicle Drivers* and *Code of Practice: Working Hours* provides more information on commercial drivers' fatigue management and general fatigue management. The principles in these codes can be applied to any work related driving.<sup>23</sup>

### **Employees**

Employees who drive during the course of their work should be aware of the relationship between fatigue and driving. They should also be aware of their agency's instructions concerning the avoidance of fatigue. To avoid fatigue, employees should under the direction of their supervisor:

- plan realistic driving schedules including an overnight stay, where necessary
- make arrangements to share the driving with other staff, where possible
- take regular refresher breaks - 10 minute refresher breaks should be taken after each two (2) hour driving period
- take 10 minute powernaps, where appropriate – these are an effective tool to reduce the risk of fatigue related crashes.

### **3.9.4 Driver distraction**

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

Agencies should note that the 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.<sup>24</sup> In addition, there is significant evidence that the use of a hands-free mobile phone while driving degrades driving performance to the same extent as the use of a hand-held mobile phone while driving.<sup>25</sup> Retrieving and sending text messages have also been shown to adversely affect driving performance.<sup>26</sup>

***Agencies are strongly recommended to adopt an 'engine on - phone off' policy.***

### **Managers**

Managers should have procedures in place to minimise the likelihood of driver distraction, covering the use of navigation and communication aids, and other distractions from the driving task.

### **Employees**

Employees should actively prevent, and be aware of their agency's rules regarding distractions.

Employees accessing their mobile phone should be required to either legally park the vehicle, before attending to the call or text, or wait until reaching their destination.

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<sup>23</sup> Commission for Occupational Safety and Health, (2004). *Code of Practice Fatigue Management for Commercial Vehicle Drivers*. <[http://www.commerce.wa.gov.au/worksafe/PDF/Codes\\_of\\_Practice/Fatigue\\_management\\_fo.pdf](http://www.commerce.wa.gov.au/worksafe/PDF/Codes_of_Practice/Fatigue_management_fo.pdf)>.

<sup>24</sup> Young, K., Regan, M. and Hammer, M., (2003). *Driver Distraction: A Review of the Literature*. Melbourne: Monash University Accident Research Centre, Report No. 206, p. 10.

<sup>25</sup> Young, K. and Regan, M., (2007). *Driver Distraction: A Review of the Literature*. In: Faulks, I. J., Regan, M., Stevenson, M., Brown, J., Porter, A. and Irwin, J. D. (Eds). *Distracted Driving*. Sydney: Australasian College of Road Safety, p. 384.

<sup>26</sup> Regan, M., (2007). *Driver Distraction: Reflections on the Past, Present and Future*. In: Faulks, I. J., Regan, M., Stevenson, M., Brown, J., Porter, A. and Irwin, J. D. (Eds). *Distracted Driving*. Sydney: Australasian College of Road Safety.

### 3.9.5 Alcohol and other drugs

The use of alcohol and drugs severely degrades the ability to drive safely and should not be tolerated when driving at work. A policy of zero blood alcohol content for work related driving is strongly encouraged. All agency staff have a responsibility to eliminate the risk of drug or alcohol affected driving.

#### **Managers**

Managers should ensure that all employees are aware of the policies and procedures regarding alcohol and other drugs in relation to driving.

#### **Employees**

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 Government 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.

### 3.9.6 Speeding

Speeding contributes to one-third of all fatalities in Western Australia. Speeding can refer to driving at a speed that is unmanageable in conditions adversely affected by weather, light, traffic and other road conditions.

Agencies should ensure that workplace policies and practices prohibit speeding and allow adequate time for employees to complete their journey when driving in the course of their work.

#### **Managers**

Managers should ensure that their staff are aware of and comply with their agency's policies and procedures in regard to the prevention of speeding and have adequate time for employees to complete their journey when driving in the course of their work.

#### **Employees**

Employees should be able to demonstrate to their supervisor an ability to assess a safe speed for the conditions that apply.

All employees must at all times:

- obey posted speed limits and road rules
- comply with any speed limits that apply to the vehicle they are driving
- drive at a speed that is safe for the conditions.

### 3.9.7 Seatbelts

All drivers and passengers are required by law to use available seatbelts, unless the vehicle is parked. Vehicle occupants should use lap sash seat belts in preference to lap only seat belts, which offer reduced occupant restraint.

Drivers and passengers travelling unrestrained in a vehicle are 10 times more likely to be killed in a road crash than those wearing seatbelts.

#### **Managers**

Managers should make sure that policies and procedures are in place that ensures that employees are aware of the law in regard to seatbelts and child restraints and the benefits of their use.

## Employees

Employees are expected to comply with the law regarding seatbelts and be aware of, and comply with any additional provisions of their agency.

The *Western Australian Road Traffic Code 2000* states that drivers are responsible for ensuring that all passengers are wearing a seatbelt where required.

### 3.9.8 Carrying Children

It is a legal requirement that an approved child restraint, which is appropriate to the age, weight, height and development of the child, must be used at all times. The *Western Australian Road Traffic Code 2000* requires that children under seven years be restrained in appropriate restraints.

Information on the type of child car restraint that should be used can be found at: <http://www.childcarrestraints.com.au/> or contact the child car restraints information line on 1300 780 713.

### 3.9.9 Other hazards

Some agencies may have particular hazards that apply to the field that they work in, such as:

- risk of violence from passengers and or pedestrians
- sudden illness or heat stress of a driver or passengers.

A regular Hazard Identification and Risk Assessment process should be conducted by the responsible person at a workplace and employees

Managers should set up and monitor compliance with critical incident procedures and training, and maintain records, of events that occur.

## 4. Review

The Safe Driving Guidelines should be reviewed on an annual basis to ensure legislative amendments are updated and advances in vehicle safety are included.

# Appendix 1 - Safe System

## 1.1 Introduction

The 'Safe System' views the road transport system holistically by seeking to manage the interaction between road users, roads and roadsides, travel speeds and vehicles. The Safe System recognises it is probably not possible to prevent all crashes but aims to prevent those that result in death and serious injury.

In Australia the Safe System road safety approach is being adopted to help reduce road trauma as part of the Australian Transport Council's *National Road Safety Strategy 2011-2020*.<sup>27,28</sup> The Safe System has also been applied internationally in countries such as Sweden and the Netherlands. Towards Zero, the Western Australia Road Safety Strategy 2008 -2020, has been framed using the Safe System approach.

Central to the Safe System (see Figure 1) is an acknowledgement of our limited ability as humans to tolerate physical force. Human tolerance levels in crashes are shown in Figure 2. The Safe System aims to manage crash energies to prevent death and serious injury. It also recognises human error in the system is inevitable no matter how educated and compliant we are in obeying traffic laws. In Sweden it was estimated that even with total compliance with current speed limits, seatbelt wearing laws and drink driving laws about half of all road trauma would remain.<sup>29</sup>

While individual road users remain responsible for behaving safely and complying with all traffic laws, the Safe System requires system designers to provide a road system that increasingly prioritises safety outcomes to cater for the mistakes people make in traffic.

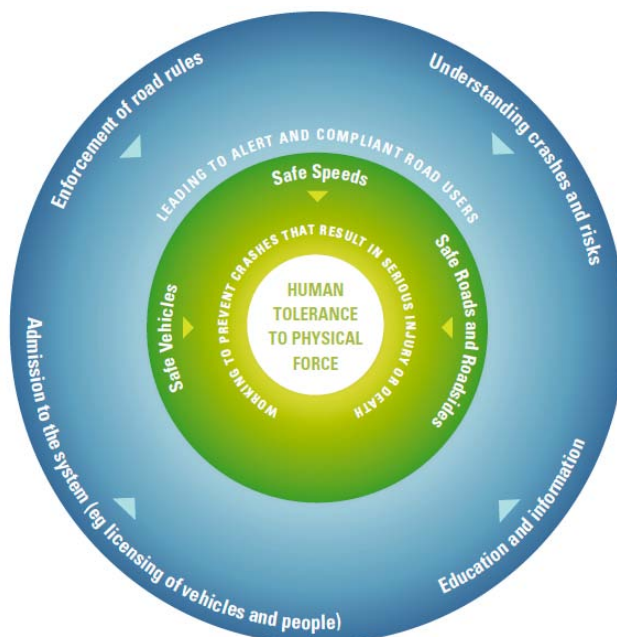


Figure 1: The Safe System (adapted from ATC, 2007)<sup>30</sup>

<sup>27</sup> Australian Transport Council (ATC) is the national body comprising of Commonwealth, state, territory and New Zealand Ministers with transport responsibilities. On 17 September 2011, the Council of Australian Governments (COAG) withdrew the remit for ATC and replaced it with the Standing Council for Transport and Infrastructure (SCOTI), which has now become COTI.

<sup>28</sup> <<http://www.atcouncil.gov.au/documents/atcnrss.aspx>>.

<sup>29</sup> Nilsson, G., (2005). *Traffic Safety Measures and Observance: Compliance with Speed Limits, Seatbelt Use and Driver Sobriety* Swedish National Road and Transport Research Institute, Linköping, Sweden.

<sup>30</sup> Australian Transport Council (ATC) (2007). *National Road Safety Action Plan 2007 and 2008*, Australian Transport Safety Bureau, Canberra. Available: <[http://www.atcouncil.gov.au/documents/nrss\\_actionplan\\_0708.pdf](http://www.atcouncil.gov.au/documents/nrss_actionplan_0708.pdf)> [01/07/08].

While efforts will continue to prevent crashes, when they do occur, there are three factors that directly influence the severity of the outcome: the protection provided by the vehicle; the speed at which it hits; and the nature of the object it hits. We can manage these factors to keep crash energies below our physical limits.

Of course, we cannot build a system where users can behave irresponsibly. We must continue our efforts to improve road user behaviour. We do this by managing the licensing of vehicles, drivers and riders in the system, informing and educating road users, enforcing road rules, and building our understanding of road crashes and risks, to encourage road users to be alert and compliant.

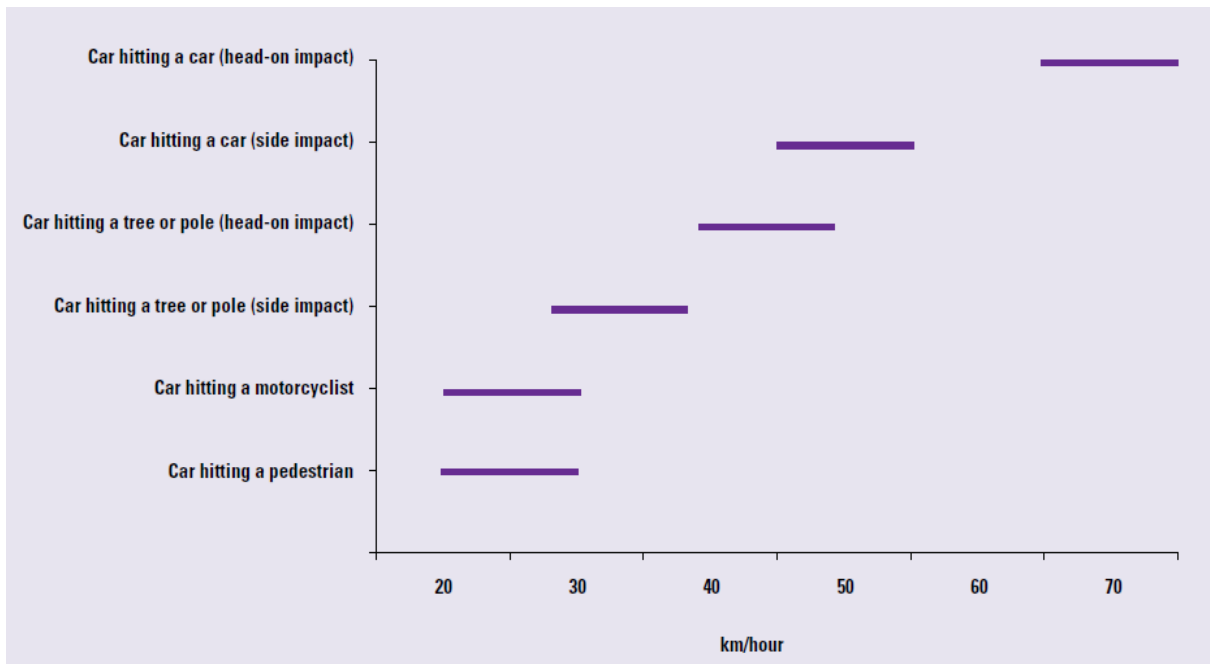


Figure 2: The maximum impact speeds at which a person can survive vary according to the type of impact.

## 1.2 Safe System Cornerstones

The Safe System identifies four cornerstones that should be adopted in a road safety strategy:

### 1.2.1 Safe Road Use

Influencing road user behaviour by:

- advising, educating and encouraging road users to comply with road rules
- promoting the philosophy of shared responsibility
- encouraging road users to drive unimpaired and alert, and according to the prevailing conditions
- managing the gradual introduction of novices into the system and understanding their specific needs
- taking action against those who break the rules.

## 1.2.2 Safe Roads and Roadsides

Improving road infrastructure by:

- designing and maintaining roads and roadsides to reduce the risk of crashes occurring and the severity of injury if a crash does occur
- providing a transport system that supports safe outcomes.

## 1.2.3 Safe Speeds

Ensuring speed limits and travel speeds reflect the safety of the road infrastructure by:

- undertaking speed enforcement and education
- establishing speed limits according to the features of the road and roadside, vehicle crash-worthiness and the functional performance and known limits of the road user.

## 1.2.4 Safe Vehicles

Improving the safety of the vehicles in the road system by:

- promoting safety features that reduce the likelihood of a crash (and reduce the impact of the crash on vehicle occupants as well as pedestrians and cyclists)
- encouraging consumers and businesses to purchase safer vehicles
- implementing mandatory safe vehicle procurement in Government fleets and recommending additional safety features to be considered

The Safe System emphasises the importance of ensuring these components work in support of each other to keep crash energies below human tolerance limits.

## 1.3 Safe System Guiding Principles

Creating a Safe System depends heavily on understanding and implementing the following five principles.

**1. The limits of human performance.** We all make mistakes and we need to acknowledge the limits of our capabilities. Traditional approaches to road safety focus on preventing risk taking behaviours. Prevention programs (such as drink driving, speeding and seat belt non-use) are still important but they cannot address the whole road safety problem. We also make mistakes (for example through inattention, poor gap selection while overtaking and failure to stay within the travel lanes). A guiding philosophy that acknowledges 'human error' and fallibility is essential.

**2. The limits of human tolerance to violent forces.** In a crash there are physical limits to the amount of force our bodies can take before we are injured. The Safe System seeks to create a road transport system in which the forces in foreseeable collisions are within our physical limits. This means the ability of a vehicle to protect its occupants and other road users in common crash types and at typical impact speeds must be known and taken into account by road system designers and operators. In addition to vehicle occupants, it is vital that we understand and cater for the physical tolerance limits of unprotected road users such as pedestrians, cyclists, motorcyclists and scooter riders.

**3. Shared responsibility.** Previously the majority of road safety responsibility rested with the individual road user. Within a Safe System we all take an individual and shared role in road safety. Road users remain responsible for complying with all road rules such as speed limits, using restraints, driving unimpaired and purchasing vehicles with good safety features. System designers are responsible for planning, designing and influencing the operation of a Safe System.

**4. A forgiving road system.** We need to design a road system that is 'inherently safe' so when crashes do happen, deaths and serious injuries can be avoided. Importantly, the road system is a real world illustration of the basic laws of nature that govern the movement of objects (including humans and vehicles). Drivers and riders are still expected to drive or ride safely but, a Safe System must also be forgiving when mistakes happen. A forgiving road system recognises and caters for the limits of human tolerance to physical force.

**5. Increased use of public transport.** Buses and trains are safer modes of travel than cars and motorcycles. The fewer people driving cars and riding motorbikes and scooters on the roads, the fewer death and serious injury crashes will occur. Increasing the use of alternative modes of transport also reduces congestion and vehicle emissions and supports sustainability.



## Appendix 2- Vehicle Safety Features

Vehicle safety features are under intense development by vehicle manufacturers and the availability and performance is changing rapidly. The vehicle safety information is grouped as follows:

1. Proven - where the technology is relatively mature, is widely available (and/or mandated) and the safety benefits have been independently evaluated.
2. Emerging - where the safety feature has only recently been introduced, is generally not as widely available and the safety benefits have not been independently evaluated.
3. Other vehicle safety related information - this includes car colour, 4WD safety and GPS tracking technology.

### Proven

#### Anti-lock Braking System (ABS)

An Anti-lock Braking System is a system which prevents the wheels from locking while braking. This allows the driver to maintain steering control under heavy braking and steer away from an object in the path of the vehicle.

Most light vehicles have this feature as standard.

#### Seatbelt Reminder Systems

A seat belt reminder system is a system alerting the driver by means of sound and visual indications when a seatbelt should be worn. The reminder signal should be loud and clear but not annoying. The target is to remind people, who accept the benefits of the seat belts, that they have not fastened their belt.

Currently light vehicles are required to provide a 4 seconds visual warning on start-up. Enhanced seat belt reminder systems with an audio and visual warning for 30 seconds or more will be required in new models from 1 July 2013 and in all models from 1 July 2015.

#### Electronic Stability Control (ESC)

Electronic Stability Control (ESC) is an active safety system that helps the driver retain control of the vehicle and helps reduce the chances of single vehicle or run off road crashes. ESC does this by selectively applying individual wheel brakes and adjusting engine power output.

International research showed that single vehicle crashes can be reduced by 35 per cent in passenger vehicles and 67 per cent in four wheel drive and sports utility vehicles fitted with ESC. ESC is also known by different names by different manufacturers.<sup>31</sup>

- Electronic Stability Program (ESP) - Holden, Audi, Chrysler, Mercedes, Saab, Volkswagen
- Dynamic Stability Control (DSC) - Ford, BMW, Jaguar, Land Rover
- Stability/Swerve Control (VSC) - Toyota, Lexus
- Active Stability Control (ASC) - Mitsubishi
- Dynamic Stability And Traction Control (DSTC) - Volvo
- Stability Assist (VSA) - Honda
- Dynamic Control (DC) - Subaru, Nissan
- Vehicle Dynamics Control (VDC)

ESC was made compulsory in all new model passenger vehicles from 1 November 2011 and all models from 1 November 2013. It is likely to be compulsory in all light commercial vehicles up to 3.5 tonnes GVM by 2016.

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<sup>31</sup> Sourced from the following website on 21 April 2009 <[www.howsafeisyourcar.com.au](http://www.howsafeisyourcar.com.au)>.

## Side and curtain air bags

Side and curtain airbags protect occupants in a side impact crash. Curtain airbags drop down from the top of the side window, creating a cushion between the occupant and the side of the car and typically protect the head and shoulders. Side airbags usually activate from the door panel, protecting the occupant's torso.

## Cargo Protection Barriers

Cargo protection barriers should be installed in station wagons and panel vans to protect vehicle occupants from objects in the cargo area flying forward in a crash or rollover. The barrier must

- 1) comply with Australian standard AS 4034
- 2) be designed for the make and model of vehicle in which it is installed
- 3) be installed as per the manufacturer's instructions.

## Daytime Running Lights

Daytime Running Lights (DRLs) are specially designed forward facing lights that are illuminated during the day in order to make vehicles more visible. DRLs have been shown to improve vehicle visibility and estimation of distance resulting in reduced crash rates.

"It is estimated that well designed DRL's would save 15 per cent of all serious and fatal daytime crashes, equivalent to nine per cent of all serious and fatal crashes."<sup>32</sup>

DRLs are not mandatory in Australia. However if they are fitted to a vehicle they must comply with ADR 76.

## Emerging

### Active Head Restraints

Head restraints limit the backward movement of the head during a rear-impact crash, reducing the chance of neck injury commonly referred to as whiplash. Head restraints meeting specific size and strength requirements are required at front seats, but not in rear seats.

The newest type of head restraint is an active head restraint. In general, during a rear-end crash, active head restraints automatically move forward to close the gap between the occupant's head and the head restraint and limit the rearward head movement.

### Emergency Brake Assist (EBA)

Emergency Brake Assist (EBA) is a safety system in motor vehicles designed to ensure maximum braking power is used in an emergency stop situation. By interpreting the speed and force with which the brake pedal is pushed, and measuring the distance to the object in front the system it detects if the driver is trying to execute an emergency stop, and if the brake pedal is not fully applied, the system fully applies the brakes.

The system will not reduce the minimum stopping distance of the car, but it will make sure that the car is stopped in the shortest possible distance by compensating for any hesitancy in applying the brakes hard in an emergency situation.<sup>33</sup>

### Automatic Emergency Braking (AEB)

Automatic emergency braking works in conjunction with emergency brake assist when a collision appears imminent. If the driver reacts to the approaching collision, it provides full braking immediately. If the driver fails to react braking is increased incrementally up to full braking as the collision approaches.

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<sup>32</sup> Paine, M., Healy, D., Passmore, J., Truong, J., and Faulks, I., (2008). *In-vehicle safety technologies - picking future winners!* Paper 204, 2008 Australasian Road Safety Research, Policing and Education Conference.

<sup>33</sup> Sourced from Bosch Automotive Handbook 8<sup>th</sup> Edition.

Real world performance data suggests that AEB can reduce crashes by up to 27 per cent.

### **Lane Departure Warning**

Lane departure warning and lane keeping support systems help the driver to keep in lane. They use video camera along with image recognition technology to determine the vehicles position in relation to road markings and rely on the contrast with the road surface. If the vehicle strays out of line a warning is issued which can be auditory or sensory through vibration of the steering wheel or seat.

### **Proximity Sensors**

Systems using proximity sensors of various types are available to sense objects that are out of view of the driver. This can include:

- detection of vehicles in blind spots
- rear cameras to help with reversing
- adaptive cruise control to measure the distance to vehicles in front and ensure a safe distance is maintained.

These systems only provide assistance to the driver and the responsibility remains with the driver for safe operation of the vehicle.

## **Other vehicle safety related information**

### **Car Colour**

A study undertaken by the Monash University Accident Research Centre (MUARC) investigating the relationship between vehicle colour and crash risk found that black, blue, grey, green, red and silver vehicles had a higher crash risk compared with white vehicles. Colours higher on the visibility index, such as white, are recommended to reduce crash risk.

### **GPS Systems**

The use of GPS systems that monitor vehicle position can help to ensure that emergency assistance is provided quickly when required.

### **4 Wheel Drives (4WD)**

Recent research indicates that 4WD vehicles cause comparatively more harm than other passenger vehicles when in collision with other road users, and have a higher risk of rollover than other light vehicles.

In relation to crash risk overall, however, the primary risk estimates show that 4WD vehicles are generally safe vehicles, overall, despite their higher rollover risk.

However, in relation to young drivers there is an unusually high risk for 4WD occupants compared to other passenger vehicles.

### **Temporary Use Spare Tyres**

Many vehicles are now fitted with temporary use spare tyres. These are tyres that are intended for short term use when a puncture occurs. This type of tyre is generally limited to 80 km/h and could be worn out after only 450 km. They are also more expensive than normal tyres and could be difficult to find.

There are also a number of operational difficulties with temporary use spare tyre such as:

- there may not be room in the boot for the full size wheel that it replaces
- it may not be suitable for use on the front wheel therefore requiring two wheel changes if there is a front wheel puncture.

Royal Automobile Club Victoria (RACV) tests found that handling and braking were severely compromised when a vehicle was fitted with a Temporary Use Spare Tyre.

In general vehicles that are used in rural and regional areas should be equipped with at least one full size spare tyre.

When required to use a temporary use spare tyre the vehicle manufacturers instructions in regard to maximum speed and distance travelled must be followed.

### **Use of Bull Bars**

Agencies need to give careful consideration to the use of bull bars. Bull bars that are compatible with a vehicles airbag and restraint systems are available. However the effect upon the vehicles overall crash performance is generally not known. A vehicle that has a 5 star rating cannot be guaranteed that it will retain this rating if it is fitted with a bulbar.

ANCAP states the following on its website.

“ANCAP does not test vehicles with bull bars fitted but research tests have shown that a bull bar can adversely affect performance in the ANCAP frontal offset test - increasing the risk of injury to occupants. In modern vehicles, the front crumple zone is usually an optimum design for this severity of crash and a bull bar can change the crumple characteristics away from this optimum.

The fitting of bull bars also increases the potential risk of injury to pedestrians. From 2012, the ANCAP Road Map sets out minimum requirements for pedestrian protection in order for a vehicle to receive an overall rating of 5 stars ("high seat" vehicles (e.g. dual cab utilities) do not have to meet this until 2014). Vehicles with bull bars are unlikely to meet pedestrian test standards and therefore are unlikely to achieve a 5 star safety rating.”

### **Provision of Fire Extinguishers**

In general fire extinguishers should only be fitted in general purpose fleet vehicles if it is the result of a comprehensive risk study and risk mitigation process that covers training and maintenance requirements. The experience of The Department of Fire and Emergency Services (DFES) is that the risk of a fire in modern vehicles is very low and if it does occur people are at less risk of injury if they remove themselves from the vehicle completely and do not try to extinguish the fire.

The above does not apply to vehicles that may be used in a fire fighting or a fire control role as this is part of their duties and are driven by staff trained in fire fighting. In such cases the provision of appropriate fire extinguishers are normally essential equipment.

If further clarification is required DFES may be consulted on policy issues concerning the provision of fire extinguishers in vehicles.

## Appendix 3- Sample Driver Licence Check

<p><i>Agency</i></p> <p><b>EMPLOYEE DRIVERS LICENCE DETAILS</b></p> <p><i>(This form to be updated annually or as required)</i></p>
---

DRIVERS LICENSE DETAILS			
Do you hold a valid Australian Driver's licence? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Complete the form below which must reflect all details exactly as listed on your valid driver's licence:</b>			
Surname:		Driver's licence number:	
Other Name(s):		Class of Licence:	
Title:		Expiry Date:	
Address stated on driver's licence:		State issued in: (e.g. Western Australia)	

By signing this form you agree to notify your manager in writing at the *(insert agency)* of any traffic offences that you may incur within three working days of the offence occurring.

You also agree to notify your manager of any changes that may occur to your licence or its validity.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 4 - Vehicle Maintenance

Vehicle maintenance must be maintained at a high standard to ensure that a safe workplace is maintained. In order to ensure agency vehicles are maintained at a safe level a maintenance policy should be developed implemented and regularly reviewed. The policy should be developed in conjunction with the agencies fleet manager and should include the following:

- A maintenance schedule that applies to each vehicle that defines the daily weekly and monthly checks and the workshop maintenance intervals. The items included and the frequency of checks need to take into account the operating conditions of the vehicle
- Checklists should be developed for each maintenance type with provision for signoff by the responsible officer. Sample checklists are included below.
- Each vehicle in the fleet should have a designated officer who is responsible for ensuring that the vehicle is maintained in accordance with the policy.
- A record should be kept of the maintenance history of each vehicle.

### Sample Vehicle Maintenance Checklist

#### Introduction

The sample checklists listed below are the minimum checks required for standard vehicles without special equipment operating on sealed roads. Special purpose vehicles or vehicles used in extreme conditions will require more extensive checks. These checks should be developed in consultation with the fleet manager and the vehicle supplier.

#### Daily Check

This check should be carried out by the vehicles designated driver once a day.

<i>Item</i>	<i>Check</i>
Visual inspection of vehicle by walk-around, for body damage	
Visual inspection of tyres for obvious under-inflation or damage	
Check that all lights are in full working order	
Visual check that fuel gauge indicates an adequate level of fuel	
Visual check that the windscreen, side and rear windows and mirrors are clean, with good visibility from external mirrors	
Visual check interior for loose objects (such as cans that could roll under the brake pedal)	

### Weekly Check

This check should be carried out by the vehicles designated driver once a week. The check list should include provision for sign off and reporting of faults.

It should include all items of the daily check plus.

<i>Item</i>	<i>Check</i>
Check brake pedal is firm and does not sink to the floor	
Check workshop service is up to date	
Visual check of safety equipment warning lights	
Check engine oil level	
Visual check engine coolant level	
Visual check brake fluid level	
Visual check of windscreen wipers	
Visual check of washer fluid levels	

### Monthly Check

This check should be carried out by the vehicles designated driver once a month. The check list should include provision for sign off and reporting of suspected faults.

It should include all items of the daily and weekly checks plus.

<i>Item</i>	<i>Check</i>
Physical checks of tyre pressures on all wheels including the spare	
Visual inspection of tyres for adequate tread depth and uneven wear	
Visual check for damage to seat belts	
Visual check of battery, its connections and that it is secure fitted	

**END OF DOCUMENT**