Safe driving program

Purpose

The purpose of this guidance note is to put into practice a risk management approach to driving, including reporting of driving incidents and to recognise governmental targets for reduction of driving incidents. In addition this guidance note will support and provide recommendations to identify and manage minimum requirements of safe driving, identify responsibilities, and audit criteria in relation to these requirements.

It is the driver’s responsibility to drive safely and in accordance with existing Queensland road rules and other relevant legislation. This guidance note provides general concepts applied to the use of QFleet vehicles, in the circumstances of an authorised alternative, for example use of private vehicle, some variation may be possible.

Requirements

Risk management process

A risk assessment for work-related driving hazards should be completed by the nominated delegate at least every two years, or following a significant incident or change in the operational environment or activities. The risk assessment may be assessed at a HHS, facility or individual work area level depending upon the size and complexity of the driving activities. The risk assessment should follow the process outlined in the Work health and safety risk management implementation standard where risks should be documented and prioritised for risk management actions.

The following steps should be part of the risk management process:

Step 1—identify driving hazards

- driving hazards are systematically identified via the following methods
  - job descriptions, staff consultation and feedback (for example, workplace health and safety checklist)
  - analysis of available driving related incident data such as incident and injury reports and vehicle insurance reports
  - observation for known driving hazards as outlined in Driving hazard identification fact sheet.

Step 2—assess the driving risks against existing controls

- all identified driving hazards should be analysed and assessed to determine
  - contributing risk factors, Driving hazard identification fact sheet, provides an overview of potential contributing factors
  - effectiveness of existing controls
  - level of risk and priority for control measures.

Step 3—decide appropriate control measures
In consultation with relevant stakeholders, the identified risk should be prioritised and managed as far as reasonable practicable. Identified risks should be documented and prioritised for risk management actions.

Step 4—Implement risk controls
- Risk controls should include, but are not limited to, one or more of the following strategies implemented into systems of work and local procedures.

Vehicle design is fit for purpose
Safe driving requirements should be considered when planning to purchase or lease vehicles to ensure they are ‘fit for the purpose’ of the tasks required.

Safe driving requirements for a workplace should be considered at the planning, designing and constructing phase of any facility.

Administrative controls
All staff should adhere to Queensland Health Vehicles Implementation Standard for Drivers (QH-IMP-270-1:2011).

Driver licensing
- Staff should provide evidence of a current driver’s licence (front and back copy) particularly when terms of employment specifically require driving.
- Staff should hold appropriate licences for vehicles driven and tasks required.
- Provisional licence holders must display their ‘P’ plates (front and back) when using pool vehicles.
- Staff who drive for work should inform their manager when the status of their driver’s licence has changed (for example, medically unfit to drive, on probation or any limitations/conditions).

Safe work procedures
Work procedures should address driver safety and risk reduction by considering, but not being limited to, the following actions:
- Job descriptions include significant driving as a task
- Work plans and shift rosters take driving to and from work into consideration
- Journey planning for staff to avoid dusk and dawn driving if possible
- Staff mix and staffing levels in teams that drive as a significant part of their role
- Access and availability to driver needs, and/or support measures (for example, overnight accommodation or satellite phones, mechanical and technical support)
- Workplace design should aim to isolate or separate drivers from hazards for example, shared carriageways or reduce potential hazardous behaviour such as, insufficient lighting and space in parking lots.

Safe driving checklist
The Safe driver checklist (checklist) is available and may be completed prior to driving a Queensland Health vehicle. The checklist should be available in all vehicles, and drivers should complete the checklist in the

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vehicle before they drive, as per their vehicle log sheet procedures. The driver should inform the fleet manager if any fault/maintenance issues are noticed in the vehicle before or after they drive.

**Instruction and training**

Training in safe driving requirements should be provided to staff, based on a risk assessment and specific to the roles and tasks performed. Training and instruction for at risk staff should be conducted as soon as practicable upon commencing work or following identification of driving hazards.

**Work area inductions**

Managers should ensure that all at-risk staff required to drive a vehicle complete the online driver safety instruction training and gain a certificate of attainment as soon as practicable prior to driving.

If access to online training is limited, managers should ensure an equivalent hard copy version of a safe driving instruction manual is available.

Managers should ensure the following information is available for vehicle safety and familiarisation:

- vehicle manufacturers manual, found in glove box of car
- *Safe driver checklist* (for staff).

**Rural and remote driving**

Managers of staff in rural and remote areas should assess the specific hazards and risks associated with driving, especially for new staff in rural workplaces.

Training should address risk level as far as is reasonable and practical (for example, a practical face-to-face course in rural and remote driving).

**International permit/licensed drivers**

For staff members recruited from overseas who have an international driver’s permit/licence, but not a licence issued in an Australian state or territory, should complete the online driver safety instruction training as part of workplace induction. A time limit applies (three months). After this time drivers are required to obtain a current Queensland drivers licence.

The Queensland road and traffic rules handbooks are available to download, details may be found in the online driver safety instruction training. A handout detailing specific hazards has been compiled, (*Safe driving handout for new Australian drivers*) and is available for workplace induction.

A risk assessment conducted with their manager prior to driving may recommend other reasonable and practical actions/training to be undertaken, to ensure these staff members have a clear understanding of Australian road rules and conditions.

**Four wheel driving**

Managers should conduct a risk assessment with staff required to use a four wheel driving (4WD) vehicle, or drive in a rural and remote setting, to ensure they have appropriate knowledge, skills and training to drive safely. Managers should also ensure staff complete and pass the online driver safety instruction training.
Incident data and reporting

Upon a driving incident or near miss, a Workplace Incident Report form should be completed, in accordance with the Incident Investigation management guide and then forwarded to the local occupational health and safety (OHS) unit for processing and/or investigation.

Respective work units and services may require submission of additional notification/forms as determined by local protocol and procedure (for example an accident notification form).

Specific procedures are available for reporting incidents to the insurer through local fleet managers/coordinators.

Incident and injury data, from QFleet vehicle insurance and approved incident reporting system may be provided by OHS units to executives and managers as required.

Managers should monitor and review staff attendance/completion of safe driving training (for example, through online safe driving instruction training reports from OHS units).

Resources

- Your keys to driving in Queensland
- Queensland driver guide
- QFleet Driver Companion (booklet)
- Driving hazard identification (factsheet)
- Safe driver checklist (form)
- Safe driving handout for new Australian drivers (factsheet)