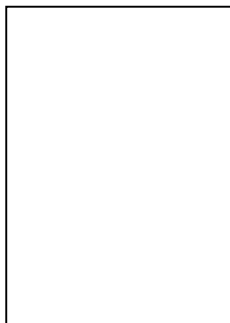

Driving Safety Management Policy

Xavier Catholic College



DRIVING SAFETY MANAGEMENT POLICY

PURPOSE

Xavier Catholic College is committed to ensuring so far as is reasonably practicable the health, safety and welfare of all individuals while at work. An important component of ensuring the health, safety and welfare of all individuals while at work includes managing the risks associated with work-related driving.

POLICY FRAMEWORK

Organisational Commitment

Xavier Catholic College is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all workers and others which includes a commitment to providing vehicles, equipment and safe systems of work which minimise potential problems which can result from work-related driving.

Xavier Catholic College will engage a risk management approach to minimise potential problems which can result from work-related driving in order to ensure the health, safety and welfare of workers who have to drive during the course of their employment and work.

Resource Commitment

Xavier Catholic College will ensure so far as is reasonably practicable that all necessary resources (including amenities, equipment and people) will be made accessible in order to:

- Comply with all applicable and relevant legislation and or regulation(s)
- Ensure so far as is reasonably practicable the health, safety & welfare of all workers and individuals at and within all parts of the workplace.

Driving Safety Management Priorities

Xavier Catholic College management will ensure, so far as is reasonably practicable, that:

- Procurement policies for the selection and purchase of new vehicles prioritise the criteria of active and passive safety features
- Actively encourage staff to manage required driving in a way as to ensure, so far as is reasonably practicable, they do not spend excessive hours driving which could possibly have a negative effect on their health, safety and welfare
- Maintenance schedules for vehicles are established and effectively managed to ensure compliance. Maintenance for vehicles will be in accordance with the manufacturer's guidelines and recommendations
- Training/Advice is provided for applicable workers in safe driving as well as training in company expectations with respect to road rules, the use of mobile phones when driving, speeding and driving under the influence (i.e. drugs and alcohol)

- College personnel in leadership/supervisory positions are trained to identify, observe and supervise workers for the signs of fatigue or other factors which could compromise driving safety
- All risks related to driving (i.e. loading and unloading of vehicles) will be identified, assessed and controlled as far as practicable.

Manager and Supervisor Commitment

Staff in leadership/supervisory positions are responsible (within their authoritative capacity) for ensuring, so far as is reasonably practicable:

- Policy objectives are incorporated into work practices
- Consultation is carried out with workers regarding health and safety matters in relation to work-related driving
- Communication of health and safety matters in relation to work-related driving is integrated into all components of work
- Effective action is taken to reduce or eliminate the risks related to work-related driving.

Worker Commitment

At **Xavier Catholic College** staff are responsible for ensuring that they:

- Comply with all safe driving practices in which training has been received
- Comply with road and traffic legislation (i.e. the use of mobile phones in vehicles)
- Assist in the identification and the risk assessment of work-related driving risks
- Assist in the design and implementation of work-related driving risk control measures and adhere to these work-related driving risk control measures
- Manage personal factors which could impact driving safety (i.e. no use of drugs and alcohol when using a vehicle and stop and revive when driving to prevent driver fatigue).

WHS Committee/Health and Safety Representative Commitment

In regards to work-related driving safety issues, the **Xavier Catholic College** workplace consultative safety committee/health and safety representative will:

- Facilitate in the process of achieving the objectives set out in this policy
- Consult on various health and safety issues as related to work-related driving
- Support cooperation on health and safety issues as related to work-related driving

- Report health and safety hazards as related to work-related driving [insert name and position of relevant person]
- Cooperate fully in workplace investigations into accidents, incidents and near misses
- Determine whether safety procedures implemented for workers with respect to work-related driving were adequate or if they should be modified as a result of such investigations (as related to the aforementioned).

POLICY CONTENT

POLICY RESPONSIBILITY

Responsibility for the implementation of the policy rests with [insert name and position of the relevant person]. Responsibility includes the development of appropriate procedures for the implementation of this policy, an annual program of action to ensure implementation, and monitoring as necessary.

RELATED AND SUPPORTING POLICIES AND DOCUMENTS

POLICY REVIEW

POLICY DATES			
<i>Formulated</i>	18 March 2013	<i>Adopted</i>	
<i>Implemented</i>	18 March 2013	<i>Reviewed</i>	
<i>Next Review Due</i>	18 MARCH 2018		
POLICY AUTHORISATION			
<i>Principal</i>	Principal	<i>Signature</i>	

[Note: Ownership of the content of this Policy remains with Workplace Safety Australia. It has been adapted for schools under licence]

Safety Mini-Checklist

Driving Safety Management

All questions must be answered. 'No' answers indicate gaps in safety practices for which careful hazard identification, assessment and control of risks and should be undertaken.

	Yes	No
Has a driving safety management policy and management program been developed and implemented?	<input type="checkbox"/>	<input type="checkbox"/>
Are senior management committed to the objectives of the driving safety management policy and management program?	<input type="checkbox"/>	<input type="checkbox"/>
Are responsibilities for all parts of the management program been clearly allocated?	<input type="checkbox"/>	<input type="checkbox"/>
Are the management program's requirements effectively supervised?	<input type="checkbox"/>	<input type="checkbox"/>
Has a sufficient amount of resources been made available to ensure that the objectives of the driving safety management policy and management program can be achieved?	<input type="checkbox"/>	<input type="checkbox"/>
Are workers at all levels within the company been made aware of, and understand, the driving safety management policy and management program?	<input type="checkbox"/>	<input type="checkbox"/>
Do procurement policies for the selection and purchase of new vehicles prioritise the criteria of active and passive safety features?	<input type="checkbox"/>	<input type="checkbox"/>
Are driving schedules, rosters and the basis of payment structured in a way as to ensure that workers (i.e. drivers) do not have any financial incentives to spend too many hours driving which could have a negative effect on their health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
Have maintenance schedules for vehicles been established and are they effectively managed to ensure compliance?	<input type="checkbox"/>	<input type="checkbox"/>
Is the maintenance for vehicles in accordance with the manufacturer's guidelines and recommendations?	<input type="checkbox"/>	<input type="checkbox"/>
Is training provided for applicable workers in safe driving?	<input type="checkbox"/>	<input type="checkbox"/>
Is training provided in company expectations with respect to road rules, the use of mobile phones when driving, speeding and driving under the influence (i.e. drugs and alcohol)?	<input type="checkbox"/>	<input type="checkbox"/>
Are managers and supervisors trained to identify, observe and supervise workers for the signs of fatigue or other factors which could compromise driving safety?	<input type="checkbox"/>	<input type="checkbox"/>
Are all risks related to driving (i.e. loading and unloading of vehicles) identified, assessed and controlled as far as practicable?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organisation complete its own investigation if an accident was to take place?	<input type="checkbox"/>	<input type="checkbox"/>
Are administrative mechanisms in place to ensure that all drivers are covered by insurance and properly licensed to operate and drive the applicable vehicle?	<input type="checkbox"/>	<input type="checkbox"/>

Action Notes

School			
Name of person completing checklist		Position or Role	
Signature		Date	

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