



Vehicle Safety Policy

1. Purpose

- 1.1 Residential Scaffold Australia Pty Ltd & RoofSafe Solutions Pty Ltd (collectively referred to as 'RS') promotes a safe workplace. This policy ensures measures are taken for employees using company vehicles.

2. Commencement of the Policy

- 2.1 This Policy will commence from 01 December 2022 to replace all other vehicle safety policies (whether written or not).
- 2.2 This Policy does not form part of any employee's contract of employment.

3. Application of Policy

- 3.1 This policy applies to employees, agents, contractors (including temporary contractors) and 'workers' as otherwise defined under relevant OHS/WHS legislation of RoofSafe Solutions collectively referred to in this Policy as 'workplace participants'.
- 3.2 This policy does not form part of any employee's contract of employment. Nor does it form any part of any other workplace participant's contract for service.

4. Code of conduct

- 4.1 While driving company vehicles, workplace participants must comply with the road traffic legislation, be conscious of road safety and demonstrate safe driving. The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:
- a) drinking or under the influence of alcohol or drugs while driving
 - b) driving while disqualified, or not correctly licensed
 - c) reckless or dangerous driving causing death or injury
 - d) speeding
 - e) failing to stop after a crash
 - f) demerit points suspension
 - g) using a phone while driving
 - h) not wearing a seat belt and not enforcing other passengers to wear a seat belt
 - i) any other actions which warrant suspension of a license
 - j) smoking in the vehicle or allowing others to smoke in the vehicle



5. Responsibilities as a workplace participant include:

- 5.1 Conducting a pre-operation check using the Vehicle Safety Checklist
- 5.2 Holding a current driver's licence for the class of vehicle they are driving
- 5.3 Immediately notifying your supervisor or manager if your driver's licence has been suspended, cancelled or has had limitations placed upon it
- 5.4 Being responsible and accountable for your actions when operating company vehicles
- 5.5 Displaying the highest level of professional conduct when driving motor vehicles
- 5.6 Assessing hazards while driving and anticipate 'what if' scenarios
- 5.7 Driving within the legal speed limits, including driving for the conditions
- 5.8 Wearing a seat belt at all times
- 5.9 Reporting vehicle defects to a supervisor or manager before the next vehicle use
- 5.10 Complying with traffic legislation when driving a company vehicle
- 5.11 Regularly checking the oil, radiator and battery levels, and tyre pressure of company vehicles they regularly use and complete the Vehicle Safety Checklist
- 5.12 Making sure that vehicle ignition is switched off, keys removed, and vehicle locked when not in use. This includes making sure lights and accessories are switched off when not in use.
- 5.13 If roadside assistance is required due to a flat battery from disregard of the above the driver will be responsible for paying the associated jump start costs.
- 5.14 Reporting any near hits, crashes and scrapes to your manager, including those which do not result in injury

In addition, it is required that all drivers:

- 5.15 Take regular and adequate rest breaks;
- 5.16 Take breaks every two hours and stop when tired;
- 5.17 Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments;
- 5.18 Stay overnight if driving time and non-driving duties exceed 11 hours in one day unless driving duties can be shared; and
- 5.19 Use daytime running lights on the open road (where fitted).

6. Responsibilities as a PCBU

- 6.1 RS will not require workplace participants to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. (refer to the Fatigue Management Procedure).



106 - 110 Harburg Drive, Beenleigh QLD 4207
(07) 3807 1739
sales@residentialsccaffold.com.au
www.residentialsccaffold.com.au

8 - 16 Gay Street, Coopers Plains QLD 4108
(07) 2111 9996
sales@roofsafesolutions.com.au
www.roofsafesolutions.com.au

6.2 It is RoofSafe Solutions policy that no person with a Restricted Licence is allowed to drive company vehicles or any vehicle while on company business.

7. Non-compliance

7.1 If a workplace participant fails to comply with these requirements, it will be regarded as a serious breach of conduct and may result in the termination of employment/services/contract. When a breach occurs, it will be investigated to determine the appropriate action to be taken.

Variations

RS reserves the right to vary, replace or terminate this Code from time to time.

All RS policies and procedures will be reviewed every two to three years and distributed to staff. RS is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

Signed 

Dated 28/10/2022

Residential Scaffold Australia & RoofSafe Solutions