

VEHICLE SAFETY AND PARKING

POLICY STATEMENT:

HR Staff n Stuff is committed to the safety and well-being of all employees. HR Staff n Stuff recognises that some roles in the business are required to undertake driving for work related purposes and are on the road for periods of time through their workday. HR Staff n Stuff recognises that work-related driving can potentially be a high-risk activity and has introduced this safe driving policy and guidelines as a preventative measure to assist with managing risks associated with work-related driving.

It is the driver's responsibility to operate the vehicle safely and to drive defensively to prevent injury to self, others and damage to property. HR Staff n Stuff expects all employees undertaking work related driving to follow all of the procedures outlined below.

PROCEDURES:

1. VEHICLE SAFETY

- a. It is the responsibility of each employee to inspect their car regularly to ensure the vehicle is safe to drive. This includes inspections of critical items such as brakes, taillights, brake lights, tyres, wipers etc. Employees should have any vehicle defect repaired prior to any work related driving. The employee should borrow or hire an alternate vehicle until their vehicle is repaired to ensure their safety.
- b. All drivers must comply with all applicable national, state and local traffic road rules and regulations.
- c. Any car driven for work related purposes must be registered.
- d. Undertaking work related driving while under the influence of alcohol, intoxicants or other drugs is forbidden and will result in disciplinary action including termination.
- e. No employee should undertake work related driving when their ability to do so safely has been impaired by illness, fatigue, injury or prescription medication.
- f. All drivers must hold a current and valid driver's license for the vehicle they are driving. If an employee is required to drive for work as part of their role and your license is suspended, expires or is cancelled, the employee is responsible for advising the Director immediately.
- g. HR Staff n Stuff prefers that employees do not use the phone when driving as this can be distracting and can lead to accidents. HR Staff n Stuff permits (but does not encourage) the use of the phone for phone calls only (not texting) in line with the national road rules law:

Using a mobile phone (or iPad) while driving is prohibited, except to make or receive a phone call or to use its audio/music functions provided the phone:

- *is secured in a commercially designed holder fixed to the vehicle, or*
- *can be operated by the driver without touching any part of the phone and is not resting on any part of the driver's body.*

Using a phone as a navigational device/GPS while driving is prohibited unless it is secured in a commercially designed holder fixed to the vehicle. All other functions (including video calls, texting and emailing) are prohibited.

If an employee needs to make or receive a call during extreme weather conditions, they are required to pull over to a safe position.

2. SAFE DRIVING GUIDELINES

a. Pre-Check Vehicle

All employees undertaking work related driving should use this checklist prior to the commencement of any trip:

- Ensure there is enough fuel to get to the destination.
- Check the condition of tyres.
- Ensure windows and mirrors are clean and properly adjusted, and that the windscreen washer reservoir has sufficient liquid.
- Test lights to make sure they are all working, check oil (dipstick indicates level) and radiator fluid (only check if engine is cold).
- Check driving adjustments such as seat and steering wheel.
- Check mirrors are clean and properly adjusted and ensure you are familiar with indicators, hazard light function headlights and wipers.

b. Plan trips to minimise risk

- Allocate time to account for common delays such as traffic and weather conditions, when planning your day and trips.
- HR Staff n Stuff encourages all drivers to take the safest possible route available to a destination
- When planning an extended driving period, build in time to allow for changing conditions, traffic hold ups and regular rest breaks
- Where extreme weather conditions are reported, trips should be postponed or rescheduled

c. Fatigue Management

Fatigue is a common problem in both long and short trip driving. Fatigue affects driver performance and concentration. Prevention can be achieved through recognition of contributing factors and strategies to deal with preventing fatigue.

Fatigue can be managed through the following strategies:

- a. Flexible work schedules, appropriate meal breaks and trips planned as far as possible in advance
- b. Adequate, regular driver rest breaks, preferably of 15-minute duration approximately every 2 hours
- c. Recognising the signs of fatigue relating to your vehicle include but are not limited to, a near miss incident, not maintaining a constant speed, not keeping in a single lane, poor gear changes and overshooting a sign or line.

HR Staff n Stuff employees need to remain alert on long journeys and continually re-assess driving conditions. If necessary, take precautions to reduce the risk of an accident, which may include stopping or seeking shelter until conditions improve.

In the event that an employee is unable to safely drive home within the planned timeframe (due to unsafe road conditions or driver fatigue) HR Staff n Stuff will cover accommodation costs associated with an overnight stay.

d. Speed

Speed contributes to road trauma and there is a clear relationship between speed and potential crash frequency and severity. In order to reduce risks, HR Staff n Stuff employees are required to:

- observe speed limits at all times
- drive at a speed appropriate for the conditions
- respond to speed warning alerts
- adjust arrival times to compensate for delays
- plan trips on the basis of time within speed limits

e. In-vehicle Distractions

Distractions divert the driver's attention from the driving task and impact on safety critical measures, such as stopping distances. Common in-vehicle distractions are other passengers, drinking and eating, reaching for objects, personal grooming and being distracted by in-vehicle technologies or loose objects. HR Staff n Stuff requests all employees to reduce risks by:

- Presetting music/radio and climate controls
- Securing any loose objects

- Pulling over to adjust equipment, check maps or attend to personal grooming

3. INCIDENT MANAGEMENT

It is possible that an employee may be involved in an incident while driving for work related purposes. An incident may be described as a 'near-miss' and may not result in any damage to property or person, however, all incidents must be reported regardless of severity.

The types of incidents that should be reported include, but are not limited to:

- Any type of road accident, no matter how minor (including in parking lots)
 - Any type of damage to vehicle sustained where employee is not present (i.e. return to parked car to find it damaged)
 - Any type of incident involving a disgruntled, abusive or aggressive member of the public
 - Any situation that occurs while driving for work that makes the employee feel concerned, uncomfortable or at risk in any way
- a. Where an employee is involved in an incident with another person, no admission of liability should be provided. All employees should make every effort to exchange details with the other person and collect details from any witness to the incident.
 - b. Any incident must be reported immediately to the Director.

4. PARKING

HR Staff n Stuff expects all employees to park in appropriate parking spaces when at the office or onsite. Employees are expected to respect the rights of others in regard to designated car parking spaces.

- a. HR Staff n Stuff employees can park in any available HR Staff n Stuff car spaces. There are three designated car parking spaces and all are on a first-come, first-served basis. However, if these car spaces are required for visitors you may be asked to move your vehicle.
- b. Employees must observe car parking rules at all client premises and not park in reserved or inappropriate parking spots. Parking signs and other local laws must be observed at all times and employees are not to obstruct driveways or access to premises, park in a no standing or allocated disabled car park nor restrict the clear access required for delivery and emergency vehicles.
- c. When attending meetings or events off site and you are required to drive, HR Staff n Stuff prefers to seek free parking spaces wherever possible. When car parking fees are unavoidable, HR Staff n Stuff expects that all employees will park responsibly to minimise fees payable. HR Staff n Stuff will reimburse reasonable parking costs that are related to work activities, upon receiving a receipt.
- d. Any parking fines incurred while parking will be at the expense of the employee.