

HSE Management System Manual

VEHICLE SAFETY & JOURNEY MANAGEMENT POLICY-PCHSE-059

PURPOSE

The purpose of the Palmer's Coaches Pty Ltd Vehicle Safety and Journey Management Policy is to:

- Define Palmer's Coaches Pty Ltd standards and responsibilities in relation to vehicle operational safety and journey management;
- Ensure legislative compliance;
- Provide a safe working environment for employees and contractors; and
- Ensuring that the company and/or its employees' actions with vehicles do not negatively impact on the larger community;

KEY POINTS

Managing Work-Related Road Safety;

Employers must take measures that are reasonable and practicable on all matters within their control. They should be aware of potential risks and the severity of potential injury or harm, and must take steps to remove those risks.

Their ability to do this should be assessed with reference to practicability. In the context of road safety, this means ensuring vehicles are in a safe mechanical condition and maintaining work schedules that allow adequate time for required distances to be travelled safely.

Also, both employers and individuals should look at all aspects of how a job is done. Many incidents reported as 'operator error' may have been the result of an unsafe system - a common one being driver fatigue, distraction and reversing.

Legal Responsibilities;

So far as is reasonably practicable, the Palmer's Coaches Pty Ltd is required by law, to ensure the health and safety of all individuals while at work and those performing work on their behalf and to further ensure that the organisation's transport activities do not negatively impact on the general public.

The concept of a 'Reasonable Steps' defence relates to risk assessment and evaluation leading to risk mitigation in that it can be demonstrated that reasonable steps were taken to ensure that responsibilities were met.

In determining what is 'reasonably practicable,' account must be taken of the:

- Exposure to harm - the likelihood of a hazard or risk occurring;
- Seriousness - the degree of harm that would result if the hazard or risk occurred;
- Knowledge of the risk - what the person concerned knows (or ought reasonably to know*) about the hazard or risk;
- Any ways of eliminating or reducing that hazard or risk and remedies; and
- Availability and suitability of ways to eliminate or reduce the hazard or risk.
- An important principle here is the understanding that should an incident occur and legal action be taken against the organisation then it is likely that the person with the management responsibility will be judged not only on what they know, but what they ought reasonably to know for someone holding that position within the organisation.

Revision History					
Document Ref:	Vehicle safety and journey management policy-PCHSE-059	Revision:	02	Approval Date:	01/01/2018
Document Owner:	Palmer's Coaches – Safety & Compliance Manager	Approved by:	Palmer's Coaches – Managing Director		
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DEFINITIONS

Company Related Business;

- Palmer's Coaches Pty Ltd related work or activities, whether performed on or off company sites, including any business normally conducted by the employee and/or any direction by the Company to host or attend on the behalf of the Company.

Individuals;

- Persons who engage in Company business, including the Company's employees, agency contractors, government employees, service contractors, and consultants.

Vehicle;

- A vehicle is a device that is designed or used to transport people or objects. Common vehicles used by PALMER'S COACHES include are not limited to the following: bus, coach, cars and trucks used to transport objects.

POLICY

Use of Vehicles;

It is important that the Palmer's Coaches Pty Ltd transport tasks are adequately managed. This extends from individuals using company vehicles, rental vehicles, their own vehicle or sub-contractors vehicles where the transport task is outsourced.

Company Supplied and Sub-contractors Owned Vehicles;

For Palmer's Coaches Pty Ltd supplied and sub-contractor owned vehicles, all individuals have a responsibility to not exceed speed limits and comply with all road traffic laws as per company speed management policy PCHSE-024.

It is even more important that we drive at speeds that are safe for the conditions, recognising that such speed will often be below the posted speed limit.

Vehicle Standards;

In setting standards for vehicle safety, Palmer's Coaches Pty Ltd will seek to maximise safety and minimise environmental impact.

Journey Management;

A risk assessment (RA) and journey management plan (JMP) will be developed for all trips, the JMP will be inserted into the route of the work ticket taking into consideration the follow;

- Customers' requirements;
- Size and capacity of the vehicle;
- Pre-start vehicle checks prior to departure for mechanical and safety requirements;
- Scheduled departure time;
- Appropriate rest breaks under legislations for driving and rest breaks;
- Scheduled customer meal breaks if required;
- Driver change over times if required;
- Scheduled arrival times at destinations;

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Alcohol and Drugs;

Palmer's Coaches Pty Ltd Life Saving Rule # 3 is as follows:

- **No person shall bring, use or be under the influence of illicit drugs on any PALMER'S COACHES premise.**
- **No person shall operate any vehicle (company owned or personal) on a PALMER'S COACHES site or on company related business activities, at or above the prescribed statutory limits for alcohol.**
- **As per our Alcohol, Drugs & Fitness for Duty Policy PCHSE-001**

Fatigue;

- Driving when fatigued is dangerous and significantly increases reaction time.
- Managers and individuals must plan realistic schedules and drivers should be rested before departure, stop for appropriate rest breaks;
- **(It is recommended- 15 minutes, every two hours, even if not feeling tired)**
- **As per our Fatigue Management Policy PCHSE-006;**

Daytime Running Lights;

Research suggests that operating vehicles with headlights on significantly improves visibility and overall road safety. It is recommended that all vehicles performing or acting on behalf of the Palmer's Coaches Pty Ltd adopt best practice and employ DRL's where headlights are illuminated (on low beam) during the day making vehicles more visible.

Seatbelts;

Seatbelts are fitted to all our vehicles for safety and must be worn whenever a vehicle is being used under state and federal legislation.

ROLES AND RESPONSIBILITIES

All individuals driving vehicles on business related activities are responsible for ensuring compliance with this Policy.

RELEVANT LEGISLATION & REGULATION

- Occupational Health and Safety Act 1984
- Occupational Health and Safety Regulations 1996
- Workers Compensation and Injury Management Act 1981
- Road Traffic (Vehicle Standards) Regulations 2010
- National Heavy Vehicle Regulator (NHVR)

RELATED DOCUMENTS;

Policies

- Palmer's Coaches Pty Ltd HSE Policy Statement PCHSE-030;
- Palmer's Coaches Pty Ltd Alcohol, Drugs & Fitness for Duty Policy PCHSE-001;
- Palmer's Coaches Pty Ltd Fatigue Management Policy PCHSE-006;
- Palmer's Coaches Pty Ltd Speed Management Policy PCHSE-024;
- Palmer's Coaches Pty Ltd Journey management plan PCHSE-060;

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Policy review process;

Palmer's Coaches will review this policy every year unless any changes are required or if any issues arise during that period or changes to information supplied.

Next Policy Review; 1st January 2019 unless otherwise required.

Rick Palmer

Rick Palmer
 Managing Director
 01/01/2018

Bruce Adams

Bruce Adams
 General Manager
 01/01/2018

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