



## Vehicle Safety Policy

This Vehicle Safety Policy applies to all Employees of the business.

The objective of the policy is to establish guidelines and procedures for the effective management of vehicle-related risks in the business.

The requirement is for all staff to comply with the Vehicle Safety Policy.

Procedures (not required)

## Purpose

The purpose of this policy is to establish guidelines and procedures for the effective management of vehicle-related risks within Sydney Drafting Concepts and Designs. This policy aims to promote a culture of safety, reduce the number of accidents, and minimize the impact of vehicle incidents on employees, contractors, the environment, and the public. By adhering to this policy, Sydney Drafting Concepts and Designs demonstrates its commitment to safeguarding the health and wellbeing of all stakeholders involved in the business.

## Objective

The objectives of this policy are:

- To ensure that all drivers operating Sydney Drafting Concepts and Designs vehicles, or their own vehicles for work-related purposes, are properly trained, licensed, and fit to drive.
- To promote safe and efficient driving practices to minimise the risk of accidents and reduce fuel consumption, emissions, and vehicle wear and tear.
- To implement a robust vehicle maintenance program to ensure that all vehicles are in good working condition and meet the relevant Australian safety and emissions standards.
- To establish clear procedures for the reporting and investigation of vehicle incidents to enable continuous improvement of vehicle safety performance.
- To comply with all relevant Australian legislation, regulations, and industry standards related to vehicle safety and operation.

## Policy Requirements

To achieve the objectives outlined in this policy, the following requirements must be met:

- **Driver Qualifications:** All drivers must possess a valid Australian driver's license, appropriate for the class of vehicle they are operating. Drivers must also complete Sydney Drafting Concepts and Designs's driver training program and demonstrate knowledge of this Vehicle Safety Policy.
- **Driver Fitness:** Drivers must be physically and mentally fit to operate a vehicle. They must not drive under the influence of alcohol, drugs, or medications that may impair their ability to drive safely. Regular health and fitness assessments may be required to ensure ongoing driver fitness.
- **Vehicle Maintenance:** Sydney Drafting Concepts and Designs will implement a comprehensive vehicle maintenance program that includes regular inspections, servicing, and repairs, as per the manufacturer's recommendations. All maintenance activities must be documented, and records retained for a minimum of five years.
- **Safe Driving Practices:** Drivers must adhere to all applicable road rules and follow safe driving practices, such as wearing seatbelts, using hands-free devices, and observing speed



limits. Sydney Drafting Concepts and Designs may implement additional safety measures, such as driver monitoring systems or telematics, to encourage responsible driving behaviour.

- **Incident Reporting:** All vehicle incidents, including accidents, near misses, and traffic violations, must be reported to Sydney Drafting Concepts and Designs's designated safety officer within 24 hours. A thorough investigation will be conducted to identify the root cause(s) of the incident and to develop appropriate corrective actions to prevent a recurrence.
- **Periodic Review:** This Vehicle Safety Policy will be reviewed at least annually or following significant changes to relevant legislation, regulations, or industry standards. Regular audits will be conducted to ensure ongoing compliance with this policy and to identify areas for improvement.

By implementing and adhering to this Vehicle Safety Policy, Sydney Drafting Concepts and Designs demonstrates its commitment to promoting a safe and responsible driving culture, ensuring the well-being of all stakeholders, and fulfilling its legal and ethical obligations.

The Director is responsible for communicating the Vehicle Safety Policy to all persons working for or on behalf of the organisation and making it available to interested parties.