

Guidance for Developing a Road Safety Policy

September 2019

Purpose

This document is a scaffold for your organisation to develop and implement an organisation-specific Road Safety Policy.

It aims to provide a structure that can be adapted to the specific circumstances and requirements of your organisation. For example, there may be sections within this document that are not relevant to your organisation, or other sections that require a more extensive response or the inclusion of region-specific information.

Target

This document is aimed at medium to large organisations with workers undertaking regular driving, riding, cycling or walking for work purposes, and for organisations with fleet vehicles.

This document may be used by smaller organisations to either develop a short road safety policy or to include certain sections within an existing WHS policy.

Timeframe

The development of a comprehensive and organisation-specific road safety policy may take time. You may consider taking sections from this document and adapting and implementing them within your existing WHS policies to fill road safety gaps for quick policy observance.

More information

For further advice about this document, contact Transport for NSW at roadsafety@transport.nsw.gov.au

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1. Terms

This policy is effective from **[Date]**.

[Organisation] will periodically review this Policy and reserves the right to alter it at any time.

2. Purpose

Here you will outline the purpose of the policy, and why, as an organisation, you have decided to implement it. Please see an example below.

[Organisation] is responsible for the health and safety of its workers whilst at their place of work. Any vehicle in which a worker carries out business on behalf of **[Organisation]** or their employer is classified as a place of work and is therefore subject to the *Work Health and Safety Act 2011*. It follows that **[Organisation]** is required to carry out an assessment of the risks to the health and safety of its workers, while they are at work, and to other people who may be affected by their work activities.

[Organisation] must also provide workers with the information, instruction, training and supervision necessary to ensure their health and safety.

[Organisation] has a responsibility to both ensure that workers using motor vehicles or motorcycles for work-related purposes are properly licensed and to require workers to observe safe driving practices. **[Organisation]** also has a responsibility to ensure that workers traveling as a pedestrian or bicycle rider observes safe road practices.

3. Policy scope

Here you will outline what and whom this policy will cover. Please see an example below.

This policy applies to all workers who are operating vehicles within **[Organisation]** fleet.

[Organisation]'s fleet is made up of the following types of vehicles:

- A **Fleet Vehicle** is any vehicle (light motor vehicle, light commercial vehicle, motorcycle, bicycle) used for work that is directly provided by **[Organisation]**.
- A **Grey Fleet Vehicle** is any vehicle (light motor vehicle, light commercial vehicle, motorcycle, bicycle) used for work not directly provided by **[Organisation]**. This includes personal vehicles, all forms of leases and client vehicles, whether workers are reimbursed for expenses associated with work use or not, such as kilometres travelled.

4. Responsibilities

The following table is a summary of how to briefly present roles and responsibilities in managing the fleet, which are specified in the policy. Please see an example below.

Stakeholder	Responsibility and Delegation
Chief Executive Officer/ Fleet Manager/Manager	To develop and maintain the policy, and ensuring compliance to the policy
Drivers/Vehicle Owners	To comply with the requirements of this policy and procedure

4.1 Licence checks

Here you will outline how you will ensure that a worker has a valid driver or riders licence. This can be done by including having a valid licence within a worker's proof of identity (POI) document and identifying specifically the frequency of checking and how this is conducted.

All workers who drive for business purposes will be required to present their driver licence annually to ensure they have a valid driving licence for the category of vehicle they are required to drive for business.

By signing the driver acknowledgment form the driver accepts that **[Organisation]** may, at their discretion, check their licence for currency. Workers with more than six demerit points or more on their licence could be required to have their licence checked more frequently **(how frequently is at the discretion of your organisation)**.

Workers are required to advise their line manager in the event their licence is suspended, disqualified or cancelled, or have special conditions imposed on it (i.e. alcohol interlock condition, passenger restriction disqualified or loss of licence).

4.2 Driving offences and fines

Ensure that within your policy you clearly outline that drivers abide by the specific laws for the state they are driving in. This includes the use of mobile phones, driving under the influence, driving in an unsafe manner, etc.

The driver of the vehicle must drive within the law including: ensuring that all road rules (for example traffic signs and statutory speed limits (including variable speed limits) are observed); and ensuring that the vehicle is always safely parked and not in breach of any regulations.

The driver in control of the vehicle at the time of any offence must promptly pay for all traffic and parking infringements. If penalty notifications or reminders are issued in **[Organisation]**'s name, the driver's details must be obtained from vehicle running sheets, and the Statutory Declaration provided on the reverse side of the fine should be promptly completed and returned to the State Debt Recovery Office (for infringements issued within New South Wales). The fine will then be reissued in the nominated driver's name. This should ensure that the driver of the vehicle and not **[Organisation]** is fined.

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4.3 Mobile phone use

In NSW, using a handheld mobile phone while driving is illegal. This includes when waiting at traffic lights or stopped in heavy traffic. To use a hand-held mobile phone your vehicle must be parked.

Unrestricted drivers are only permitted to use a hands-free phone for making calls or using the audio playing function if the phone is in a cradle fixed to the vehicle, or can be operated without touching any part of the phone (e.g. via Bluetooth or voice activation). They are also permitted to use a phone as a drivers aid (e.g. navigation, Seed Adviser App) only if the phone is in a cradle fixed to the vehicle.

Note that Learner and Provisional drivers (P1 and P2) are not allowed to use a mobile phone at all while driving.

While **[Organisation]** recommends that mobile phones are not used at all while driving, **[Organisation]** will provide all the necessary equipment required to safely utilise a mobile phone whilst driving.

5. Fleet Vehicle Purchasing and Management

5.1 Guidelines for purchasing/leasing fleet vehicles

In this section you will outline the vehicle purchase/lease requirements, and what other features or considerations should be considered in the purchase/lease. A part has been added to reflect the environmental considerations of the purchase/lease of vehicles, as provided in the NSW Electric and Hybrid Vehicle Plan.

Vehicles purchased or leased by **[Organisation]** must address the following:

5.1.1 Australasian New Car Assessment Program (ANCAP)

This part should not be changed as it reflects the minimum safety standards and ratings that any fleet vehicle should have.

All **[Organisation]** fleet vehicles must have a five-star ANCAP safety rating for their category, and be fitted with the safety assist technologies below, subject to their availability in the class of vehicle and the vehicle's suitability for its intended role:

- Electronic stability control (ESC)
- Lane support systems (LSS) – Lane Keeping Aid, Blind Spot Monitoring System
- Autonomous emergency braking (AEB)
- Reverse collision avoidance systems, such as cameras and/or monitors

For vehicles assessed prior to 2018, the ANCAP rating should have a date-stamp no older than 2015 wherever possible.

5.1.2 Additional safety features

This part addresses the safety “wants” rather than the “needs” mentioned above in 5.1.1. Edit these as required, or move these items into minimum safety standards in 5.1.1.

[Organisation] is encouraged to purchase/lease vehicles with the following additional safety features:

- Choosing a vehicle with an easily visible colour, such as white or yellow

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- Active safety belt reminders for all seating positions
- Active head restraints to reduce whiplash
- A three-point safety belt and head restraint for the centre rear seat
- Automatic daytime running lights
- Speed warning/limiting devices
- Rear Cross Traffic Alert (RCTA)
- Adaptive Cruise Control (ACC)

5.1.3 Environmental considerations

This part can be removed if necessary; however, considerations on vehicle emissions should be factored in to purchasing/leasing criteria.

[Organisation] is encouraged to purchase/lease hybrid, electric or clean-energy vehicles to reduce emissions from the fleet, and reduce expenses associated with fuel through improvements in fuel efficiency. Such vehicles include:

- Battery electric vehicles (BEVs) – have an electric motor and a large battery that is recharged by plug connection to external power, are fully electric and have zero “tailpipe” emissions
- Plug-in hybrid electric vehicles (PHEVs) – have an electric motor coupled with a petrol or diesel Internal Combustion Engine (ICE), and can be plugged in to external power to charge the battery
- Hybrid electric vehicles (HEVs) – have an electric motor coupled with a petrol or diesel ICE, and smaller batteries that are recharged by the engine

5.1.4 Restricted vehicles

If [Organisation] employs P-plate drivers (P1 or P2) an appropriate vehicle must be provided for their use that is not restricted. See tfnsw.redbook.com.au for information on restricted vehicles.

5.2 Insurance

This section should not be changed as it addresses the minimum insurance requirements in the state of New South Wales.

[Organisation] must ensure that comprehensive motor insurance is in place at all times on all fleet vehicles, and that coverage does not lapse.

[Organisation] must ensure that compulsory third party insurance (CTP) is in place at all times on all fleet vehicles, and that coverage does not lapse.

5.3 Telematics

In this section you can outline whether telematics will play a part in your organisation’s fleet management strategy.

The use of telematics is encouraged where it can be established that it supports strategic business outcomes which may include:

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- Improving Workplace Health and Safety
- Improving asset management by location
- Improving driver behaviour and decreasing consumable costs, or
- Increasing efficiency by automated capture of vehicle usage data to replace manual logbook data entry. **The organisation should ensure that any telematics solution is in accordance with ATO requirements for Fringe Benefit Tax (FBT) purposes and an appropriate discussion with employer representatives has occurred.**

5.4 Maintenance

In this section you will outline the maintenance and servicing requirements of the fleet vehicles.

Vehicle maintenance should be undertaken according to the manufacturer's recommendations to ensure optimum road worthiness and safety, fuel efficiency, emission performance and return on investment.

Workers should be made aware of the need to optimise fuel efficiency and emission performance by ensuring tyres are maintained at recommended pressures, wheels are correctly aligned, fuel tanks are not over-filled, vehicles are not used to carry unnecessary loads, and that good driving habits are observed (for example, not accelerating quickly, and braking harshly, unless the situation warrants such practice).

5.5 Road side assistance

In this section you will outline the road side assistance requirements of the fleet vehicles.

A road side assistance policy must be in place for all vehicles purchased/leased by **[Organisation]**. This road side assistance policy and contact information will be readily available in each fleet vehicle and each worker will be made aware that such a policy is in place, should they ever require it.

5.6 Safety equipment

In this section you will outline the safety equipment that is available in the vehicle.

[Organisation] should make available, and adequately maintain, applicable safety equipment within the vehicle at all times. Such examples of safety equipment included within the vehicle are:

- Fire extinguisher
- First aid kit
- LED torch
- Reflective high-visibility vest
- Seatbelt cutter
- window breaker

5.7 *Other safety equipment (region specific)*

In this section you will outline the safety equipment that is available in the vehicle. This section will be region specific (e.g. alpine areas, remote areas) and can be removed if not applicable.

[Organisation] should make available, and adequately maintain, applicable mandatory safety equipment within the vehicle at all times. Such examples of mandatory safety equipment included within the vehicle are:

- Snow chains for all applicable wheels that are size appropriate for the vehicle (mandatory requirement for 2WD vehicles in alpine areas between June and October long weekends)
- Ice scrapper

6. **Fleet Vehicle Users**

In this section you will outline the requirements that the fleet vehicle drivers (workers). Under each subheading is an example of how this could be written within your organisation's policy.

6.1 *Driver identification*

[Organisation] should take appropriate steps to record the identity of a driver of a fleet vehicle at any time. The use of vehicle running sheets meets this requirement.

6.2 *Driver training*

[Organisation] will ensure all drivers of fleet vehicles have received adequate training and/or demonstration of vehicle features prior to operating the vehicle in the first instance.

Subsequent training and/or demonstration will be provided for each different vehicle in the fleet.

6.3 *No smoking*

Smoking is not permitted at any time in any **[Organisation]** vehicle.

6.4 *Vehicle records*

[Organisation] will provide all users of fleet vehicles with running sheets that must be kept for all journeys undertaken in **[Organisation]** vehicle.

6.5 *Reporting vehicle issues*

If there is any issue with the operation of the vehicle, or the vehicle has been damaged (including minor scratches), the worker is to report the defect to **[Organisation]** upon returning the vehicle.

7. Grey Fleet Users

In this section you will outline the requirements that the grey fleet drivers (workers) need to comply with.. Under each subheading is an example of how this could be written within your organisation's policy.

7.1 *Use of private vehicles for business use in the grey fleet*

Workers who drive their private vehicle for work purposes within the grey fleet will be reimbursed for business usage in line with the approved kilometre allowance payments. This provision must only be used when a fleet vehicle or daily rental car is not available or where the workers position requires the use of a personal vehicle. A new vehicle form must be submitted annually or whenever the vehicle is replaced or a different personal vehicle is used. Daily/Weekly pre-start checklists must be undertaken before each journey and must be submitted to the line manager at the end of every working week. The vehicle undertaken for this driving must have the same safety features as a fleet vehicle.

7.2 *Requirements for providing a suitable vehicle*

Here you will outline briefly the requirements for a suitable vehicle within your organisation's grey fleet. Below is an example of how this could be detailed.

Any vehicle being driven within the grey fleet undertaking tasks for the organisation must be suitable for its intended use; and be fully maintained (in line with the vehicles manufacturers recommendations), in a roadworthy condition and meet all legal requirements.

7.3 *Insurance and registration*

It is of the utmost importance to include vehicle insurance and registration in your grey fleet policy. This means that the workers must comply with the policy by obtaining the correct level of comprehensive insurance cover for their vehicle (i.e. one that includes driving for work) and the vehicle must be registered.

All workers using their personal/private vehicle for work purposes must ensure they have informed their insurance company that they will be using their vehicle for work purposes. All workers must maintain a comprehensive level of vehicle insurance.

[Organisation] must ensure that comprehensive motor insurance is in place at all times on all grey fleet vehicles, and that coverage does not lapse.

[Organisation] must ensure that compulsory third party insurance (CTP) is in place at all times on all grey fleet vehicles, and that coverage does not lapse.

[Organisation] must ensure that vehicle registration is in place at all times on all grey fleet vehicles.

Within this comprehensive vehicle insurance, it should be ensured that breakdown, and roadside assistance are covered, or that a separate roadside assistance policy is in place.

This information will be retained and captured by **[Organisation]** on an annual basis to ensure insurance and registration validity.

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7.4 *General upkeep of vehicle*

Workers must ensure that the vehicle being driven is in a mechanically roadworthy condition and that the vehicle registration is current. The vehicles routine maintenance must be up to date, in line with the manufacturer's recommendations. This can be ensured using Daily/Weekly pre-start checks.

8. Driver Behaviour

8.1 *Traveling at safe speeds*

Speeding is not just about exceeding the speed limit. It can also be about driving too fast for the conditions, such as on wet or icy roads, in heavy traffic, in areas where there are a lot of pedestrians, or while cornering.

[Organisation] is committed to the following:

- Making sure workers have enough time to travel between destinations by scheduling work to include rest breaks
- Developing disciplinary procedures for workers who receive speeding infringements
- Fit vehicles with technology that provides accurate speed information and alerts
- Exploring the option of fitting vehicle tracking technology that can monitor speed and make workers aware of the monitoring system
- Providing regular educational sessions on the risks of speeding
- Ensuring managers communicate that meeting deadlines is not an excuse for speeding

8.2 *Wearing a seatbelt*

In NSW it is mandatory to wear your seatbelt. Seatbelt non-use is a major contributing factor to death and injury on NSW roads. In a crash, a person who is not restrained by a seatbelt will continue to travel forward at the speed the vehicle was travelling until something stops them. This could be the steering wheel, dashboard or windscreen. In some crashes, the person may be partially or fully ejected from the vehicle, exposing them to other dangers.

[Organisation] is committed to the following:

- Ensuring every seat in every vehicle has a working seatbelt
- Educating workers on the benefits of wearing a seatbelt, and the legal requirement to do so

8.3 *Avoid driving when tired*

Being tired can affect driving by reducing attentiveness and alertness to dangers as well as slowing reaction times. Fatigue is one of the three biggest killers on NSW roads. Fatigue is not just extreme exhaustion, but includes everyday mental or physical tiredness that affects a person's ability to function. It reduces alertness, attentiveness and reaction times. Tiredness can affect your driving no matter how long or short the drive.

[Organisation] is committed to the following:

- Scheduling work to allow time for a worker's journey, including rest breaks

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- Avoiding scheduling meetings too early or late if any workers have to travel
- Implementing a 'Fatigue Management Plan' for workers that drive regularly, long distances or work shifts
- Ensuring workers do not have to drive if they advise they feel too tired
- Educating workers on the dangers of driving tired and how to avoid doing so

[Organisation] will ensure that all workers test their alertness and level of fatigue by utilising the information at testyourtiredself.com.au. If the results indicate that the worker is fatigued, the worker must immediately inform their manager that they cannot operate a vehicle until they have had adequate rest and are no longer fatigued.

***Note:** The information on testyourtiredself.com.au is intended to give an indication of your possible level of fatigue only. You accept that other factors, in addition to fatigue, may affect your ability to respond to the questions on this Site. You also accept that the information provided through the Site does not indicate whether you are in an appropriate state to drive and is not in the nature of advice. It remains your responsibility at all times to determine whether you are sufficiently alert to drive.*

The following information is optional.

Recognising the early warning signs of fatigue can further assist workers in safely managing their driving journey. Early warning signs of fatigue include yawning, sore eyes, difficulty concentrating, restlessness and over-steering the wheel of a motor vehicle. If workers experience any of these signs it is recommended that drivers pull over and stop when it is safe to do so. There are numerous rest area maps and Driver Reviver sites throughout NSW to assist in planning regular driving breaks during a journey.

If any workers work shifts, drive regularly, or long distances for work it is recommended that a fatigue management plan is created to ensure these workers do not drive tired. This may include policies around matters such as scheduling, night driving, and rest breaks. It is important that workers do not feel a need to drive tired in order to fulfil work requirements.

When scheduling meetings, workers should consider if any attendees are driving to the meeting and not schedule it too early or too late in the day to help others manage their fatigue.

8.4 Avoid being distracted

Driving is a complicated task requiring continuous concentration. Taking your eyes off the road for more than two seconds doubles the risk of crashing.

[Organisation] is committed to the following:

- Encouraging workers not to use their mobile phone at all when driving. If in-car phone use is necessary ensuring that all fleet vehicles and grey fleet vehicles have a hands-free device fitted (such as phone cradle or Bluetooth)
- Encouraging all workers not to call someone when they know that person is driving
- Educating workers on the risks and rules around mobile phone use when driving

Further information on the use of a mobile phone whilst driving is included in 4.3.

8.5 *Travel on the safest roads*

The risk and severity of crashes can be reduced dramatically if drivers travel in safe vehicles on safe roads at safe speeds.

[Organisation] workers who need to drive to a destination should plan to travel on the safest possible route and always use major roads where available. **[Organisation]** is committed to facilitating this plan of travel with the workers line manager overseeing the route planning to ensure the safest route is planned.

An example of a safe road would be a motorway which generally has barriers to prevent cars from running off the road and hitting objects such as trees. They also have barriers in the centre of the road to prevent head on crashes with other vehicles. These safety features are usually not present on local roads.

It is important that line managers are aware of the route being taken by workers when travelling for work purposes as well as the estimated time of arrival at the destination and estimated time back at the office. Workers should confirm with their line manager when they arrive at their destination by text, email or a phone call.

8.5.1 Rural and remote areas

If travelling in rural areas, managers and drivers should be aware of the increased risk of an animal strike, particularly at dusk and dawn, and plan travel to avoid these times where possible.

Workers should have access to a mobile phone if travelling in rural and remote areas in case of an emergency or breakdown. If there is likely to be no mobile phone coverage in the area they are travelling they should consider another route or carrying another type of communication technology such as a satellite phone, SPOT tracker or EPIRB.

8.6 *Drink and drug driving*

Blood Alcohol Concentration (BAC) limits apply in NSW. The limit for unrestricted (full licence) drivers is 0.05 BAC. The limit for Learner and Provisional (P1 and P2) drivers is 0.00 BAC. Any alcohol in the body, whether it is above or below the limit, can impair driving.

It is illegal and dangerous to drive after taking illicit drugs. Many prescription and non-prescription medicines may also affect a person's ability to drive safely. Mobile Drug Testing (MDT) detects drivers who have recently used four common illegal drugs: ecstasy, cannabis, cocaine and methamphetamine (including speed and ice). Many prescription and non-prescription medicines may also affect a person's ability to drive safely.

Any police vehicle can conduct a Random Breath Test (RBT) or Mobile Drug Test (MDT) at any time.

[Organisation] is committed to the following:

- Implementing a no alcohol policy during work hours
- Implementing a zero tolerance no illegal drugs policy
- Educating workers on the risks of driving after drinking alcohol
- Educating workers on the risks of driving while affected by drugs
- If alcohol is served at work event, ensure workers plan their safe journey back home and/or provide workers with alternative modes of transport (e.g. bus, taxi vouchers)

8.7 Vulnerable road users

Drivers must watch out for bicycle riders as they are smaller than cars and harder to see.

Drivers who pass a bicycle rider must allow a distance of at least:

- 1 metre when the speed limit is 60km/h or less
- 1.5 metres when the speed limit is more than 60km/h

It is important that line managers are aware of the risks for bicycle riders and make workers aware of cycling safety, whether they are cycling or driving.

9. Managing Safety Risks for Other Road Users

This section contains information for other road users. You may remove reference to 9.1 Motorcyclists and/or 9.2 Bicyclists if your organisation does not utilise these modes of transport for work purposes.

9.1 Motorcyclists

Around 20 per cent of all NSW road fatalities and serious injuries are motorcyclists, yet motorcycles account for only four per cent of all registered motor vehicles in NSW. Motorcycle riders are more exposed and risk serious injuries if they are in a crash. Riding a motorcycle can be both physically and mentally demanding. Riders can best protect themselves if they understand and manage their risks.

[Organisation] is committed to:

- Having a safe fleet of motorcycles with Anti-lock Braking Systems (ABS)
- Ensuring the motorcycles are regularly maintained and serviced
- Ensuring all riders have a valid motorcycle rider's licence
- Ensuring all riders have the appropriate experience to operate the motorcycle
- Providing appropriate protective gear that covers the whole body, has abrasion resistant material and impact protectors over the joints and back for protection of the spine, that is size-appropriate for all riders
- Providing approved helmets that are size-appropriate for all riders

[Organisation] will aim to provide protective equipment that is comfortable and has the adequate protection to warrant a four-star MotoCAP assessed rating. Visit motocap.com.au for information on the assessed products.

[Organisation] will provide safer motorcycle helmets that have been assessed by CRASH and obtained at least a four-star safety rating. Visit crash.org.au for information on the assessed products.

Motorcyclists need to be aware of and comply with all road rules, including motorcycle specific laws such as lane filtering. As with drivers, motorcyclists should also use safe behaviours relating to speed, tiredness, alcohol, and distraction.

Before riding, motorcyclists should have a quick check of their bike, including tyre pressure and tread, fluid levels in engine, coolant and brakes, nut and bolt tightness, lights, indicators and horn, brake pads, chain and sprockets, suspension. Any issues must be raised with the worker's line manager. Vehicles which are not roadworthy must not be used.

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Riders should be extra vigilant on the road and stay out of a driver's blind spot. They should watch for loose gravel, oil, fuel, water or ice across the road, and ensure not to cross lanes when cornering, especially the centre line. Riding can be very mentally and physically demanding – riders should stop regularly somewhere safe for a break, as well as if starting to feel tired.

Drivers should also be aware of motorcyclists on the road and watch out for them when driving. Drivers also need to make sure they always check their blind spot for motorcyclists.

9.2 *Bicycle riders*

On average, 9 bicycle riders are killed and 2,000 seriously injured in NSW each year. Research has found that 'visibility' is a major contributor to bicycle rider crashes.

[Organisation] is committed to:

- Having a safe fleet of bicycles with brakes, bell and front and rear lights and reflectors
- Ensuring the bicycles are regularly maintained and serviced
- Ensuring all applicable workers have the appropriate knowledge to operate the bicycle
- Providing appropriate reflective safety equipment for cycling at night
- Providing approved helmets that are size-appropriate for all bicycle riders.

To prevent future injury or deaths, workers who choose to cycle to their destination can plan a safer journey by choosing cycle ways, shared paths and quieter streets. Bicycle riders should further unplug earphones so there is an increased focus on the road and any vehicles ahead.

In NSW, bicycle riders are required by law to wear an approved helmet that is securely fitted and fastened. To assist in improving visibility, cyclists should wear bright clothes during the day and reflective clothing at night. Alternatively, dressing in colours such as white or fluorescent green is also suitable as they reflect the light from cars.

Bicycle riders should also take extra care around heavy vehicles, and remember they may not be able to see the cyclist.

It is important that line managers are aware of the risks for bicycle riders and make workers aware of cycling safety, whether they are cycling or driving.

9.3 *Pedestrians*

More than 50 pedestrians are killed and over 1,130 seriously injured on NSW roads each year. In NSW, the majority of pedestrian fatalities and serious injuries occur in metropolitan areas.

Everyone is a pedestrian at some time or another. Workers who travel on foot should follow these safety tips:

- Look before you cross
- Always use pedestrian crossings
- Make sure vehicles have stopped before you start to cross, make eye contact with the driver where possible
- Never start crossing when the red 'don't walk' signal is showing
- Avoid crossing between parked cars, or at the front or back of buses

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- Use the footpath when available
- Unplug earphones and put away phones so there is an increased focus on the road and vehicles ahead
- Check for turning vehicles at intersections
- Wear brighter clothing at night to help you to be seen
- Take extra care around heavy vehicles, and be aware they may not be able to see you.

It is important that managers are aware of the risks for pedestrians and make workers aware of these safety tips.

10. Health & Safety Guidelines

In this section, you will outline the health and safety guidelines your organisation sees fit for workers.

10.1 Journey Management

Here you will outline the importance of journey management when driving.

[Organisation] appreciates that extensive travel may be required from time to time. Workers are however encouraged to seek alternatives to business travel where possible such as video or telephone conferencing. Workers must also plan journeys in consultation with their manager in advance to manage travelling time and use overnight accommodation when necessary. Where extensive travel is necessary, workers are required to take regular breaks.

10.2 Precautions when traveling in bad weather

Avoid driving in wet, snowy, or icy conditions wherever possible as this can increase the risk of a crash, even for experienced motorists on routes they know well.

If workers have to drive in wet, snowy or icy conditions, they should follow these safety tips:

- If workers are already travelling and bad weather occurs, they will pull over in a safe place and wait for it to pass. They will notify their manager and those they are meeting with.
- Obey speed advisory signs and drive to the conditions.
- Keep a safe distance from the vehicle in front. As a general rule, the driver should travel three seconds behind the vehicle in front to provide sufficient time to avoid a crash. However, it may be necessary to increase this to four seconds in bad weather.
- Braking in wet or icy conditions should be gentle to avoid skidding and avoid losing control. Brake early and accelerate slowly.
- Slow down and be aware of ice on the roads, especially in shaded or low lying areas.
- Drive with the vehicle headlights on low beam. If the vehicle is equipped with fog lights they should only be used if driving in fog, mist, or other atmospheric conditions that restrict visibility.
- Watch for wildlife warning signs – many road crashes in snow and ice affected areas involve native animals crossing roads, particularly during dusk and dawn.

If workers are intending to drive in snow conditions, **[Organisation]** should ensure that their vehicle's service record is up to date and ensure that the vehicle is equipped with snow chains, and the worker knows how to fit these snow chains, if required.

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10.3 Breakdowns

In this section you will outline how safety will be managed in the event of a breakdown. This can be ensured through the use of breakdown plans.

In the event of a breakdown, workers should:

- Always activate the vehicle's hazard lights (and parking lights in poor visibility)
- Find a safe spot to pull over, such as a hard shoulder or breakdown lane
- Position the vehicle as far away from other traffic as possible
- Stay in the vehicle with your seatbelt on and call roadside assistance
- If you have to get out of your vehicle, always check for traffic – leave your vehicle from the safest side, away from the traffic, especially at night
- Try to avoid crossing the road
- Stand clear of the road and move behind a safety barrier if it is safe to do so
- Do not attempt to change a tyre unless it is safe to do so. If possible, drive on a flat tyre to a safe spot away from the traffic

[Organisation] will make available in each vehicle a breakdown safety glove box guide.

A handy breakdown safety glove box guide can be downloaded from

<https://roadsafety.transport.nsw.gov.au/downloads/breakdown-glovebox-guide.pdf>

10.4 What to do in the event of a crash

In this section, you will outline what a worker should do in the event of an incident. This section includes a list of steps to be undertaken immediately after an incident has occurred.

A worker involved in a crash is required to stop and render assistance, regardless of whether on official business or not. The worker must:

- Stop at the scene
- Attempt to make the scene as safe as possible
- Provide assistance to any person injured
- Arrange emergency services as required and
- Exchange vehicle and licence information with the other driver(s).

The police must be called to the scene of the crash where any of the following occurs:

- A person is injured or killed; or
- Any of the drivers involved in the accident fail to stop after the accident; or
- Any of the drivers involved in the crash appear to be under the influence of alcohol or drugs.

The Police Advice Line for reporting an incident or crash is 131 444.