



Road Safety and Your Work

A Guide for Employers



Introduction

Every road user has the right to travel safely on the road network. In NSW, almost 30 per cent of workplace fatalities are a result of road crashes at work¹. Around 25 per cent of the NSW road toll is fatalities from crashes involving a vehicle being used for business². The majority of these involve a car or light truck.

Fatal and serious injuries from crashes should not be accepted. The NSW Government has the ultimate goal of zero trauma on our roads by 2056.

Road safety is a shared responsibility. All of us – including you, your workplace and workers – have a role to play in keeping ourselves and others safe on the road.

1 SafeWork NSW Statistical Bulletin 2015/16

2 NSW Centre for Road Safety crash statistics, 2013-2016 average

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What is the road safety guide?

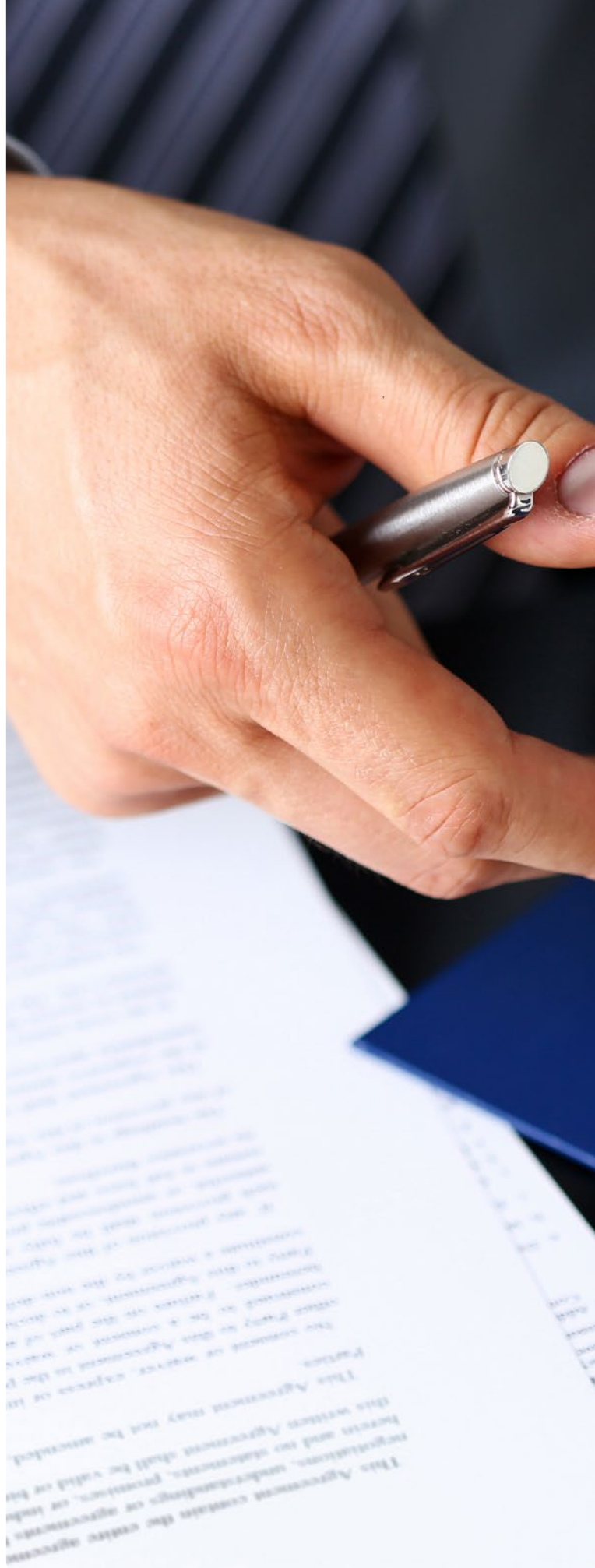
This guide provides workplaces with information about key road safety issues and risks, and ways to help you and your workers get around safely while using the road. It also provides information to help you embed road safety within your workplace.

Why does my organisation need a road safety guide?

The *Work Health and Safety Act 2011* places a general duty on businesses to ensure, so far as is reasonably practicable, that the workplace is without risks to the health and safety of any person. This includes when on and around the road.

The benefits of managing road safety in the workplace are significant, no matter your industry or the size of your organisation. They include:

- Reducing the risk of death and serious injuries to your workers and others.
- Assisting you to meet Work Health and Safety legislative requirements.
- Reducing costs of insurance premiums and vehicle maintenance.
- Reducing legal costs and costs of penalties.
- Motivating workers and demonstrating you value their safety.
- Minimising lost working days due to worker injuries.
- Promoting your workplace as a safe place to work.
- Creating a competitive advantage (stand above the others).
- Being socially responsible and fulfilling your Corporate Social Responsibility role.





What this guide does not cover

This guide is not intended to cover all work-related road safety situations that may arise in your organisation. It should be viewed alongside your legislative requirements.

Professional drivers and heavy vehicles are not covered in this guide, including Chain of Responsibility requirements. Heavy vehicle operators, and other parties in the supply chain, are legally bound by the standards and procedures under the Heavy Vehicle National Law (NSW).

The Road Safety Plan 2021

In February 2018, the NSW Government released the Road Safety Plan 2021. This was developed to set new road safety priorities and actions to help NSW work toward the State Priority Target of a 30 per cent reduction in road fatalities by 2021 (compared to 2008–2010 levels).

The six priority areas of the Road Safety Plan 2021 include:

- **Saving lives on country roads** – improving road safety infrastructure, including targeting high risk roads and behaviours
- **Liveable and safe urban communities** – addressing crashes in busy local areas, including pedestrian trauma
- **Using the roads safely** – preventing risky road behaviour, such as drink and drug driving

- **Building a safer community culture** – working in partnership with local and state road authorities, education providers, business and industry, vehicle manufacturers, community organisations and road safety advocates
- **New and proven vehicle technology** – leveraging advances in technology to prevent crashes and minimise human error
- **Building a safe future** – planning, developing, designing operating and maintaining our roads with safety at the core.

This guide is a key action in helping to build a safer community culture, by working with businesses to improve their road safety practices.

For more information about the Road Safety Plan 2021 visit [TowardsZero.nsw.gov.au](https://www.towardszero.nsw.gov.au)



Our approach to road safety

The NSW Government is committed to improving safety on NSW roads and has set a long-term target of zero fatalities and serious injuries on NSW roads by 2056.

NSW has adopted the internationally recognised Safe System approach to address road safety. This is a holistic and proven approach that acknowledges:

- The human body has physical limits to withstanding the impact of a crash.
- People sometimes make mistakes – but this shouldn't cost anyone their life.
- Roads, roadsides, travel speeds and vehicles need to be designed to help avoid a crash or reduce the impact of a crash if it happens.
- Road safety is a shared responsibility. We all need to make decisions with safety in mind, from the design of our roads and vehicles, investments, laws and education, to each road user acting safely every day.

The four elements of the Safe System are:

Safe roads

Roads need the design features that allow people to move around safely, including protection from run off road and head on crashes, as well as the separation of vulnerable road users.

Safe vehicles

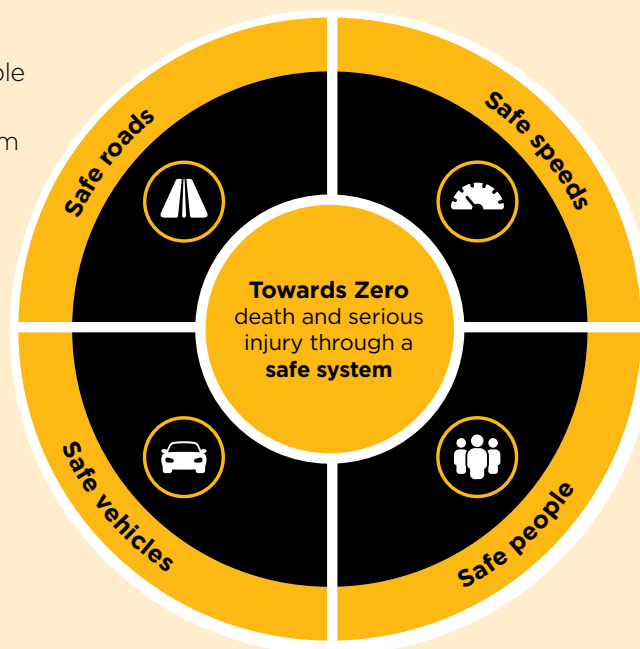
Innovation in vehicle technology, design and equipment can help avoid a crash or reduce the impact if a crash occurs.

Safe speeds

Roads need to be designed with speeds that are safe.

Safe people

We need to have the knowledge, skills, attitudes and information to make safe choices on our roads.



Embedding road safety in your workplace

It can be hard to know how to achieve a road safety culture within your workplace, or where to start with developing a road safety policy. The following seven steps provide broad guidance on how to do it successfully.



1

Gain executive support

- Make sure there is executive-level commitment to work-related road safety in your organisation.
- Review any existing insurance, crash and injury data.

2

Understand your worker's travel and associated risks

- Collaborate with your workers to understand their work related travel, consider conducting research.
- Assess the road safety risks in your organisation, and consider how they can be mitigated.
- Raise awareness of road safety within the workplace.

3

Set clear and measurable goals

- Consider initiatives that can be implemented quickly as well as longer term solutions.
- Provide clear and realistic timelines for achieving these goals, including Key Performance Indicators (KPIs).

4

Develop accountability systems

- Determine who will be held accountable/responsible for different safety elements.
- Encourage worker accountability and empower them to take ownership of their own safety, and the safety of others on the road.
- Treat infringements and crashes seriously, monitor and analyse them regularly.
- Provide positive feedback for achieving set KPIs and good behaviour (e.g. no infringements or crashes/near misses, not driving when feeling tired).

5

Document policy and guidelines

- Develop written operating procedures with clear responsibilities, and reporting measures.
- Integrate road safety within your existing Work Health and Safety framework, including workplace inductions.
- Create a range of resources and use multiple channels for communicating the safety messages (e.g. presentation decks, fact sheets, tips, case studies, video, toolbox talks, ambassadors, newsletters etc.). Keep messages simple.

6

Launch your policy

- Hold an event within your organisation to launch your road safety policy – promote worker health and safety.

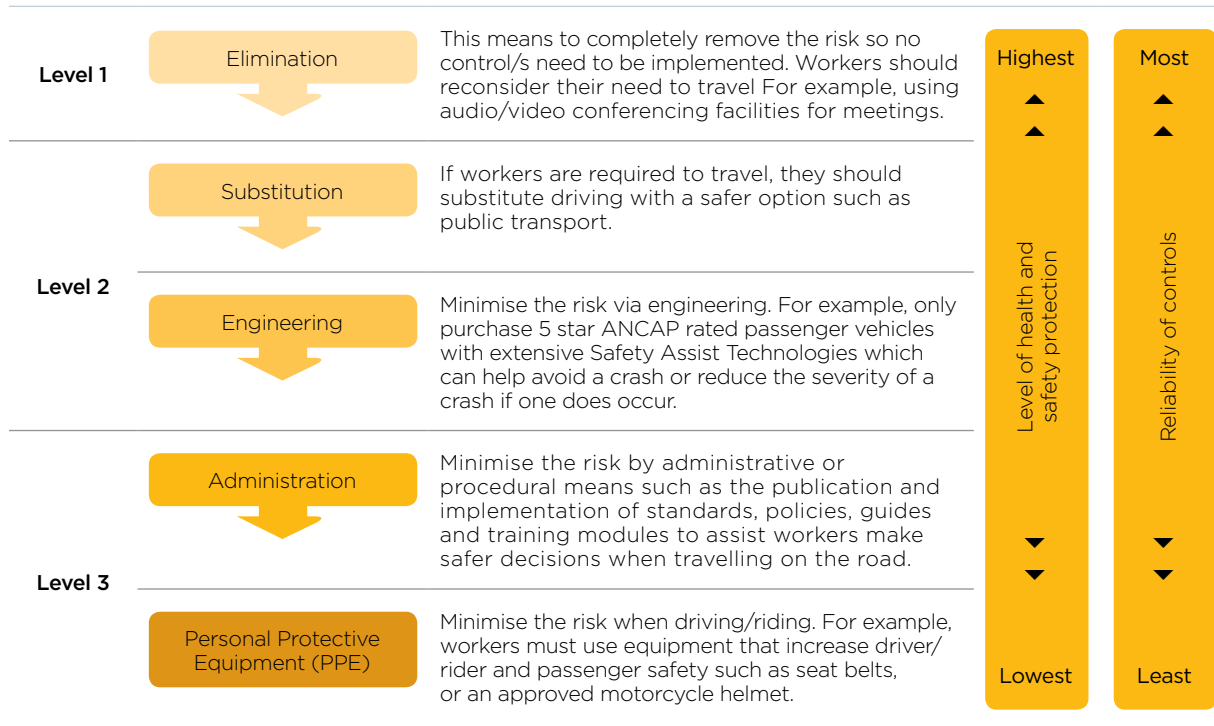
7

Monitor, review and improve

- Track progress regularly.
- Report back to executive and workers.
- Review crash and insurance data to measure success.
- Ensure road safety remains top of mind for all workers by implementing an ongoing communications program.
- Continue to assess the road safety risks within your workplace and update your policies and guidelines as needed.

Assessing road safety risk

Risk management is focused on eliminating health and safety risks, and if that is not possible, minimising the risks. A hierarchy of controls to manage the risks associated with driving is outlined below. This approach can be used within your workplace to help your workers to stay safe if they need to travel for work.



Managing road safety risk

Consider the need to travel

Eliminate the road safety risk by reconsidering the need to travel.

- Can audio/video conferencing facilities be used instead?
- Can workers work from a different location for the day?
- Can public transport be used?

Drivers

Ability to drive

Reduce the road safety risk by ensuring the worker is authorised and competent to drive. Organisations and drivers should check the following, and address any issues, before driving:

- Does the employee have the relevant drivers licence?
- Is the employee fit to drive (that is, not have a condition that will impair their ability to drive)?
- Is the driver well-rested and unaffected by alcohol or drugs?
- Does the employee's driving need to be assessed prior to the journey?
- Does the employee feel comfortable driving the vehicle available? For example, providing a large dual cabin, four wheel vehicle to a worker who normally drives a small sedan privately may place that person at an increased risk of having a crash.

Drivers should ensure they assess their level of tiredness and learn how to avoid driving tired, before setting off (see page 14).





Travel in safer vehicles

FACT: A driver is twice as likely to be killed or seriously injured in an 3 star Australian New Car Assessment Program (ANCAP) rated vehicle compared to a 5 star ANCAP rated vehicle.

What employers can do

- It is an employer's obligation to ensure, as far as is reasonably practicable, that the workplace is without risks to the safety of any person. This applies to the vehicles you provide for your workers. The vehicle you choose to provide to your workers can be the difference between them avoiding or being seriously injured or killed in a crash.
- Buy 5 star vehicles for your fleet, with either a 5 star Australasian New Car Assessment Program (ANCAP)³ rating, or a 5 star Used Car Safety Rating with Safe Pick⁴. Vehicles are given up to five stars depending on their ability to avoid a crash, and the levels of protection they provide their occupants and other road users if they do crash.
- Purchase vehicles for your fleet that also have the following safety features:
 - **Seatbelt reminders and seatbelt pre-tension devices:** Reminders alert the driver and passengers if they are not wearing their seatbelt, and pre-tension devices work with airbags to prevent occupants being thrust forwards.
 - **Driver and passenger airbags:** Frontal airbags work with seatbelts to provide an extra level of protection to vehicle occupants in a front-on crash. Side airbags help to protect occupants in side-impact crashes, such as at intersections.
 - **Electronic Stability Control (ESC):** A computer-assisted safety technology that helps drivers stay in control and avoid crashes when swerving or skidding. It also helps correct understeer and oversteer when cornering.
 - **Brake Assist Systems (BAS):** Help the driver use the maximum braking of the car if an imminent crash is detected.
 - **Autonomous Emergency Braking (AEB):** Will initiate braking if the situation is critical and there is no action from the driver.
 - **Lane Support Systems (LSS):** Alerts the driver, or helps the driver to stay in their lane, if they are leaving their lane unintentionally (not signalling).
 - **Reverse Collision Systems (RCS):** A camera or warning device, or combination, that alerts the driver to something at the rear of the vehicle.
 - These safety features have demonstrated safety benefits. For example, ESC has been found to reduce single vehicle crashes by 32 per cent and SUV rollovers by 82 per cent. AEB has been found to reduce rear-end injury crashes by 56 per cent.
- Ensure maintenance and safety checks of vehicles in your fleet are routinely carried out.
- Ensure there is a process in place for workers to report vehicle issues and defects.
- Ensure workers are aware of what to do if their vehicle breaks down or needs maintenance during the trip.

What drivers can do

- Before driving, workers should also walk around the vehicle and do a quick visual check to ensure it is safe to drive and not damaged. Items that should be checked include:
 - **Tyres** – do they look inflated and have good tread?
 - **Brakes** – are they working?
 - **Headlights** – are they both working?
 - **Indicators** – are they both working, at the front and back?
 - **Windscreen** – is it clean and not chipped/cracked?
 - **Wipers** – are they working?

³ www.ancap.com.au

⁴ roadsafety.transport.nsw.gov.au/stayingsafe/vehiclesafety/safety-ratings.html



Travel on the safest route

FACT: Around 43 per cent of fatalities on country roads are on two-way roads with no centre barrier and a 100km/h speed limit.

What employers can do

- Encourage workers to plan their route and use the major roads as they're safer. Motorways and major highways generally have barriers to prevent cars from running off the road and hitting objects such as trees, or colliding head-on with other vehicles. These safety features are usually not present on local roads.
- Require workers to provide a copy of their planned travel route, especially if travelling in rural and remote areas.
- Encourage workers to make contact when they arrive at their destination, especially if they are travelling in rural and remote areas.
- Ensure workers have a mobile phone in case of emergency, or provide them with a satellite phone if travelling in remote areas.

What drivers can do

- Plan your route and prioritise routes with better safety features.
- Use motorways and major highways wherever possible, and limit travel on local roads.
- Inform your manager of the route you are taking and estimated arrival times at destinations.
- Contact your manager when you arrive at your destination.





Travel at safe speeds

FACT: Speeding is the biggest killer on NSW roads. Each year, around 140 people die and almost 4,000 are injured (1,500 seriously injured)[#] in speed-related crashes in NSW.

The problem

Speeding is not just travelling above the designated speed limit, but also driving too fast for the conditions (e.g. wet weather, curves, congestion, areas with a lot of pedestrians).

The human body is not designed to withstand the forces of a crash. As speed increases, so does the likelihood of serious injury or death. This is because:

- The driver has less time to react to a hazard.
- The distance travelled before coming to a stop is greater.
- The speed upon impact is greater.

While safer roads and improvements to vehicle design aim to minimise the consequences if a crash occurs, ultimately it's a driver's choice of speed that will determine the outcome.

What drivers can do

- Stay under the posted speed limit. Technologies such as the Speed Adviser smartphone app can help drivers comply by providing the speed limit on all roads, as well as alerts when the speed limit changes. Download it for iPhone at the App Store and for Android at the Play Store.
- Follow advisory speed signs. This will help ensure you drive through that section safely.
- Watch for variable speed limits, such as around road works and in school zones.
- Keep a safe distance between you and the vehicle in front. In fine weather conditions, a three second gap is recommended.
- Drive to the conditions. That means in poor conditions driving slower, and leaving a bigger gap between your vehicle and the one in front.
- Ensure plenty of travel time, including time for rest breaks, so you don't feel the need to speed.
- Speak up if you are a passenger and you think the driver is going too fast.

What employers can do

- Schedule work to allow enough time for a worker's journey, including rest breaks. Drivers should not feel the need to speed to meet work commitments.
- Fit vehicles with technology that provides accurate speed information and alerts.
- Fit vehicle tracking systems that can monitor speed and make workers aware of the monitoring system.
- Develop disciplinary procedures for workers who receive speeding infringements when driving for work.
- Educate workers on the risks of speeding.

[#] Matched data, see page 25



Wear your seatbelt

FACT: Although it is compulsory to wear a seatbelt, each year around 30 people die and about 230 are injured when not wearing an available restraint.

The problem

In a crash, a person who is not restrained by a seatbelt will continue to travel forward at the speed the vehicle is 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.

Wearing a seatbelt⁵ can make a big difference if a crash occurs - it can save your life and reduce your level of injury.

What drivers can do

- Always wear your seatbelt.
- Ensure all passengers are wearing their seatbelt.
- Alert your manager/fleet team if a seatbelt is faulty.

What employers can do

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



⁵ roadsafety.transport.nsw.gov.au/stayingsafe/vehiclesafety/seatbeltsrestraints



Avoid driving when tired

FACT: Each year, more than 60 people are killed and around 750 seriously injured in fatigue-related crashes on NSW roads. More people die and are seriously injured in fatigue crashes than drink driving crashes.

The problem

Being tired can affect your driving by reducing attentiveness and alertness to dangers as well as slowing your reaction times. It can also cause a microsleep – where you briefly fall asleep unintentionally. If this happens while driving, it can cost you your life.

Tiredness can affect your driving on any journey, whether it's just a short trip, or a longer one.

Driving during night time hours when your body naturally wants to sleep is the most risky time, as well as during afternoon siesta hours and early in the morning.

What drivers can do

Avoid driving tired:

- Assess your tiredness before you drive. Download the Test Your Tired Self app, or visit www.testyourtiredself.com.au. If in doubt, don't drive.
- Get a good night's sleep.
- Avoid driving at night when your body will naturally want to sleep.
- Share the driving where possible.
- Plan your breaks before you start your trip, and take regular breaks.
- Find out if any medicine you are taking may affect your driving.
- Let your manager know if you feel too tired to drive.
- Avoid scheduling meetings too early or late if you or others have to travel.
- Allow time in your journey for rest breaks.
- Know the early warning signs of fatigue. These include yawning, poor concentration, sore/tired eyes, restlessness, drowsiness, slow reactions, boredom and oversteering.

If you feel tired when driving:

- Pull over for a break at a service station or rest area.
- Pull over for a nap – 15 to 20 minutes works best.
- Stop for a coffee if you're on a short drive, although the effects of caffeine won't help for long and won't work for everyone⁶.
- Swap drivers if you can.
- Even if you don't feel tired, take regular breaks to avoid becoming tired.

⁶ Caffeine is not suitable for some people and can be harmful. Limits on the daily consumption of caffeine are recommended

What employers can do

- Schedule work to allow time for a worker's journey, including rest breaks. Drivers should not feel the need to drive tired to meet work commitments.
- Avoid scheduling meetings too early or late if any workers have to travel.
- If your workers work shifts, drive regularly or long distances, develop a fatigue management plan to ensure these workers do not drive tired. This may include, for example, policies around scheduling, night driving, driving home after a night shift, rest breaks and provisions for accommodation where necessary.
- Ensure workers do not have to drive if they advise they feel too tired.
- Educate workers on the dangers of driving tired and how to avoid doing so.





Don't drive while affected by alcohol

FACT: Over 50 people are killed and more than 450 seriously injured# in NSW from crashes involving illegal alcohol each year.

Blood Alcohol Concentration (BAC) limits apply in NSW. Any police car can conduct a Random Breath Test (RBT) at any time.

The problem

Alcohol affects your driving as it:

- Is a depressant and slows your brain so you cannot respond to situations, make decisions or react quickly.
- Reduces your ability to judge how fast you are moving or your distance from other cars, people or objects.
- Reduces your ability to multitask.
- Gives you a false sense of confidence that may lead you to take greater risks, and think that your driving skill is better than it really is.
- Makes you drowsy – you could fall asleep at the wheel.

Any alcohol in your system, whether it is above or below the limit, can impair your driving. Black coffee, showers, water or food do not speed up the rate at which your body gets rid of the alcohol from your system.

What drivers can do

- Don't drink any alcohol if you plan to drive.
- Plan ahead. If you know you'll be drinking, have a Plan B to get home safely.
- Get a lift home with someone who hasn't been drinking, use public transport, get a taxi, or hire a rideshare vehicle.
- Be aware that some medicines, mouthwashes and food may contain alcohol.
- Don't risk trying to calculate your BAC. Alcohol affects different people in different ways. Your BAC is difficult to guess and will likely be inaccurate anyway.
- Remember that you may still have alcohol in your system the morning after drinking.

What employers can do

- If alcohol is served at a work event, ensure your workers plan their safe journey back home, and/or provide workers with alternative modes of transport (e.g. private bus drop-off service, taxi vouchers).
- Consider a no alcohol policy during work hours.
- Educate workers on the risks of driving after drinking alcohol.
- Include road safety messages in any existing policies about drug and alcohol use.

Matched data



Don't drive while affected by drugs

FACT: Illicit drugs are involved in around 19 per cent of NSW road fatalities each year, equating to around 68 lives lost.

The problem

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.

Drugs can affect a driver's behaviour and body in range of different ways, depending on the drug consumed. Side effects can include:

- Slower reaction times.
- Reduced ability to respond to situations on the road.
- Reduced ability to judge distance and time.
- Poor concentration and confused thinking.
- Blurred vision.
- Reduced coordination.
- Tremors, drowsiness and confusion.
- Aggressive behaviour.

Combining any amount of alcohol and drugs can make impairment even worse.

Roadside Mobile Drug Testing (MDT) operates in NSW and random Police testing for illegal drugs can occur to any driver at any time. MDT detects drivers who have recently used four common illegal drugs: ecstasy, cannabis, cocaine and methamphetamine (including speed and ice).

Police can also undertake an assessment of drivers they believe may be under the influence of other substances including prescription drugs/medications.

What drivers can do

- Don't take any illegal or illicit drugs if you plan to drive.
- Check if any medications you are taking could affect your driving, and don't drive if affected.

What employers can do

- Educate workers on the risks of driving while affected by drugs.
- Include road safety messages in any existing policies about drug and alcohol use.



Avoid being distracted

FACT: At 60 km/h, if you look at your phone while driving for just two seconds, you travel 33 metres without looking at the road – about seven car lengths.

The problem

Driving is complex – taking your eyes off the road for more than two seconds doubles your risk of crashing. Distractions such as using your mobile phone can slow your reaction time and put you in danger of failing to see hazards such as traffic lights, stop signs or see other road users, and increase your chances of crashing.

In NSW, using a hand-held 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, Speed 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.

What drivers can do

- Know, and obey, the relevant mobile phone road rules - visit mobilephoneroadrules.com.au.
- Aim to avoid using a hands free mobile phone at all when driving.
- If in-car phone use is necessary, put your phone into a mounted cradle, or connect your phone to the vehicle's Bluetooth.
- Consider using an app or function that will divert calls to your voicemail automatically when you are driving.
- Pull over somewhere safe to answer a call, or let it go to voicemail.
- Make sure callers know you're driving.
- Put your phone out of sight (e.g. in the glovebox) and on silent so it's not a distraction.
- Don't call colleagues if you know they're driving.

What employers can do

- Develop strict policies around mobile phone use.
- Encourage workers not to use their phone at all when driving.
- If in-car phone use is necessary, install mobile phone cradles in fleet vehicles or ensure Bluetooth is available, to allow legal use of some mobile phone functions.
- Encourage all workers not to call someone when they know that person is driving.
- Educate workers on the risks and rules around mobile phone use when driving.



Take extra care around heavy vehicles

FACT: Heavy trucks are considered to be the vehicle largely contributing to the crash in around 26 per cent of fatal crashes involving a heavy truck and another vehicle/s.

The problem

Heavy vehicles are involved in a higher proportion of crashes compared to their presence on the road. Due to their size, heavy trucks and buses cannot stop quickly. They also have blind spots and may not be able to see other road users well.

What drivers can do

- Avoid cutting in front of heavy vehicles, especially at intersections. Due to their size, trucks take longer to stop than other vehicles.
- Don't overtake heavy vehicles when they're turning. Trucks may take up more than one lane when turning or on roundabouts.
- Slow down around heavy vehicles and give them extra space.
- Give way to heavy vehicles – trucks can't stop quickly.
- Avoid driving in trucks' blind spots. Trucks have large blind spots and the driver may not be able to see you.

What employers can do

- Make sure workers are aware of the safety issues surrounding driving around heavy vehicles.





Motorcyclists

FACT: More than 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.

Motorcyclists are exposed to more risks than other drivers, but many of the same risks also apply. Please refer to the driver related information in this guide in addition to the following rider-specific tips.

The problem

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.

What riders can do

- Make sure you hold a valid motorcycle rider's licence – it's the law.
- To ensure your safety and compliance with the law, wear an approved helmet that is securely fitted and fastened. Select one with a good **CRASH⁷** (Consumer Rating and Assessment of Safety Helmets) rating.
- Wear protective gear that covers your whole body, has abrasion resistant material, has impact protectors over the joints and back protection for your spine.
- Enhance your visibility by wearing clothing with some bright colour.
- Be aware of and comply with the road rules, including motorcycle specific laws such as lane filtering.
- Have a quick check of the bike before you ride, 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.
- Stay out of a driver's blind spots.
- Watch for loose gravel, oil, fuel, water or ice across the road.
- Ensure you do not cross lanes when cornering, especially the centre line.
- Riding can be very mentally and physically demanding – stop regularly somewhere safe for a break, as well as if you start to feel tired.
- Take extra care around heavy vehicles and be aware they might not be able to see you.
- Avoid lane filtering around heavy vehicles.
- As with drivers, use safe behaviours relating to speed, tiredness, alcohol, drugs, distraction and heavy vehicles (see pages 12 to 19).

What drivers can do

- Always check your blind spot for motorcyclists.
- Watch out for motorcyclists when driving, especially at roundabouts and other intersections.

What employers can do

- If motorcycles are provided in your fleet:
 - choose bikes with Anti-lock Braking Systems (ABS). This prevents the brakes from locking, meaning the rider maintains the ability to brake and steer the bike
 - provide appropriate protective gear for riders, including approved helmets.
- If your workers ride for work, make sure they know the rules and safety issues surrounding motorcycle riding.





Bicycle Riders

FACT: Around nine bicycle riders are killed and around 2,000 seriously injured from crashes on NSW roads each year.

The problem

Bicycle riders are vulnerable on the road – they can be hard to see, and don't have the same protection around them that a car does.

What bicycle riders can do

- Make sure your bicycle is roadworthy:
 - It must have at least one working brake and a bell fitted
 - During darkness, or poor visibility, the bike and/or the rider must have front and rear lights and reflectors
- Wear an approved helmet, securely fitted and fastened – this is the law.
- Plan a safer journey by using [cycle ways](#)⁸, [shared paths](#)⁹ and quieter streets.
- Enhance your visibility by wearing bright and/or reflective clothing.
- Unplug earphones to increase focus on the road.
- Check out the [Bicycle Rider handbook](#)¹⁰ for more safety information.
- Take extra care around heavy vehicles, and be aware that they may not be able to see you.

When riding on a shared path, bicycle riders must give way to pedestrians and provide at least a metre of space when passing, keep to the left and use a bell to warn others they're approaching.

What drivers can do

- In NSW, a minimum passing distance law applies. 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
- Watch out for bicycle riders when driving, especially at roundabouts and other intersections.

What employers can do

- If your workers ride for work, make sure they know the rules and safety issues surrounding bike riding.
- Ensure workers who are driving know the minimum distance for passing bicycle riders.

8 www.rms.nsw.gov.au/maps/cycleway_finder

9 www.roadsafety.transport.nsw.gov.au/stayingsafe/bicyclists/using_shared_paths.html

10 www.rms.nsw.gov.au/documents/roads/bicycles/bicycle-riders-handbook.pdf



Pedestrians

FACT: Each year, over 50 people are killed and more than 1,130 seriously injured as pedestrians on or around NSW roads.

The problem

Everyone is a pedestrian at some time or another. People on foot are the most vulnerable road user, and need to take extra care on and around the road to protect themselves.

What pedestrians can do

- Always use pedestrian crossings.
- Look before you cross the road, and continue to look while crossing.
- 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.
- Take extra care when crossing at or near roundabouts.
- Use the footpath when available.
- Put away phones and unplug earphones to increase focus on the road.
- Check for turning vehicles at intersections.
- Wear lighter clothing at night to help you to be seen.
- When using a shared path, keep to the left side of the pathway to allow room for bicycle riders to pass.
- Take extra care around heavy vehicles, and be aware that they may not be able to see you.

What drivers can do

Drivers can reduce the risk of hitting someone on foot by:

- Slowing down on roads where there are likely to be a lot of pedestrians, especially near:
 - schools
 - shopping centres
 - hotels/pubs where there are likely to be people who have been drinking.
- Being aware that pedestrians are hard to see at night and in poor weather.
- Not assuming that a pedestrian has seen you or will wait for you to go past.
- Being mindful that some people may need extra time to cross the road, such as older people or children.
- Being mindful that children can be difficult to see and may act unpredictably.

What employers can do

- If your workers walk for work, make sure they know the rules and safety issues surrounding walking on and around roads.
- Remind workers to be vigilant whenever travelling on foot, even when simply between public transport and the office.
- Ensure workers who are driving understand how they can reduce their risk of hitting someone on foot.





Roles and responsibilities

Road safety is a shared responsibility. Below is a summary of the roles and responsibilities of both employers and workers in helping to create a safe road environment, and to help your workplace meet its Work Health and Safety obligations.

Employers:

- Develop, implement and maintain a Road Safety Policy for your organisation, and embed it within your existing Work Health and Safety policies.
- Purchase and maintain a safe and roadworthy fleet.
- Monitor and supervise work-related travel.
- Ensure workers are competent to travel and are not impaired.
- Schedule work to account for speed limits and managing fatigue.
- Ensure workers are not expected to make or respond to calls when travelling.
- Ensure workers are educated about safe road behaviours and undertake any road safety training within your organisation.
- Review and address all crashes and near misses relating to work-related travel.
- Hold workers accountable for breaches of your Road Safety Policy.

Workers:

- Ensure you have the relevant and valid driver/rider licences.
- Check the vehicle before starting your journey.
- Refrain from driving/riding if impaired (e.g. by tiredness, medication, alcohol, drugs).
- Abide by all road rules.
- Always stay under the speed limits, follow advisory speed signs and drive to the conditions.
- Minimise use of a hands-free mobile phone while driving/riding, and never use a hand-held mobile phone.
- Pull over and rest in a safe place if feeling tired, ideally have a 15 to 20 minute nap.
- Take extra care around heavy vehicles.
- Report any crashes or near misses when travelling for work.
- Stop travelling, and tell your employer if you feel unsafe at any time.

NSW road trauma data

Fatality data reflects the average of 2013-2017 data unless otherwise specified. 2017 fatality data is preliminary and is correct as at 12 September 2018.

Serious injuries data is an average of matched and unmatched serious injury data from 2013-2017, unless only matched data is specified. Matched serious injuries data are where a police report has been matched to hospital admissions data.

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