

**Build. Move. Connect.**



# Workplace Road Safety Guide

A guide for employers and workers



**Government of  
South Australia**

This document was created by the  
Department for Infrastructure and Transport  
in collaboration with SafeWork SA

We acknowledge the Traditional Custodians of the Country throughout South Australia and recognise their continuing connection to land and waters.

We pay our respects to the diversity of cultures, significance of contributions and to Elders past, present and emerging.



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# Introduction

The purpose of this Guide is to provide a framework with information tools and resources to help employers build and embed a road safety culture in the workplace and the community, and for workers to develop an understanding of their responsibilities when driving a vehicle for work-related travel.

The Guide has been developed to complement the [Vehicles as a Workplace Work Health and Safety Guide](#). Australian state and territory work health and safety (WHS) and road safety authorities, the National Heavy Vehicle Regulator and other key stakeholders collaborated to develop the Vehicles as a Workplace Guide, an integrated WHS guide for firms, organisations and individuals who use vehicles for work purposes on the road networks of Australia or New Zealand.

Vehicles used for work-related travel are part of the workplace. Work-related driving may be a primary role, a secondary requirement, or required on occasion. Road safety is a shared responsibility and should be a top priority for everyone. It is important for all road users to participate in safe driving practices.



## Why you should focus on road safety

The number one contributor to people being seriously injured or killed at work is the use of vehicles on the roads, making driving for work-related purposes one of the most significant workplace risks that organisations need to manage. Safe Work Australia's national data indicates that more workers lose their lives as a result of vehicle related incidents than any other cause of work-related death.

No death or serious injury on our roads is acceptable and it is important that we work together to address the trauma caused by the everyday use of our road network. The South Australian Government is committed to improving road safety across the State. South Australia's Road Safety Strategy to 2031 and Road Safety Action Plan includes a strategic focus area of 'workplaces'. The aim is to develop a culture of road safety in South Australian workplaces by promoting good practice road safety policies for fatigue management, distraction, speed and drugs and alcohol.

*The Work Health and Safety Act 2012 (SA) (WHS Act)* places a duty of care on persons conducting a business or undertaking to ensure, so far as is reasonably practicable, that the health and safety of workers and other persons is not put at risk from work carried out as part of the conduct of the business or undertaking. This includes when workers are on or around the road. The term 'person conducting a business or undertaking' (PCBU) as defined under the WHS Act is more commonly known as 'the employer'. A PCBU can be an individual (e.g. sole business owner/operator) as well as a corporate entity. In this Guide, for simplicity, the term employer is used. A worker can be an employee, a contractor or subcontractor, an employee of a contractor or subcontractor or a labour hire company, an outworker, an apprentice or trainee, a student gaining work experience or a volunteer. Workers must take reasonable care for their own safety, as well as not adversely affecting the health and safety of others, they must also cooperate with any reasonable policies, procedures and instructions.

More organisations are placing a greater emphasis on road safety by progressively improving their safety culture and incorporating robust road safety policies and practices into their operations. Embedding a road safety culture contributes to both the performance of a business and the wellbeing of its workers. No matter the size of your workplace, there are benefits to managing road safety in the workplace. Benefits may include:

- motivating workers and highlighting the importance and value of their safety.
- reducing the risk of death and serious injuries to workers and others,
- assisting to meet work health and safety obligations,
- minimising lost working days due to injuries,
- promoting a culture of road safety, so you are seen as an employer of choice,
- reducing legal and penalty costs,
- safe driving behaviours that extend beyond the workplace, and
- demonstrating social responsibility.



### Who is this Guide for?

Every workplace is different. The Guide can be used by any organisation or person that drives a vehicle for a work-related purpose, but is not intended to cover all potential work-related road safety situations that may arise or additional legislative requirements that apply to specific professions, for example taxi drivers, and should be read in conjunction with your legislative requirements. Heavy vehicles are not covered in this guide. Please visit the [National Heavy Vehicle Regulator](#) which administers the safety, accreditation and compliance of heavy vehicles, including Chain of Responsibility requirements.

# Safe System approach

South Australia has adopted the Safe System approach, which is recognised as international best practice and is the framework for improving road safety across Australia. The Safe System approach adopts a holistic view of the road transport system and the interaction between people, vehicles, and the road environment.

It recognises that people will always make mistakes and may have road crashes – but those crashes should not result in death or serious injury. There are four overarching pillars under the Safe System approach that influence road safety outcomes. These are:

- safe road infrastructure,
- safe vehicles,
- safe speed, and
- safe road user behaviour.

It adopts a holistic view of the road transport system, built on these key principles.

- People make predictable mistakes that can lead to road crashes.
- The human body has physical limits to withstanding the impact of a crash.
- A shared responsibility exists amongst those who plan, design, build, manage and use roads and vehicles to prevent crashes resulting in serious injury or death.
- All parts of the system must be strengthened, including roads, roadsides, travel speeds, speed limits and vehicles, to help avoid a crash or reduce the impact of a crash if it happens.

The Safe System approach can be adopted by workplaces to improve workplace road safety by considering each of the four key elements of the safe system and the interrelationship of them to reduce the risk of serious injuries and lives lost.

1



People make predictable mistakes that can lead to road crashes

2



The human body has a limited physical ability to tolerate crash forces before harm occurs

3



A shared responsibility exists amongst those who plan, design, build, manage and use roads and vehicles to prevent crashes resulting in serious injury or death

4



All parts of the system must be strengthened to multiply their effects; and if one part fails, road users are still protected

# Guide to embedding road safety in your workplace

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Driver behaviour is effectively addressed by embedding a safety culture within your organisation through leadership, consultation and co-ordination, planning and monitoring. It is important for leadership to establish a visible commitment by modelling the desired behaviours outlined in road safety focused workplace travel policies to demonstrate they apply to everyone equally. Depending on the size of an organisation, influencing road safety in the workplace can have a greater impact on the broader community; influencing customers, stakeholders, sponsored partners, family and friends.

The following steps provide broad guidance on how to successfully achieve a positive road safety culture in your workplace and includes the development and implementation of a road safety policy.



## Executive support

- Ensure leadership is committed to improving road safety in the workplace.
- Leadership should make it clear why workers should support a safe work culture and model the desired driver behaviour.
- Leadership must exercise due diligence to ensure the workplace complies with their duty (as defined in the WHS Act).
- Analyse existing insurance, crash and injury data if available.



## Consult with drivers to identify and understand associated risks

- Consult with workers to understand all work-related travel in your workplace and associated risks and cover those issues important to your workers and drivers.
- Consider how drivers use the vehicles.
- Investigate crashes, near misses and issues reported.
- Assess what measures can be put in place to minimise road safety risks and determine how they can be eliminated or mitigated.



## Set clear and measurable goals

- Determine initiatives that can be implemented quickly, as well as setting longer term goals.
- Highlight clear and realistic timeframes for achieving your goals.



## Determine roles and responsibilities

- Determine who will be responsible for each safety element or managing parts of the policy.
- Support workers to take responsibility for their own safety and the safety of others on the road.
- Monitor crashes, infringement notices and telematics and use the data to inform prevention initiatives and enhance accountability.
- Consider rewarding good driver behaviour and provide positive feedback for meeting goals.
- Remember the workplace has the primary duty of care to ensure the safety of its workers.



## Document policy

- Develop a written policy, in consultation with workers, with clear responsibilities and reporting measures.
- Promote road safety in your workplace and within the road safety policy. It is important that workers know what is expected of them.
- Integrate road safety into existing work health and safety policies, including workplace inductions.
- Create useful resources for workers and keep the messages simple (e.g. fact sheets, road safety tips, toolbox talks, newsletters etc). Communicate in clear, concise language. Place cues in vehicles, at desks, or on device home screens.



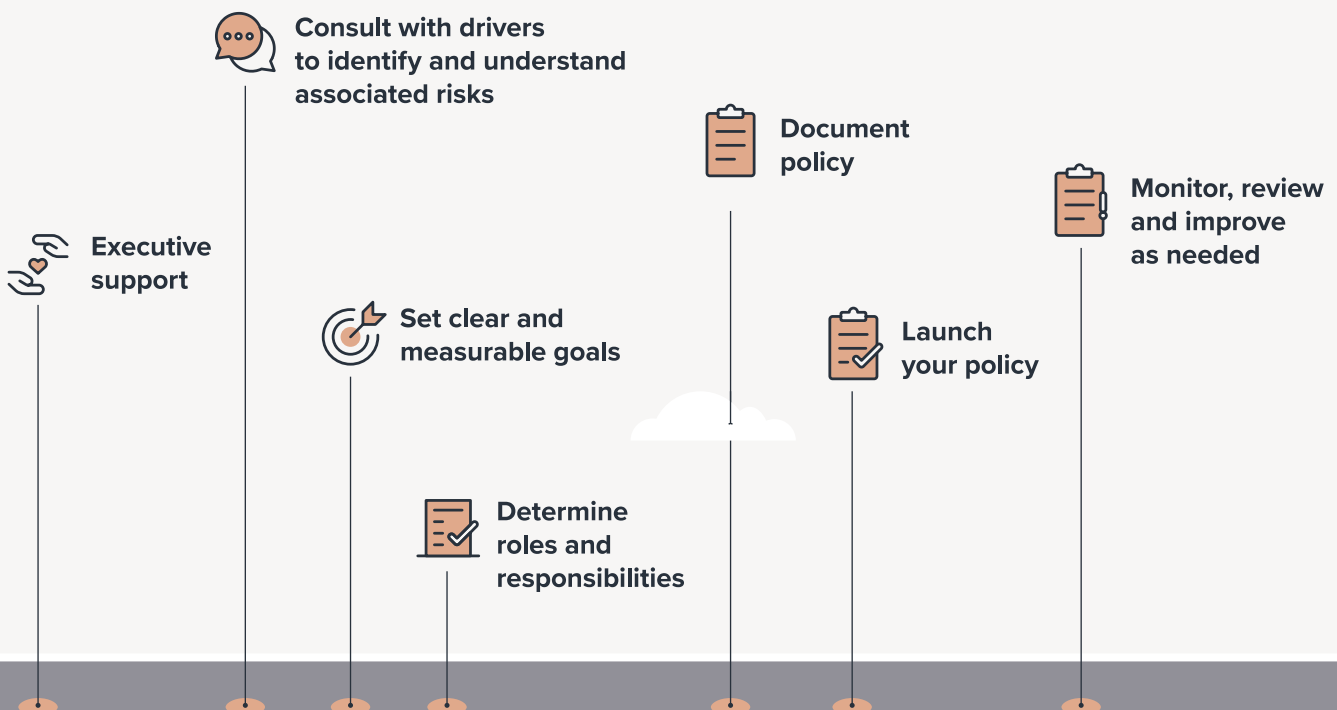
## Launch your policy

- Hold an event to launch your road safety policy.
- Develop key messages to drive home the importance of road safety to your workers.



## Monitor, review and improve as needed

- Continually monitor and measure the success of the policy.
- Report back to leadership and workers on a regular basis and seek feedback.
- Promote and reward good driving practices.
- Develop a communications plan to ensure road safety remains a priority in your workplace.
- Regularly review, update and make improvements to the road safety policy as needed, in consultation with workers.





# Assessing road safety risks / risk management

Work-related driving may be for only a few minutes, once a week, full time and everything in between. The more time drivers spend on the road, the higher the exposure and therefore increased risk. Workers in vehicles on the road network are exposed to a multitude of risks that are out of their control, such as other road users, weather conditions and road conditions. Exposure to the risks should be considered and managed through the application of the hierarchy of control to eliminate, substitute or minimise the associated risk.

The hierarchy of control can be applied to road safety risks as demonstrated in the table/diagram below. Further information and guidance can be found in the [Vehicles as a Workplace Work Health and Safety Guide](#).

Level of control	Control	Activity
Level 1	Elimination	Eliminate the risk and exposure to traffic. Consider alternatives such as virtual meetings.
Level 2	Substitution	Substitute driving with safer travel options such as public transport.
	Engineering	Use 5 star ANCAP passenger vehicles with safety technologies to reduce the risk and severity of a crash.
Level 3	Administration	Implement policies and procedures, standards, guidelines and provide ongoing training and supervision to workers to assist workers make safer decisions when travelling on the road.
	Personal Protective Equipment	Use safety equipment such as seatbelts and approved motor bike helmets.

# Eliminating the need to drive

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As driving for work-related purposes is one of the most significant workplace risks that organisations are required to manage, consideration should be given to the need for travel on each occasion. To eliminate the risk, you should consider whether audio or virtual meetings could be used instead? Alternatively, you might wish to consider active travel options such as walking, riding or scooting, or taking public transport or utilising a taxi or rideshare vehicle.



## Virtual meetings

Virtual meetings allow individuals who are spread across different locations to meet online, eliminating the need for travel, saving travel time and costs for workplaces.

Using technology allows workers to stay connected while reducing road safety risks associated with driving. Additional benefits for workplaces include reduced workers travel times, and reduction in fuel and vehicle maintenance costs. A virtual meeting may be an alternative if you are looking to resolve any of these issues.

- Risk of driver fatigue from workers travelling for meetings.
- Workers regularly driving on country roads.
- Reducing time spent travelling to and from meetings.
- Reducing environmental footprint.
- Eliminating the road safety risk of workers driving.



## Active travel

Walking, riding and scooting is better for our health than driving. Research shows that regular exercise will improve a person's wellbeing and workplace productivity. Work bikes could be beneficial if your workers have frequent meetings within 2-5 kilometres of your organisation.

To provide active travel options in your workplace consider purchasing equipment to make walking, riding or scooting a better option than driving a vehicle. Investing in end-of-trip facilities could support workers to choose active travel for their commute. Research shows that if people can shower, change and store their belongings safely they are more likely to use active modes of travel.

### Walking

For short work trips close to the office why not consider walking. Walking promotes health and wellbeing as well as providing an alternative transport option.

### Bicycle riding or authorised e-scooters

Another active form of travel is bicycle riding or using an authorised e-scooter. These sustainable modes of transport could be another option for your workplace or workers to consider.

When selecting equipment for bicycle riders, ask for advice on bikes suitable for work travel. It is recommended to choose a balance of features to suit all sizes, shapes, levels of fitness and skills. As well as ensuring you have the right safety equipment and accessories.

Bicycle riders must:

- use an approved bicycle helmet,
- have an effective brake and warning device on their bike, and
- use lights at night and in hazardous weather.



## Public transport

From a crash perspective, public transport is the safest mode of transport. There are many advantages to taking public transport including:

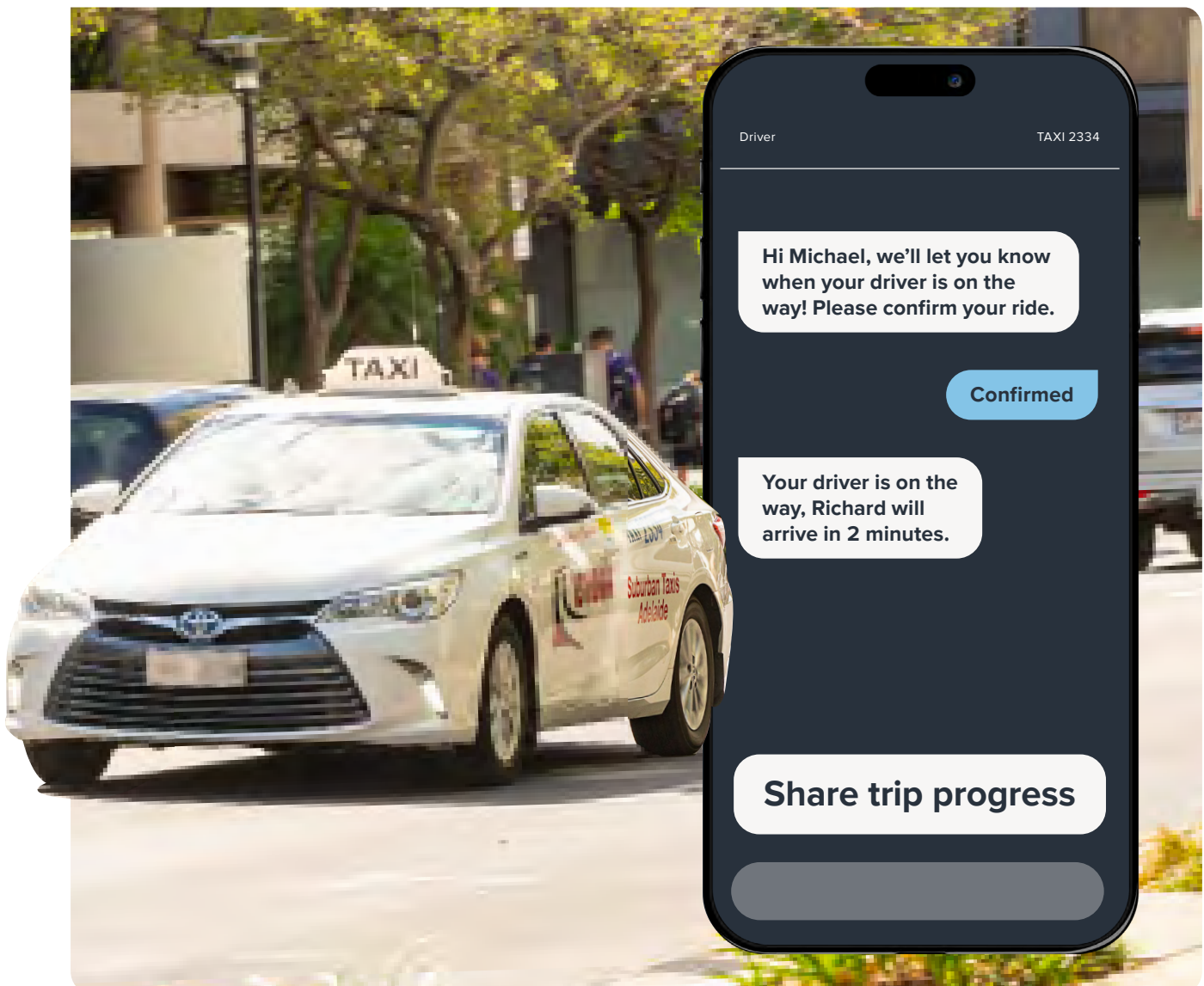
- reducing the number of cars on the road,
- less stressful than sitting in traffic as a driver, and
- reducing wear and tear on a vehicle.

Public transport can be particularly beneficial for meetings in the CBD or along major public transport routes. Workplaces may wish to consider this as an alternative to driving a vehicle. This might help address the high cost of maintaining fleet vehicles. Workplaces could provide Metro Cards to their workers and encourage public transport use to replace work-related fleet vehicle journeys.



## Taxi / Rideshare

An advantage to using taxi or rideshare is the convenience of being able to travel when and where you would like. Trips offer users a cashless and clean transport service, which can be shared amongst workers. Workplaces could consider providing accounts for workers to utilise this alternative transport to manage fatigue and reduce fleet costs.



# Safe vehicles

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Safe vehicles play an important role in reducing the likelihood of a crash occurring and the severity of the crash outcomes. Vehicle safety refers to the level of safety a vehicle provides for occupants and other road users during a crash, and the vehicle's ability to avoid or minimise the effects of a crash through technology.



## Choosing and maintaining safe vehicles

It is the employer's responsibility to ensure, as far as is reasonably practicable, that the workplace is without risk to the safety of any person. This responsibility includes providing and maintaining a safe vehicle.

Newer vehicles are generally safer because a vehicle's age reflects the incremental improvements in safety due to advancements in technology, design and mandatory safety standards over time. These advancements assist drivers avoid collisions and increases protection for occupants during a crash.

It is important that workplaces purchase and maintain a safe and roadworthy fleet. This includes ensuring vehicles are fitted with safety assistance technologies such as electronic stability control, lane support systems, autonomous emergency braking and reverse collision avoidance systems.

Australasian New Car Assessment Program ([ANCAP](#)) provides independent advice and information on how well vehicles protect occupants in serious front and side crashes and evaluates the likelihood of serious injury or death.

The [Used Car Safety Ratings](#) provide details about the safety of second-hand vehicles. You can compare the safety performance of older vehicles to choose a vehicle with a superior level of safety.

Telematics systems in vehicles help to improve driver safety by providing important data on how the driver and vehicle performs on the road. They can provide real time data on vehicle location and can monitor vehicle and road user behaviour such as excessive braking, acceleration, cornering, seatbelt use, fatigue compliance and exceeding the speed limit. The data can be utilised to inform prevention initiatives to stop behaviours being repeated as well as to reinforce positive behaviours.

Safe vehicles should be a top priority for workplaces to provide the best protection for workers and help reduce road trauma. Drivers should monitor the vehicles they use, keep an eye out for damage, excessive use, wear on tyres, brake status and fuel consumption. Ensure scheduled services are not missed to reduce potential breakdowns. Include vehicle safety as a priority in your road safety policy.

### What employers can do

- Purchase 5-star ANCAP rated vehicles that include some of the following safety features:
  - driver and passenger airbags,
  - Electronic Stability Control (ESC),
  - Brake Assist Systems (BAS),
  - Autonomous Emergency Braking (AEB) systems,
  - lane support and reverse collision systems, and
  - seatbelt reminders and pre-tension devices.
- Ensure vehicles are well maintained and safety checks are regularly carried out.
- Ensure the registration is up to date.
- Provide an induction to workers for vehicles they will be driving as part of their role.
- Consider utilising telematics to monitor vehicle use and driver behaviour such as speeding and sudden braking to help improve safety.

- Consider installing dash cameras in vehicles to assist in investigating crashes, near misses and issues dealt with by drivers.
- Ensure workers are aware of:
  - the process for reporting vehicle issues and defects, and
  - what to do if their vehicle breaks down or requires maintenance during their travel. (Visit My [My Licence website](#) for breakdown safety tips).
- Consider providing a checklist for drivers, to review prior to their travel.

### What workers can do

- Familiarise yourself with the vehicle's safety features. All vehicles are different.
- Before driving, walk around the vehicle and do a visual check to ensure the car is safe to drive and not damaged. Check tyres, headlights, windscreen, wipers, indicators and brakes.
- Complete the pre-drive checklist (if applicable) before you travel.
- Inform your employer if you do not feel comfortable driving the vehicle.
- Report any identified issues to your employer.



## Grey fleet

Grey fleet is any vehicle used for work not directly provided by the workplace that employs the driver. Workplaces owe the same duty of care to their workers who drive their own vehicles for work as they do for workers who drive company-owned, leased or hired vehicles.

It is important that workers who use their own vehicles are aware that a road safety policy also applies when driving their own vehicles for work purposes. Workplaces may wish to specify a maximum distance an employee can use their own vehicle.

The [National Road Safety Partnership Program \(NRSP\)](#) provides valuable resources for businesses on grey fleet including, grey fleet management and guides on engaging stakeholders, pre-start checklists and reducing grey fleet mileage.



# Safe drivers

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Operating a vehicle is one of the riskiest activities that people perform on a daily basis. Each year, there are thousands of crashes in South Australia, often resulting in lives lost and serious injuries. Driving is complex and presents many challenges. Driving for work should not increase those challenges. Workers are obliged to take reasonable care of their own and others' health and safety and to co-operate with policies, procedures, and instructions.

Certain driving behaviours which are major contributors to crashes include:

- speeding and inappropriate travel speeds for the road or weather conditions,
- driving after drinking alcohol or taking drugs,
- not wearing seatbelts,
- driver distraction and inattention, including the use of mobile phones, and
- driver fatigue.

Drivers can reduce their risk when driving by making good decisions and taking responsibility for their behaviour. Workplaces should encourage safe driver behaviours and attitudes, remind workers of their responsibilities and respect the road rules. This will help create a positive road safety culture.



## Safe driver behaviour

Safe driver behaviour is important to reduce the risk of road trauma. Drivers should remain alert and expect the unexpected. All drivers should:

- comply with the road rules.
- observe speed limits.
- wear their seatbelt and ensure all passengers are wearing a seatbelt or approved child restraint.
- be patient towards other road users.
- share the road and have consideration for pedestrians, cyclists, motorcyclists, heavy vehicles, buses, trams and trains.
- refrain from erratic and aggressive driving behaviours.
- ensure they do not drive if they are affected by alcohol or other drugs.
- not drive if affected by a medical condition that impacts their ability to drive.
- minimise driver distraction, including restricting or prohibiting the use of mobile phones.
- not use a hand-held mobile phone in a vehicle while driving, even when the vehicle is at traffic lights or in congested traffic.
- not drive if they are fatigued or haven't had sufficient sleep.
- keep a safe distance from the vehicle in front (a driver in a car should drive at least 3 seconds behind the vehicle in front in ideal conditions).
- keep to the left unless overtaking.
- use indicators for long enough to give sufficient warning of intention to turn or change direction.

Consider including these driver behaviours in your road safety policy. Remember, if your organisation displays company branding on its vehicles then driver behaviour reflects on the organisation's broader reputation.



## Ability to drive

Reduce the road safety risk by making sure the worker is authorised and competent to drive.

### What employers and workers can do

Both the employer and the driver should check the following and address any issues before driving.

- Does the worker have the relevant driver's licence for the class of vehicle being driven? Their licence must not be suspended, expired or cancelled. The worker must ensure they do not exceed any conditions on their licence.
- Is the worker fit to drive (i.e. does not have a condition that will impair their ability to drive)?
- Is the driver well-rested and unaffected by alcohol or drugs?
- Is the driver physically, mentally and emotionally well?
- Does the driver feel confident driving the vehicle available? Have they had an appropriate induction if it is an unfamiliar or different vehicle?
- Has the driver received any formal driver training or education sessions, should they be required to have specialised driving skills, such as the towing of vehicles and trailers, driving on unsealed roads or four-wheel driving?



## Alcohol and other drugs

Safe driving requires good judgement and concentration.

Alcohol, drugs and some prescription and over-the-counter medicines can reduce the ability to drive safely increase the risk of road crashes. Effects may include:

- slower reaction times,
- blurred vision,
- poor concentration and decision making,
- reduced ability to judge distance and speed,
- reduced coordination and ability to multi-task,
- false sense of confidence which can lead to greater risk taking,
- drowsiness, confusion or aggressive behaviour, and
- decreased sense of balance, which is especially risky for motor bike riders.

Any alcohol in your system, whether it is above or below the legal Blood Alcohol Concentration (BAC) limit, can impair your driving. You don't have to be drunk to be affected by alcohol. Workers should not consume alcohol or any illegal drugs, prior to, or when operating a vehicle.

It is illegal to drive exceeding the prescribed concentration of alcohol for your licence class, to drive with a prescribed drug, including THC (cannabis), methylamphetamine (speed, ice or crystal meth) and MDMA (ecstasy), present in your oral fluid, as well as drive under the influence of an intoxicating liquor or drug, including the use of medicinal cannabis. Many prescription and non-prescription medications may also affect a person's ability to drive safely.

South Australia Police may test road users for their prescribed concentration of alcohol and prescribed drugs through roadside tests. Penalties apply to drivers who commit drink driving and/or drug driving offences.

### What employers can do

- Adopt a zero tolerance to drug and alcohol use in the workplace.
- Consider implementing a no alcohol policy during work hours that could include a testing regime and disciplinary procedures.
- Highlight road safety within existing alcohol and drug policies.
- Educate workers on the risks of driving after drinking alcohol or taking any illegal drugs and some prescription medication.
- If alcohol is served at a work event, ensure workers plan a safe journey home, and/or provide workers with alternative modes of transportation.
- Provide food and non-alcoholic drinks at functions.

### What drivers can do

- Be fit and well to drive and not under the influence of alcohol or drugs.
- Don't drink any alcohol or take any illegal drugs if you plan to drive.
- Check if any medication you are taking could affect your driving.
- Do not drive if you have a medical condition that affects your ability to drive.
- Plan ahead - if you know you will be drinking, have an alternative plan to get home safely. Get a lift home with someone who hasn't been drinking, use public transport or get a taxi or rideshare vehicle.
- Be aware that some medicines, mouthwashes and food may contain alcohol.
- Don't try to calculate your blood alcohol content, not only does alcohol affect everyone differently, other factors such as drinks in non-standard sizes, varying alcohol concentrations between drinks, and drinks that are 'topped up' makes it almost impossible to know how many standard drinks you may have consumed. Do not drive if there is any doubt about your blood alcohol content. Remember you may still have alcohol in your system the following day, even if you have slept.
- Remember if you have consumed any drugs these may stay in your system longer than you think. It is best to avoid driving if in doubt.
- Familiarise yourself with the workplace alcohol and drugs policy.





## Driver distraction

Driving is a complex task and always requires the driver's attention. Distractions can be inside a vehicle (e.g. mobile phone use, eating or drinking, navigation devices, passengers, reaching for objects), outside a vehicle (e.g. other road users, billboards) or from the driver's own mind (e.g. stress, daydreaming).

Any lapse of concentration increases your chance of a crash. Taking your eyes off the road for two seconds doubles the risk of a crash.

Mobile phones, smartwatches and other visual display units provide a range of functions that can distract drivers from the driving task. It is important that drivers are not distracted while driving and should familiarise themselves with the visual display units in the vehicle, prior to departure. Further information on mobile phones can be found below, including the rules surrounding mobile phones while driving.

### What employers can do

- Educate workers on distracted driving behaviours and how to avoid them.
- Include driver distraction in your road safety policy and the impact on workers if the rules/laws are broken.
- Provide instructions to workers on the inbuilt visual display units in fleet vehicles.

### What drivers can do

- Minimise distractions in the vehicle and remain focussed on the driving task.
- Set your vehicle up prior to commencing your journey, including adjustments to mirrors, seats and setting your GPS.
- Familiarise yourself with the vehicle safety features, where various controls are located in the vehicle that you will need to access while driving, as well as the visual display unit.
- If you are a passenger in a vehicle, minimise distractions to the driver.

**Mobile phone use** while driving can impact a driver's:

- reaction time,
- visual search patterns or ability to scan the road ahead,
- ability to maintain speed and position on the road,
- ability to judge safe gaps in traffic, and
- general awareness of other road users.

It is important that you do not use a hand-held mobile phone in a vehicle while driving, even when the vehicle is at traffic lights or in congested traffic. You can only use a mobile phone if it is secured in a commercially made cradle affixed to the vehicle and not obstructing your vision, or is remotely operated (i.e. via Bluetooth), and is only used to make or receive audio calls.

Learner and P1 licence holders must not use a mobile phone in a vehicle at any time while driving, including hands-free technologies. Advanced enforcement solutions, such as cameras that detect illegal mobile phone use while driving, are aimed at providing deterrence against driver distraction. Penalties apply for illegal use of a mobile phone while driving.

### What employers can do

- Develop a mobile phone use policy or include in your road safety policy. Eliminating the use of mobile phones when driving is the safest option.
- Educate workers on the risks and rules around mobile phone use when driving.
- Encourage workers not to use their phone at all when driving.
- Encourage workers not to call someone when they know that person is driving.
- If in-car phone use is necessary, install mobile phone cradles in fleet vehicles and ensure Bluetooth is available.

### What drivers can do

- Familiarise yourself with the mobile phone use policy and/or road safety policy.
- Aim to avoid using a hands-free mobile phone altogether when driving.
- If in-car phone use is necessary, place your phone in a mounted cradle or connect your phone to the vehicle's Bluetooth.
- Consider diverting all calls to voicemail automatically when you are driving and using the 'do not disturb' function on your phone.
- Pull over somewhere safe to make or answer calls.
- Do not respond to voicemail /messages until you have reached your destination or during a scheduled break.
- If you do not have a cradle, put your phone out of sight and on silent or 'do not disturb', so that it's not a distraction.
- Do not call colleagues if you know they are driving.
- Enter your GPS destinations prior to starting your car and ensure the device is in a mounted cradle.
- Never search for phone numbers or read or send text messages while driving, including while sitting in traffic.



## Speeding and inappropriate travel speeds

A vehicle's speed can affect the risk of a crash and the severity of crashes and subsequent injuries, as the human body has physical limits to withstanding the impact of a crash. Speed is a contributing factor in many crashes where lives are lost, or people are seriously injured. You should always drive to a speed that suits the road and the weather conditions, and only ever up to the posted speed limit.

Be aware of how long it takes for your vehicle to stop. The faster you drive the longer it takes for your vehicle to come to a stop.

Speeding saves you very little time. For example, on a 10-kilometre journey, you would only save 46 seconds by increasing your average road speed from 60 km/h to 65 km/h.

When travelling faster, you also use more fuel, and your vehicle emits more of the gases that contribute to air pollution.

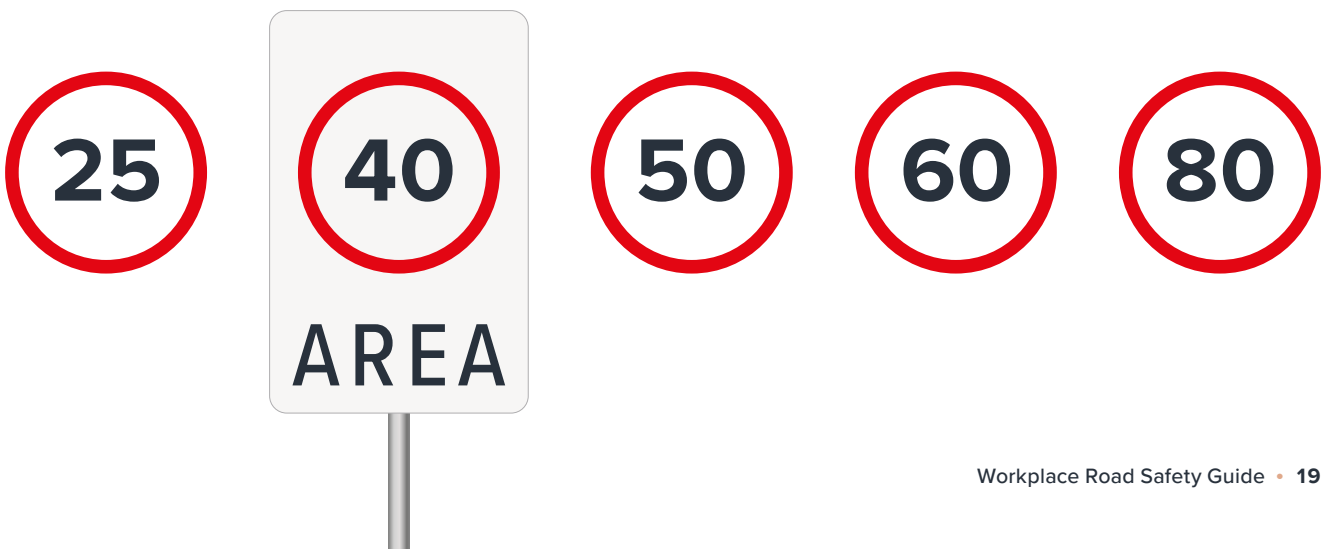
A workplace road safety policy should cover speed and speeding, noting that offences and penalties apply.

### What employers can do

- Regularly educate workers on safe driver behaviour and the risks associated with speeding.
- Ensure workers have enough time to travel between destinations.
- Consider fitting vehicles with technology that provides accurate speed information and alerts.
- Make speeding a disciplinary issue, identified through both telematics, as well as infringement notices and clearly document the actions that will be taken for persistent breaches
- Nominate the driver responsible for a speeding offence and make them responsible for paying infringement notices they are liable for.
- Have a corporate procedure outlining what workers should do in the event of a crash.

### What drivers can do

- Obey the road rules and travel up to or under the posted speed limit.
- Allow enough time to travel to your destination, including rest breaks.
- Follow speed limit signs, including reduced speed signs and variable speed limits around schools and roadworks.
- Take note of advisory speed signs.
- Keep a safe distance between you and the vehicle in front of you. It is recommended to keep a three second gap during good weather conditions.
- Always drive to the conditions. In poor weather conditions, drive slower and with a bigger gap between your vehicle and the one in front of you.
- If you are a passenger and you think the driver is going too fast, then speak up.



## Seatbelts

Wearing a seatbelt that is properly adjusted and fastened is the law. It also doubles your chances of surviving a serious crash, yet some people continue to choose not to wear a seatbelt.

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 may be the steering wheel, dashboard or windscreen. In some crashes, a person may be partially or fully ejected from the vehicle, exposing them to other dangers.

Drivers need to ensure that they and any passengers in the vehicle are wearing a seatbelt or an approved child restraint. There are penalties for both adult passengers and drivers, including loss of demerit points and fines for failing to wear a seatbelt correctly.

### What employers can do

- Educate workers on the benefits of wearing a seatbelt and the legal requirements to do so.
- Implement a policy of zero tolerance for failing to wear a seatbelt.
- Ensure every seat in every vehicle has a working seatbelt.

### What drivers can do

- Always wear your seatbelt, which is a legal requirement.
- Ensure all passengers are wearing their seatbelt or an approved child restraint.
- Alert your manager if a seatbelt is faulty.



## Fatigue

Fatigue is a term used to describe the feeling of being sleepy, tired or exhausted. Fatigue can lead to impaired judgement, slower reaction times and decreased ability to control a vehicle.

Fatigue can affect your driving on any journey, whether it's a short trip or longer one. Many people who drive for work travel long distances and for long hours, so they have a higher risk of becoming fatigued. Fatigue can also occur on short trips and may also impact your driving journey to and from work.

Research has shown that not sleeping for more than 17 hours affects driving ability the same as a Blood Alcohol Concentration (BAC) of 0.05. Not sleeping for 24 hours has the same effect of having a BAC of 0.10, double the legal limit.

Fatigue is often a major factor in road crashes. Early warning signs of driver fatigue include:

- yawning,
- poor concentration,
- restlessness,
- drowsiness,
- slower reaction times,
- feeling irritable,
- tired or sore eyes,
- missing road signs,
- having difficulty staying in the lane,
- trouble keeping your head upright, and
- daydreaming or not remembering the last few kilometres or minutes of driving.

If you experience any of these signs you should pull over, stop and rest. Take a break at a service station or rest area, have a nap somewhere safe, swap drivers if possible.

Even if you don't feel tired, it is important to take regular breaks to avoid becoming fatigued. Your judgement and reaction times are slower when you are fatigued. The only cure for fatigue is sleep.

### What employers can do

- Educate workers on the dangers of driving while tired or fatigued and how to avoid doing so.
- Identify fatigue as a hazard and minimise the risk to your workers.
- Encourage workers to schedule rest times for their journey.
- Develop a fatigue management plan if your workplace requires shift work or long-distance travel including the maximum hours that may be driven per day.
- Avoid scheduling meetings too early or late if any workers must travel.
- If you observe any fatigue warning signs, confirm that the worker is okay to drive.
- Monitor drivers and if fatigue becomes a regular symptom consider having the worker assessed by a medical professional.
- Consider providing accounts to workers to utilise taxis or rideshare.

### What drivers can do

- Get a good night's sleep.
- Avoid driving while tired. If in doubt, don't drive.
- Avoid driving at night.
- If possible, share the driving.
- Keep hydrated and eat well balanced meals at your usual meal times.
- Plan your journey. Allow time for rest breaks. Plan regular 15–20-minute breaks every two hours.
- Let your manager know if you feel too tired to drive.
- Know the early warning signs of fatigue and stop driving if you are sleepy.



## Driver wellbeing

A driver's wellbeing can impact how they drive. If a driver is physically, mentally and emotionally well they are more likely to engage in safe driving practices and make safer and better decisions on the road.

The [National Road Safety Partnership Program Drive Well and Driver Wellbeing](#) resources promote five ways to improve your psychological and emotional health:

**Connect:** Develop relationships and broaden your networks.

**Be active:** Try different types of activities and enjoy moving your body.

**Keep learning:** Trying new things gives you a sense of achievement.

**Be aware:** Find time to reflect and focus on yourself.

**Help others:** Small acts of kindness help.

### What employers can do

- Educate workers on driver wellbeing, which will help create safer driving environments.
- Create a healthy culture across the workplace, encourage healthy choices and active travel.
- Check in with your workers regularly, particularly when they are engaged in remote or isolated work.
- Help workers learn their own triggers when they are stressed or rundown.
- Monitor drivers' wellbeing and adapt their work to accommodate their health and wellbeing needs.
- Maintain a workplace free of risks, this includes psychosocial risks/hazards.

### What drivers can do

- Manage your wellbeing and don't be afraid to speak up if you are not fit to drive.
- Educate yourself on what your own triggers are for being stressed or rundown.
- Stay healthy and active to support your overall wellbeing.
- Make notes of things that are worrying you, tell someone when you are not feeling okay.



## Driving in extreme weather

Driving in **wet weather** can alter the road conditions and impact your driving capabilities.

### What employers can do

- Develop policies and procedures so workers are aware of what to do in an emergency, including severe weather and natural disasters.
- Ensure vehicles are well maintained and safety checks are regularly carried out.
- Encourage workers to monitor emergency broadcasts, including checking [www.bom.gov.au](http://www.bom.gov.au).
- Ensure fleet vehicles have sufficient levels of fuel and a satellite phone if driving in remote areas.

### What drivers can do

- Drive slowly and to the conditions. The signed speed limit is for ideal conditions, so you may need to drive slower in wet weather conditions.
- Allow extra time to complete your journey.
- Ensure tyres and windscreen wipers are in good condition.
- Drive with your headlights on, so you are visible to other vehicles.
- Use road markings to stay in the middle of your lane.
- Slow down when water is on the road to prevent aquaplaning.
- Don't drive into floodwaters.
- Keep a safe distance (more than 3 seconds) between yourself and other vehicles because wet roads can affect your stopping distance.
- Be cautious of hazards on the road, such as fallen trees and debris.
- For outback road warnings visit [dit.sa.gov.au/OutbackRoads](http://dit.sa.gov.au/OutbackRoads) or [Traffic SA](#) for roadworks, incidents and planned events in South Australia.

If you are driving in **hot weather** or an area threatened by bushfire it is important to know what to do. The local fire authority in South Australia is the [Country Fire Service](#).

### What employers can do

- Do not send workers into fire risk areas on extreme fire danger days.
- Monitor fire conditions, including any road closures.
- Ensure vehicles are well maintained and safety checks are regularly carried out. Hot temperatures can put additional strain on an engine's components, including the battery and cooling system.

### What drivers can do

- Avoid areas affected by fires.
- Have food and water supplies, a full tank of petrol, or fully charged electric vehicle.
- Ensure you have a fully charged mobile phone or a satellite phone if driving in remote areas.
- Drive with your headlights on to increase your visibility to other vehicles.
- Get access to updates on fire conditions in the area, including road closures.
- Check your vehicle engine, battery and other fluid levels are well maintained.
- Ensure your tyres are properly inflated, as under inflated tyres can heat up more.

# Sharing the road

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Sharing the road requires consideration and patience to ensure all road users make it to their destination safely. As a driver you need to look out for pedestrians, watch out for children, share the road with other cars as well as motor bike riders, bicycle riders and heavy vehicles.

It is important to remember that heavy vehicles cannot manoeuvre as well as cars and they require more space on the road and may have blind spots. Pedestrians, cyclists and motor bike riders are also more at risk on the road due to their increased vulnerability (as they do not have the protection of a vehicle).

Workplaces owe the same duty of care to workers who walk or ride a bicycle, e-scooter, motor bike or use public transport for work purposes. This is particularly important in areas where people move and congregate like carparks, including ensuring visitors to the workplace remain safe. Ensuring the safety of all workers and visitors, whether they are driving a vehicle or a passenger, walking or riding will help minimise accidents and is good business.



## Pedestrian safety

Pedestrians are at greater risk of death or injury if they are hit at impact speeds above 30km/h.

Drivers are legally required to give way to pedestrians at crossings when they are on the road and when you are entering or leaving a driveway. It is important that workplaces highlight the importance of pedestrian safety in their road safety policy, including sharing the road with these road users.

### What pedestrians can do

- Always use pedestrian crossings, if available.
- Look both ways 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.
- If using a pedestrian actuated crossing, 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 mobile phones away and unplug earphones to increase focus.
- Wear lighter clothing at night to help you be seen.
- When using a shared path, keep to the left of the pathway to allow room for bicycle riders to pass.
- Take extra care around heavy vehicles, as they may not be able to see you.

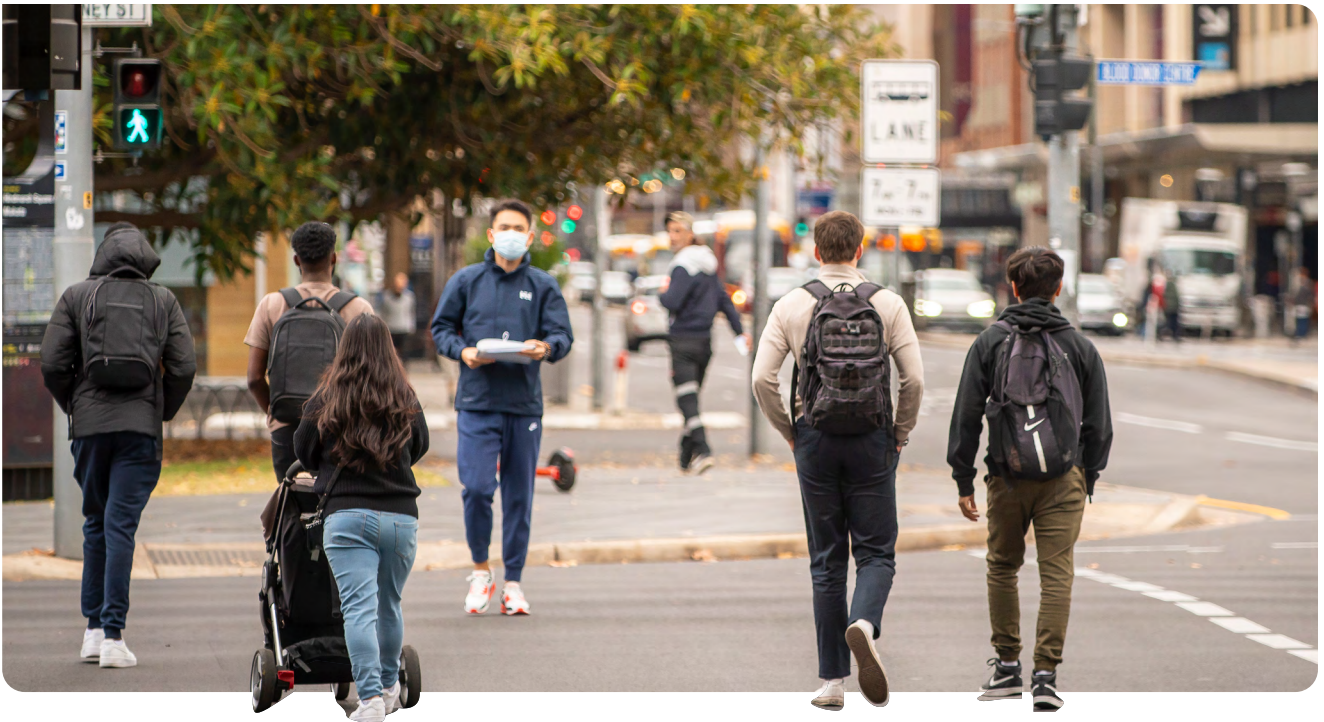
### What employers can do

- If your workers walk for work-related purposes, ensure they know the rules and safety issues surrounding walking on and around roads.
- Remind workers to be vigilant when they walk, even when between public transport and the office.
- Ensure workers who are driving understand how they can reduce their risk of hitting a pedestrian.
- Ensure workers that work on or around the road wear high visible clothing.
- Consider investing in end-of-trip facilities. Research shows that if people can shower, change and store their belongings safely they are more likely to use active modes of travel.



### What drivers can do

- Drivers can reduce the risk of hitting a pedestrian by slowing down where there are likely to be pedestrians, especially near schools, shopping centres, public transport precincts and hospitals.
- Always follow the give way road rules relating to pedestrians.



## Bicycle rider safety

Many people choose to ride a bicycle to and from work, meetings or site visits, as an alternative to travelling by car. People riding bicycles have the same rights and responsibility as other road users. To keep everyone safe on the road, both bicycle riders and motorists need to share the road safely.

Bicycle riders can often be hard to see and don't have the same protection around them as someone travelling in a car. It is important that workplaces highlight the importance of bicycle rider safety in their road safety policy, including sharing the road with these road users.

### What bicycle riders can do

- Make sure your bicycle is roadworthy.
- It must have at least one working brake and bell fitted.
- Have front and rear lights and reflectors during darkness or poor visibility.
- Follow the road rules.
- Wear an approved helmet, fitted and fastened securely.
- Plan a safe journey by using shared paths, cycle ways and quieter streets. Consider utilising the [Cycle Instead Journey Planner](#).
- Enhance your visibility by wearing something bright. Always wear something reflective at night, including a light.
- Unplug earphones to increase focus on the road.
- Take extra care around heavy vehicles, as they may not be able to see you.

### What employers can do

- If workers ride for work, ensure they know the rules and safety issues surrounding riding on roads and shared paths.
- Provide well maintained and roadworthy bikes, including correct safety equipment for riding, e.g. helmets and reflective clothing.
- Ensure workers who are driving know the minimum distance for passing bicycle riders.
- Consider investing in end-of-trip facilities. Research shows that if people can shower, change and store their belongings safely they are more likely to use active modes of travel.

### What drivers can do

- Leave at least 1 metre when passing a bicycle rider or 1.5 metres when travelling faster than 60km/h.
- Watch out for bicycle riders when driving, especially at roundabouts and intersections.
- Always be respectful to riders on the road.
- Always allow bicycle riders room to move and only overtake when safe to do so.
- Do not cut in front of bicycle riders.
- Always check your blind spot.
- Be especially careful around schools and in the early morning and afternoon.
- When exiting your vehicle, look behind and over your right shoulder for bicycle riders and other road users. Use your left hand so you can look over your shoulder to see what is coming.
- Remember that bicycle riders can legally ride two abreast, so be patient as you approach and overtake only when safe to do so.





## Motor bike safety

Motor bike riders (including riders of motor trikes and mopeds) are less protected than car drivers. In a crash, they are more likely to experience injuries to the head, chest and legs. These injuries can happen from hitting a solid object directly or from forces of a crash. Riders must wear an approved motor bike helmet and should wear protective clothing. It is essential that workplaces highlight the importance of motor bike safety in their road safety policy, including sharing the road with these road users.

### What riders can do

- Ensure you hold a valid class of licence.
- Wear an approved helmet that is securely fitted and fastened.
- Wear protective gear that covers your whole body.
- Wear bright coloured clothing to enhance your visibility.
- Follow the road rules, including motor bike specific laws such as lane filtering.
- Check your bike before you ride, including tyre pressure and tread, fluid levels and lights.
- Stay out of a driver's blind spot.
- Watch for loose gravel, oil, fuel or water across the road.
- Take extra care around heavy vehicles, as they may not be able to see you.
- Use safe behaviours relating to speed, fatigue, alcohol, drugs and distraction.
- Keep your headlights on, even during the day, to make your motor bike more visible to others.

### What employers can do

- If workers ride for work, make sure they know the rules and safety issues.
- Provide correct safety equipment for riding, e.g. helmets and protective clothing. The Motor bike Clothing Assessment Program ([MotoCAP](#)) provides independent safety advice on protective clothing for motorcyclists.
- Provide well maintained and roadworthy bikes in your fleet, choose bikes with anti-lock braking systems (ABS), motor bike stability control and traction control systems to help the rider maintain control in potentially high crash-risk situations.

### What drivers can do

- Always check your blind spot for motor bike riders.
- Watch out for riders when driving, especially at roundabouts and intersections.
- Leave enough room when overtaking a motor bike rider.
- Do not cut in front of a motor bike rider.
- Always be respectful to riders on the road.
- Use safe road user behaviours relating to speed, fatigue, alcohol, drugs and distraction.



## Heavy vehicle safety

Heavy vehicles are common on the road, particularly in regional areas. These vehicles are longer, wider and heavier than a standard vehicle, so extra care needs to be taken. The mass and rigidity of heavy vehicles can contribute to the severity of crashes, especially in collisions with other vehicles. Even at very low speeds, crashes between pedestrians, bicycle riders, motor bike riders and heavy vehicles can result in serious injuries and loss of life.

As a road user it is important to consider the distance a heavy vehicle may need to slow down, stop or change lanes. Don't be impatient when behind heavy vehicles, avoid taking unnecessary risks. Be aware that a fully laden heavy vehicle will take longer to come to a stop. It is important that workplaces highlight the importance of heavy vehicle safety in their road safety policy, including sharing the road with these road users.

### What employers can do

- Educate workers on being cautious and patient around sharing the road with heavy vehicles.
- Ensure appropriate road safety policies are in place, including driver behaviour.

### What drivers can do

- Be patient.
- Do not cut in front of a heavy vehicle when they are slowing down at traffic lights or turning as they take longer to stop.
- Do not overtake a turning vehicle, it is important to give them space and time.
- Do not drive in the blind spot of a heavy vehicle. If you can't see their mirrors, they cannot see you.
- Always keep your distance when travelling behind a heavy vehicle.
- Turn your headlights on when driving at night and during poor visibility to ensure you are seen.
- Use safe road user behaviours relating to speed, fatigue, alcohol, drugs and distraction.

# Safe roads

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A safe road transport system starts with improved planning with road design and treatments playing a significant role in minimising the severity of injury in the event of a crash. Safe road design also encourages safe road user behaviours.

When workers are driving for work purposes, it is important to plan ahead before you set out to drive. This is particularly relevant if driving on regional roads as these roads have higher speed limits, resulting in more severe crash outcomes. Planning ahead will help you determine if there are any potential challenges on your journey such as delays, road works, extreme weather conditions.

Drive responsibly and always obey the road rules to ensure you, and others, get to their destination safely.



## Plan ahead and travel on the safest route

Ensure you plan your travel appropriately. Allow enough time to reach your destination and always follow the road rules.

Consider the need for travel. You could ask yourself:

- Could virtual meeting be used instead?
- Could you work from a different location for the day?
- Could alternative means of transport be an option – e.g. a flight for long trips or public transport?

### What employers can do

- Plan for access to adequate and accessible facilities for workers whilst on the road, i.e. toilets, drinking water, food breaks.
- Encourage workers to plan their routes, and use major roads as they are safer.
- Check [Traffic SA](#) for road closures, roadworks, incidents and planned events in South Australia.
- Include in a road safety policy that drivers must advise of their planned travel route and complete a risk assessment.
- Encourage workers to make contact when they arrive at their destination.
- Ensure a mobile phone or satellite phone is available in case of emergency.
- Consider installing GPS tracking technology in fleet vehicles and using mobile journey planning applications for grey fleet and hire vehicles.

### What drivers can do

- Plan your route, including rest stops.
- Use major roads where possible.
- Check [Traffic SA](#) for road closures, roadworks, incidents and planned events in South Australia.
- Inform your manager of your intended route and estimated arrival times.
- Contact your manager when you arrive at your destination.
- Ensure goods in vehicles are appropriately secured and not overloaded.



## Regional driving

Driving in regional locations can place workers in a high-risk situation. Workplaces are encouraged to develop a remote travel policy and procedure to minimise risk.

### What employers can do

- Plan for access to adequate facilities for workers whilst on the road, i.e. toilets, drinking water, food breaks.
- Ensure vehicles are fit for purpose and maintained to a high standard.
- Consider supplying a satellite phone for emergencies.
- Include a defensive driving course as part of induction for workers.
- Encourage workers to travel with others.
- Include break down procedures in a road safety policy. Check [My Licence](#) for breakdown safety tips.
- Develop a checklist for drivers to use prior to departure.
- Implement a remote travel policy and procedure, including check in procedure and fatigue management.
- Consider installing GPS tracking technology in fleet vehicles and using mobile journey planning applications for grey fleet and hire vehicles.
- Ensure workers are trained in the use of vehicle equipment, including changing a tyre safely.
- Encourage workers to check the [Outback Road Warnings](#) for temporary road closures, restrictions and warnings.

### What drivers can do

- Plan your route in consultation with your manager, including rest stops.
- Check the [Outback Road Warnings](#) for temporary road closures, restrictions and warnings.
- Check your vehicle prior to departing on your journey.
- Drive to the condition of the road. On unsealed roads you are more at risk of skidding, sliding or rolling over.
- Ensure you are trained in the use of any vehicle equipment if required.
- Complete the vehicle checklist prior to departure.
- When travelling long distances you may need to consider ensuring you have:
  - a spare tyre, jack and wheel brace,
  - adequate drinking water,
  - first aid kit and other emergency equipment,
  - mobile phone coverage and or satellite phone, and
  - long range fuel tank or supplementary fuel.
- Watch for wildlife on the road.

- Use roadside rest areas where necessary.
- Be aware of break down safety procedures. If a breakdown occurs:
  - find a safe spot to pull over. Park the car as far left as possible.
  - make sure you can be seen. Turn on your hazard lights. Turn on your parking lights in poor light or raise your bonnet.
  - stay in the car if safe to do so. Move to the passenger seat and put the seatbelt on.
  - leave the vehicle if safe to. Exit from the left passenger side and move to a safe place.
  - if you need to change a flat tyre or check under the bonnet of your car, remain aware of other cars driving past. If it's not safe, call for roadside assistance.
- Check [My Licence](#) for breakdown safety tips.



# Safe speeds

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Speeding is a major cause of crashes and drivers should abide by speed limits to help reduce the potential for a crash. It is also important to drive to the conditions.

## Speed limits

The speed limit is the maximum allowable speed, however sometimes it is necessary to travel below the speed limit to stay safe.

Even a small increase in vehicle speed significantly impacts on road safety risks to yourself and others.

The use of appropriate speed limits forms an integral part of the safe road system, with the aim to improve road safety, while maintaining the efficiency of the road network. Speed limits are set with consideration of a range of factors including safety record of the road, the road's operating performance, the road and roadside infrastructure, geometry and roadside development.

In South Australia, the default speed limit is 50km/h on suburban roads and 100km/h on regional roads. Outside of built-up areas, some roads may have a speed limit of 110km/h, shown by a speed limit sign. You may travel up to this higher speed if your licence permits and it is safe to do so.

Speed cameras are in operation in South Australia and target dangerous behaviours such as speeding to provide a deterrent effect, reduce crashes and crash severity. Take note and act on advisory speed signs.



## Overtaking

Overtaking other vehicles can be dangerous and difficult to judge the space, distance and time needed to overtake safely.

When overtaking, drivers should ensure they do not exceed the speed limit, do so as safely as possible, be certain there is enough clear road space ahead of you and only overtake when confident to do so. Do not overtake heavy vehicles when they are turning, as they may take up more than one lane when turning or navigating roundabouts.



## Crashes

Workplaces are encouraged to have a procedure for recording and monitoring fleet use and crash involvement. It is important that your workers are aware of the procedure to follow if they are involved in a crash. Consider including these details in your road safety policy.

### What employers can do

- Develop a procedure for workers to report all crashes and near misses.
- Review all crashes and near misses and include details like:
  - number of vehicle crashes per year,
  - number of 'driver at fault' crashes per year,
  - number and type of vehicle related injuries, and
  - indirect cost of crashes (for example, sick leave, workers compensation).
- Hold drivers accountable for breaching road rules.
- Consider a driver reward program.



### What drivers can do

- Know your organisation's road crash procedure.
- Stop immediately if you are involved in a crash, turn off your ignition and turn on your hazard lights.
- If safe to do so, check if there is anything on the road that could be a danger to other road users. Move it off the road if safe to do so.
- Call 000 if you require emergency assistance.
- Report the crash to South Australia Police and your employer.

## Uncontrolled movement of vehicles

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### Vehicle Roll-Aways

Vehicle drivers and members of the public are involved in the uncontrolled movement of vehicles, also known as vehicle roll-aways, that result in lives lost and serious injuries.

### What employers can do:

- Ensure you have a procedure on safe parking and immobilisation of vehicles.
- Provide education and training to workers, particularly if workers frequently stop and exit the vehicle in the course of their work and/or are required to load and unload from the vehicle.

### What can drivers do:

- Ensure that the vehicle is parked safely, fully stopped and immobilised before exiting the vehicle each time.
- Park on a level surface, when possible.
- Park your vehicle in correct gear and properly engage the park brake.
- Effective use of wheel chocks when required.
- Do not attempt to get into the vehicle if it starts to roll away.
- Never stand in the path of the vehicle or try and stop it if it starts to roll away.
- number and type of vehicle related injuries, and
- indirect cost of crashes (for example, sick leave, workers compensation).
- Hold drivers accountable for breaching road rules.
- Consider a driver reward program.

# Training

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Workplaces should ensure that workers have been trained and inducted into their role so they can undertake their work safely, this includes making sure they have the necessary driving skills for the work-related driving they will be undertaking.

Holding a valid driver's licence does not mean the worker has the skills they need to do the driving that is assigned to them. It is recommended the worker completes a driver assessment so any training can be tailored to the worker.



## Vehicle Induction

Just like starting a new job where you are provided with an induction to the business, if you are required to drive for work purposes it is also important that you are provided with a vehicle induction. Before you drive a vehicle for work purposes it is important you:

- know how to operate the vehicle,
- are familiar and understand the safety features of the vehicle,
- adjust the seat, steering wheel and mirrors to suit your needs, and
- speak to your manager about any additional training requirements.

Never drive a vehicle if you are unsure how to operate it or feel uncomfortable driving. A workplace road safety policy should include vehicle induction for workers.



## Create safer drivers through training and education

It is important to consider what level of training workers require for undertaking work-related driving, as this will differ depending on the frequency of the use of vehicles.

You may wish to consider the following training or course options:

- Internal training - regular agenda item at meetings/toolbox sessions to discuss safe driving topics or address issues to help develop and maintain a road safety culture.
- Formal driver training and education sessions should be considered where workers are required to have specialised skills, such as the towing of vehicles and trailers, driving on unsealed roads and four-wheel driving.
- Transporting dangerous goods courses.
- First aid courses - this may assist workers if they are involved in a crash or come across a crash.

# Resources

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## Road Safety Policy Template

- [Road Safety Policy template for employers](#)

## Pre-Driving Checklist

- [Pre-driving checklist](#)

## Breakdown Safety

- [My Licence breakdown safety](#)

## Department of Transport and Main Roads Queensland Driver Safety Maturity Model

- [Worksafe Queensland Model](#)

## National Road Safety Partnership Program

The National Road Safety Partnership Program ([NRSPP Australia](#)) provides useful resources to support businesses develop a positive road safety culture. They have a range of toolbox talks and a knowledge centre to help your organisation improve their road safety.

- [Alcohol and Drugs](#)
- [Avoiding Animal Collisions](#)
- [Country Road Driving](#)
- [Driving for Work: Health and Well-being](#)
- [Driving In COVID-Normal Conditions](#)
- [Driving in Poor Visibility](#)
- [Eco-Driving](#)
- [Festive Season](#)
- [Journey Planning and Management](#)
- [Mental Health](#)
- [Rear End Crashes and Close Following](#)
- [Road Rage](#)
- [Stow It](#)
- [Sun Glare](#)
- [The Dangers of Mobile Phone Use While Driving](#)
- [Time Pressure](#)
- [Truck Interactions](#)
- [Tyre Care](#)
- [Vulnerable Road Users](#)
- [Wet Weather Driving](#)
- [What's on your mind? No distraction](#)
- [Work Driving Road Safety](#)

## Think! Road Safety

- [THINK Road Safety](#)

## My Licence

- [My Licence - Safer, smarter drivers](#)

## Road Rules

- [My Licence - Road rules](#)

## ANCAP

- [ANCAP Safety](#)

## SafeWork SA

- [SafeWork SA](#)
- [Vehicles as a workplace](#)
- [Codes of Practice](#)
- [Prevention of vehicle roll-aways and safe immobilisation](#)

## Safe Work Australia

- [Safe Work Australia](#)

# Build. Move. Connect.

## Disclaimer

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## More information

[thinkroadsafety.sa.gov.au](https://thinkroadsafety.sa.gov.au)

[safework.sa.gov.au](https://safework.sa.gov.au)

[dit.sa.gov.au](https://dit.sa.gov.au)

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