

## Plant/Equipment Safety Management

### Information Sheet – Vehicle Safety Management

#### Purpose

The purpose of this Information sheet is to clarify what is and isn't considered to be a vehicle for work and to provide guidance on the safe operation of vehicles at work.

Please also refer to the HSW Handbook Chapter [Plant/Equipment Safety Management](#) when reading this information sheet.

#### Q1 In a University safety context, what are considered to be vehicles?

A vehicle includes, but is not limited to:

- Cars
- Buses
- Trucks
- Aircraft
- Trailers
- Motor bikes and quad bikes
- Modified vehicles
- Experimental vehicles
- Forklifts
- Hire vehicles used for University purposes
- Remote-controlled vehicles
- Boats and other watercraft or vessels (please also refer to the HSW Handbook Chapter [Boating Operations](#))
- Mobile agricultural equipment.

#### Q2 What uses of vehicles are not considered University work use, with regard to safety management?

Private use of cars that are included in a staff member's salary package.

Use of a private vehicle for travel to and from your usual place of work.

#### Q3 What are the licensing requirements for vehicle operations with regard to safety management?

Please refer to HSW Handbook Chapter [Plant/Equipment Safety Management](#) Appendix E for all vehicle licensing requirements.

In accordance with HSW Handbook Chapter [Plant/Equipment Safety Management](#) (3.7.10.3), if a worker is required to drive for work purposes they must notify their Supervisor/Manager as soon as practicable if:

- their licence expires and is not renewed
- their licence is suspended or restricted
- they are disqualified from operating a vehicle.

Workers with a learner's permit, provisional, probationary, interstate or foreign licence, or who are driving heavy vehicles, must carry their licence whenever driving or operating a vehicle as specified in the [Motor Vehicles Act](#).

Note: that holders of a full South Australian driver's licence are not required to carry it when driving cars and other light vehicles.

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**Q4 Will vehicle safety requirements be different if I am driving anywhere other than South Australia?**

It is likely that the road rules and/or licence requirements will be different interstate and overseas. As the person driving the vehicle it is your responsibility to understand the rules of the road in the state or country you are driving in. Please refer to the local motor vehicle legislation or road rules.

**Q5 What are the safety-related training requirements for vehicle operations?**

A worker may need extra training (beyond the training to their drivers licence) depending on the vehicle, the driving frequency and driving conditions. Examples of training which may be required/useful are off-road (4 wheel) driving, advanced driving, etc.

The vehicle driver/operator is to inform their Manager/Supervisor if they are not familiar with the type of vehicle (e.g. manual vs automatic, 4 wheel drive, towing). Records of these training sessions are to be maintained as per HSW Handbook Chapter [Training Plan](#).

**Q6 What are the registration requirements for safe vehicle operations?**

All vehicles and trailers used on public roads must be registered. The following link should assist in determining the registration requirements [SA Government](#), or contact the appropriate government department to determine registration requirements.

**Q7 What are the maintenance requirements with regard to safety?**

All vehicles must be regularly maintained and serviced in accordance with manufacturer's/designer's specification (includes any specifications for vehicles designed or modified by the University of Adelaide) to ensure continued safe operation and efficiency (as per HSW Handbook Chapter [Plant/Equipment Safety Management](#)).

Truck and bus maintenance must comply with the [National Transport Commission Roadworthiness Guidelines](#). Refer to the University's [Motor Vehicle Procedures](#) for more information.

All maintenance and servicing records for each vehicle will be retained for the life of the equipment.

**Q8 What are the vehicle safety requirements for aviation activities (including unmanned aircraft/drones)?**

The [Civil Aviation Safety Regulations \(CASRs\)](#) stipulate the requirements for aviation activities.

Drones (unmanned aircraft) are covered under the HSW Handbook chapter [Drone Safety Management](#) and it should be noted that the chapter has specific requirements for any drone use with respect to University activities.

Any aviation activities should take into account disruption to flight paths and if applicable have the approval of the local air traffic control.

Rockets require special import permits and have specific rules regarding the purchasing and storage of fuel. If you are planning an activity that involves the use of rockets you should consult with rocketry experts, [SafeWork SA](#) and your [local HSW Team](#).

**Q9 What are the safety requirements specific to experimental vehicles & testing of vehicles?**

When a vehicle is modified, the person or organisation that undertakes these modifications becomes the designer and/or manufacturer and is subject to the duties imposed upon them in the [WHS Regulations](#).

Testing of vehicles should include a documented test procedure and a [risk assessment](#). The risk assessment should include any maintenance and servicing specifications.

Consideration should be given by the supervisor as to whether driver/operator training needs to be provided for vehicles which are modified or non-standard, including those that do not require a standard driver's licence. Records of training sessions are to be maintained as per HSW Handbook Chapter [Training Plan](#).

If experimental vehicles are to be driven on public roads, the vehicles will require registration.

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**Q10 What safety considerations should be made when purchasing and selecting vehicles?**

When considering purchase of a vehicle, consider the intended use, number of passengers and the safety features that are available. A [Vehicle Pre Commissioning Checklist \(Appendix A\)](#) is available to assist in these processes. If in doubt, contact your local [HSW contact](#).

All safety discussions, consultation, risk assessments and other considerations in the decision making process for purchasing a vehicle should be documented and retained for at least the duration of ownership of the vehicle.

When a University vehicle is not available or suitable for a task, it is preferable to use a hire vehicle rather than a personal vehicle.

**Q11 What safety considerations should be made for vehicle emergencies?**

The consideration and identification of potential vehicle emergencies (e.g. hazards) and the control measures required to manage the risk should occur at the planning stage of all activities (including off campus activities) in accordance with the HSW Handbook chapter [Hazard Management](#). Additional guidance is also provided in the [Off-Campus activity \(including field work\)](#) frequently asked questions.

The staff member undertaking the risk assessment (where required) should consider whether the following controls would be useful in mitigating the consequences of some of the hazards in an emergency:

- first aid;
  - fire extinguishers; and
  - communication
- in the event of an emergency.

If you have an accident, the [Motor Vehicle Claim Procedure form](#) (which is required to be kept in the glovebox off all University vehicles) is to be completed at the scene of the accident. Follow the prompts provided on the procedure in relation to reporting requirements.

**Q12 What are some common safety concerns when operating a University vehicle?**

Operation of vehicles can present various hazards. Below are some of the hazards associated with vehicle operation. These hazards are not exhaustive and the principles of Hazard management should be applied in accordance with the HSW Handbook Chapter [Hazard Management](#).

**Examples of common hazards****Use of a mobile phone**

Under the Road Traffic Act, a mobile phone may **only be used to make or receive a phone call** (defined to exclude email, text or video messages) **if the phone is** either:

- **secured in a mounting affixed to the vehicle** - the mounting must be commercially designed and manufactured for the purpose and attached as the manufacturer intended; or
- **remotely operated** - the phone must not be held by or resting on the body (driver's pocket or pouch excluded) and there must be no touching of the keypad. This is aimed at blue tooth technology, and earpieces and headsets (which themselves may be touched).

If a driver wishes to make or receive a call, including dialing a number, and needs to **touch the phone** (including its keypad) in order to do so, the phone must be mounted.

If the phone is used via blue tooth or a headset or earphones without touching it, the phone may be located anywhere in the vehicle, including in the driver's pocket or a pouch they are wearing. The driver may touch the ear piece or headset to operate the phone.

A driver's freedom to use a mobile phone to make or receive calls or any other function of any type if the car is parked (but not stationary in a traffic queue or at lights) is not affected.

**Can the driver use a hand held phone on loudspeaker?**

The driver may only use a mobile phone on loudspeaker if it is:

- secured in a mounting that is commercially designed and manufactured and affixed to the vehicle in the manner intended by the manufacturer; or
- if the phone is remotely operated, for example voice activated blue tooth or similar technology or through an earpiece or headset, and the phone is not held by or resting on any part of the body and there is no use of the keypad of the phone.

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**Q12** Vibration (especially agricultural vehicles and driving off road)

Operation of vehicles may expose the worker to vibration. Hand-Arm Vibration (HAV) and Whole Body Vibration (WBV) at certain levels can result in adverse health effects. For more information on these hazards, exposure standards and control measures please refer to the [SafeWork Australia](#) website and guidance materials.

Roll over of open cabin vehicles

In accordance with [Work Health & Safety Regulations 2012 \(SA\)](#) [214, 215 & 216], vehicles with open cabins must include installation of roll-over protective structures (ROPS). While it is anticipated that any new vehicles purchased will be supplied with ROPS, vehicles with open cabins already owned by the University must be reviewed and ROPS installed where necessary. For open cabin vehicles purchased prior to 1981, installation was due by 1<sup>st</sup> of January 2014.

General Hazards

Other hazards associated with vehicle operation could include exposure to chemical fumes from exhaust, being struck by a moving vehicle, chemical transport, fire risk when driving on paddocks, manual handling during loading of items into vehicles, contact with a stationary object, collision with wildlife, entanglement in moving parts, exposure to noise, slips/trips/falls, caught between moving parts, and struck by falling objects and unrestrained cargo.

**Q13** **What safety considerations should be made in regard to driver/operator fatigue?**

Supervisors and Managers should take fatigue management into account when scheduling vehicle operations. A decision tree has been added below to assist Supervisors/Managers in fatigue management. Refer to the HSW Handbook Chapters [Plant/Equipment Safety Management](#) (Appendix G) and [Hazard Management](#), for further information.

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## VEHICLE PRE COMMISSIONING CHECKLIST

Prior to purchase	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Have you consulted with workers who will be operating the vehicle?</li> <li><input type="checkbox"/> Is the vehicle fit for purpose? Consider the following:               <ul style="list-style-type: none"> <li><input type="checkbox"/> If the vehicle is to be used off road, is 4WD capability required?</li> <li><input type="checkbox"/> If you are transporting people, are there enough seats?</li> <li><input type="checkbox"/> If you are transporting animals, have you allowed enough room and considered their safety?</li> <li><input type="checkbox"/> If you are transporting plant/equipment or other goods, is there adequate room and can they be secured?</li> <li><input type="checkbox"/> Will the vehicle require modification or is there a more suitable vehicle?</li> </ul> </li> <li><input type="checkbox"/> Does the vehicle require the purchase of options, additional features and/or accessories?               <ul style="list-style-type: none"> <li><input type="checkbox"/> Cargo barrier</li> <li><input type="checkbox"/> Roll cage</li> <li><input type="checkbox"/> Two way radio</li> <li><input type="checkbox"/> Weather protection</li> <li><input type="checkbox"/> Tow bar</li> <li><input type="checkbox"/> Roof rack</li> <li><input type="checkbox"/> Reversing camera or radar system(s)</li> <li><input type="checkbox"/> First aid kit</li> <li><input type="checkbox"/> Fire extinguisher</li> <li><input type="checkbox"/> Tyre change tool kit</li> <li><input type="checkbox"/> Other</li> </ul> </li> <li><input type="checkbox"/> Have you read the applicable University Motor Vehicle Policies/Information?               <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">University's Motor Vehicle Procedure</a></li> </ul> </li> </ul>	
Prior to commissioning	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Are there any additional compliance requirements with this vehicle?               <ul style="list-style-type: none"> <li><input type="checkbox"/> SafeWork SA plant registration (see <a href="#">WHS regulation</a> 246)</li> <li><input type="checkbox"/> Roadworthiness certification (refer <a href="#">Transport SA</a>)</li> <li><input type="checkbox"/> Airworthiness certification (refer Civil Aviation Safety Authority <a href="#">Airworthiness requirements</a>) or <a href="#">Drone authorisation</a></li> </ul> </li> <li><input type="checkbox"/> If the vehicle is designed by the University of Adelaide:               <ul style="list-style-type: none"> <li><input type="checkbox"/> If it is intended to be used on public roads, have you contacted <a href="#">Transport SA</a> to discuss the registration requirements (the vehicle may require inspection)?</li> <li><input type="checkbox"/> Have you included a First Aid kit and fire extinguishing equipment (where required)?</li> <li><input type="checkbox"/> Does the vehicle have a tool kit for tyre changes (if applicable)?</li> </ul> </li> <li><input type="checkbox"/> If the vehicle is going to be used on the road, have you considered roadside assistance?</li> </ul>	
Commissioning	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Have you ensured that commissioning is performed by a suitably qualified person(s) (i.e. someone who understands the technical and safety requirements)?</li> <li><input type="checkbox"/> Have you ensured that training will be provided to operators (where required)?</li> <li><input type="checkbox"/> Have you identified any other hazards during the commissioning process?</li> <li><input type="checkbox"/> Have all known risks been assessed and controls put in place to either eliminate or minimise the risk?</li> </ul>	

## VEHICLE PRE COMMISSIONING CHECKLIST

Registrations, Permits and Licences	Notes
<input type="checkbox"/> Have you reviewed the requirements listed in the HSW handbook Chapter <a href="#">Plant/Equipment Safety Management Appendix E</a> ? <input type="checkbox"/> Has the vehicle been registered with the relevant authority/regulator? <input type="checkbox"/> Has the relevant permit/licence or other necessary certification been obtained from the relevant authority/regulator? <input type="checkbox"/> Have licences for workers been obtained as required?	
Safe Operating Procedure (if required by the risk assessment)	Notes
<input type="checkbox"/> Has a Safe Operating Procedure been developed (where required) which is in accordance with the manufacturer's instructions and includes emergency procedures where applicable?	
Training	Notes
Where applicable: <input type="checkbox"/> Have relevant training proficiencies been developed? <input type="checkbox"/> Has proficiency/competency based training been included in the <a href="#">Training Plan</a> ? <input type="checkbox"/> Has training been scheduled and conducted before the operator is allowed to use the vehicle and the proficiency/competency documented (including copies of external licences) on the <a href="#">Training Plan</a> ?	
Ongoing testing, cleaning and maintenance	Notes
<input type="checkbox"/> Is any necessary testing, cleaning and maintenance set up in a local maintenance schedule or where a key safety activity included on the Schedule of Programmable Events or equivalent?	

Checklist completed by:	
Name	
Date	

**If you wish to retain a copy of this checklist**  
**File this checklist with other documents/records relating to this vehicle**