

Plant/Equipment Safety Management

Information Sheet: Vehicle Safety Management

Purpose

The purpose of this information sheet is to provide guidance on the safe operation of vehicles at work including clarifying what is and is not considered a vehicle for University work purposes.

Refer to the [Plant/Equipment Safety Management Procedure](#) when reading this information sheet.

Q1 What is a vehicle?

In the context of this information sheet, the following are considered vehicles for work purposes:

- cars
- buses
- trucks
- aircraft/unmanned aircraft (e.g. [drones](#))
- 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 (refer to the [Boating Operations Procedure](#))
- mobile agricultural equipment.

Q2 What is not considered a vehicle for University work purposes?

- 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?

Refer to [Plant/Equipment Safety Management Procedure](#) Appendix E for all vehicle licencing requirements.

In accordance with [Plant/Equipment Safety Management Procedure](#) (5.2), 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.

Staff and students should not under any circumstances operate a vehicle without having the appropriate type or class of licence.

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.

Q4 Will vehicle rules 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, by referring to the local motor vehicle legislation and road rules.

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Q5 What is other safety-related training to be considered for vehicle operations?

A worker may need extra training (beyond the training required for their driver's 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/defensive 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 [Training Plan Procedure](#).

Q6 What are the registration requirements for vehicles?

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 vehicle maintenance is required?

- All vehicles must be regularly maintained and serviced in accordance with manufacturer's/designer's specifications (including any specifications for vehicles designed or modified by the University) to ensure continued safe operation and efficiency (as per [Plant/Equipment Safety Management Procedure](#)).
- Truck and bus maintenance must comply with relevant [National Heavy Vehicle Regulator](#) and [South Australian Government requirements](#).
- All maintenance and servicing records for each vehicle are required to be retained for the life of the vehicle.
- For extra information regarding maintenance, the acquisition of motor vehicles purchased or leased, general use, disposal, and the use of private vehicles for university business, refer to the University's [Motor Vehicle Procedures](#).

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

- The [Civil Aviation Safety Regulations \(CASRs\)](#) stipulate the requirements for aviation activities.
- Drones (unmanned aircraft) are covered under the [Drone Safety Management Procedure](#) which has specific requirements for any drone use with respect to the University's activities.
- 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 the [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 [Work Health and Safety Regulations 2012 \(SA\)](#).
- 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 [Training Plan Procedure](#).
- If experimental vehicles are to be driven on public roads, the vehicles will require registration.

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](#), or refer to [website](#) under tools, forms and templates) is available to assist in these processes. If in doubt, contact the [HSW Team](#).

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 the task, it is preferable to use a hire vehicle rather than using a personal vehicle.

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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 [Hazard Management Procedure](#). Additional guidance is also provided in the [Off-Campus Activity \(Including Field Work\) Information Sheet](#).

If undertaking a risk assessment, you should consider:

- which controls would be useful in minimising the impact to health and safety in an emergency
- first aid kit requirements
- fire equipment / extinguisher requirements
- effective means of communication.

If you have an accident, the [Motor Vehicle Claim Procedure form](#) (which is required to be kept in the glovebox of all University vehicles) is to be completed wherever possible 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 vehicle?

The 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 [Hazard Management Procedure](#).

Examples of common hazards are:

- use of a mobile phone
- exposure to chemical fumes from exhaust
- collision
- chemical/firearms transport
- fire risk when driving on paddocks
- manual handling during loading/unloading of items into vehicles
- collision with wildlife
- entanglement in moving parts
- exposure to noise/heat
- slips/trips/falls
- struck by falling objects/unrestrained cargo
- vibration (especially agricultural vehicles and driving off road)
- roll over of open cabin vehicles (see note).

Note: 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.

Refer to the [South Australian Government website](#) for driving hazards, safety tips and road rules.

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 tool is available to assist supervisors/managers determine if a risk assessment is required. Refer to the [Plant/Equipment Safety Management Procedure](#) (Appendix B), [Hazard Management Procedure](#) and the [South Australian Government website](#) for further information.

Q14 What are some useful activities for vehicle prestart and break-down?

Prestart

The driver/operator should conduct a prestart check on the vehicle to ensure the vehicle is operational, within its service period, fit for purpose and in a good working condition (e.g. brakes and brake lights operational, indicator lights, mirrors, lights and high beams, tow and hitching points (where applicable), etc.).

Break-down

Refer to the [South Australian Government website](#) regarding tips for vehicle break-down safety.

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VEHICLE PRE COMMISSIONING CHECKLIST

Prior to purchase	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Have you consulted with workers who will be operating the vehicle? <input type="checkbox"/> Is the vehicle fit for purpose? Consider the following: <ul style="list-style-type: none"> <input type="checkbox"/> If the vehicle is to be used off road, is 4WD capability required? <input type="checkbox"/> If you are transporting people, are there enough seats? <input type="checkbox"/> If you are transporting animals, have you considered their safety? <input type="checkbox"/> If you are transporting plant/equipment or other goods, is there adequate room and can they be secured? <input type="checkbox"/> Will the vehicle require modification or is there a more suitable vehicle? <input type="checkbox"/> Does the vehicle require the purchase of options, additional features and/or accessories? <ul style="list-style-type: none"> <input type="checkbox"/> cargo barrier <input type="checkbox"/> roll cage <input type="checkbox"/> two-way radio <input type="checkbox"/> weather protection <input type="checkbox"/> tow bar <input type="checkbox"/> roof rack <input type="checkbox"/> reversing camera or radar system(s) <input type="checkbox"/> first aid kit <input type="checkbox"/> fire extinguisher <input type="checkbox"/> tyre change tool kit <input type="checkbox"/> secure cabinet for items requested limited access (e.g. drug/controlled substances, firearm, etc) <input type="checkbox"/> Other <input type="checkbox"/> Have you read the applicable University Motor Vehicle Policies/Information? <ul style="list-style-type: none"> <input type="checkbox"/> University's Motor Vehicle Procedure 	
Prior to commissioning	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Are there any additional compliance requirements with this vehicle? <ul style="list-style-type: none"> <input type="checkbox"/> SafeWork SA plant registration (see Work Health & Safety Regulations 2012 (SA) (246)) <input type="checkbox"/> Roadworthiness certification (refer Department for Infrastructure and Transport) <input type="checkbox"/> Airworthiness certification (refer Civil Aviation Safety Authority Airworthiness requirements) or Drone authorisation <input type="checkbox"/> If the vehicle is designed by the University of Adelaide: <ul style="list-style-type: none"> <input type="checkbox"/> If it is intended to be used on public roads, have you contacted Department for Infrastructure and Transport to discuss the registration requirements (the vehicle may require inspection)? <input type="checkbox"/> Have you included a First Aid kit and fire extinguishing equipment (where required)? <input type="checkbox"/> Does the vehicle have a tool kit for tyre changes (if applicable)? <input type="checkbox"/> If the vehicle is going to be used on the road, have you considered roadside assistance? 	
Commissioning	Notes
<ul style="list-style-type: none"> <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)? <input type="checkbox"/> Have you ensured that training will be provided to operators (where required)? <input type="checkbox"/> Have you identified any other hazards during the commissioning process? <input type="checkbox"/> Have all known risks been assessed and controls put in place to either eliminate or minimise the risk? (Refer Hazard Management Procedure) 	

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Registrations, Permits and Licences	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Have you reviewed the requirements listed in the Plant/Equipment Safety Management HSW Procedure Appendix E? <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
<ul style="list-style-type: none"> <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
<p>Where applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure and record specific HSW instruction or training to the worker before commencement of the driving task where a proficiency or competency is required. Refer Provision of Information, Instruction and Training Procedure. 	
Ongoing testing, cleaning and maintenance	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Is any necessary testing, cleaning and maintenance scheduled in a local maintenance schedule or on the Schedule of Programmable Events (Safety Calendar) or equivalent? 	

Checklist completed by:

Name	
Date	
Position	

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

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