


Work Health And Safety: Safe Work Practice: Transport

Safer Vehicle Driving

 Risks	Risk Level	Risk Controls
Injury to driver/others from vehicle collision	Likelihood: E Consequence: 1 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure Mercy Services vehicle is well maintained - able to perform to specifications and not likely to malfunction. <input checked="" type="checkbox"/> Take precautionary actions as described in this Safe Work Practice. <input checked="" type="checkbox"/> All sole workers to have mobile phone/radio to get help. <input checked="" type="checkbox"/> All vehicles used by Mercy Services staff to have a first aid kit.
Injury to driver from prolonged stationary or uncomfortable/ position	Likelihood: E Consequence: 2 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Coordinators to ensure drivers get regular breaks <input checked="" type="checkbox"/> Driver to ensure they have adjusted seat and settings to suit their size, etc.
Fire or explosion from petrol fumes	Likelihood: E Consequence: 1 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> No smoking around petrol station. <input checked="" type="checkbox"/> If also filling a container ensure it is placed on the ground to prevent creation of a spark.
Damage to vehicle from using incorrect fuel	Likelihood: E Consequence: 3 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Driver to check fuel type if unsure. <input checked="" type="checkbox"/> Driver not to start engine if they realise they have put incorrect fuel in vehicle (the tank needs to be drained before the engine is contaminated).
Injury to driver/passengers from distress or attack in the event of prolonged breakdown	Likelihood: E Consequence: 4 Rating = Low	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure Mercy Services vehicle is well maintained - not likely to malfunction and able to perform to specifications. <input checked="" type="checkbox"/> All sole workers to have mobile phone/radio to get help. <input checked="" type="checkbox"/> All Mercy Services vehicles to have roadside assistance.
Injury to driver/passengers from aggression/harassment from passengers/drivers of other vehicles	Likelihood: E Consequence: 4 Rating = Low	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Take precautionary actions as described in this Safe Work Practice. <input checked="" type="checkbox"/> All sole workers to have mobile phone/radio to get help.

Equipment required:.

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Vehicle, First aid kit, body fluid spill kit, mobile phone	
Personal Protective Equipment required:	

Activity	Worker behaviour	Client/other's behaviour
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<p>1. Preparation</p>	<ul style="list-style-type: none"> a. Don't drive if under the influence of alcohol/drugs, medication or health condition that may compromise alertness/driving ability. b. Only with Coordinator's approval take a passenger who is under the influence of drugs or is physically/mentally ill. c. Plan road trips to minimise safety risks to self, passengers and other road users. d. Familiarise yourself with the particular vehicle before operating it for the first time. e. Ensure all accessing the car adhere to manual handling practices. f. Ensure any child is in an age/size appropriate restraint. Children under 16 years must sit in back seat. g. Ensure load is safely stored in the car so that it will not be damaged or injure passengers (when transporting a dog ensure the lead/harness is firmly secured to a seat belt). h. Make initial entry of date and kilometres in log book. i. Ensure everyone in vehicle is wearing a seat belt. 	
<p>2. Driving</p>	<ul style="list-style-type: none"> a. Do not use mobile phones whilst driving, always pull over and turn off engine before using phone. b. Where fitted - only use two way radio for essential communication while driving. c. Drive with headlights on d. Comply with road laws. e. Drive slower if road conditions or weather deteriorate. f. Ensure there is at least a 3 second gap between your car and the car in front. g. Always park in a clear, well lit area. If possible do not park across the road from a driveway. 	<ul style="list-style-type: none"> a. Client to co-operate with drivers instructions b. Client to behave appropriately – not distressing or distracting the driver and others
<p>3. If client says they feel physically ill</p>	<ul style="list-style-type: none"> a. Pull over to the side of the road as soon as is safe - preferably to a quiet, less busy location. b. Ask client to describe their condition. c. If a serious illness call for an ambulance 000. d. If they feel they may be about to have a body spill assist them to leave the vehicle – if appropriate. e. Reassure the client. f. Ask other passengers to be patient and ensure they are comfortable and to give you and client some space (if necessary). g. If necessary – use gloves, wipes and bags from spill kit. h. Contact Coordinator for a decision about continuing the trip. 	<ul style="list-style-type: none"> a. Client to follow drivers instructions b. Other passengers to be patient

<p>4. If client is anxious or agitated</p>	<p>a. If necessary suggest a break for a drink, smoke or toilet stop at a suitable location as soon as is possible.</p> <p>b. Briefly listen to their concerns and respond with empathy (acknowledge their feelings and your concern for them).</p> <p>c. If they are worried about making their destination on time offer to phone ahead or to try to have their appointment rescheduled.</p> <p>d. Clarify the limitations of your role and time.</p> <p>e. Defuse difficult situations:</p> <ul style="list-style-type: none"> - Act confidently – even if you feel afraid; - Stay calm (speak slowly & quietly, don't rush). <p>f. Contact Coordinator for a decision if client says they are not able to continue trip.</p>	<p>a. Client to follow drivers instructions.</p> <p>b. Client to apply techniques that have helped them in similar previous situations.</p>
<p>5. Re-Fueling the vehicle</p>	<p>a. Fill tank as per bowser and vehicle guidelines (if using diesel fuel it is recommended you wear gloves).</p> <p>b. Regularly check water levels, oil levels and air pressure in tyres.</p> <p>c. Lock vehicle while away paying for the fuel.</p>	
<p>6. After driving</p>	<p>a. Turn off lights, put on handbrake, (if applicable turn off two way radio).</p> <p>b. Ensure valuables are out of sight.</p> <p>c. Make final entry of details and kilometers in log book.</p> <p>d. Ensure safe departure from car adhering to all manual handling practices.</p> <p>e. Ensure all doors are locked and windows are shut.</p> <p>f. Report defective vehicles, rostering of more travel time if needed, all incidents.</p>	

As at 27/09/2016 this Safe Work Practice is for use in:

<i>Service</i>	<i>Position</i>
All Mercy Services	All relevant positions

Date for review of safe work practice: September 2019 (or if injury or changes require

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COMPETENCY ASSESSMENT*Safer Vehicle Driving*

Employee _____

Assessor _____

Date _____

Desired Outcome:

To ensure staff/volunteers are able to safely drive vehicles.

Equivalent competency: *People who have completed a Low Risk Driving course are seen as competent and do not need to demonstrate their competence against this safe Work Practice*

Performance Criteria	Competence demonstrated	Comment
Preparation		
a. Doesn't drive if under the influence of alcohol/drugs, medication or health condition that may compromise alertness/driving ability.		
b. Only with Coordinator's approval takes a passenger who is under the influence of drugs or is physically/mentally ill.		
c. Plans road trips to minimise safety risks to self, passengers and other road users.		
d. Familiarises self with the particular vehicle before operating it for the first time.		
e. Ensures all accessing the car adhere to manual handling practices		
f. Ensures any child is in an age/size appropriate restraint/seat and in the back seat.		
g. Ensures load is safely stored in the car so that it will not be damaged or injure passengers (dog leads/harness secured to seat belt).		
h. Makes initial entry of date in log book.		
i. Ensures everyone in vehicle is wearing a seat belt.		
Driving		
a. Does not use mobile phones whilst driving, always pulls over and turns off engine before using phone.		
b. Where fitted – only uses two way radio for essential communication while driving.		
c. Complies with road laws.		
d. Drives with headlights on		
e. Drives slower if road conditions or weather deteriorate.		
f. Ensures there is at least a 3 second gap between your car and the car in front.		
g. Always park in a clear, well lit area. If possible do not park across the road from a driveway.		
If client says they feel physically sick		
a. Pulls over to the side of the road as soon as is safe.		
b. Asks client to describe their condition.		

Performance Criteria	Competence demonstrated	Comment
c. If a serious illness calls for an ambulance.		
d. If they feel they may be about to have a body spill assists client to leave the vehicle.		
e. Reassures the client.		
f. Asks other passengers to be patient and ensure they are comfortable and to give you and client some space (if necessary).		
g. If necessary – uses gloves, wipes and bags from spill kit.		
h. Contacts Coordinator for a decision about continuing the trip.		
If client is anxious or agitated		
a. If necessary suggests a break for a drink, smoke or toilet stop at a suitable location as soon as is possible.		
b. Briefly listens to their concerns and respond with empathy.		
c. If they are worried about making their destination on time offers to phone ahead or to try to have their appointment rescheduled.		
d. Clarifies the limitations of your role and time.		
e. Defuses difficult situations:		
- Acts confidently – even if you feel afraid;		
- Stays calm (speak slowly & quietly, don't rush).		
f. Contacts Coordinator for a decision if client says they are not able to continue trip.		
Refueling the vehicle		
e. Fills tank as per bowser and vehicle guidelines (if using diesel fuel it is recommended you wear gloves).		
f. Regularly checks water levels, oil levels and air pressure in tyres.		
g. Locks vehicle while away paying for the fuel.		
After driving		
a. Ensures valuables are out of sight.		
b. Makes final entry of details and kilometres in log book.		
c. Ensures safe departure from car adhering to all manual handling practices.		
d. Ensures all doors are locked and windows are shut.		
e. Reports defective vehicles, all incidents including lucky near hits.		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee..... Date.....

Signature of assessor Date.....