

SPIRE SAFETY



VEHICLE USE AND DRIVING PROCEDURE

SS-WHS-PRO-000

DOCUMENT HISTORY

REV	DATE	DESCRIPTION	APPROVED BY

Phone:

Email:

Address:

DISCLAIMER

While every effort has been made to ensure the accuracy, completeness, and reliability of the information presented, we make no representations or warranties of any kind, express or implied, regarding the content or suitability of this document for any particular purpose. The contents of this document are confidential, privileged, and provided expressly for intended recipients' use only. This document may not be used, published, or redistributed without prior consent.

Contents

1 Purpose	3
2 Scope	3
3 Authorisation of Drivers	3
4 Managing Vehicle Safety	3
4.1 Vehicle Maintenance.....	3
4.2 Safe Driving Practices	3
4.3 Accident Reporting.....	3
4.4 Emergency Response	3
5 Personal Use and Security.....	3
5.1 Personal Use of Company Vehicles	3
5.2 Vehicle Security.....	4
6 Reference Documents	4

1 Purpose

The purpose of this Vehicle Use and Driving Procedure is to ensure the safe operation of vehicles within the company, thereby protecting the health and safety of our employees, contractors, and the public while complying with applicable laws and regulations.

2 Scope

This procedure applies to all employees, contractors, and any individuals who may be required to drive a company vehicle or their personal vehicle for company business.

3 Authorisation of Drivers

Only workers who have been authorised and have a valid driver's license will be allowed to operate company vehicles. Driver's licences are tracked in the Training Register. Driver authorisation will be withdrawn if a driver loses their license or is deemed not fit to drive due to medical reasons or disciplinary action.

4 Managing Vehicle Safety

4.1 Vehicle Maintenance

Vehicles must be maintained in accordance with the manufacturer's recommendations and maintained in a state that ensures safety. Pre-use checks must be performed before driving that includes checking for tire condition and pressure, lights, turn signals, brakes, and fluid levels.

4.2 Safe Driving Practices

Drivers must obey all traffic laws, including speed limits and regulations concerning the use of mobile devices. The use of seat belts is mandatory for all occupants in the vehicle at all times. The consumption of alcohol or drugs before or during operation of the vehicle is strictly prohibited. Drivers are to rest adequately before driving and must take regular breaks to manage fatigue on longer trips, as per the fatigue management procedure.

4.3 Accident Reporting

Any vehicle accidents, regardless of severity, should be reported immediately to the supervisor and a report filed as per the incident reporting procedure. Vehicles must not be operated if they are deemed unsafe or if they have been involved in an accident until they have been inspected and repaired.

4.4 Emergency Response

All vehicles must be equipped with a first aid kit and fire extinguisher. Drivers or responders should follow the relevant emergency response plan in the event of an emergency.

5 Personal Use and Security

5.1 Personal Use of Company Vehicles

Personal use of company vehicles must be authorised by a supervisor and recorded. Any unauthorised use of company vehicles will be subject to disciplinary action.

5.2 Vehicle Security

Vehicles should be locked when unattended, and keys should be secured. Valuables should not be left in plain sight within a parked vehicle to reduce the risk of theft.

6 Reference Documents

The following documents are referenced within this procedure:

- NA