# SWM-05. Driving Guidelines SWMS

**ACWA: Safe Work Method – Driving Guidelines**

**Note:** This Safe Work Method only provides guidance information and may not necessarily cover all possible hazards and should be used with other references

**Date: August/2023.**

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| Risk Assessment | |
| **Hazard** | **Risk** |
| Entering/leaving the vehicle | * Slips and falls. * Contact by passing traffic |
| Driver distraction | * Injury from vehicle accident |
| Hazardous driving conditions | * Injury from vehicle accident |
| Unsafe vehicle | * Injury from vehicle accident |
| Fatigue | * Injury from vehicle accident |
| Unsafe driving | * Injury from vehicle accident |

## Driving Safely

* Exercise care when alighting from your vehicle. Always check for passing traffic,
* Always stop the vehicle from reading or writing information such as logbook entries, work notes or use of the mobile phone (unless hands-free),
* When using a portable hands-free phone, make sure it is set up and working before you start to drive,
* Never compose or read SMS text messages whilst driving,
* Never accept or make phone calls if traffic and weather conditions would make it unsafe to do so (e.g., wet, foggy, or frosty weather),
* Avoid engaging in complex or emotional phone conversations. Hang up and continue later when it is safe to do so,
* Reduce the concentration needed to make and receive a call. Familiarise yourself with the hands-free speed dial and redial features of your phone,
* Always drive the vehicle carefully and at a safe speed, particularly on inferior roads/surfaces and over rough terrain,
* Avoid stopping on freeways, highways, or busy roads. When possible, use wayside stop areas or pull over in an area to ensure no hazard to yourself, other traffic, or pedestrians,
* Take breaks as required. Use breaks to make phone calls, catch up on written work and eat meals or snacks,
* Perform regular tyre and wheel checks, including damage or wear,
* Keep your windscreen and mirrors clean and clear at all times,
* Abide by State laws in relation to drug and alcohol use. Avoid alcohol consumption before a long drive or if you are tired. Follow directions in relation to the use of any medication which may cause drowsiness,
* Keep the volume of the radio or other in-cabin noise at a level to allow alertness to traffic warning signals, e.g., train crossings, ambulances,
* Constantly adjust your driving habits according to the conditions. Drive with extra care during times of reduced visibility and when road or site conditions are hazardous,
* At all times, observe and abide by the Road Rules.