




DRIVER SAFETY INDUCTION MANUAL



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Any changes to the induction process or business requirements are to be reflected in the Driver Safety Induction Manual. The revision details are to be recorded below.



The latest version of this manual
It is the responsibility of the individual

1. INTRODUCTION

Congratulations on your appointment and welcome to the team at **Insert Your Company**. We are excited that you have joined us and we look forward to a happy and successful relationship together.

This driver safety induction manual is intended to inform you of the safety requirements here at **Insert Your Company** so that you understand the relevant regulations, procedures and guidelines to enable safe work practices.



TAKE NOTE

It is a strict requirement that you hold a valid and current license(s) for any vehicle, mobile plant, equipment or machinery that you are performing on behalf of **Insert Your Company**.

Please note: **Insert Your Company** may amend, delete or add any of the sections of this manual and we will endeavour to communicate any changes to you at the earliest convenience.

This manual is not designed to be exhaustive and if you are not clear of its provisions or need further information on your role, please just ask your **Operational manager**.

Message from the Managing Director

If you wish, insert a key message from the Managing Director below.

Welcome to **Insert Your Company**. We are pleased to have you join our Team.

We developed this driver safety induction manual to assist you with getting to know **Insert Your Company** and our safety policies. It is our goal to consistently achieve excellence in servicing the needs of our clients and to continuously seek improvements in all aspects of our performance. You shall play a vital role in achieving this goal and it is our desire that this goal be achieved by all employees, management and our wonderful drivers.

It is important that you read and understand the information in this manual as it provides you with the compulsory safety requirements with your role.

Please note that our policies, procedures, rules and benefits as explained in this manual may change over time to fit the business, legislation and conditions determine. If and when changes occur, every effort will be made to keep you informed.

Insert Your Company anticipates all of our drivers to be fully committed to the pursuit of safety and the success of our organization and we look forward to your valuable contribution.

Thank you for joining our family and welcome to the Team.

1.1. Company Profile

Provide some history here about where or how the company started, what it does and how it has evolved, etc.

1.2. Company Details

Insert Your Company Logo

Company Name:	Please complete
Head Office Address:	Please complete
Postal Address:	Please complete
Phone:	Please complete
Email:	Please complete
Website:	Please complete

Insert Your Company organizational chart here, if applicable

1.3. Core Values

Provide an explanation of the company's core beliefs and values. e.g.

Insert Your Company is a stable, profitable business with the following values.

We strive every day to conduct our business with:

- Honesty, integrity and forthrightness
- Innovation and good ideas
- Kindness, respect for others and respect
- Nurturing staff with a passion for providing the highest-level of quality service to our customers.
- Add or delete as appropriate, as applicable.

TERMS AND DEFINITIONS

Term	Definition
	Any thing or any action, substance or process in the work environment that has the potential to cause an injury, illness or harm.
Incident	An unplanned event resulting in, or having a potential for, injury, ill health damage or other loss.
Procedure	A specified way to carry out an activity or process.
Process	A set of interrelated or interacting activities which uses inputs to deliver outputs. Processes are how Insert Your Company typically operates on a daily basis.
Record	Document(s) stating results achieved or providing evidence of activities performed.

Term	Definition
Risk	The likelihood of a negative effect.
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation.

3. SAFETY RULES AND EXPECTATIONS

Workplace safety rules and expectations must be established and followed as they are imperative to keep everyone safe. Personnel need to understand that an important reason for following safety rules is for their own personal safety and this is particularly important when undertaking any medium to high-risk activities.



The following list details general safety rules that personnel must comply with while performing activities. It must be understood that this is not exhaustive and that safety rules may change due to our continuing development process and the realisation of safety improvement opportunities:

- First aid and emergency evacuation procedures must be followed.
- All work is to be carried out in accordance with assessments and safe work procedures.
- All safety instructions issued, both verbal and written, are to be adhered to (if safe to do so). Failure to comply with safety instructions may result in disciplinary action.
- Workers are not to undertake any work which they have not been trained or are not competent to undertake.

Vehicle, mobile plant and equipment inspection logbooks must be completed as required and made available for inspection upon request.

- Any worker or qualified person showing evidence of competency for the operation and use of vehicle, mobile plant and equipment must be able to be presented upon request.
- Vehicles must be parked in designated parking areas only.
- All work must be completed and approved before the applicable time constraints.
- Work areas must be cleaned up regularly with rubbish placed in allocated bins.
- Work areas are to be left clean and tidy after use.