

SAFE DRIVING GUIDELINES

for workplaces



Notes:

The information contained in this guideline and links to the associated resources are intended for information purposes only. The manual should not be viewed as a definitive guide to the law. Readers should also refer to the Work Health and Safety (National Uniform Legislation) Act and Work Health and Safety (National Uniform Legislation) Regulations and other relevant legislation including Heavy Vehicle National Laws and the Northern Territory's road rules.

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“43 lives are lost and 500 people are seriously injured on our roads each year.”

INTRODUCTION

The purpose of this guideline is to provide a framework to assist organisations and government agencies to develop their own Safe Workplace Driving Policies and ensure they are closely linked with other policies including any Work Health and Safety policies.

This guide aims to provide workplaces with information about key road safety issues and risks, and ways to help businesses and employees travel safely on the road network. It also provides information to help embed road safety within organisations.

Why does my organisation need a safe driving guide?

Vehicle crashes account for almost half of all occupational fatalities in Australia and 15 per cent* of the national road toll.

The Northern Territory (NT) has the highest rate of road deaths per capita in Australia. In addition to the common factors that influence the risk of crashing, the workplace also introduces a range of other pressures that can also put road users at risk.

Work Health and Safety (WHS) legislation**

places a general duty of care on businesses and individuals to ensure, so far as is reasonably practicable, that the workplace is without risks to the health and safety of any person. WHS obligations are owned by a number of persons, including management and employees. This legislation is legally enforceable and penalties may apply.

A workplace includes the vehicle used for work related purposes and when on or around the road.

References to “employer” and “employee” in this document are subject to legislative definitions of a “person conducting a business or undertaking” (PCBU) and “worker” respectively.

The benefits of managing road safety in the workplace are significant, no matter which business or the size. Benefits include:

- Reducing the risk of death and serious injuries to your employees and others.
- Assisting to meet Work Health and Safety legislative requirements.
- Reducing legal costs and costs of penalties.
- Motivating employees and demonstrating you value their safety.
- Minimising lost working days due to employee injuries.
- Promoting your workplace as a safe place to work.
- Creating a competitive advantage (stand above the others).
- Being socially responsible and fulfilling your Corporate Social Responsibility role.



*SafeWork Australia

**Work Health and Safety (National Uniform Legislation) Act 2011

***The term vehicle includes cars, trucks, aircrafts, boats, loaders, tractors and quad bikes.

Towards Zero Road Safety Action Plan

Road Safety is one of the Northern Territory Government's highest priorities.

In March 2018, the Minister for Infrastructure, Planning and Logistics released the Towards Zero Road Safety Action Plan 2018-22 (the Plan).

The Plan adopts the Vision Zero concept – A safer road transport system where no person is killed or seriously injured. This vision aims to inspire ownership of the Territory's road safety challenges, and motivate Territorians to take action to use our roads more safely. Vision Zero has been adopted by all Australian jurisdictions, and widely adopted globally.

The Plan also adopts the Safe Systems approach to improving road safety which has been adopted nationally and internationally and includes the following elements: Safe road use, Safe roads and roadsides, Safe vehicles and Safe speeds.

For more information about the Towards Zero Action Plan visit towardszero.nt.gov.au

Managing risk

Work related driving is potentially a high risk activity.

This document aims to help organisations identify those risks and provide guidance on how road safety can be embedded in the workplace. Below are four steps to assist organisations to manage workplace risks:

1. The initial step is to **understand your employees travel and associated risks**, including hazards and consequences related to that risk.
2. It is then important to **assess what measures could be put in place** to minimise and manage that risk.
3. The **development of policies and guidelines** that integrate road safety into your existing Work Health and Safety frameworks, including inductions, will be integral in reducing workplace risk.
4. To remain effective, safe driver performance and road safety risks should be **continually monitored and regularly reviewed**.

ROAD SAFETY
IS **EVERYONE'S** RESPONSIBILITY

TOGETHER, OUR GOAL IS ZERO DEATHS AND SERIOUS INJURIES ON NT ROADS

**TOWARDS
ZERO**

NORTHERN TERRITORY GOVERNMENT

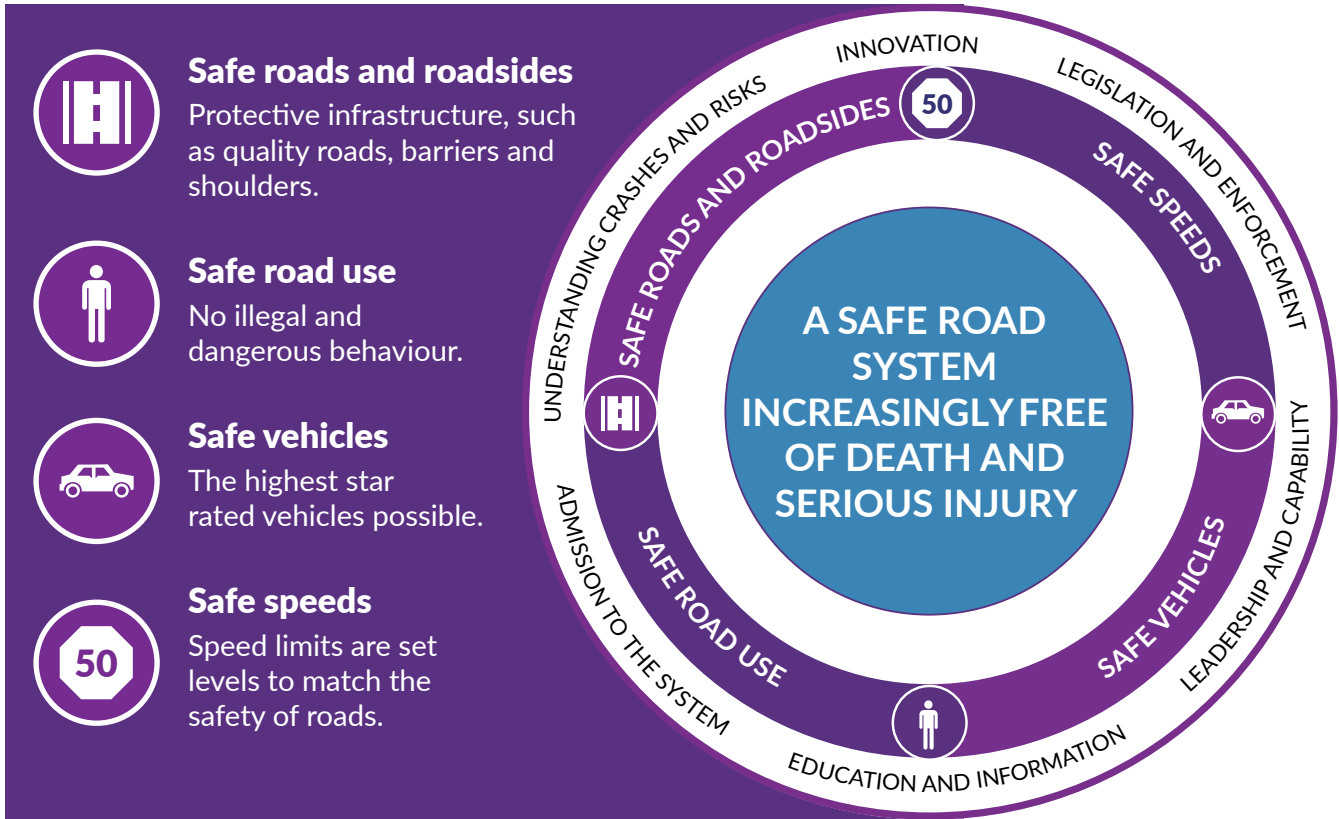
Proudly supported by Northern Territory Police, Fire & Emergency Services

MACC
NT MOTOR ACCIDENTS
COMPENSATION COMMISSION

The graphic features a dark blue background with white and orange text. A large white circle with an orange border on the right contains the text 'TOWARDS ZERO'. At the bottom, there are logos for the Northern Territory Government, Northern Territory Police, Fire & Emergency Services, and the Motor Accidents Compensation Commission (MACC).



THE SAFE SYSTEM





“15% of serious road trauma involves unlicensed drivers.”

SAFER DRIVERS

Driving involves risk. Safe drivers can reduce and manage their risk when driving by making good decisions and taking responsibility for their behaviour.

Create a culture of road safety awareness. Encourage safe driver behaviours and attitudes and remind everyone of their responsibility to respect the road rules.

Ability to drive

Reduce the road safety risk by ensuring the employee is authorised and competent to drive.

The employer and employee should check the following, and address any issues, before driving:

- Does the employee have the relevant drivers licence?
- Is the employee fit to drive (that is, not have a condition that will impair their ability to drive)?
- Is the employee well-rested and unaffected by alcohol or drugs?
- Are there any specific road rules that they may not be aware of?
- Does the employee feel confident driving the vehicle available? For example, providing a large dual cabin, four wheel vehicle to an employee who normally drives a small sedan privately may place that person at an increased risk of having a crash.
- Does the employee hold the relevant licence for the class of vehicle being driven, i.e. Heavy Vehicle Licence?

Driver distraction – mobile phones and Visual Display Units (VDUs)

Being distracted increases your chance of a crash.

A distracted driver is not focused on the driving task and has trouble judging speed, distance and has slower reaction times.

It is an offence under the *Traffic Act* to use a handheld mobile phone or VDU while driving.

Any use of VDUs and mobile phones while driving a vehicle, including talking or texting, increases the chance of being distracted from the driving task.

What employers can do:

- Develop a policy around mobile phone use.
- Educate employees on the risks and rules around mobile phone use when driving.
- Encourage employees not to use their phone at all when driving.
- If in-car phone use is necessary, install mobile phone cradles in fleet vehicles or ensure Bluetooth is available, to allow legal use of some mobile phone functions.
- Encourage all employees not to call someone when they know that person is driving.
- If a navigational aid is required, ensure it is in a secure mounting, fixed to the vehicle and doesn't obscure the road.

What employees can do:

- Aim to avoid using a hands-free mobile phone altogether when driving.
- If in-car phone use is necessary, put your phone into a mounted cradle, or connect your phone to the vehicle's Bluetooth.
- Consider using an app or function that will divert calls to your voicemail automatically when you are driving.
- Pull over somewhere safe to answer a call, or let it go to voicemail.
- Make sure callers know you're driving.
- Put your phone out of sight (e.g. in the glovebox) and on silent so it's not a distraction.
- Don't call colleagues if you know they're driving.
- Enter GPS destinations before driving.

Alcohol and other drugs

Safe driving requires good judgement and sharp concentration.

Drivers need to react quickly to changing situations on the road. Drinking alcohol and taking drugs reduces your ability to drive safely. They can affect your:

- vision
- speed and distance judgements
- reflexes and reaction times
- decision-making
- concentration.

Drinking alcohol also increases risk-taking behaviour by giving a driver a false sense of confidence.

The use of alcohol and drugs severely degrades the ability to drive safely and should not be tolerated when driving. All employees have a responsibility to eliminate the risk of drug or alcohol affected driving.

Employees are not to consume alcohol or illegal drugs prior to, or when operating a vehicle.

Organisations should consider random alcohol or drug testing or the installation of Alcohol Ignition Locks within vehicles.



“40% of NT road fatalities are alcohol related.”

What employers can do:

- Educate employees on the risks of driving after drinking alcohol or taking any illegal or illicit drugs.
- If possible include road safety messages in existing policies about drug and alcohol.
- Confirm the employee is okay to drive if you observe any impaired behaviours.
- If alcohol is served at a work event, ensure employees plan their safe journey back home, and/or provide employees with alternative modes of transportation. e.g. minibus/taxi hire.
- Consider implementing a no alcohol policy during work hours.

What employees can do:

- If you plan to drive, don't drink any alcohol or take any illegal or illicit drugs.
- If your doctor has prescribed medication it is recommended to check if those medications could affect your driving, and don't drive if affected.
- Plan ahead. If you know you'll be drinking, have a Plan B to get home safely.
- Get a lift home with someone who hasn't been drinking, use public transport, get a taxi, or hire a rideshare vehicle.
- Be aware that some medicines, mouthwashes and food may contain alcohol.
- Don't risk trying to calculate your Blood Alcohol Content (BAC). Alcohol affects different people in different ways. Your BAC is difficult to guess and will likely be inaccurate anyway.
- Remember you may still have alcohol in your system the day after drinking, even if you have slept.

Driver fatigue

Fatigue is a term used to describe the feeling of being sleepy, tired or exhausted. It can lead to impaired judgement, slower reaction times and decreased ability to control a vehicle.

The only way to treat driver fatigue once you have already started driving is to stop and rest until you are refreshed. Driver fatigue can be just as dangerous as drink driving or excessive speeding.

As you drive, watch for early warning signs of driver fatigue:

- yawning
- poor concentration
- tired or sore eyes
- restlessness
- drowsiness
- slower reactions
- boredom

- feeling irritable
- making fewer and larger steering corrections
- missing road signs
- having difficulty staying in the lane
- not remembering the last few kilometres or minutes of driving.

If you notice these signs, it is time to stop and revive.

What employers can do:

- Educate employees on the dangers of driving while tired and how to avoid doing so.
- Encourage employees to schedule adequate rest time for their journey.
- If your organisation requires shift work or long distance travel, develop a fatigue management plan.
- If you observe any fatigue warning signs, confirm that the employee is okay to drive.

What employees can do:

- Make an assessment of your tiredness before you drive. If in doubt, don't drive.
- Get a good night's sleep.
- Keep hydrated, drink plenty of water.
- Avoid driving at night.
- If possible, share the driving.
- Plan regular 15-20 minute breaks every two hours.



Seatbelts

In a crash, a person who is not restrained by a seatbelt will continue to travel forward at the speed the vehicle is travelling until something stops them.

This could be the steering wheel, dashboard or windscreen. In some crashes, the person may be partially or fully ejected from the vehicle, exposing them to other dangers.

What employers can do:

- Ensure every seat in every vehicle has a working seatbelt.
- Educate employees on the benefits of wearing a seatbelt, and the legal requirement to do so.

What employees can do:

- Always wear your seatbelt.
- Ensure your passengers are wearing their seatbelt.
- Alert your manager if a seatbelt is faulty.

Driving in wet weather

Storms and wet weather can alter the road conditions.

Wet season in the NT is from November to April. Cyclones and severe storms are prone to occur during this season and can cause significant damage to roads, property and the environment, impacting your ability to drive on the roads safely. Checking the Bureau of Meteorology and Road Report websites before travelling could be a useful tool to identify weather hazards and road conditions.

During a cyclone, emergency broadcasts are released regularly and Territorians are urged to pay attention to the information in the broadcasts. SecureNT.nt.gov.au is the gateway for information to prepare, respond and recover from emergencies in the NT.

What employers can do:

- Develop policies and procedures that advise employees what to do in emergency situations, including severe weather conditions and natural disasters.
- Encourage employees to monitor emergency broadcasts.
- Ensure fleet vehicles are re-fuelled in preparation for severe weather events.

What employees can do:

- Allow additional time to complete your journey in bad weather conditions.
- Drive with your headlights on. Pull over safely if visibility is poor and wait for the rain to subside.
- Check your vehicles' tyres and wipers are in good condition.
- Don't drive into water flowing over roads.
- Slow down when water is on the road to prevent aquaplaning.
- Increase the distance between your vehicle and the vehicle in front if there is water on the road.
- Avoid braking hard or locking the wheels, this could result in a skid.
- Refer to the vehicle owner's manual for specific guidance on the cruise control mode on wet and slippery roads.
- Be cautious of hazards on the road such as fallen trees and debris following severe weather.

Driving etiquette

When driving in the urban area, drivers need to be alert, expect the unexpected and show good manners towards other road users, such as:

- Keeping a safe distance of at least three seconds behind other vehicles when driving in ideal conditions.
- Do not tailgate. Tailgating is dangerous, it can make other drivers nervous and gives you less time to react if the vehicles in front slow down or brake suddenly.
- Be patient.
- Keep to the left unless overtaking.

- Use the vehicle horn appropriately, the horn should only be used to warn others of danger.
- Use indicators to let other road users know your intended change in direction. Indicating late, or worse, not at all, is dangerous.
- Consider implementing a rewards program for employees demonstrating safe driver behaviour.

Remember, most fleet vehicles display the organisation's branding. Employee driving behaviours reflect the organisations broader reputation. Some organisations encourage and promote feedback on their drivers.



**“25% of road fatalities
in the NT are caused by
excessive speed.”**

SAFER ROADS

Whilst improvements to road infrastructure, vehicle design and technology aims to minimise the consequences if a crash occurs, ultimately it's a driver's behaviour that will determine the outcome. Speed has a direct role in all crashes and can significantly affect the risk and the severity of a crash.

Though you cannot predict the future, planning ahead will help navigate through potential challenges on your journey such as delays, route changes and adverse weather conditions. Plan ahead, drive responsibly and obey the road rules to ensure we all get to our destination safely.

Plan ahead

The time allocated to reach a destination should not require the driver to breach any road rules or increase the risk of crashing (eg. fatigue, poor lighting).

To minimise the risk, consider the need to travel. Ask yourself the following questions:

- Can audio/video conferencing facilities be used instead of travelling to the site?
- Can you work from a different location for the day?
- When travelling between regional centres or remote communities, can other methods of travel be considered, such as charter flights?

What employers can do:

- Encourage employees to plan their routes, including adding rest stops and using major roads as they're safer.
- Require employees to advise/provide a copy of their planned travel route, especially if travelling in rural and remote areas.
- Encourage employees to make contact when they arrive at their destination, especially if they are travelling in remote areas.
- Ensure a mobile or satellite phone is available in case of emergency.
- Consider implementing mobile tracking technology.

What employees can do:

- Plan travel routes and prioritise routes with better safety features, including rest stops.
- Visit www.roadreport.nt.gov.au to check for any roadworks or hazards.
- Inform your manager of the route you are taking and the estimated arrival times at destinations.
- Contact your manager when you arrive at the destination.

Vehicle load management

Drivers must ensure vehicles are not overloaded and that loads are appropriately distributed.

Goods need to be secured appropriately, including use of cargo barriers where fitted, to minimise further risk to health and safety in the event of a crash or sudden stop. The back seat/vacant seat of a vehicle should not be used to place items unless items can be firmly secured.

Where goods are carried on roof racks, they must be restrained properly, evenly distributed and not overloaded. Ensure the load cannot shift in a way that makes the vehicle unstable or unsafe and meets the mandated requirements for use.

This includes:

- the maximum length, height and width allowed for loads
- front, rear and side projection allowed for the vehicle; and
- the maximum weight the vehicle is permitted to carry.

Safer speeds

A vehicle's speed can affect the risk of a crash and the severity of injuries.

You should always drive at a speed that suits the road and the current weather conditions.

The faster you drive the longer it takes for your vehicle to stop.

In any crash, speed determines the level of injury and a small reduction in speed greatly increases the likelihood of surviving a crash.

What employers can do:

- Educate employees on the risk of speeding.
- Allow adequate time for the employee to complete their journey safely, employees should not feel the need to speed to meet work commitments.
- Consider fitting or activating technology that monitors travel speeds and provides driver alerts.
- Develop disciplinary policies and procedures for employees who receive Traffic Infringement Notices whilst driving a company vehicle.

What employees can do:

- Obey the road rules, take note of the speed limit and allow enough time to travel to your destination.
- Follow speed limit signs, including temporary speed restrictions at road works.
- Always drive at a speed that is safe for the conditions of and around the road.
- Keep a safe distance between you and the vehicle in front. It is recommended to keep a three second gap during good weather.
- If you are a passenger in a vehicle and think the driver is going too fast speak up.

Speed limits

Speed limit signage tells you the maximum speed you are allowed to drive in good conditions to keep you safe on the road.

Exceeding the speed limit dramatically increases the risk of being involved in a crash.

Where there is no posted speed limit sign, default speed limits apply.

In built-up areas a default speed limit of 60km/h applies, unless the town has gazetted a lower default speed limit. Many towns and communities across the NT have chosen to have a default speed limit of 50km/h or less.

The default speed limit outside built-up areas is 110km/h unless otherwise sign posted. The maximum speed limit of 130km/h applies on some sections of the Barkly, Stuart, Victoria and Arnhem Highways as indicated.

Safe overtaking

Overtaking other vehicles can be dangerous, it can be difficult to judge the space, distance and time to overtake safely.

Drivers should ensure when overtaking a vehicle they do not exceed the speed limit and do so as safely as possible.

Refer to the *Sharing the Roads* chapter on page 20 for further information.

Crashes

Organisations should have an efficient system of recording and monitoring fleet use and crash involvement. These systems should be included in organisational policies and procedures.

What employers can do:

- Consider implementing corporate objectives and strategies to achieve a reduction in:
 - vehicle related injuries
 - number of crashes
 - number of driver at fault crashes
 - indirect and direct cost of crashes
- Develop a policy and procedure for employees to report all crashes and near misses.
- Review and address all crashes and near misses relating to work travel. It is recommended employers should monitor:
 - number and type of vehicle related injuries
 - indirect cost of crashes (including rental of temporary vehicles, time lost, injury treatment, temporary staff etc)
 - number of vehicle crashes per year
 - number of driver at fault crashes per year
- Hold employees accountable for breaches of the organisational road safety policy.
- Consider implementing a safe driver reward program.

What employees can do:

If you are involved in a crash that causes injury to a person or animal or that results in damage to property, you must take the following action:

- Stop immediately. It is against the law to fail to stop after a crash.
- See if anyone is injured. A person involved in a crash must stop and render all possible assistance, and, if necessary contact 000 for Police, Fire or Ambulance services.
- Unless it is necessary to avoid further injury (like danger of fire, explosion, traffic or burns from hot pavement), do not move seriously injured or unconscious people until trained help arrives.
- Prevent further crashes. Ask bystanders to warn approaching vehicles.
- Note or mark the position of your vehicle on the roadway, then move it clear of traffic if you can.
- Personal safety: do not stand on the roadway. Always move to the footpath or to a place of safety.
- It is the responsibility of the driver of the vehicle involved in a crash or near miss to report the occurrence to their organisation in accordance with their organisational policy.



“71% of road fatalities occur in rural areas.”

DRIVING REMOTE

The Northern Territory road network is spread across a vast 1.3 million square kilometres, with a large portion of people living and working in regional and remote areas.

Road trauma is a major cause of death in rural and remote Australia, and the risk of sustaining a road crash injury increases the further you are from metropolitan centres.

Before driving in remote areas, drivers need to have considered the risks involved with driving remotely including proper vehicle preparation, checking weather conditions, road accessibility and taking plenty of food and water.

Regional and remote driving

Driving in regional and remote areas can place employees in a high-risk situation.

If employees are required to drive in such areas or long distances, organisations should develop a regional/remote travel policy and procedure to minimise any risk. This could include a vehicle safety checklist.

In addition to the above, safe travel plans should be developed and agreed to.

What employers can do:

- Purchase fit-for-purpose vehicles for employees to use when driving to remote areas and ensure they are maintained to a suitable standard.
- Fit vehicles with necessary equipment for remote travel.
- Consider supplying a satellite phone in case of breakdown or an emergency situation.
- Mandate defensive driving and vehicle recovery training (or similar) for employees driving a 4WD in a remote or isolated location.
- Encourage employees to undertake a risk assessment of their travel and consider travelling with others.
- Implement a workplace procedure requiring employees to check-in when they arrive safely.
- Ensure all employees travelling have the appropriate skills to use vehicle equipment if required.

What employees can do:

- Plan your stops and take rest breaks. It can be hundreds of kilometres between water and petrol stops.
- Conduct a vehicle safety check before departing.
- Employees who will be driving a 4WD vehicle in a remote or isolated location should have undertaken a defensive driving and vehicle recovery training (or similar).
- Take extra care when driving on unsealed roads (dirt and gravel). Vehicles take longer to stop and are harder to control on unsealed roads. In these conditions, all vehicles are at risk of skidding, sliding or rolling over.
- Drive to the condition of the road. The condition of the road can change suddenly due to extreme weather conditions and can include flooded roadways in the wet.

Vehicle equipment for remote travel

All vehicles travelling to remote areas must be suitable for the conditions and be appropriately fitted with safety and recovery equipment.

The following provides a guide to different levels of remoteness and the recommended equipment to support travel.

A risk assessment of the travel should also be completed during the planning process to establish the most appropriate equipment necessary. The recommended equipment to support remote travel will vary depending on the level of remoteness, but could include the following:

- Spare tyre.
- Fit for purpose jack and wheel brace.
- Adequate drinking water for all vehicle occupants.
- First aid kit and other emergency equipment e.g. fire extinguisher and emergency triangle.
- Appropriate communication device e.g. mobile phone, satellite phone.

When travelling longer distances, or to very remote areas, consider adding the below equipment:

- Second spare tyre.
- Vehicle recovery equipment e.g. snatch strap and shackles.
- Vehicle emergency breakdown equipment, including spare parts.
- Additional food and water supplies.
- Long range fuel tank or supplementary fuel.
- Other communication device including any charging requirements e.g. UHF radio, personal locator beacon (spot tracker/ EPIRB/ GPS).



Vehicle breakdowns

In the event of a breakdown, stay with the vehicle.

A missing vehicle is much easier to find than a missing person. Temperatures in the Northern Territory can be extreme, making it important to stay in the shade or under shelter. Drivers should ensure that prior to starting their journey, there is ample supply of water in the vehicle and have advised their manager of their intended travel.

Road side rest areas

People who are not used to driving long distances in high temperatures will be affected by driver fatigue.

As a general rule, you should stop for a 15 minute rest break every two hours of driving. While you are stopped, take a walk, drink some water and consider changing drivers if possible.

Plan your trip to include these regular breaks and also consider whether you will be driving into the sun.

Motorists are encouraged to use the clearly signposted designated rest areas along highways.

Dust on unsealed roads

Dust on unsealed roads can severely reduce visibility and hide ruts and potholes.

Putting your headlights on will help other vehicles to see you through the dust. If you encounter dust clouds that obscure your vision, you should pull over as far left as you safely can and wait until the dust has settled.

Water on the road

Some roads in the NT are prone to flooding.

If you come across a flooded road check the depth, force and possibility of obstruction or deep holes before proceeding. Alternatively wait until the water level drops. Obey flooded road signage. If the road is closed, do not cross.

Remember to be crocwise, do not enter a flooded road on foot and keep clear of the water's edge as there is a high risk of saltwater crocodiles inhabiting floodwaters.

Animals, stock and wildlife on the road

Many roads in the NT are not fenced.

This means you could encounter large and small animals on the road, including birds, cattle, kangaroos, pigs and camels; particularly at dawn and dusk.

Beware of large birds and other wildlife feeding on road kill; slow down and sound the horn if necessary.

Never swerve to avoid animals when travelling at speed; this is a common cause of single-vehicle rollover crashes. Instead, maintain straight and steady steering while using emergency braking procedures to slow down. Whenever possible, avoid driving at dawn, dusk and after dark. This is when nocturnal animals and birds are on the move.

Night driving

Night driving should be avoided where possible.

However if it is necessary, check the vehicle to ensure all lights are adequate. A driver required to travel at night should reduce speed to assist in stopping safely.

* A risk assessment of the travel should be completed during the planning process to establish the most appropriate equipment necessary.



“Around 4 out of 5 fatalities involving heavy vehicles were other road users (2017).”

SHARING THE ROADS

On our roads, there are many different types of vehicles and road users. Motorists will encounter heavy road trains and buses, motorcyclists, pedestrians, and cyclists.

It's important to remember that heavy vehicles cannot manoeuvre as well as cars can and require more space on the road. Motorcyclists, cyclists and pedestrians are even more at risk of serious injury or death due to their increased vulnerability on our roads.

Sharing our roads requires patience and courtesy to ensure all road users make it to their destinations safely.

Driving with heavy vehicles

Heavy vehicles such as road trains, trucks and buses are common throughout the Territory. These heavy vehicles are longer, wider and heavier than a standard vehicle.

Heavy vehicles need a longer distance to stop compared to lighter vehicles. If you are approaching an intersection or other hazard where you could be required to stop, and a truck or bus is approaching, do not pull into their lane because it might not have enough room to stop safely.

Turning trucks and buses sometimes take up more than one lane at corners or on roundabouts. Make sure you give them enough room to turn; do not assume they can stay completely in their lane.

Overtaking road trains

Road Trains can be up to 53.5 metres long and weigh up to 164 tonnes.

When preparing to overtake:

- Stay well back when behind a road train.
- Make sure the driver can see you in one of their mirrors.
- Be certain you can see enough clear road space ahead.
- Only overtake when you are confident you can safely do so.

When overtaking:

- Signal, move out and pass quickly but sensibly.
- Don't move back in until you see both the road train's headlights in your mirrors and don't slow down.

If a road train starts to overtake your vehicle:

- Maintain your speed.
- Keep left and don't move off the road.
- Only slow down once the road train moves out to pass.
- When the road train has passed flash your headlights to let the driver know that it is safe to move back in.

Priority for buses

In speed zones of 70 km/h and under, a bus that displays a Give Way sign and signals that it is going to pull out from its stopping place has priority over other traffic travelling in the left lane or left line of traffic.

When driving or riding on a length of road in the left lane or the left line of traffic, you must give way to a bus:

- in speed zones of 70 km/h or under.
- if the bus displays a 'give way to buses' sign.
- if the indicator lights of the bus are operating.
- if the bus is about to enter or proceed in the lane or line of traffic.

The driver of the bus is allowed to enter the lane or line of traffic only if it is safe to do so.

Driver safety tips for sharing the road with heavy vehicles

- Be patient - do not cut in front of heavy vehicles, especially when they are slowing down at traffic lights or turning as they take longer to stop.
- Do not overtake a turning road train, give them space and time.
- Do not drive in the blind spot of heavy vehicles. If you can't see their side mirrors, they cannot see you.
- Keep your distance when travelling behind road trains on unsealed roads.
- Use your headlights when driving at night and in low-light conditions, such as rain.
- Slow down and pull off the road and drive slowly on the shoulder of the road when approaching an oncoming road train on a single lane highway.

Bicycle safety

To keep everyone safe, both cyclists and motorists need to consider each other and share the road safely.

Bicycles are classed as vehicles and, therefore, cyclists have the same rights and responsibilities as other road users and are more vulnerable when travelling on the road.



Driver safety tips for sharing the road with cyclists:

- Drivers should be aware and respectful of riders on the road.
- Drivers should always look for cyclists and expect the unexpected.
- Always allow cyclists room to move and only overtake them when safe to do so.
- Leave at least 1 metre when passing a cyclist and 1.5 metres if you are travelling faster than 60 km/h.
- Never assume a cyclist is travelling slowly.
- Do not cut in front of cyclists.
- Do not turn in front of a cyclist travelling on the road shoulder.
- Check for cyclists in blind spots, at corners, driveways and intersections.
- When exiting your vehicle, use your left hand to open the door; this will force you to scan for cyclists.
- Dip your lights when approaching or overtaking a cyclist at night.
- Be aware of young cyclists, who can be unpredictable and have a lack of road sense.
- Be especially careful around schools in the early mornings and afternoons.
- Be patient; consider the cyclists safety and your duty of care to avoid crashing.

What employees can do:

- Make sure your bicycle is roadworthy:
 - It must have at least one working brake and a bell fitted.
 - During darkness, or poor visibility, the bike and/or the rider must have front and rear lights and reflectors.
- Wear an approved helmet, securely fitted and fastened.
- Plan a safer journey by using cycle ways, shared paths and quieter streets.
- When riding on a shared path, bicycle riders must give way to pedestrians, keep to the left, and should provide at least a metre of space when passing and use a bell to warn others they're approaching.
- Enhance your visibility by wearing bright and/or reflective clothing.
- Unplug earphones to increase focus on the road.
- Take extra care around heavy vehicles, and be aware that they may not be able to see you.

What employers can do:

- If your employees ride for work, make sure they:
 - know the rules and safety issues surrounding bike riding.
 - are highly visible, wear an approved helmet and protective gear when riding.
- Ensure employees who are driving know the minimum distance for passing bicycle riders.

Motorcycle safety

Motorcyclists are vulnerable road users because they are less protected than drivers. They have a greater chance of being killed or seriously injured.

What motorcycle riders can do:

- Make sure you hold a valid motorcycle rider's licence – it's the law.
- To ensure your safety and compliance with the law, wear an approved helmet that is securely fitted and fastened. Select one with a good CRASH7 (Consumer Rating and Assessment of Safety Helmets) rating.
- Wear protective gear that covers your whole body, has abrasion resistant material, has impact protectors over the joints and back protection for your spine.
- Enhance your visibility by wearing clothing with some bright colour.
- Be aware of and comply with the road rules, including motorcycle specific laws such as lane filtering. Check out the Motorcycle Rider's Handbook.
- Check the bike before you ride, including tyre pressure and tread, fluid levels and lights.
- Stay out of a driver's blind spots.
- Watch for loose gravel, oil, fuel or water across the road.
- Ensure you do not cross lanes when cornering, especially the centre line.
- Riding can be very mentally and physically demanding. Take regular breaks.
- Take extra care around heavy vehicles and be aware they might not be able to see you.
- Avoid lane filtering around heavy vehicles.
- Ride predictably and safely, abide by the road rules.
- Use safe behaviours relating to speed, fatigue, alcohol, drugs, distractions and heavy vehicles.



**“10% of fatalities
are motorbike riders.”**

What employees can do:

- If an employee rides for work, make sure they hold a current motorcycle licence, and know the rules and safety issues surrounding motorcycle riding.
- Ensure riders always wear highly visible outer clothing, an approved helmet and protective gear when riding.
- If motorcycles are provided in your fleet: choose bikes with Anti-lock Braking Systems (ABS). This prevents the brakes from locking, meaning the rider maintains the ability to brake and steer the bike.

Driver safety tips for sharing the road with motorcyclists:

- When overtaking a motorcycle, allow the same amount of space as you would when overtaking a car.
- Do not cut in front of a motorcyclist (they cannot stop as fast as a car).
- Allow extra space while driving near motorcycles as riders may need to slow down to avoid hazards such as flying debris, oil slicks or pot holes that a car could drive through.
- Look for motorcycles before you turn onto a road because they won't be as clearly visible as a car.
- Motorcycles can be easily hidden behind a truck or car, so check your side and rear view mirrors and the blind spot by looking over your shoulder before merging or changing lanes.
- Dip your lights when approaching or overtaking a motorcycle at night.



Pedestrian safety

The chance of a pedestrian surviving when hit by a car significantly reduces above 40km/hr.

As a driver, you are legally required to give way to pedestrians at crossings, when they are on the road and when you are entering or leaving a driveway. However, you should always look for and be prepared to stop for pedestrians.

Particularly vulnerable pedestrians include: the elderly, children; or pedestrians affected by alcohol, or drugs.

What employees can do:

- Always use pedestrian crossings.
- Look before you cross the road, and continue to look while crossing.
- Make sure vehicles have stopped before you start to cross, make eye contact with the driver where possible.
- Never start crossing when the red 'don't walk' signal is showing.
- Avoid crossing between parked cars, or at the front or back of buses.
- Take extra care when crossing at or near roundabouts.
- Use the footpath when available.
- Put away phones and unplug earphones to increase focus on the road.
- Check for turning vehicles at intersections.
- Wear lighter clothing at night to help you to be seen.
- When using a shared path, keep to the left side of the pathway to allow room for bicycle riders to pass.
- Take extra care around heavy vehicles, and be aware that they may not be able to see you.

What drivers can do:

- Remember to drive slowly and be prepared to stop:
 - at and near pedestrian crossings or traffic lights.
 - wherever you see children walking, playing or riding bikes.
 - when entering or leaving a driveway.
 - near clubs, hotels and restaurants.
 - near shopping centres and other busy places.
 - near schools, particularly when children are arriving or leaving.
 - when approaching a stationary bus and passengers are getting off or crossing the road.
 - where there are parked cars or stopped buses, especially school buses.
 - at intersections where pedestrians cross.
 - where special events are being held.
 - when visibility is poor, such as in rain, fog, at night or dawn or dusk.
 - when pedestrians cross the road away from pedestrian crossings.
 - when pedestrians gather in large crowds.

What employers can do:

- If your employees walk for work, make sure they know the rules and safety issues surrounding walking on and around roads.
- Remind employees to be vigilant whenever travelling on foot, even when simply between public transport and the office.
- Ensure employees that work on or around the road are wearing high visible clothing.
- Ensure employees who are driving understand how they can reduce their risk of hitting someone on foot.



**“95% of new vehicles
sold in 2017 were
ANCAP safety rated.”**

SAFER VEHICLES

It is an employer's obligation to ensure, as far as is reasonably practicable, that the workplace is without risk to the safety of any person. This responsibility includes providing a fit for purpose operational vehicle.

Improvements in vehicle safety have contributed significantly to road trauma reduction. These improvements reflect steady advances in automotive safety design, including occupant protection performance, braking, handling and lighting and the inclusions of life saving safety features such as seatbelts and airbags.

Take care of your vehicle

Safer vehicles play an important role in reducing the likelihood of a crash occurring and the severity of the crash outcomes.

Bicycles are classed as vehicles and, therefore, cyclists have the same rights and responsibilities as other road users and are more vulnerable when travelling on the road.

Fleet policies should require vehicles to have a 5-star Australasian New Car Assessment Program (ANCAP) rating.

It is recommended for journeys outside urban areas that the following vehicle checks are conducted:

- Top up any fluid if necessary, including engine oil, transmission fluid, windscreen washer fluid, radiator coolant (caution: do not open radiator cap when hot) and brake and clutch fluids (refer to owners manual).
- Seatbelt operation.
- Tyres are all inflated and in good condition (including the spare).
- All the dash gauges and warning lights work when you start the vehicle.
- All the headlights, indicators and brake lights work (you may need someone to help).
- The windscreen is free from cracks, chips and scratches in the drivers view.
- The horn and wipers work efficiently.
- The handbrake does not have excessive travel and the brake pedal is solid.

What employers can do:

- Purchase 5-Star Australasian New Car Assessment Program (ANCAP) rated vehicles for their fleet that includes some of the following safety features:
 - seatbelt reminders and seat belt pre-tension devices;
 - driver, passenger and curtain airbags;
 - Electronic Stability Control (ESC);
 - brake assist systems;
 - autonomous emergency systems; and
 - lane support and reverse collision systems.
- Ensure maintenance and safety checks of the vehicles are regularly carried out.
- Check that the rego is in date.
- Ensure the organisation has a process in place to report vehicle issues or defects.
- Ensure employees are aware of what to do in the likelihood their vehicle breaks down or requires maintenance during their travel.

What employees can do:

- All vehicles are different and employees need to understand the vehicle being driven.
- Familiarise yourself with the vehicles features eg. park brake, wipers and lights.
- Read, and refer to, the Vehicle's Owner Manual.
- Before driving, walk around the vehicle and do a quick visual check to ensure it is safe to drive and not damaged. Suggested checks include: tyres, brakes, headlights, indicators, windscreen and wipers.
- Check that the rego is in date, and that the car is roadworthy.
- Advise your employer if you do not feel comfortable driving this vehicle.

ANCAP Star rating

The ANCAP test new vehicles and rates their safety from one to five stars indicating the level of safety the vehicle provides for occupants and pedestrians in the event of a crash. Check the ANCAP star rating before you buy.

For more information visit: www.ancap.com.au

2015 - 5 Star rating (64km/hr)



2005 - 2 Star rating (64km/hr)



ADDITIONAL INFORMATION

Non-compliance

Consistent with applicable legislation, organisations should develop their own safe driving guidelines, policies and procedures. Organisations should consider potential consequences for when an employee does not comply with these frameworks and how they will enforce the non-compliance.

Legislation and associated resources

- [Work Health And Safety \(National Uniform Legislation\) Act 2011](#)
- [Traffic Act 1987](#)
- [Australian Road Rules](#)
- [Vehicles as a Workplace National Guide](#)







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