

# **Enviro Liquid Waste Service (ELWS)**

## **Vehicle Fleet Safety Program**

Validated - September 2021 – Next Review September 2022

### **Fleet Safety Program for Company Vehicles**

This policy is designed for:

Drivers of light, medium and heavy vehicle at ELWS.

# **Management Safety Policy Statement**

## **Safety Policy**

Accidents and incidents may occur when driving company vehicles. They may result in damage to company vehicles and other vehicles, injury to drivers, pedestrians and at times contribute toward delays in service to our valued customers. When injuries occur to our employees, it may cause unnecessary heartache and a possible loss of income to all parties involved.

It is well recognised that most accidents can be prevented, thus avoiding many undesirable consequences. It is equally well recognised that accident-free operations are not achieved by chance. Rather, they result from the thoughtful application of sound safety principles. To achieve the highest degree of safety, it is ELWS policy, that sound safety principles shall always be followed.

To implement our safety policy, an accident control program has been developed and implemented. It applies to all company activities as well as the operation of the company's vehicles. It will be conducted through the regular channels of supervision.

The accident control program requires adherence of all employees.

In short, our policy is to provide service with safety.

## **Driver Qualifications/Hiring Criteria:**

### **Driver Records**

Prior to being employed at ELWS, to the extent allowed by law, you will be asked to provide a written history of your driving record from VicRoads.

This history will become part of your permanent employee record file.

## **Unrestrained Equipment**

Equipment falling from the company heavy vehicles can result in injuries and even fatalities to pedestrians or other road users. Prior to each trip a final walk-around of the vehicle "by the driver" should be completed to ensure that all equipment is adequately secured. In cases of questionable security, management should be contacted for advice.

## **Experienced Driver Ongoing Training**

In support of ELWS drivers, the Director will conduct periodic ride along supervised training where he will assess the handling of company equipment and vehicles. These ride along sessions will be periodic and if further driver training is required, a senior staff member or the director himself shall log and conduct the necessary training until the staff member is deemed competent. Some training programs can be internet-based and can be completed on an employee's home computer, or a computer as scheduled by management.

## **Drugs and Alcohol**

ELWS supports the principles of a drug and alcohol-free workplace in order to ensure the safety and welfare of the public and other employees. At no time shall a staff member take control of a company vehicle or any mobile equipment while under the influence of drugs or alcohol.

The following are specific restrictions:

1. A Zero Alcohol limit is non-negotiable to operate any commercial vehicle or heavy equipment.
2. The consumption or possession of an intoxicating beverage or controlled substance while (i) on duty, (ii) operating or in physical control of any ELWS vehicles or equipment or (iii) on ELWS work sites or ELWS customer sites is strictly prohibited.
3. Operating any company vehicle or being in physical control of any equipment while under the influence of mind altering substances (prescription medication, over the counter medication, hallucinogenic, etc.) is also prohibited.

If you test positive for alcohol, mind altering and/or controlled substances or are found to be in possession of such, as outlined above, you will be subject to disciplinary action up to and including termination of employment.

## Accident Involvement and Reporting

### Any Accident

ELWS requires that whenever an accident occurs or property damage of any kind, regardless of the amount, the driver in the course of his/her employment, MUST:

1. Stop the vehicle without delay! Pull off the road where possible. Position the vehicle to minimise any obstruction to traffic and engage the parking brake. In a serious accident, wait for emergency and law enforcement personnel before moving the vehicle.
2. Activate the HAZARD flashers on the vehicle.
3. **If in imminent danger to loss of life (such as fire or smoke being present or if on an active railroad track)**, evacuate the vehicle to a safe location. Otherwise, do not move any occupants until emergency personnel attend the scene of the accident.
4. Dial **000** (Emergency Services) to summon aid for those injured.
5. Set up the reflective cones / triangles around the vehicle.
6. Notify emergency services and the company director. Restrain the desire to discuss the accident with anyone other than the two mentioned parties above.
7. Exchange information with others involved in the accident. Acquire the names, addresses, phone numbers, makes of vehicles and license numbers of all drivers, passengers and witnesses. Obtain badge number of police officer. Complete accident report form.
8. While maintaining a safe distance from traffic and emergency crews, photograph the damage to all vehicles and/or property. Photograph the relationship of the debris fields and skid marks to the vehicles. Photograph the license plates of all vehicles, including those of witnesses.

Even in instances when the driver strikes a parked vehicle that is unattended, the driver is required to:

1. Stop immediately
2. Try to locate the owner or custodian of the unattended vehicle.
3. If the owner or person responsible for the vehicle cannot be located, the driver must place his/her name and address in a conspicuous place on the vehicle.
4. Report all details of the accident to the director as soon as possible.

## **Emergency Equipment/Accident Kits**

The following equipment will be provided in all ELWS vehicles:

1. A Fire Extinguisher.
2. A Spill Kit
3. Reflective triangles and/or cones
4. Driver must have access to a personal mobile phone capable of taking photos.
5. A first aid kit
6. A ELWS Accident Report form

## **Unauthorised Riders and Drivers**

ELWS does not permit unauthorised drivers or riders in any of their vehicles.

An unauthorised rider or driver shall be defined as: Any person other than the assigned operator of the vehicle.

Riders are permitted when they have a business relationship with ELWS or permission has been approved by the director.

## **Vehicle Restraints and Seat Belts**

Seat belts are required to be worn by all ELWS vehicle occupants. It is the responsibility of the driver to ensure that before vehicle is placed in motion that all occupants have their seatbelts securely fastened.

Authorised car seats and booster seats will be used according to state legislation in accordance with appropriate age and size of the youth being transported.

## **Vehicle Inspections**

All ELWS vehicles are to have daily pre-trip inspection performed and documented by the operator. This should include documentation on maintenance concerns that would be seen by the next driver of the vehicle so the vehicle remains safe to operate.

A copy of the daily vehicle checklist is provided by the director for all drivers.

All ELWS vehicles are serviced, and records kept in the vehicles with a windscreen sticker acting as a reminder for the next service date. All operators MUST familiarise themselves with these documents.

## Vehicle Maintenance

Drivers of ELWS vehicles are required to properly maintain the vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks, etc. determine to a large extent whether you will have a reliable, safe vehicle to operate and support your work activities.

Preventive maintenance should be completed on your ELWS vehicle as required in the owner's manual.

## ELWS Vehicles and Cell Phones

### ELWS Distracted Driving Policy

**Please read the Distracted Driving Policy, sign and return to the director.**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, ELWS has enacted a Distracted Driving Policy. ELWS is committed to ending the epidemic of vehicle crashes caused by distracted driving and has created the following rules which apply to any employees operating ELWS vehicles:

- ELWS employees may not use a hand-held cell phone while operating a company vehicle. Whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
- If ELWS employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- Failing to comply this no cell phone use while driving policy will result in disciplinary action.

I acknowledge that I have received a written copy of ELWS Distracted Driving Policy, and that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)

## Accident Review

The purpose of the Accident Review is to review the circumstances involving your accident to determine if the accident was preventable or non-preventable. The police report if the scene was attended by emergency services will be used for this determination. A preventable accident is defined as:

**"Any occurrence involving a vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred; in which the driver in question failed to do everything he/she reasonably could have done to prevent the occurrence."**

The definition of a preventable accident will be strictly and impartially applied. All accidents will be reviewed.

**Note: Accident reviews subsequent to accidents that result in bodily injury and/or legal action may be delayed pending the official findings detailed in the Police Report.**

### Accident Review Findings

The findings of the accident will be personally presented to the driver. If the Director finds the accident preventable and the driver disagrees, they are encouraged to present "their side" and ask for another internal review.

The findings of the police report and the Director will be placed in the driver's personal driving file for future review. If the accident was preventable, the driver may be subject to additional action as deemed appropriate by the Director. These actions may include, but not be limited to the following:

1. Attendance to further driver training
2. Termination of employment

## Employee/Driver Statement of Understanding

### ACKNOWLEDGEMENT & CONSENT AGREEMENT

I have read (or have had read to me) and understand the contents of the Vehicle Fleet Safety Program and agree to comply with all company driver requirements. I have been given an opportunity to ask questions and fully understand the meaning of the Vehicle Fleet Safety Program. Additionally, I understand that I should contact the Director should I have any future questions or concerns. By signing below, I acknowledge having receipt of or access to a copy of this document and consent to agree and abide by the contents.

By signing below, I further acknowledge that failure on my part to comply with any of the policies may result in disciplinary action up to and including termination of employment.

Employee Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Witness Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Responsibility and Review**

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This Vehicle Fleet Safety Program is the responsibility of the Management of Enviro Liquid Waste Service. This Vehicle Fleet Safety Program was last updated September 2021 and will be reviewed September 2022.

### **Review**

Enviro Liquid Waste Service is committed to continual improvement of its Vehicle Fleet Safety Program.

**Authorised by:** Wallace Lovett

**Signature:**

**Date:** 1<sup>st</sup> September 2021

**Policy ratified by Senior Staff Member:** Bernard Morin

**Next review date:** September 2022

# Commercial Vehicle "Daily" Pre / Post-Trip Inspections

## Vehicle Inspection Report

Date..... Odometer Reading.....

### Inspection Type:

- Pre-Operational                     
  Operational                     
  Post-Operational

### Truck Rego: .....

<input type="checkbox"/> Air Tanks (Dash)	<input type="checkbox"/> AdBlue Level	<input type="checkbox"/> Radiator
<input type="checkbox"/> Battery Isolator	<input type="checkbox"/> Cyclone Drain (Post-Op)	<input type="checkbox"/> Tank Valves
<input type="checkbox"/> Body (Visible Accident)	<input type="checkbox"/> Pump Oil Drain <b>XV74HH</b>	<input type="checkbox"/> Safety Equipment
<input type="checkbox"/> Water Level- Pump <b>ELWS</b>	<input type="checkbox"/> External Driving Lights	<input type="checkbox"/> Spill Kit
<input type="checkbox"/> Oil Level- Pump <b>XV74HH</b>	<input type="checkbox"/> Break Lights	<input type="checkbox"/> First Aid Kit
<input type="checkbox"/> Tyre Pressure	<input type="checkbox"/> Hose Clamps / Straps	<input type="checkbox"/> Jack / Tools
<input type="checkbox"/> Rear Mounted Camera	<input type="checkbox"/> Truck Horn	<input type="checkbox"/> Dash Errors if any
<input type="checkbox"/> Oil Pressure & Temp	<input type="checkbox"/> Service Sticker Date	<input type="checkbox"/> Engine Break Enable
<input type="checkbox"/> RHS & LHS Rear mirror	<input type="checkbox"/> Internal Lamps	<input type="checkbox"/> Transmission
<input type="checkbox"/> Emergency / Hazards	<input type="checkbox"/> Noticeable Leaks	<input type="checkbox"/> Wheels & Lugs
<input type="checkbox"/> Engine Light (Dash)	<input type="checkbox"/> Seat Belts	<input type="checkbox"/> Windows, Windshield
<input type="checkbox"/> Indicators (RHS & LHS)	<input type="checkbox"/> Steering	<input type="checkbox"/> Windshield Wipers
<input type="checkbox"/> Fuel Level		

### Vacuum Tank Inspection & Gear

(If applicable)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Inlet Valve-Closed     | <input type="checkbox"/> 30XY Placarding | <input type="checkbox"/> Crate                    |
| <input type="checkbox"/> Outlet Valve-Closed    | <input type="checkbox"/> Hoses Capped    | <input type="checkbox"/> Protective Overalls      |
| <input type="checkbox"/> Sample Valve-Closed    | <input type="checkbox"/> Gloves          | <input type="checkbox"/> Chain for earthing truck |
| <input type="checkbox"/> Drainage Valves-Closed | <input type="checkbox"/> Rags            | <input type="checkbox"/> Control Box-Closed       |
| <input type="checkbox"/> Pump Oil / Water Level | <input type="checkbox"/> Bucket          | <input type="checkbox"/> Toolboxes-Closed         |
| <input type="checkbox"/> Reflectors             | <input type="checkbox"/> Duct Tape       | <input type="checkbox"/> Rope                     |
| <input type="checkbox"/> Hose Straps/Chains     |  |   |
| <input type="checkbox"/> Other (describe) ..... |  |   |

**Condition of the above vehicles is Satisfactory or not satisfactory\***

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\* All work cards and service dockets for the day MUST be stapled to the checklist from the driver and handed to the director.

**Driver Signature:**