



SAFETY CIRCULAR 07/2023

File: D28666

May 2023

Driving and Transporting of Fleet for Non-Routine Tasks

What has Occurred?

There is an increased risk to safe driving operations when driving over long distances. Several incidents involving long distance driving have occurred where volunteer and career staff have been injured as a result.

Key Message

Effective immediately, a documented risk assessment must be completed prior to the deployment, mobilisation and driving of fleet and personnel resources for activities that are reasonably considered to be a non-routine task.

Drivers of vehicles being deployed for these tasks are to ensure that they comply with the requirements of [SOP 3.3.12 Driving Standards](#) and the [Safe Driving Guidelines for WA Government Agencies](#)

In addition to the documented risk assessment, a documented [Journey Management Plan](#) should be completed and approved by the driver's line manager, supervisor or team leader prior to departure.

The driver's line manager, supervisor or team leader is to verify that the nominated drivers hold a valid driver's license for the class of vehicle to be driven prior to departure.

Intent

To prevent incident recurrence and reduce the risk of a serious driving related incident, injury or fatality by undertaking a documented risk assessment and journey management planning.

What else is happening?

A Policy on the long-distance movement of vehicles and resources will be developed.

Further Information

For further information contact District Officer Health and Safety Matt Folini
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JON BROOMHALL AFSM
ACTING DEPUTY COMMISSIONER OPERATIONS

| Target Audience: All DFES Staff | | | | |
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| A | B | C | D | Vol |
| O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year. | | | | |
| SC-07-23 | Issue Date: | Contact: | Health & Safety Services | |
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