



DO NOT drive this vehicle unless you have a suitable drivers licence for the type of vehicle, are authorised to do so, and required to for work purposes.



Pedestrians and Colleagues



Other Vehicles



Spiders, Snakes, Insects



Plant and Equipment



Ground oily, pebbles and gravel



Vehicles not roadworthy

POTENTIAL HAZARDS:

- Pedestrian (e.g. visitors) movement, other vehicles, plant and equipment, signs and poles, colleagues working in close proximity, reversing and manoeuvring; disembarking from vehicles; blind spots; spiders and reptiles; differing ground and floor surfaces such as pebbles, gravel and oil. **Reversing, loading, unloading and pedestrian movement are the activities most frequently linked with workplace vehicle accidents.**

PRE-OPERATIONAL SAFETY CHECKS

- Only employees with a suitable drivers licence for the vehicle is permitted to drive a vehicle
- A visual inspection of the exterior and interior of the car must be conducted to ensure no safety hazards
- If driving on premises, always ensure there is clear passage to and from where you are driving

OPERATIONAL SAFETY

- Ensure seat belts are always used when on public roads and/or driving above 5km
- Always obey 5km speed limits when driving a vehicle on company premises
- Never drive a vehicle within 1.5 meters from any vehicle hoist unless parking in a workshop bay
- Cars must always give way to pedestrians
- Never reverse a vehicle unless you see surrounding hazards
- Never reverse a vehicle unless all available visual aids are correctly setup including mirrors and cameras
- Always use horns when driving around corners and blind spots
- Never manoeuvre a vehicle in a car showroom unless a second guide is present
- Always use the vehicle hazard lights when manoeuvring a vehicle on company premises
- Never use a mobile phone when driving a vehicle

POST-Operation:

- Ensure handbrake is activated and car turned off
- Ensure keys are removed and secured in the appropriate lock box
- Ensure proper vehicle security is maintained for the situation
- Ensure there is at least half a metre clear of vehicles on all sides when parking
- When parked in the showroom, ensure any water or liquids fallen from the vehicle after parking, is cleaned up and if necessary, wet floor signage is placed over the spill. For example, after a car is detailed and parked in the showroom.

IMPORTANT

Although cars are required to give way to pedestrians, staff members working for AAG must always ensure they take proactive measures to avoid loitering, standing, talking to colleagues and/or conduct work in high traffic areas where vehicles typically operate and manoeuvre. Intentionally doing this would be regarded as poor work ethic and a disciplinary matter.





Safe Work Procedure – Driving Vehicles on Premises

Authorised by HR Manager

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