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1. **Purpose**

The purpose of this document is to set out the minimum requirements for GHD staff to safely assess and manage the hazards of vehicle use.

2. **Scope**

This procedure applies to all GHD employees for the purpose of carrying out work activities which include the use of a company vehicle.

3. **Duty of care**

GHD has a duty of care to eliminate, isolate or minimise any hazards associated with work vehicles. To minimise risks associated with vehicle use, this SOP along with the included forms and training shall help to provide GHD employees with information and instruction on safe vehicle use.

4. **Lifesaving Rules; An overview**

4.1 All vehicles must be inspected before use
4.2 These inspections must be recorded
4.3 All damage must be reported through IRIS
4.4 Vehicles shall be checked back in, this helps identify any damage or problems with the vehicle, and the condition in which it was checked back in.
4.5 Reporting damage or problems minimises the hazard of faulty or unsafe vehicles
4.6 Inspecting pre use minimises risks from unfamiliar vehicles

5. **Roles and responsibilities**

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<th>Role</th>
<th>Responsibilities</th>
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<tr>
<td>OC manager</td>
<td>• Support the project</td>
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<td>Project director</td>
<td>• Implementation of the HSE project systems.</td>
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<td>• Ensure that staff are trained and competent for their roles</td>
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<td>Job manager</td>
<td>• Inclusion of vehicle inspections in JSEA</td>
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<td>• Act as damage liaison when required</td>
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<td>Staff</td>
<td>• Understand JSEA when using vehicle on projects</td>
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<td>• Perform and record vehicle damage and vehicle returns</td>
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<td>• Provide guidance on how to perform inspections</td>
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6. Procedures

Within the New Zealand operating centre, to verify the roadworthiness of any company vehicle, the user shall perform a pre use check.

This check shall be undertaken in line with the guidance given in HSEG227 ‘Vehicles/Driving’, which states:

“Vehicle inspection
Vehicles should be inspected by the driver prior to use to identify if there are any issues that may affect the performance or safety of the vehicle. Regular inspections should be undertaken prior to driving where vehicles are hired for extended periods of time or to be used in high risk locations/activities taking note of any unusual leaks or emissions and make sure the vehicle is in good working order. This would reduce the environmental implications associated with car emissions, oils, noise and dust etc. Such inspections should be of a standard identified HS 033 Vehicle Inspection Checklist.”

Within the NZOC, the requirement to inspect a vehicle shall be recorded electronically; this inspection shall be performed by the user and recorded through the QR code linked form. This pre use inspection shall be listed on the cars key ring and indicated as pre use by its green colour. This information can be accessed from any mobile phone or internet enabled device with a QR code reader.

In the event of the user having no access to a QR reader, the pre use inspection shall be recorded through the following link “??????????????????” or by manually filling in form HS033 vehicle inspection checklist and entering the details into the system from an office computer.

Pre use checks must be entered into the system before any vehicle is used.

Upon the discovery of vehicle damage in the field, the transfer of a vehicle to a new driver or the return of a vehicle to the office, the vehicles status shall be reported into the system by completing the quick form listed on the key ring to the vehicle. The damage or return form shall be indicated by its red colour.

When a vehicle user does not have access to a QR code reader, the return or damage shall be recorded through this link ‘??????????????????????’. In the event of a vehicles return, the user may record this information from an office computer. In the event of vehicle damage in the field, users shall inform their manager by telephone immediately and record any damage through the IRIS system.

All internet based use of this system shall link to a short course training video available to all staff giving information on how to perform the required inspection in line with HSEG227 and HS033 requirements.
7. **References**

GHD documents and forms:

HS 033 Vehicle Inspection Checklist.
HSEG227 Vehicles/ Driving

QR CODE

8. **Definitions**

QR code; A QR Code is a matrix barcode (or two-dimensional code), readable by QR scanners, mobile phones with a camera, and smartphones

SOP; Standard operating procedure

NZOC New Zealand operating centre

HSEG Health safety and environment guide