

OVERVIEW

This Safety Practice describes the requirements to ensure Light Vehicles (LVs) are operated according to this procedure, are checked and maintained to minimise damage through preventative maintenance, and that any fault that may put persons, equipment and the environment at risk is identified.

Perkins Builders provide company light vehicles for work related purposes. Infrequent personal use is permissible in accordance with Perkins Builders instructions from time to time and subject to the restrictions specified in this Procedure and Perkins Company Vehicle Policy.

RESPONSIBILITIES

Management	Ensure suitable light vehicles, resources and supervision are provided to enable safe vehicle operation and compliance with this Safety Practice.
Asset Coordinator	Manage the procurement, servicing, maintenance and repair of company light vehicles, ensuring vehicles remain fit for purpose and safety equipment is maintained.
Group Corporate Services Manager	Maintain records of driver licences and company vehicle allocations, and verify driver licence details where required.
HSEQ Team	Provide guidance on safe vehicle operation, approve access to uncleared areas where required, monitor compliance, and investigate vehicle-related incidents.
Employees and Vehicle Operators	Hold the required licence and authorisation, operate vehicles safely and in accordance with this Safety Practice, complete required inspections, report defects and incidents promptly, and ensure they are fit for work before driving.

1. LICENCES AND COMPETENCY

Guidance:

The following minimum prerequisite licensing, training and competency requirements must be met before undertaking work required by this procedure.

- Hold a current Australian Recognised Drivers' Licence (minimum C Class)

No person shall operate a LV unless they are trained, competent, licensed and authorised to operate that vehicle in its intended environment.

Viewpoint is used to record a person's drivers' license details. To verify whether licenses are under suspension, details are available from a search of www.transport.wa.gov.au provided a date of birth and license number is entered. The Group Corporate Services Manager is responsible for ensuring details of all drivers are recorded and copies maintained.

Employees are responsible for ensuring the validity of their drivers' licence and must immediately notify Perkins should their licence be suspended or cancelled.

2. SAFETY SPECIFICATIONS

Guidance:

All purchased, contracted and hired light vehicles shall comply with the following Light Vehicle Safety Specifications, including but not limited to:

General Requirements:

- Seat belts for all intended occupants.

Light vehicles that interact with heavy mobile equipment and/or plant shall have:

- Operational flashing light
- Fire extinguisher
- First Aid Kit

3. FITNESS FOR WORK

Guidance:

All personnel must be 'fit for work' when operating an LV when conducting business for Perkins Builders.

Uncontrolled when printed

ID: Safety Practice
90.02.18

Version: 2.0

Last Review date:
06/07/2026

Owner: HSEQ

Page 1 of 3

 Please consider the environment
before printing this document.

A fit for work program is in place, incorporating defined action levels for drugs and alcohol. Refer to Perkins [Drug and Alcohol Procedure \(90.02.16\)](#).

Employees undertaking driving as part of their duties will be assessed as medically fit for operation of a vehicle during their pre-employment medical.

4. MAINTENANCE

Guidance:

Employees must ensure the vehicle is used and maintained in accordance with the manufacturer's requirements and specifications, in relation to warranty requirements.

The owner's manual for each vehicle is stored in the vehicle's glove box and drivers are required to familiarise themselves with the features and correct operation of each vehicle by reviewing the contents of these manuals.

Project allocated vehicles

All Perkins Builders vehicles shall be serviced at specified Toyota dealerships as detailed in the Employee Handbook, unless otherwise advised by the Asset Coordinator.

Employees must not alter the vehicle in any way unless authorised by Perkins Builders.

5. SECURITY

Guidance:

Employees must;

- Ensure the vehicle is securely locked when left unattended & any alarm system fitted to the vehicle is on;
- Ensure the vehicle is parked securely when not in use;
- Not allow the vehicle to be driven by anyone other than an employee of Perkins Builders or any person who has Perkins authority to do so.

6. OPERATION

Guidance:

LVs shall only be operated on designated roads and track unless authorisation from the HSE department has been obtained to access uncleared areas. Uncleared areas shall only be accessed by 4x4 type vehicles.

Mobile phones shall only be used by the driver of an LV whilst the vehicle is stationary and in a safe location.

LV's shall only be operated in the manner for which they were intended. All speed limits and traffic rules shall be always obeyed.

No LV shall approach within 70 metres of mobile plant without first making positive contact with the operator. Always maintain a minimum of 70 metres when following mobile plant.

Always give way to surface mobile equipment, where no signage or uncontrolled intersections apply onsite.

All LV operators shall comply with the site traffic management plan.

7. JOURNEY MANAGEMENT

Guidance:

Where drivers are likely to be travelling in remote areas or for prolonged periods of time, consideration must be given to planning the journey safely. When planning such journeys, the following must be adhered to;

- Prior to leaving, the driver must notify their direct manager, of the planned destination, number of persons in the vehicle and the expected return time.
- Driver must wear a seat belt whilst driving the vehicle and ensure all passengers also always wear seat belts.
- A prestart inspection of the vehicle shall be completed before leaving for journeys over 3 hours.
- Headlights shall be turned in dark or poor visibility conditions, whilst driving on public roads.
- Driver shall drive to the road conditions, taking into consideration road surface, rain, wind, dust, sun glare and other traffic.
- All speed limits and road signage shall be always obeyed.
- Where practicable driving at night is to be avoided. Sufficient time should be allowed for to enable the journey to be completed in daylight hours.

Uncontrolled when printed

ID: Safety Practice
90.02.18

Version: 2.0

Last Review date:
06/07/2026

Owner: HSEQ

Page 2 of 3

 Please consider the environment
before printing this document.

- The following items should be in the vehicle for long/remote journeys.
 - Adequate drinking water
 - First aid kit
 - Fire extinguisher
 - Spare tyre x 1
 - Roadside triangles
 - Fully charged mobile phone

Where the journey shall enter mobile reception "black spots" drivers should be provided with 2-way radio facilities for use in case of emergencies.

8. EMERGENCY RESPONSE

Guidance:

Should an emergency occur whilst driving, personnel should contact Emergency Services for help if required. All vehicle incidents should be reported to the Asset Coordinator and HSE Manager verbally as soon as practicable. This should be followed up by a completed Incident Report form (Form 912 / Hammertech) within 48 hours.

LINK TO SUPPORTING DOCUMENTS

- [Drug and Alcohol Procedure \(90.02.16\).](#)

REFERENCES

- Work Health and Safety Act 2020
- Work Health and Safety (General) Regulations 2022