

TITLE	Start Work Check – Driving		
Document Type	Department	Control No.	Revision
FRM	HSSE	HAS-GUI-011-FRM-003	1.0

WHEN TO COMPLETE – Before the start of any DRIVING activities			
Confirm each control / safeguard below before starting works	Guidance for confirming each control/safeguard	Person(s) Performing Work	Start Work Verifier
I HAVE CONFIRMED:			
(1) A plan is in place to manage the journey hazards	- Journey Management Plan includes and the driver is aware of: - The destination - Route to be taken - Local traffic - Weather and road conditions - Designated emergency contacts - The driver is authorized and has applicable license to operate vehicle type in geographic area - The driver has allocated time in the journey schedule for rest breaks - If the vehicle is equipped with a monitoring system, the system is activated during the journey		
(2) The driver is fit, rested and fully alert	- The driver is: - Well rested - Fit to undertake the journey - Not under the influence of drugs, alcohol or medications that may impair their ability to drive - Controls are in place to manage personal fatigue, including: - Maximum driving times - Minimum hours of rest prior to driving - If applicable, rest breaks during the journey		
(3) The driver is familiar with local road and driving regulations	The driver is familiar with speed limits, local signage and general communications (e.g. radio channels to be used, if applicable)		
(4) The driver is aware of anticipated road hazards and weather conditions	The driver has checked weather (rain, ice, snow, flooding), traffic and road (pavement, gravel, road works) conditions		
(5) A pre-trip walk around inspection has been completed to confirm the selected vehicle is fit for the journey	- Pre-trip inspection is complete prior to beginning the journey - The vehicle is: - In good working order - Fit for the journey - Equipped for anticipated weather, road conditions and emergencies		

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	Perform a 360° walk around to ensure the vehicle is free from hazards prior to movement		
(6) The objects inside and outside the vehicle have been secured prior to the trip	- Safety or restraint systems are in place and capable of securing the load - Tools, equipment and other loose objects are removed or secured both inside and outside the vehicle (e.g. in secured toolboxes or with cargo nets) - If applicable, a load securement checklist is completed		
(7) All vehicle occupants are using their seatbelt	Seatbelts are in good working order and are being worn properly (e.g. with a three-point restraint)		
(8) A plan is in place to eliminate or minimize distractions while driving	- The driver will not interact with a phone or operate a mobile device while driving - Incoming calls are to be diverted while driving - The driver will stop in a safe area to interact with any phone or mobile devices - Digital mapping devices (e.g. GPS/mapping/directional guidance) are programmed prior to the journey		

Confirm these controls/safeguards are in place and verified prior to starting work.

Stop and seek help if anything changes.

	Printed Name & Role	Signature	Date
Person(s) Performing Work			
Start Work Verifier			

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