



VEHICLES AND DRIVING POLICY

Morgan Marine (MM) recognise the risks associated with the operation of vehicles, which require active monitoring. MM will ensure that all company vehicles whether owned or leased are sourced via reputable suppliers, who have high standards of vehicle safety. In order to ensure that vehicles are operated safely at all times, MM requires the following:

Any person driving a company vehicle, or driving their own vehicle on company business, or using transfer services shall:

- Hold the appropriate driver's licence and ensure they are fit to drive a vehicle.
- Follow all the WA Road Rules and Road Traffic Act.
- Be free from alcohol and drugs in accordance with the Drug & Alcohol Policy HSEQ Policy POL-004.
- Only use a mobile phone when driving if using a hands free kit.
- Ensure that seat belts are worn by all occupants at all times, whether driving on public or private property.
- Advise MM Management if the status of their driver's licence changes and they are unable to legally drive a vehicle.
- Comply with all associated port control traffic management policies.
- Be mindful of the risks associated with driving and never become complacent.
- Report all incidents including near misses.

Any person driving a company vehicle shall:

- Ensure that the vehicle is clean and tidy at all times.
- Conduct an inspection of the vehicle at least weekly to ensure it is safe for use.
- Report all defects to MM Management immediately.
- Not smoke inside a company vehicle at any time.

In the event of an accident, personnel shall:

- Assess the danger to yourself and others, make the area safe.
- Provide assistance to any injured persons, if you are first aid trained; provide training in accordance, with your competency levels.
- Contact the emergency services on 000.
- Cooperate with the emergency services.
- Report the accident to MM Management as soon as safely possible.

All personnel are responsible for traffic violations payments, including speeding, parking and any other fine resulting from a breach of legislation. If MM is the registered owner of the vehicle, we are obliged to notify the relevant authority of the person driving the vehicle at the time the infringement occurred. Upon request personnel must provide this information.

Director 
MG0013 - V00 – Vehicles and Driving Policy

Date 16. 10. 16.