

Vehicle Operation Policy

Synergex Project Services Pty Ltd (The Company) is committed to keeping our people and the public safe when vehicles are used for work. We recognise that driving, whether on public roads or within work sites, presents a real risk and needs to be managed with the same care as any other high-risk activity.

This policy sets clear expectations around vehicle safety, driver behaviour and planning so that work-related travel is carried out safely and responsibly.

1. Vehicles used for work

All vehicles used for work purposes must be suitable for the task, properly maintained and in a safe condition before use. Drivers are expected to carry out basic checks and report any defects or concerns so they can be addressed before the vehicle is used.

2. Drivers and Licensing

Only workers who hold a current and valid driver's licence appropriate to the vehicle being driven are permitted to operate vehicles for work purposes. Drivers are expected to follow road rules, site traffic requirements and drive to the conditions always.

3. Fatigue, Drugs and Alcohol

No one is to drive a vehicle for work if they are tired, unwell, or under the effect of drugs or alcohol. Travel plans and work schedules will be set up to allow adequate rest breaks and avoid unnecessary long or high-risk journeys.

4. Safe Driving Behaviour

Seatbelts must be always worn while operating company vehicles inside and outside of work hours. Mobile phones and other devices are not to be used while driving unless legally permitted and hands-free. Speed limits, load limits and any vehicle or site restrictions must be followed.

5. Incidents and Reporting

All vehicle incidents, including near misses, damage or traffic infringements that occur during work activities, must be reported as soon as practicable. Incidents will be reviewed so lessons can be learned and improvements made.

6. Information and Communication

Workers are provided with the information, instruction and supervision needed to safely operate vehicles as part of their role. This policy is communicated through inductions, toolbox talks and site discussions.

7. Review

This policy will be reviewed from time to time to ensure it remains practical, effective and aligned with legislative requirements and industry expectations.

This policy applies to all activities within the scope of the Synergex Integrated Management System.

Authorised by



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