

TOOLBOX TALKS

Journey Management Plans

A Safe **Journey Management Plan** is a **plan** to help you as a Driver travel safely and to organise help if you get into trouble or have an accident. It can only do this if you comply with it.

Driver must understand the following prior to embarking on a journey:

- Discuss the Safe Journey Plan with the dispatch clerk or fleet controller.
- Understand the Safe Journey Plan before starting the journey.
- Vehicles must meet the Safe Journey Plan requirements, and as a driver you must inspect the vehicle prior to departure.
- Comply with the duty, driving and rest hours specified in the Safe Journey Plan.
- Follow the route specified in the Safe Journey Plan.

Consider each element of your journey before you set off:

- Define your route
- Stay alert and focus – listen to current news
- Plan your rest periods and locations
- Think about the timing of your journey and how busy roads will be
- Identify black spots/route hazardous spots
- Consider the route options – different types of roads
- Check the road and weather conditions
- Identify high risk locations such as schools, squatter camps, etc.
- Personal welfare – keep hydrated with non-caffeine drinks
- Time your journey and allow extra time to account of unexpected delays
- Know what to do in case of an emergency

DISCUSSION

Questions from staff

Comments by staff

Suggestions from staff

TOOLBOX TALK ATTENDANCE REGISTER

Date		Facilitator Name:	
Site/Department:		Facilitator Signature:	
Topic:			

The information in this document had been explained to me and I understand the content

Emp Name	Emp No	Signature	Emp Name	Emp No	Signature