TOOLBOX TALK AWARENESS PACKAGES

HAZ-DRV · Driving for Work Awareness

Product Overview

Audience: Workers who drive a vehicle for work · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For anyone who drives for work, even occasionally: why the vehicle is a workplace, and the planning, checks and habits that prevent crashes.

Vehicle incidents are the most common cause of work-related deaths in Australia, and many happen on public roads. When someone drives for work, the vehicle is a workplace and the business has duties for it, alongside the road rules.

This talk covers planning trips, fatigue, distraction including phones, speed, pre-start vehicle checks, load restraint, breakdowns and reporting. It applies to light vehicles; heavy vehicle drivers also have specific fatigue and load laws.

Learning outcomes

By the end of the session participants will be able to:

- Explain why vehicle incidents are a leading cause of work-related deaths, and that a work vehicle is a workplace
- Plan a trip, including rest breaks, weather, road conditions and remote travel
- Recognise and manage fatigue when driving, and stop before it becomes dangerous
- Avoid distraction, including phone use, and follow the road rules and workplace rules
- Carry out a pre-start check of the vehicle, and restrain loads properly
- Respond to a breakdown or crash safely, and report incidents and near misses

What it covers

Module	Covers
The vehicle as a workplace	Why driving for work matters; Duties of the business and drivers; Heavy vehicle laws, briefly
Before the trip	Trip planning; Pre-start vehicle checks; Loads and restraint
On the road	Fatigue; Distraction and phones; Speed and conditions; Breakdowns and crashes

Activities

- Pre-start: workers complete a pre-start check on a work vehicle using the handout checklist
- Plan the drive: workers plan a long regional trip including breaks and contact points

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SAMPLE · HAZ-DRV Driving for Work Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

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TOOLBOX TALK

Driving for Work Awareness

Why the vehicle is a workplace, and the planning, checks and habits that prevent crashes

20–30 minutes · Workers who drive a vehicle for work

[Company name] · [Date] · [Facilitator name]

DRV

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What this talk is, and is not

This talk covers

- ✓ Why a work vehicle is a workplace
- ✓ Planning a trip; pre-start checks; loads
- ✓ Fatigue, phones, speed and conditions
- ✓ Breakdowns, crashes and reporting

This talk is not

- ✕ A driver licence or driver training
- ✕ Heavy vehicle fatigue and load law training
- ✕ Four-wheel-drive or off-road training
- ✕ Our policy: **[Your driving for work policy]**

Awareness only, for light vehicles. Heavy vehicle drivers also have specific fatigue and load laws, and need training in them.

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Why driving for work matters

Vehicle incidents are the most common cause of work-related deaths in Australia, and many happen on public roads.

- A work vehicle is a workplace: the business has duties for it
- Long distances, tight schedules and tired drivers add up
- Phones, speed and fatigue are the habits behind many crashes
- Regional roads add animals, gravel, single lanes and no phone coverage

A composite example

- A technician finishes a long day at a regional site and starts the four-hour drive home rather than stay overnight. Near dusk, on a country road, they drift onto the gravel edge.
- Nobody planned the trip. The technician did not want to lose a night at home.

The vehicle is a workplace. Plan it like one.

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Duties under WHS or OHS laws

The business must

- Manage the risks of driving for work, like any other work
- Provide safe, maintained vehicles suited to the job
- Plan workloads so drivers can rest and keep to the rules
- Consult drivers, and have a way to report defects and incidents

You must

- Hold the right licence, and drive only when fit to
- Follow the road rules and the workplace rules
- Check the vehicle, restrain the load, and report defects
- Stop when you are tired; report crashes and near misses

Heavy vehicle drivers also have specific fatigue, work diary and load laws, which differ between states.

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The hierarchy of control for driving

1 **Eliminate** No trip: a phone call or video meeting instead

2 **Substitute** A flight, bus or courier instead; a safer vehicle for the job

3 **Isolate** A cargo barrier between the load and the people

4 **Engineering** Vehicle safety features: braking, lane and fatigue warnings

5 **Administrative** Trip plans, rest breaks, hours limits, no-phone rule, pre-starts

6 **PPE** A high-vis vest for breakdowns

HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Start at the top. Go down only when the step above is not reasonably practicable.

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TOOLBOX TALK · HAZ-DRV

Driving for Work Awareness

Participant handout · keep this

Vehicle incidents are the most common cause of work-related deaths in Australia. A work vehicle is a workplace. Keep this page.

Control the risk, top first

1. Eliminate: a call or video meeting instead of a trip
2. Substitute: another way to travel, or a safer vehicle
3. Isolate: a cargo barrier between load and people
4. Engineering: vehicle safety features
5. Administrative: trip plans, breaks, hours limits, no-phone rule
6. PPE: a high-vis vest for breakdowns

Before the trip

- ■ Plan the route, breaks and where to stay
- ■ Check in: **[Your check-in procedure here]**
- ■ Remote: water, fuel, an emergency device

On the road

- ■ Stop at the first signs of fatigue: rest or nap
- ■ Phone: **[Your phone rule while driving]**
- ■ Drive to the conditions; brake for animals, do not swerve
- ■ Never drive through floodwater

Breakdowns and crashes

- ■ Pull right off; hazard lights; get out away from traffic
- ■ Call 000 for injuries or danger
- ■ Report: **[How to report a crash or near miss here]**

Pre-start check

- ☐ Tyres: tread, pressure, no cuts or bulges; the spare inflated, with jack and wheel brace
- ☐ Lights, indicators, brake lights and hazard lights work
- ☐ Windscreen and mirrors clean and undamaged; wipers and washers work
- ☐ No leaks under the vehicle; fluid levels as the vehicle requires
- ☐ No warning lights on the dash; brakes and steering feel right
- ☐ Seatbelts work; seat, mirrors and head restraint adjusted for you
- ☐ Load restrained; cargo barrier where needed; nothing loose in the cabin
- ☐ Emergency kit as provided: first aid kit, water, high-vis vest, torch
- ☐ Registration current; any damage noted
- ☐ A defect? Do not drive it: **[How to report a vehicle defect here]**

Plan the trip, check the vehicle, and stop before you are tired.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not driver training, and does not cover heavy vehicle fatigue or load laws in detail.

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