



Risk Assessment Form

Version 1.0

Last Updated: 11 November, 2020

NAME OF TRAINING PROVIDER: Safe Drive Training (Aust) Pty ABN: 52 094 562 213

PHONE: 07 3299 7723 FAX: 07 3299 7528 EMAIL: info@sdt.com.au

DATE OF BUSINESS COMMENCEMENT: 1995 WEBSITE: www.sdt.com.au

CONTACT PERSON: Joel Neilsen POSITION: Managing Director

RELEVANT EXPERIENCE

Is the driver training provider experienced in delivering the type of training being undertaken?

YES NO

TRAINING PROVIDER TO INSERT INFORMATION

- **Safe Drive Training is Asia-Pacific's leading driver education provider:** Safe Drive Training offers a range of driver education products and training programs to private participants, education institutions, multinational companies (with global Health and Safety policies), local industry and government departments. SDT regularly conducts driver training projects across Australia and Papua New Guinea. Programs have been conducted in 23 countries including Malaysia, Indonesia, China, India, Singapore, Russia, Japan, Vietnam, New Zealand, Tonga, Bangladesh, Nepal, Solomon Islands, Fiji, Vanuatu, Laos, East Timor, Egypt, Taiwan, Thailand and the Philippines.
- **Up to 2000 drivers complete Safe Drive Training programs annually across the Asia-Pacific region:** We have trained over 90,000 drivers since 1996 (importantly more than 60,000 novice drivers have benefited from our safe driving programs).
- **A member of peak industry bodies:** Safe Drive Training (Aust) Pty Ltd is a member of the IVV (the International Association for Driver Education) and the Australian Driver Trainers Association. Our Managing Director is a member of the Australian College of Road Safety and he has presented papers on driver education in Australia, Indonesia and Papua New Guinea.
- **Media Coverage:** Safe Drive Training enjoys a very high media profile with regular coverage in all forms of media. Our courses and input on road safety matters have been covered by all TV channels regional, statewide and national. Our instructors have appeared on Today (Channel 9 National), Sunrise (Channel 7 National), A Current Affair (Channel 9 National), Today Tonight (Channel 7 National), Landline (ABC National) and 60 Minutes (Channel 9 National)
- **Client list and testimonials:** our extensive client list of companies and schools that we provide training to and the numerous testimonials we have received, act as proof of our experience (see www.sdt.com.au)

INSURANCE

Does the training provider have at least \$20,000,000 Public Liability Insurance coverage that will be current at the date of the training and covers the type of training being undertaken?

YES NO

Does the training provider have at least \$1,000,000 Professional Indemnity Insurance coverage that will be current at the date of the training and covers the type of training being undertaken?

YES NO

Has the training provider, provided copies of these policies or Certificates of Currency?

YES NO

TRAINING PROVIDER TO INSERT INFORMATION

- Safe Drive Training (at considerable expense) maintains both Public Liability Insurance (\$20,000,000.00) and Professional Indemnity Insurance (\$1,000,000.00) which most importantly covers and nominates this type of training course. WARNING: Some driver training schools don't fully disclose their activities to their insurer or use only Learner Driving Insurance which does not cover the training car unless the instructor is riding on-board.
- Training vehicles are fully insured for driver training (including use by young drivers under 25)
- Copies of our insurance policies are attached to this document

STAFF QUALIFICATIONS

Do the instructors have the necessary qualifications to conduct this training?

YES NO

Do the instructors have a current First Aid Certificate and CPR qualifications?

YES NO

If the training being undertaken is Accredited and National Recognised, do the instructors have the correct training qualifications for delivering this course and have undertaken the course they are delivering as a participant, prior to delivering as an instructor?	<input checked="" type="radio"/> YES <input type="radio"/> NO
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If young people are attending the course, do the instructors hold Suitability Cards for Child Related Employment from the QLD Commission for Children and Young People	<input checked="" type="radio"/> YES <input type="radio"/> NO
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TRAINING PROVIDER TO INSERT INFORMATION

- The majority of SDT instructors are licensed learn to drive instructors
- Senior Instructors also hold Cert IV Assessment and Training qualifications and are highly experienced and have completed the courses they deliver as participants prior to delivering them as instructors. Some of our instructors are leading race drivers, current or ex-Police and ex-teachers. We employ good communicators rather than just skilled drivers.
- All Safe Drive Training personnel must hold Senior First Aid Certificates and have current CPR Qualifications. A staff database is maintained to ensure all qualifications remain current.
- Safe Drive Training employ staff/instructors that hold Suitability Cards for Child Related Employment from the Commission for Children and Young People in Queensland.

VEHICLES USED FOR TRAINING

During practical driver training, mechanical failure and tyre failure are risks that require planning and management. In particular, low tyre pressure can cause tyre roll-off from the wheel which can lead to a crash or vehicle roll-over.

If participants in the driver training course are using their own vehicles, will the training provider undertake safety check on each vehicle prior to the commencement of training, including measurement and recording of tyre pressures.	<input checked="" type="radio"/> YES <input type="radio"/> NO
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If the training provider is supplying vehicles, will the training provider undertake safety check on the vehicles prior to the commencement of training, including measurement and recording of tyre pressures.	<input checked="" type="radio"/> YES <input type="radio"/> NO
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TRAINING PROVIDER TO INSERT INFORMATION

- If participants intend to use their own vehicle for training, they are sent attendance information prior to the course that outlines the preparation they should make prior to arrival. SDT instructors then inspect vehicles before the practical training commences. Defects are rectified where possible, otherwise vehicles are prevented from completing the training.
- The vehicles supplied by Safe Drive Training during these programs undergo regular maintenance and safety inspections. A vehicle database and servicing schedule is maintained. Vehicles undergo a daily pre-start check and safety inspection. Only licenced mechanics are used for repairs and servicing (no servicing is done in-house). Some training vehicles are fitted with dual controls and all have on-board fire extinguishers.
- In-vehicle Monitoring Systems are installed into some vehicles which can be used to record in-car conversations or problems encountered during the training. They also trigger in the event of reckless driving or a crash to film the activities as a black-box recorder

SAFETY EQUIPMENT

All Driver Training providers must be responsible for the supply of their own safety equipment and not rely on the venue having suitable equipment available (as this equipment might be "out of order", missing important stocks or locked)

Does the driver training provider have access to a suitable First Aid Kit?	<input checked="" type="radio"/> YES <input type="radio"/> NO
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Does the driver training provider have access to Fire Extinguishers that are recharged?	<input checked="" type="radio"/> YES <input type="radio"/> NO
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TRAINING PROVIDER TO INSERT INFORMATION

SDT will supply one or more First Aid Kits and Fire Extinguishers (with current safety check stamp) of sufficient size and quantity for the expected participant numbers. We do not rely on equipment to be available at the venue nor to be provided by the organisation or school attending our training.

EMERGENCY RESPONSE

Does the driver training provider have an emergency response plan including important contact numbers for local Police, Ambulance, Fire Brigade, Hospital and Doctors?	<input checked="" type="radio"/> YES <input type="radio"/> NO
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Does the driver training provider have documented Standard Operating Procedures for the training being undertaken?	<input checked="" type="radio"/> YES <input type="radio"/> NO
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Does the driver training provider hold a pre-course safety briefing with instructors and participants?	<input checked="" type="radio"/> YES <input type="radio"/> NO
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Does the driver training provider have an Incident Reporting System?	<input checked="" type="radio"/> YES <input type="radio"/> NO
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Does the driver training provider have a Code of Conduct policies relating to sexual harassment, language and behaviour?	<input checked="" type="radio"/> YES <input type="radio"/> NO
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TRAINING PROVIDER TO INSERT INFORMATION

- I confirm that SDT has prepared a venue database that covers all training location we operate at. This provides our instructors with emergency contact details for all local services (Police, Ambulance, Fire, Doctor, Hospital).
- Our instructors are trained and inducted into our company and operate under Standard Operating Procedures that are documented and supplied to all staff.
- Our instructors conduct a pre-course safety briefing for both the theory and practical sessions, when possible participants also watch a pre-course safety video which clearly outlines acceptable and unacceptable behaviours and the safety procedures in case of an emergency.
- Our instructors have Incident Report Forms and are expected to report on near-miss or any incident which may occur. These forms are kept in a database and instructors are supplied with copies to prevent future incidents
- SDT instructors operate under strict employment contracts which include Code of Conduct policies relating to sexual harassment/language/behaviour and at no times are permitted to be alone with nor touch a student.

COVID-19 PROCEDURES

The following procedures and safety measures have been implemented for COVID-19 precautions

Does the driver training provider have procedures in place for social distancing and hygiene?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Does the driver training provider's personnel have the COVID-SAFE APP active on their mobile phone?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Does the driver training provider conduct training in keeping with government rules for group sizing?	<input checked="" type="radio"/> YES	<input type="radio"/> NO

TRAINING PROVIDER TO INSERT ADDITIONAL INFORMATION

- Participants and instructors are required to stay at home if unwell and seek medical advice
- One person per vehicle, where an instructor or passenger is required in the vehicle they are to be positioned in the back seat of the vehicle
- CB-radio communication will be used to maintain safety and conduct briefings between instructor and the driver
- SDT instructors will enforce and maintain social distancing between participants – minimum 1.5m apart
- Participants and instructors are encouraged to regularly and thoroughly wash hands with soap or use hand sanitiser that is provided
- All participants and instructors will be reminded to cough and sneeze into a clean tissue or elbow and away from others
- SDT instructors will minimise face to face interactions where possible by using e-learning and pre-course videos for the training delivery
- SDT instructors will wear disposable gloves when handling any shared equipment e.g. fuel pumps, hoses, training area equipment and other materials
- SDT staff will ensure that used tissues, gloves or cleaning materials are disposed of appropriately

ADDITIONAL INFORMATION

- Venues are chosen following comprehensive inspection and consultation to ensure they meet our training needs and provide a safe environment for participants and instructors.
- Photos of training venues and standard setup are included in our venue database for instructors to review.
- Venues are inspected before the commencement of each course, to look for potential hazards, obstructions and changes that may have occurred. If necessary training activities are modified to avoid new hazards.
- When bus transport is supplied for groups attending this program, we choose only reputable operators that supply seatbelt equipped buses.
- Practical outdoor training activities are terminated in bad weater. This applies if windspeeds exceed 50 km/h, temperatures drop below 5 °C or go above 38°C, for heavy fog, snow or during heavy rain or lightening storms
- SDT instructors are equipped with a tyre pressure gauge and disposable alcohol detector, which they are expected to have at-hand at all times. This allows them to check tyre pressures and also to conduct an alcohol test on any participant they suspect of being impaired.
- SDT has policies and procedure to remove or limit participation by any persons felt to be driving in a dangerous manner.
- Participants in the Safe Drive Test Drive program complete an enrolment form, confirming their licence is current and includes a Release & Indemnity Statement that highlights the activity they are undertaking has inherent risks.
- Physics in Motion Science Program: During the practical sessions of this program, students are where possible seperated from vehicles by a concrete wall. At venues where no wall exists, students are made to stand in a position which preceeds the area where the vehicle will manoeuvre. SDT staff maintain CB-radio links and can abort any demonstration. At certain times during the course students are asked to passenger in vehicles, to enable them to feel and measure the g-forces of acceleration, braking and steering. For one important demonstration conducted at less than 20km/h students do not wear seatbelts, at all other times students are required to wear a seatbelt.
- When participants ride as a passenger during demonstrations, vehicle speeds are restricted and the manoeuvres are conducted in safe areas. Seatbelts are worn, doors are locked and windows are closed.

I the undersigned hereby agree that the information provided in this document is true and accurate.

NAME OF INSTRUCTOR: Joel Neilsen

SIGNATURE: _____



CERTIFICATE OF CURRENCY

Date: 9th November 2020 – 9th November 2021

Insured: SAFE DRIVE TRAINING (AUST) Pty Ltd

Cover Provided: The provision of driver / operator training, education and assessment services

Class of Insurance: Public & Products Liability – Australia Wide

Policy Number: 10M8203406

Insured with: CGU Insurance Limited Sum Insured: \$20,000,000 any one loss and in the aggregate



John Durant

Authorised Representative No: 417235

Disclaimer: The information provided is a summary only and does not amend, extend, alter or set out the full terms of the policy referred to nor do we confirm or warrant the Insurance cover is In force at the date of this advice. You must always refer to the policy for full details and to the extent of any inconsistency the policy prevails. The policy is also subject to the operation of the Insurance Contracts Act 1984(cth), including in particular, the insurer's rights under section 28 in relation to pre contractual non disclosure or misrepresentation. We will not provide any updates in relation to the policy to any third party unless we specifically agree to do so in writing with that third party.

LEVEL 31, 100 MILLER STREET, PO BOX 633, NORTH SYDNEY NSW 2060
TELEPHONE (02) 9954 1311 * FACSIMILE (02) 9954 1809

A MEMBER OF THE NATIONAL INSURANCE BROKERS ASSOCIATION



Certificate of Currency

Class of Business: Professional Indemnity

Policy Number: P-PI/0/287896/20/L-2

Policyholder: Safe Drive Training (Aust) Pty Ltd

Business Description: Registered Training Organisation

Insurance Period: From 4:00pm on 27/07/2020 to 4:00pm on 27/07/2021
Australian local time in the State or Territory where this **policy** was purchased

Indemnity Limit: \$1,000,000 any one **claim** and \$2,000,000 in the aggregate during the **insurance period**

Deductibles: \$ 1,000 including **defence costs** by the **insured** for each **claim**

Retroactive Date: Unlimited excluding any known claims or circumstances

Insurer: DUAL Australia Pty Ltd on behalf of certain underwriters at Lloyd's

Signature:

A handwritten signature in black ink, appearing to be "DC", written over a horizontal line.

Damien Coates - Chief Executive Officer, DUAL Asia Pacific

Certificate of Currency

1. Statement of coverage

The Accident Insurance Policy covers the full amount of the employer's liability under the *Workers' Compensation and Rehabilitation Act 2003*.

Your workers' compensation insurance is current to 30 September 2021.

This Certificate is valid from: 01 July 2020 to 30 September 2021

The information provided in this Certificate of Currency is correct as at: 12 August 2020

2. Employer's information

Policy number: WBA001021804

Employer name: SAFE DRIVE TRAINING (AUST) PTY LTD

Trading name: SAFE DRIVE TRAINING

ABN: 52094562213

ACN / ARBN: 94562213

3. WorkCover industry classification

Adult, Community & Other Education n.e.c. - 821913

For more information, please contact us on 1300 362 128 or visit our website at worksafe.qld.gov.au.