

Vehicle Dash Cam Policy

The ARA Electrical Group is committed to the health, safety and welfare of all workers whilst driving and using company vehicles. This policy details the company's responsibilities to inform and communicate to all employees the intent to install and operate a GPS enabled Vehicle Dash Cam in designated company vehicles.

The *Workplace Surveillance Act 2005 (NSW)* requires that workers are made aware of monitoring and surveillance undertaken by ARA Electrical, the purpose of this policy is to comply with legal obligations by informing workers and others of the monitoring and surveillance devices installed in company vehicles so as to comply with customer and other requirements to improve safety outcomes for operators of company vehicles.

Workers yet to commence with ARA Electrical shall be given notification of this policy as part of their induction process. By accepting employment with ARA Electrical, the worker will be consenting to the conducting of monitoring and surveillance in accordance with this policy.

Information stemming from the use of monitoring and surveillance, as outlined in this policy, will not be used:

- As the sole means of disciplinary action.
- To target or victimise employees.
- As a form of real time employee performance monitoring.

Where a vehicle has a Vehicle Dash Cam device, the vehicle will display notification that such a device is fitted to the vehicles.

Examples of instances in which the use of or disclosure of monitoring and surveillance records might occur include, but are not limited to:

- The misuse or criminal damage to company or customer property;
- A serious WHS incident as defined by the *Work Health and Safety Act 2011(NSW)*;
- By request of a law enforcement representative regarding an investigation.

Dash Cams are normally fixed to the vehicle in such a manner as to record the road ahead and also the cab of the vehicle, (no sound recording shall be enabled in any ARA Electrical Vehicle).

Some Dash Cams have a motion detector which enables recording if something happens when the vehicle is parked.

Dash Cams can provide evidence of what actually happened in the event of an incident or accident, and help drivers and companies identify what actually occurred, so as to implement effective corrective actions to prevent any such reoccurrence.

Interfering or tampering with such equipment by any means of covering or disabling the camera shall see disciplinary action against those responsible for their action/s.

Motor vehicles are provided explicitly to enable workers to successfully undertake their works. Workers are responsible for the safe use of the vehicle and ensure the vehicle has been inspected prior to use and is safe to use.

It is company policy that:

- All drivers must hold a current drivers licence; it is the driver's responsibility to maintain the renewal of this licence. Drivers must have a current drivers licence with them at all times and present this on request.
- Drivers must observe all road rules and speed restrictions applicable.
- Drivers must not use, consume or be under the influence of any drugs or alcohol whilst in control of a company vehicle to which is outside the prescribed legal limits for their class of licence or site requirements.
- Drivers must be medically fit to drive company vehicles.
- Mobile phones and Personal Electronic Devices are not to be used whilst driving company vehicles unless the vehicle is safely parked or "hands free" communication is available as prescribed in the road rules. This also applies to SMS messages and emails.
- All damage, faults or defects to vehicles must be reported immediately to the Supervisor or Manager who shall initiate the repairs or servicing as soon as possible.
- When driving on customer's/ client's premises, the procedures and rules applicable to that site are to be adhered to.
- In the event of an accident or damage to a company vehicle, the driver shall immediately contact their manager, and record the necessary particulars of the other party if known.
- The private use of commercial vehicles is restricted to travel between home and work unless authorised by management.

A handwritten signature in black ink, appearing to read 'Brett Chambers'.

Brett Chambers
Managing Director
27th April 2018