

ENTRY POLICY FOR VEHICLE INSPECTIONS

Work, Health and Safety Requirements - Notice to Drivers & Other Personnel

A signed copy of this entry policy must be given to the Vehicle Examiner before inspections will commence

To ensure the work health and safety of vehicle examiners, drivers and other persons at a depot and surrounding yard area including any workshop area (**depot**) where Vehicle Inspections Tasmania vehicle examiners are undertaking inspections, drivers and any other persons must comply with the following rules:

1. The workshop or vehicle inspection area within the depot is not to be entered without authorisation from the vehicle examiner or the depot operator or the depot operator's representative
2. **There must be no passengers in the vehicle during a vehicle inspection.** Passengers who may travel with the driver must be offloaded outside of the inspection premises before entering
3. **Drivers and others must follow all directions given by the vehicle examiner** when entering the workshop or vehicle inspection area to present the vehicle for inspection. The vehicle examiner will advise the driver when to stop and start the vehicle, when to apply parking and other brakes and when to adjust gears.
4. **Safety vests or other high visibility clothing** and other required personal protective equipment (PPE) **must be worn** at all times by drivers and other persons within the depot.
5. **The Driver must remain in the vehicle at all times** unless directed by the VE to be shown an area on the vehicle such as a Non-Conformance Critical.
6. Drivers must **obey all speed limit and other safety signs** upon entering the depot.
7. **The speed limit** within any depot for the purposes of any vehicle inspection is **walking pace (5km)** unless otherwise directed by the vehicle examiner or the depot operator's representative.
8. When reversing a vehicle within the depot, the driver must sound the horn and use hazard lights.
9. **No smoking** or lighting of cigarettes is permitted within the depot except at any designated smoking area (where applicable) within the depot.
10. **No inappropriate conduct**, including swearing, bullying or aggressive behaviour will be tolerated at any time.

Failure by the driver to observe any of the above conditions may result in the inspection being discontinued immediately. Breaches of the above directions may result in formal warnings or offending persons being prohibited from entering the depot for vehicle inspections undertaken by Vehicle Inspections Tasmania.

Please direct any queries on the vehicle inspection procedures to Steve Henty on 1300 727 799

Sign this entry policy and bring it with you to the inspection

Ihave read and understood this entry policy provided by Vehicle Inspections Tasmania and by signing the above I confirm my compliance.

Signed Date .../.../..... Timeam/pm.