

Managing the risk

Developing a work bike policy



The best way to manage riding for work trips is to develop a policy or guidelines for cycling at work. This will mitigate any associated risk, make sure the bike is reliable, and make it as easy as possible for staff to cycle. This factsheet outlines the approach to developing a work bike policy undertaken by the Department of Planning, Transport and Infrastructure (DPTI) for its own bike fleet.

The main barriers to getting a bicycle fleet running in most organisations relate to perceptions of staff safety and concerns about risk and liability. To overcome these barriers, it is useful to engage with the existing OHS&W systems within the organisation. Most workplaces have systems in place to guide work travel which provide a mechanism to mitigate associated risk. It is best not to 're-invent the wheel' but to modify existing policy or guidelines related to vehicle use to include cycling. This saves time, reduces duplication, mainstreams the use of cycling for transport and increases the likelihood of senior management support.

DPTI's approach was to make use of existing Departmental resources such as the Driving Policy, Vehicle Policy and Risk Assessment Framework, to

provide the backbone of the policy. This ensured the policy was fully integrated into the organisation's existing framework of risk assessment and mitigation rather than a stand-alone policy.

To help organisations develop their own policy, a template based on the Department's work bike use guideline is available by contacting DPTI.TravelSmartSA@sa.gov.au.

Developing DPTI's work bike use guideline

DPTI was aware of staff using bicycles to make work trips and of management requests for a formal system for mitigating any associated risks with this bike use. The response was to develop and gain senior management support for a Work Bike Use Guideline. A key action was to work cooperatively with the OHS&W sections of the department to tackle management concerns regarding risks and liability.

Before developing a work bike policy the first step was to seek Crown Law advice regarding DPTI's liability and any impacts on Work Cover. The next step was to meet with the OHS&W manager to identify what was required to get a policy approved by the Corporate Leadership Group. It was decided that a 'Guideline' that referenced existing policies governing work vehicle use would be appropriate.

Further information

Visit <http://www.dpti.sa.gov.au/communityprograms>
Email dpti.TravelSmartSA@sa.gov.au



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The OHS&W section identified which existing vehicle and driving policies to refer to in the work bike policy. The next step was to complete a risk assessment and identify the main risks associated with work bike use. Having identified any gaps in the existing policies the final stage was to develop the resources necessary to use of the bike and to mitigate risk, including a guideline for managers and staff to bring all the processes together.

DPTI mitigated risk through

- Controlling access to the bike through a booking system
- Procedures for maintaining the bike and fault reporting
- Assessing the individual user's competency
- Provision of training if required based on the competency assessment
- Appropriate equipment and resources for rider safety and route selection

An important risk mitigation measure was the development of a competency assessment for staff expressing an interest in riding the bike. The competency assessment is based on the experience of the cyclist, the frequency with which they ride and their theoretical knowledge of the SA road rules, including whether they hold a current SA drivers licence. Their response to the competency assessment is forwarded to their line manager who then has final approval for use of a work bike. The line manager may refer the employee to attend cycling safety training.

Link: [Example Work Bike Competency Assessment](#)

DPTI owns and maintains the bicycle as it would any other item of plant or equipment. The use of an employee-owned bike is precluded from the guideline and would be subject to approval from senior management in the same way a personal car is in the vehicle use policy.

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