

Safe Driving

Guidelines for Western Australian Government Agencies

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Contents

1.	Safe Driving Guidelines	1
1.1	Introduction	1
1.2	Rationale	2
1.3	Application.....	3
1.4	Objectives – specific	3
1.5	Objectives – general	3
1.6	Non-compliance with objectives	4
1.7	Applicable legislation.....	4
2.	Vehicle Safety Specifications	5
2.1	Introduction	5
2.2	Vehicle selection factors and safety	6
2.2.1	Vehicle safety features.....	6
2.2.2	Additional equipment.....	6
3.	Manager and Employee Responsibilities	7
3.1	Introduction	7
3.2	Adapt business processes	9
3.3	Creating a culture of road safety awareness.....	9
3.4	Monitoring vehicle crashes.....	10
3.4.1	Establish objectives	10
3.4.2	Review of crashes.....	10
3.4.3	Monitoring and reporting crashes.....	11
3.5	Driver’s licences	11
3.6	Vehicle maintenance.....	12
3.7	Short term hire vehicles	12
3.8	Use of employee owned vehicles.....	13
3.9	Driving practices and hazards .	.

1. Safe Driving Guidelines

1.1 Introduction

The Western Australian Government is committed to providing a healthy and safe work environment for its employees.

Departments, agencies, and statutory authorities (government agencies¹) are responsible for ensuring workplace safety. Vehicles² used for government work are a workplace³ and therefore should be as safe as is reasonable and practicable.⁴

The government's road safety strategy Towards Zero 2008-2020 (Towards Zero) has a long term vision of a road transport system where crashes resulting in death or serious injury are virtually eliminated.⁵ Towards Zero is based on the 'Safe System' that promotes safe road users travelling in safe vehicles, at safe speeds, along safe roads and roadsides. A description of the Safe System can be found at Appendix 1.

The Safe System views the road transport system holistically by seeking to manage the interaction between road users, roads and roadsides, travel speeds and vehicles. The Safe System recognises it is probably not possible to prevent all crashes but aims to prevent those crashes resulting in death and serious injury. While efforts will continue to prevent crashes, when they do occur, there are three factors directly influencing the severity of the outcome: the protection provided by the vehicle, the speed at which it hits/stops, and the nature of the object it hits. Through the Safe System we aim to manage these factors to keep crash energies below human tolerances to crash forces.⁶

The Safe Driving Guidelines (Guidelines) is an important component of the Towards Zero strategy. Government agencies are requested to adopt the Towards Zero strategy and develop their own safe driving policy or embed its principles within an appropriate existing policy.

The Guidelines are intended to be used as a guide for government agencies to develop their own safe driving policy or embed its principles within an appropriate existing policy.

The Guidelines establish the principles and provide advice for government agencies to guide people within their employment to:

- x ensure selection of safe vehicles (whether through fleet purchase or car hire);
- x create a culture of road safety awareness; and
- x promote safe driving practices (including the wearing of appropriate restraints and use of protective equipment).

The principles provide the necessary information and guidance government agencies may need as they develop their own safe driving policy or guidelines to meet the specific needs of their workplaces. In addition, the principles are designed to provide a common understanding of vehicle safety in the workplace enabling coordinated implementation across government agencies.

The Road Safety Council and the Office of Road Safety encourage all government agencies to work towards reducing death and serious injuries on our roads.

Towards Zero Strategy
A copy of the

Employers and employees need to work together to create a culture that values road safety and infuse road safety awareness into business processes.

These guidelines demonstrate leadership in developing safe driving and fleet safety policy including purchasing vehicles that will contribute to saving lives and reducing serious injuries. One of the aims of these guidelines is to promote the uptake of proven crash and injury-preventing vehicle safety technologies that will encourage vehicle manufacturers to fit such features as standard (this is the trend in Europe). An additional benefit to our community is that as State Government vehicles are sold through the used car market it will develop a safer Western Australian vehicle fleet.

1.3 Application

These guidelines were developed to support WA government agencies and can be used or customised as required to implement a safe driving policy in each agency.

Adopting and implementing an agency Safe Driving Policy will contribute to:

- x Government agencies meeting their obligations to preserve the health and safety of employees under the Occupational Safety and Health Act 1984;
- x improving use of

1.6 Non-compliance with objectives

Consistent with the applicable legislation, agencies developing their own safe driving policy should consider and articulate potential consequences where an employee does not comply with the policy. Depending on the content of the individual agency's policy and the severity of the breach, an employee's conduct may result in discipline.

1.7 Applicable Legislation

This guideline should be read in conjunction with the following legislation:

- x Public Sector Management Act 1994
- x Occupational Safety and Health Act 1984
- x Road Traffic Act 1974.

2. Vehicle Safety Specifications

2.1 Introduction

2.2 Vehicle selection factors and safety

Operational vehicles must be fit-for-purpose. In other words, they must be able to do the job required of them. However, agencies should give careful consideration to the balance of safety, operational, environmental and financial requirements when selecting a vehicle.

These guidelines support current government vehicle policy requiring the purchase of 5-star ANCAP rated vehicles, as the minimum level of protection (information on ANCAP safety ratings can be obtained from <http://www.ancap.com.au/home>).

2.2.1 Vehicle safety features

When determining safety features, those listed in Appendix 2 should be considered.

2.2.2 Additional equipment

The following vehicle safety features or equipment are to be considered only if required for operational purposes:

- x airbag compatible bull bar or roo bar
- x towbar rated for the intended purpose
- x additional spare tyre/s
- x long-range fuel tank
- x winch (airbag compatible) and vehicle recovery equipment

3. Manager and Employee Responsibilities

Note: For simplicity, in this document the term 'manager' will be used to refer to the 'person who in control of a workplace,' recognising that numerous job roles or titles could be considered as being applicable to carry out these duties.¹⁹

Managers / person in control of a workplace

Where managers have a delegated responsibility for vehicle and driver safety, they should ensure that policies and procedures are in place to enhance safe vehicle use with safe drivers and safe vehicles. This should be determined through all reasonable endeavours to ensure that employees who use vehicles for work purposes:

- x are currently and correctly licensed
- x have the necessary skills required to operate the specific vehicle/s they are authorised to drive plus specialised accessories (e.g. winches) that may be fitted. This may require attending approved corporate driver training courses
- x receive an appropriate level of first-aid training (when the principle place of work is their vehicle)

3.2 Adapt business processes

The purpose of these guidelines is to provide a framework to assist government agencies to develop their own Safe Driving Policy and ensure it is closely linked with other agency policies including occupational safety and health policy. These policies may also be used by government agencies to infuse road safety awareness through standard business processes such as:

- x Recruitment and selection procedures – identify candidates driving records and level of awareness of safety issues, and those requiring training to improve their knowledge and/or skills;
- x Induction programs that contain workplace road safety and safe driving practices; and
- x Training and education programs – to use programs to promote a culture of safe driving that align with the Occupational Safety and Health Act requirements for safe workplaces, safe plant and safe systems of work and provides safety information, instruction and supervision to employees.

Employees

All employees who use Government vehicles have a responsibility to drive safely and assist in maintaining the vehicles in a safe condition. Employees should:

- x comply with designated practices and instructions regarding vehicle use; and
- x report any unsafe vehicle conditions.

3.3 Creating a culture of road safety awareness

Managers

Agency management can develop a safe driving culture in their agency by:

- x making the agency's Safe Driving Policy and objective statements available to all staff likely to drive agency vehicles when they commence employment with the agency
- x arranging regular reviews of crash performance
- x arranging random inspections of vehicle condition and maintenance status
- x recognising and promoting good driver performance
- x encouraging the display of promotional material in canteens, parking areas, staff notice boards and other appropriate areas
- x including the agency's Safe Driving Policy information in staff newsletters
- x providing access to driver training and education where appropriate
- x ensuring safe driving is an Occupational Safety and Health agenda item at staff meetings, forums, and other training sessions, where appropriate.

Employees

All employees should support a safe driving culture by:

- x complying with and understanding their agencies safe driving policies and objectives
- x bringing to their supervisors attention any concerns in regard to road safety

Unsafe driving practices may result in the right to use a Government vehicle being removed.

3.4 Monitoring vehicle crashes

Agencies should have an efficient system of recording and monitoring fleet use and crash involvement. Agencies should maintain and assess data on fleet performance against safety objectives.

Managers

Managers should ensure that their agency's policies and procedures are correctly implemented.

3.4.1 Establish objectives

Managers

Managers should establish objectives and implement strategies to minimise the:

- x level and number of vehicle related injuries
- x number of crashes
- x number of driver at fault crashes
- x indirect and direct cost of crashes across the agency.

3.4.2 Review of crashes

Managers

Managers should interview drivers under their control who are involved in a crash as soon as possible after the event. They should require a written report describing the incident and identifying its causes that will enable management, the driver and employees to determine and implement appropriate strategies to minimise exposure to and/or mitigate similar risks in the future.

Agencies should consider setting up a Critical Incident procedure based on:

- x Handbook 436:2004 Risk Management Guidelines published by Standards Australia
- x Handbook 221:2004 Business Continuity Management published by Standards Australia
- x Risk Management Guidelines January 2007 published by RiskCover
- x Business Continuity Management January 2007 published by RiskCover.

Agencies should also consider including within the role of Safety Review Committees the investigation and analysis of crashes, and the development of corrective actions to reduce incidents.

Employees should also be made aware of the Critical Incident procedure including the option of counselling through the Employee Assistance Program (EAP) if required.²¹

²¹ The Employee Assistance Program (EAP) provides six free counselling sessions every 12 months, depending on the agency, for each employee and their family. All sessions are strictly confidential. Employees can choose from one of four providers.

3.4.3 Monitoring and reporting crashes

Managers

Managers should monitor the incidence and cost of their department's motor vehicle crashes.²² Items for monitoring and reporting should include the:

- x number and type of vehicle related injuries
- x total cost of crashes (including rental of temporary vehicles, time lost, injury treatment, temporary staff)
- x total number of vehicle crashes per year
- x number of driver at fault crashes per year.

This information will assist in the evaluation and monitoring of the agency's Safe Driving Policy.

Managers have a responsibility under the OSH Act to inform an employer who makes a hazard or injury report of any investigation into and determination on the matter within a reasonable time after receiving the report.

Employees

Employees driving Government vehicles involved in a crash must report the incident to the designated fleet representative within 24 hours or by the close of business on the next working day.

It is the driver's responsibility to report any crash, in which the estimated total damage exceeds \$3,000, to the Western Australia Police or the Insurance Commission of Western Australia (ICWA), no later than 24 hours after the crash, as required under the Road Traffic Act 1974 (Section 55 [1]). For further information go to: <[https://www.crashreport.com/au](https://www.crashreport.com.au)>.

Employees and self-employed persons carrying out work must inform the employer of any hazard that the employer has a duty to remedy and that has not already come to their attention.

3.5 Driver's licences

It is a contravention of the Road Traffic Act 1974 to drive without a driver's license. It is expected that if a person is to drive a vehicle during the normal course of their employment, the government agency (relevant manager) ensures that the selection criteria are met (i.e. has a driver's license). If employees drive during the course of their work (but not as part of their job description) it is expected that they always act in accordance with the law.

Managers

Managers should establish procedures to check that employees are correctly licensed. At the very least employers should ask employees whether they possess a current license of the type required. A sample driver's license check can be found at Appendix 3.

Employees

Employees must immediately notify their supervisor of any changes to their licence that affect their right to drive a vehicle.

²² Information can be sourced from the relevant insurance agency.

Mandatory reporting of medical conditions

Drivers are required by law to notify the Department of Transport of any long-term medical

3.8 Use of employee owned vehicles

When undertaking government work, government vehicles should be used **at all times**, unless unavoidable and in which case the manager should be first informed.

Agencies should consider developing policies and procedures for safe systems of work where employee owned vehicles are used for work purposes.

Note: The policies dealing with the use of employee owned vehicles developed by agencies must be consistent with the motor vehicle provisions in the applicable industrial award and or agreement.

Managers

Managers need to determine through reasonable endeavours that the vehicle is:

- x reliable and suitable for the task including the appropriate level of safety (i.e. has the appropriate ANCAP star rating)
- x as a minimum, maintained in accordance with manufacturer's recommendations
- x adequately insured and licensed and stored in an appropriate location.

Employees

Employees who are required to use their own vehicle regularly for work purposes must:

- x obtain prior written approval from their supervisor for the use of the vehicle
- x ensure the vehicle is maintained in accordance with the agencies directions

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- x a procedure for making regular contact with the workplace including an estimated sequence of times that the travelling staff member will contact their base so that non-contact will start a search earlier rather than later.

- x check the road conditions and predicted weather conditions for the duration of their journey
- x be aware of the appropriate communication procedures
- x check the communication system(s) are in good working order (such as the radio, telephone, personal contact) and are appropriate for the geographical region
- x inform the appropriate authorities of remote area travel plans including, persons travelling, destination and estimated time of arrival
- x consider the carrying of a Personal Locator Beacon (PLB), where appropriate
- x equip the vehicle appropriately to suit the journey (e.g. specific terrain/s)
- x check vehicle and equipment maintenance and servicing are up to date prior to departure
- x plan for vehicle maintenance and servicing requirements that may be required during the duration of the journey
- x check drivers and passengers are provided with information and training on emergency procedures (including personal injuries and vehicle crash, breakdowns and bogging) and use of communications equipment
- x check drivers and passengers are provided with information and training on safe driving, off road and four wheel driving (if applicable), advanced driving skills and maintenance of the vehicle and are able to operate the vehicle and all the equipment
- x carry a current first aid kit and if appropriate a fire extinguisher and ensure they have been trained to use them. Equipment records should be maintained and updated regularly
- x carry appropriate provisions for emergency situations including food, water and fuel (EMC -2(i)3(n).e
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The Commission for Occupational Safety and Health's Code of Practice: Fatigue Management for Commercial Vehicle Drivers and Code of Practice: Working Hours provides more information on commercial drivers' fatigue management and general fatigue management. The principles in these codes can be applied to any work related driving.²³

Employees

Employees who drive during the course of their work should be aware of the relationship between fatigue and driving. They should also be aware of their agency's instructions concerning the avoidance of fatigue. To avoid fatigue, employees should under the direction of their supervisor:

- x plan realistic driving schedules including an overnight stay, where necessary

- x make arrangements to share driving with other staff

3.9

Employees

Employees are expected to comply with the law regarding seatbelts and be aware of, and comply with any additional provisions of their agency.

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Appendix 1 - Safe System

1.1 Introduction

The 'Safe System' views the road transport system holistically by seeking to manage the interaction between road users, roads and roadsides, travel speeds and vehicles. The Safe System recognises it is probably not possible to prevent all crashes but aims to prevent those that result in death and serious injury.

In Australia the Safe System road safety approach is being adopted to help reduce road trauma as part of the Australian Transport Council's www.ato.gov.au

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While efforts will continue to prevent crashes, when they do occur, there are three factors that directly influence the severity of the outcome: the protection provided by the vehicle; the speed at which it hits; and the nature of the object it hits. We can manage these factors to keep crash energies below our physical limits.

Of course, we cannot build a system where users can behave irresponsibly. We (U.S. DOT) continue to

1.2.2 Safe Roads and Roadsides

Improving road infrastructure by:

- x designing and maintaining roads and roadsides to reduce the risk of crashes occurring and the severity of injury if a crash does occur
- x providing a transport system that supports safe outcomes.

1.2.3 Safe Speeds

Ensuring speed limits and travel speeds reflect the safety of the road infrastructure by:

- x undertaking speed enforcement and education
- x establishing speed limits according to the features of the road and roadside, vehicle crash-worthiness and the functional performance and known limits of the road user.

1.2.4 Safe Vehicles

Improving the safety of the vehicles in the road system by:

- x promoting safety features that reduce the likelihood of a crash (and reduce the impact of the crash on vehicle occupants as well as pedestrians and cyclists)
- x encouraging consumers and businesses to purchase safer vehicles
- x implementing mandatory safe vehicle procurement in Government fleets and recommending additional safety features to be considered

The Safe System emphasises the importance of ensuring these components work in support of each other to keep crash energies below human tolerance limits.

1.3 Safe System Guiding Principles

Creating a Safe System depends heavily on understanding and implementing the following five principles.

1. The limits of human performance. We all make mistakes and we need to acknowledge the limits of our capabilities. Traditional approaches to road safety focus on preventing risk taking behaviours. Prevention programs (such as drink driving, speeding and seat belt non-use) are still important but they cannot address the whole road safety problem. We also make mistakes (for example through inattention, poor gap selection while overtaking and failure to stay within the travel lanes). A guiding philosophy that acknowledges 'human error' and fallibility is essential.

2. The limits of human tolerance to violent forces. In a crash there are physical limits to the amount of force our bodies can take before we are injured. The Safe System seeks to create a road transport system in which the forces in foreseeable collisions are within our physical limits. This means the ability of a vehicle to protect its occupants and other road users in common crash types and at typical impact speeds must be known and taken into account by road system designers and operators. In addition to vehicle occupants, it is vital that we understand and cater for the physical tolerance limits of unprotected road users such as pedestrians, cyclists, motorcyclists and scooter riders.

3. Shared responsibility. Previously the majority of road safety responsibility rested with the individual road user. Within a Safe System we all take an individual and shared role in road safety. Road users remain responsible for complying with all road rules such as speed limits, using restraints, driving unimpaired and purchasing vehicles with good safety features. System designers are responsible for planning, designing and influencing the operation of a Safe System.

4. A forgiving road system. We need to design a road system that is 'inherently safe' so when crashes do happen, deaths and serious injuries can be avoided. Importantly, the road system is a real world illustration of the basic laws of nature that govern the movement of objects (including humans and vehicles). Drivers and riders are still expected to drive or ride safely but, a Safe System must also be forgiving when mistakes happen. A forgiving road system recognises and caters for the limits of human tolerance to physical force.

5. Increased use of public transport. Buses and trains are safer modes of travel than cars and motorcycles. The fewer people driving cars and riding motorbikes and scooters on the roads, the fewer death and serious injury crashes will occur. Increasing the use of alternative modes of transport also reduces congestion and vehicle emissions and supports sustainability.

Appendix 2- Vehicle Safety Features

Vehicle safety features are under intense development by vehicle manufacturers and the availability and performance is changing rapidly. The vehicle safety information is grouped as follows:

1. Proven - where the technology is relatively mature, is widely available (and/or mandated) and the safety benefits have been independently evaluated.
2. Emerging - where the safety feature has only recently been introduced, is generally not as widely available and the safety benefits have not been independently evaluated.
3. Other vehicle safety related information - this includes car colour, 4WD safety and GPS tracking technology.

Proven

Anti-lock Braking System (ABS)

An Anti-lock Braking System is a system which prevents the wheels from locking while braking. This allows the driver to maintain steering control under heavy braking and steer away from an object in the path of the vehicle.

Most light vehicles have this feature as standard.

Seatbelt Reminder Systems

A seat belt reminder system is a system alerting the driver by means of sound and visual indications when a seatbelt should be worn. The reminder signal should be loud and clear but not annoying. The target is to remind people, who accept the benefits of the seat belts, that they have not fastened their belt.

Currently light vehicles are required to provide a 4 seconds visual warning on start-up. Enhanced seat belt reminder systems with an audio and visual warning for 30 seconds or more will be required in new models from 1 July 2013 and in all models from 1 July 2015.

Electronic Stability Control (ESC)

Electronic Stability Control (ESC) is an active safety system that helps the driver retain control of the vehicle and helps reduce the chances of single vehicle or run off road crashes. ESC does this by selectively applying individual wheel brakes and adjusting engine power output.

International research showed that single vehicle crashes can be reduced by 35 per cent in passenger vehicles and 67 per cent in four wheel drive and sports utility vehicles fitted with ESC. ESC is also known by different names by different manufacturers.³¹

- x Electronic Stability Program (ESP) - Holden, Audi, Chrysler, Mercedes, Saab, Volkswagen
- x Dynamic Stability Control (DSC) - Ford, BMW, Jaguar, Land Rover
- x Stability/Swerve Control (VSC) - Toyota, Lexus
- x Active Stability Control (ASC) - Mitsubishi
- x Dynamic Stability And Traction Control (DSTC) - Volvo
- x Stability Assist (VSA) - Honda
- x Dynamic Control (DC) - Subaru, Nissan
- x Vehicle Dynamics Control (VDC)

ESC was made compulsory in all new model passenger vehicles from 1 November 2011 and all models from 1 November 2013. It is likely to be compulsory in all light commercial vehicles up to 3.5 tonnes GVM by 2016.

³¹ Sourced from the following website on 21 April 2009 <www.howsafeisyourcar.com.au>.

Side and curtain air bags

Side and curtain airbags protect occupants in a side impact crash. Curtain airbags drop down from

Real world performance data suggests that AEB can reduce crashes by up to 27 per cent.

Lane Departure Warning

Lane departure warning and lane keeping support systems help the driver to keep in lane. They use video camera along with image recognition technology to determine the vehicles position in relation to road markings and rely on the contrast with the road surface. If the vehicle strays out of line a warning is issued which can be auditory or sensory through vibration of the steering wheel or seat.

Proximity Sensors

Systems using proximity sensors of various types are available to sense objects that are out of view of the driver. This can include:

- x detection of vehicles in blind spots
- x rear cameras to help with reversing
- x adaptive cruise control to measure the distance to vehicles in front and ensure a safe distance is maintained.

These systems only provide assistance to the driver and the responsibility remains with the driver for safe operation of the vehicle.

Other vehicle safety related information

Car Colour

A study undertaken by the Monash University Accident Research Centre (MUARC) investigating the relationship between vehicle colour and crash risk found that black, blue, grey, green, red and silver vehicles had a higher crash risk compared with white vehicles. Colours higher on the visibility index, such as white, are recommended to reduce crash risk.

GPS Systems

The use of GPS systems that monitor vehicle position can help to ensure that emergency assist

In general vehicles that are used in rural and regional areas should be equipped with at least one full size spare tyre.

When required to use a temporary use spare tyre the vehicle manufacturers instructions in regard to maximum speed and distance travelled must be followed.

Use of Bull Bars

Agencies need to give careful consideration to the use of bull bars. Bull bars that are compatible with a vehicles airbag and restraint systems are available. However the effect upon the vehicles overall crash performance is generally not known. A vehicle that has a 5 star rating cannot be guaranteed that it will retain this rating if it is fitted with a bulbar.

ANCAP states the following on its website.

“ANCAP does not test vehicles with bull bars fitted but research tests have shown that a bull bar can adversely affect performance in the ANCAP frontal offset test - increasing the risk of injury to occupants. In modern vehicles, the front crumple zone is usually an optimum design for this severity of crash and a bull bar can change the crumple characteristics away from this optimum.

The fitting of bull bars also increases the potential risk of injury to pedestrians. From 2012, the ANCAP Road Map sets out minimum requirements for pedestrian protection in order for a vehicle to receive an overall rating of 5 stars ("high seat" vehicles (e.g. dual cab utilities) do not have to meet this until 2014). Vehicles with bull bars are unlikely to meet pedestrian test standards and therefore are unlikely to achieve a 5 star safety rating.”

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Appendix 4 - Vehicle Maintenance

Weekly Check

This check should be carried out by the vehicles designated driver once a week. The check list should include provision for sign off and reporting of faults.

It should include all items of the daily check plus.

<i>Item</i>	<i>Check</i>
Check brake pedal is firm and does not sink to the floor	
Check workshop service is up to date	
Visual check of safety equipment warning lights	
Check engine oil level	
Visual check engine coolant level	
Visual check brake fluid level	
Visual check of windscreen wipers	
Visual check of washer fluid levels	

Monthly Check

This check should be carried out by the vehicles designated driver once a month. The check list should include provision for sign off and reporting of suspected faults.

It should include all items of the daily and weekly checks plus.

<i>Item</i>	<i>Check</i>
Physical checks of tyre pressures on all wheels including the spare	

Visual inspection of tyres for adequate tread depth and uneven wear

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