

Safe Driving at Work Policy



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1. Introduction

This policy meets the requirements of the Health & Safety at Work Etc Act 1974 s.2 (1) and the Management of Health & Safety at Work Regulations 1999 (Regulation 3).

The Health and Safety at Work Act and the Management of Health & Safety at Work Regulations impose a range of responsibilities on Traction Rail Electrical Ltd as employers. This policy sets out the organisation's response to its responsibilities for all employees who are required to drive in the discharge of their business duties, whether using a vehicle provided by the company or their own private vehicle.

This policy supports the organisation's overall Health & Safety Policy and the organisation's duty to protect the health and safety of employees and other persons affected by its activities. Traction Rail Electrical Ltd will comply with relevant statutory requirements as a minimum to achieve this aim.

Traction Rail Electrical Ltd believes that good health and safety management will not only enhance employees' working conditions but will also help to deliver the organisation's mission of being an employer of choice. Driving increasingly forms part of the work activities for our employees and wherever possible alternative options should be explored.

This policy, relevant procedures and guidance will be followed by all employees in undertaking these duties, both for the benefit of the business and the safety of individuals while driving.

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2. Policy Statement

Traction Rail Electrical Ltd recognise the value of its workforce and the need to ensure its employees' safety while carrying out company business, which includes the need to assess and reduce any risks that may be a potential danger to employees.

It is our policy to ensure that health and safety risks that may be encountered during work activities are eliminated or reduced as far as possible to the lowest practical level. This policy recognises the added risk employees face when spending a part of their working day driving whilst carrying out the organisation's business.

This policy sets out the respective responsibilities of Traction Rail Electrical Ltd employees and their line managers in managing the risks arising from driving activity. These are supported by procedures to minimise the risks and to provide employees with information, instruction, training and equipment to reduce the likelihood of that risk occurring.

Traction Rail Electrical Ltd will ensure that arrangements are in place to carry out this policy and that resources are provided to ensure its fulfilment.

Any employee who is required to drive in the discharge of their duties (whether using a vehicle provided by the company or their own private vehicle) must adhere to the requirements of this policy and associated guidance. Failure to do so may give rise to disciplinary procedures being instituted against an employee, which could result in dismissal.

3. Legislation

The legislation governing this procedure is contained in, but not limited to:

- The Health and Safety at Work Etc. Act 1974
- Provision and Use of Work Equipment Regulations 1998
- Health and Safety (First Aid) Regulations 1981
- The Road Traffic Act 1991
- The Road Safety Act 2006
- Road vehicles (Construction and Use) Regulations 1986 (as amended)
- The Working Time Regulations 1998 (as amended)

4. Definitions

For the purposes of this policy the following definitions apply:

Company vehicle refers to any vehicle that is provided by Traction Rail Electrical Ltd and used by employees for driving on company business.

Private vehicle refers to any vehicle that is provided by an employee for driving on company business. Included in this category are vehicles financed through "cash for car", "monthly allowance" and other similar schemes.

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Driving at Work refers to any work carried out on behalf of the company that involves the employee in time spent driving a vehicle and covers all journeys other than to and from the normal place of work.

5. Scope of Policy

This policy applies to all employees of Traction Rail Electrical Ltd who drive either a company vehicle or private vehicle on company business. Traction Rail Electrical Ltd Health & Safety procedures and guidance support this policy and the management of the recognised risks associated with road use.

Traction Rail Electrical Ltd will comply with the requirements of the Health & Safety Executive in the implementation of this policy.

This Policy is predicated on the following principles, which places employee safety as paramount:-

- Only authorised drivers will be permitted to drive on company business
- Driving time is deemed to be part of the working day (excluding travelling to your normal place of work which is classed as private use)
- Breaks should be taken in the journey before you begin to feel fatigued – as a minimum, a 15 minute break every 2 hours is recommended
- Consideration should be given to sharing the driving (where appropriate – i.e. the individual is an authorised driver, has the appropriate insurance cover to drive the vehicle, is familiar with the vehicle etc)
- Risk assessments for all employees driving on company business will be undertaken
- Relevant training as deemed necessary/appropriate will be carried out
- Drivers will be provided with safety packs which will include a high visibility jacket and breakdown warning triangle.

6. Employers Responsibilities

Traction Rail Electrical Ltd takes its responsibilities with regards the health & safety of its employees seriously, and will ensure that the requirements of this policy, associated handbooks, procedures and guidance are adhered to. This will include ensuring that all relevant employees are properly trained and regularly updated on their responsibilities in the application of this policy, particularly when reviewed and changed.

Traction Rail Electrical Ltd will abide by the responsibilities contained within the Health & Safety at Work Etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999, and will review this policy in the light of any legislative or regulatory changes.

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The principal legal duty on employers is, so far as is reasonably practicable to provide and maintain safe systems of work, and to take all reasonably practicable precautions to ensure the health and safety of all workers in the workplace and members of the public who might be affected by their activities.

As well as complying with the law, Traction Rail Electrical Ltd will follow the guidance and good practice recommended by the Health and Safety Executive and industry standards where applicable.

To ensure the effectiveness of, and compliance with this Policy, the company's Health and Safety Manager will monitor its application and implementation, and review this policy on a regular basis to ensure it remains appropriate for Traction Rail Electrical Ltd in terms of achieving its objectives.

Traction Rail Electrical Ltd will publish this policy and associated guidance, and ensure that all relevant employees have access to a copy.

Traction Rail Electrical Ltd is committed to ensuring that all employees who are required to drive in the furtherance of their duties or to manage those employees who do, clearly understand their position in law and the implications for them of this policy, and are trained to undertake their duties in respect of this policy.

Traction Rail Electrical Ltd will provide all the necessary training, guidance, safety equipment, advice etc, to ensure employees meet their obligations.

Traction Rail Electrical Ltd will assist in the rehabilitation of drivers involved in serious accidents by:

- Working closely with the driver and emergency services in determining the cause of the accident
- Providing counselling to the employee(s) through the company's legal expenses insurer (This service is free to employees and is a confidential service)
- Have on-going discussions with the driver to determine whether they are able to carry out their duties and identifying whether further driver training is required.

7. Line Manager's Responsibilities

Traction Rail Electrical Ltd expects line managers to promote 'safe driving' within the workplace and ensure safe practices are being used. Line Managers have a responsibility to assist the company in meeting its obligations, and to the staff they manage to ensure they meet and fulfil their duties whilst driving on company business. The overall aim is to ensure (as far as possible) employees who drive on company business are placed in a 'low risk' category and have all the necessary tools/training to achieve this.

Line Managers will be responsible for ensuring that:

- New starters and existing employees who drive on company business understand their responsibilities
- Employees who drive on company business have signed the employee

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declaration, have undertaken a risk assessment and any additional training needs identified

- They discuss the outcome of the on-line assessment with the driver to identify any actions arising (e.g. further training etc) and ensure that timescales are put in place
- Drivers have been issued with a high visibility jacket, warning triangle and any other personal safety equipment that is appropriate
- Identify those drivers most at risk
- That driver participates in any additional training identified
- MOT and insurance checks for non-company car drivers are carried out annually and on renewal of such documents and that this is recorded
- Following an accident when driving on company business, discuss with the driver concerned the cause of the accident, who in their opinion was responsible, whether any further training is required etc.
- Following completion of the road accident checklist by the driver, all comments will be recorded.
- Drivers report to their manager any dangerous working practices or occurrences/ habits of drivers that they become aware of (e.g. aggressive or dangerous driving habits, near miss instances, bumps etc).
- To assist line managers in these duties, suitable training will be provided.

8. Employee Responsibilities

Whilst the company has responsibilities to its employees under Health & Safety legislation, any employee who is required to drive in the course of their duties has the following personal responsibilities which must be adhered to in order to comply with the law and of the requirements of this policy. These responsibilities are applicable to all employees who drive on company business – whether using a company vehicle or private vehicle. Any employee who cannot comply with these requirements will not be allowed to drive on company business.

All employees have a legal duty to:

take care of their own and others' health and safety and to co-operate with management in meeting their obligations. Employees need to recognise this responsibility and act accordingly.

To comply with this policy, employees:

- Must operate within the law at all times

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- Are prohibited from driving while under the influence of alcohol/illegal or recreational drugs.
- Must notify their line manager if they are taking any medication that might affect their driving
- Will be required to give consideration as to whether the journey is essential before commencing – other means of conducting the business may be more effective or alternative means of travel could be used
- Will observe speed limits at all times
- Will be familiar with the vehicle they are to drive
- Will be responsible and courteous to other road users at all times, and will act as an ambassador for Traction Rail Electrical Ltd
- Will use the items provided for their safety should the need arise (e.g. high visibility jacket, warning triangle etc.)
- Will, in the event of an accident, adhere to the prescribed accident procedure
- Agree to adhere to the requirements of this policy
- Hold a valid UK / ROI driving licence
- Ensure all vehicles used for company business (whether a company vehicle or Private vehicle) are taxed, insured for business use and have a valid MOT certificate (for employees using a private vehicle the insurance policy must state 'business use' - 'occasional business use' will not be acceptable)
- Inform their line manager immediately if they no longer hold a valid driving licence or if any fines or penalties are awarded against them (irrespective of whether on company business or using the vehicle for private use), or any other reason that may mean they no longer qualify as an authorised driver
- Inform their line manager immediately of any change of circumstance that will affect their driving ability and risk rating (e.g. penalty points, change of vehicle, increase in mileage, medical condition etc.)
- Assist management by contributing effectively to reducing risk by undertaking risk assessments training, reporting any dangerous practices etc.
- Ensure vehicles are serviced at regular intervals and in accordance with the manufacturer's recommended intervals (although it is not a requirement for employees using their own vehicle for the vehicle to have a service history, it is mandatory that the vehicle is serviced in accordance with the manufacturers recommended intervals)

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- Be medically fit to drive and use any corrective eyewear prescribed
- Advise their line manager if told not to drive by a member of the medical profession, due to a medical condition, or if taking medication that may affect their driving
- Take responsibility for any fines, traffic offences or other breaches of the law committed when driving on company business and,
- To ensure that these requirements are met before driving on company business.

All employees will be required to sign a declaration to confirm that they have read and understand the requirements placed upon them when driving on behalf of Traction Rail Electrical Ltd. Traction Rail Electrical Ltd will not accept responsibility for an employee who breaks the law when driving on company business. Dependent upon the seriousness of the incident, the company disciplinary procedures may be invoked and/or the driver may be prevented from driving on company business. Disciplinary procedures will always be commenced if an employee is found to have been driving under the influence of drugs or alcohol whilst driving on company business.

9. Accountability

The Managing Director will be responsible for ensuring that this policy is implemented in all areas of activity and for considering the implications arising from policy decisions they make. Regular reports will be considered by the company's Health and Safety Manager on the effect that decisions have had on the application of this policy.

The Health and Safety Manager will be responsible for monitoring the effectiveness of this policy and implementing policy changes to reflect legislative and regulatory changes, and good practice on the basis of advice from the Health and Safety Manager.

Traction Rail Electrical Ltd will hold all managers and the Health and Safety Manager accountable for taking steps to ensure that this policy is promoted, understood and implemented by all employees. This responsibility encompasses the following requirements:

All relevant employees are aware of this policy.

All relevant employees are trained on this policy's requirements.

Monitoring records are collected in accordance with company policies and procedures.

Disciplinary procedures are invoked where appropriate against employees whose actions are inconsistent with the Policy.

10. Risk Assessment

Risk assessments will be conducted for each job/task involving driving for work, for each employee expected to drive as part of their duties, and for each new type of vehicle selected

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for use by the company.

Managers must ensure that risk assessments have been conducted for any job/task, new employee or vehicle within their area of control. They must also ensure needs or control measures identified by risk assessments are carried out, and must administer control measures in line with the company policy.

Job/task risk assessment:

Each job or task which includes driving for work will be risk-assessed and appropriate control measures will be introduced.

The appropriate manager will complete a job/task risk assessment for each task in their area of control which involves any degree of driving for work

Once completed, a copy of the risk assessment will be passed to the Health and Safety Manager for review, and recording.

Driver risk assessment:

All employees, and all new employees as part of their induction programme, will complete a risk assessment which is designed to identify those drivers facing higher than average driving risk and recommend appropriate training to subsequently minimise this risk.

Once completed a copy of the risk assessment should be passed to the health and safety manager for recording.

vehicle risk assessment:

The assessment is to determine the safety and suitability of any type of vehicle used for driving at work will be conducted by the Health and Safety Manager/Line Manager.

Once completed a copy of the risk assessment should be passed to the Health and Safety Manager for review, and recording.

Review of assessments:

Risk assessments will be reviewed, and where required, reassessed by the Line Manager and Health and Safety Manager every 12 months or sooner if:

A new type of vehicle is considered for purchase

There is a change in an employee's responsibilities that results in a significant change in the amount of driving required

There is an accident, near miss or breakdown or other significant occurrence

There is a significant change in the environment in which the vehicles are used

There is any change in the driver's circumstances that may affect their ability to drive

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The findings of the risk assessments will be used as part of an overall risk analysis to ensure the company has a programme of continuous safety improvement.

11. Eligibility to Drive

Drivers:

The company will undertake a number of assessments to determine the suitability of the individual to the driving at work task and any employee will be deemed an appropriate candidate for a job involving driving at work if the following criteria are met:

The DVLA Licence check confirms a current valid licence

Accident and prosecution history are reviewed and acceptable
Health and eyesight declarations are not adverse

The assessment is completed

Appropriate training, as identified by the risk assessment has been arranged/completed

A practical driving assessment is completed before driving vehicles of 3.5T or greater

Upon commencement of employment and thereafter on an annual basis, drivers will be required to declare their fitness to drive by completing the form shown in Appendix B

Authorised employees and their spouses, or long term partners may drive a company car. For authorisation for spouses or partners to drive a company car the employee must obtain written authority from the The Managing Director. who may require full driving history and a signed DVLA licence checking mandate.

Unacceptable Risk Drivers:

When a driver has become an unacceptable risk (e.g. penalty points, convictions, at fault accidents etc.) appropriate steps will be taken to reduce the problem, e.g. additional training.

Depending on the circumstances, there may be a recommendation that the driver be suspended from all driving duties until such time that he/she can achieve a satisfactory standard of driving and not put themselves or others at risk.

If a driver becomes an unacceptable risk and has already completed the risk assessment, then he/she will be expected to attend a driver training course as soon as possible, to improve their driving skills.

On successful completion of the training course and once the certificate has been received, the driver should be informed and resume driving duties and be issued with a letter to this effect.

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He/she should be reminded that if further incidents occur putting the driver and/or others at risk, disciplinary action may be taken and the vehicle may be withdrawn (in respect of company vehicle drivers).

Should the driver continue to put themselves and others at risk by reckless actions and/or continual flaunting of the company rules and the law, then disciplinary action could result in allowances being withdrawn or even dismissal from the company.

The company will do all they can to prevent their drivers from becoming an unacceptable risk by ensuring risk assessments, training etc. are carried out regularly.

By maintaining a record of drivers' accidents, managers will be in a position to make an early judgement that a driver is not maintaining the required standard of driving and take the appropriate action.

Non-authorized Drivers:

Traction Rail Electrical Ltd take the opinion that employees who meet one or more of the following criteria are to be considered non-authorized to drive company vehicles:

- Anyone that is banned from driving
- Anyone not holding a current UK / ROI driving licence
- Anyone who has not signed the employee declaration
- Anyone who has not completed the risk assessment process
- Has a medical condition that prevents the employee from driving
- Anyone taking medication that will affect their driving capabilities
- Learner drivers
- Anyone who has not read the policy, handbook and associated documents and signed to confirm this
- Anyone under the influence of drink and/or drugs (illegal or recreational)
- Anyone who has not held a valid UK / ROI driving licence for 12 months or more (for company vehicle drivers only)
- Anyone under the age of 21 (for company vehicle drivers only)

Training and Assessment:

- A driving at work induction will be provided for all employees who are expected to drive as a normal part of their work.
- The company will provide appropriate training where the risk assessment identifies a need.
- Wherever possible the training will be conducted within the employee's normal work hours.
- Employees are expected to make reasonable adjustments to their schedules and commitments in order to attend training.

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12. Vehicles

vehicles provided by the company for use on company business will be selected according to their suitability for purpose as well as meeting the requirements of the policy.

The Health and Safety Manager/Line Manager will keep a record of all vehicles used for driving at work. This record will contain the following information:

- vehicle make model, and registration/identification number
- Results of any inspection prior to selection or delivery of the vehicle
- The details of the person responsible for day to day running of the vehicle
- What the vehicle will be used for on a daily basis and any restrictions on its use
- Manufacturers' instructions regarding maintenance and servicing procedures and frequency
- Licensing and insurance requirements for the vehicle
- Procedures for handling defects and faults, and procedures for the reporting and recording of these
- Any precautions that need to be taken by employees when using, inspecting or maintaining the vehicle
- Testing and maintenance history.

Inspection, Testing and Maintenance for company vehicles

company vehicle maintenance may only be conducted by qualified persons in order to take into account the manufacturers' recommended service intervals and warranties.

A maintenance log will be kept for each company vehicle containing all information relating to that vehicle - the servicing garage must update this upon completion of each service/inspection.

company vehicle inspections must be conducted to ensure the ongoing safety of the vehicle.

During an inspection the following will be considered:

- The manufacturer's instructions and requirements for conditions of vehicle use
- Any specific risk to the vehicle
- Intensity of use - maximum working limits
- The environment in which it is used
- The purposes for which it is used
- Risk to health and safety which could be caused by faults or failures

Private vehicles

A private vehicle can only be used by an employee for driving at work if they have received authorisation from their manager and the Managing Director.

Authorisation will only be granted if the vehicle is deemed safe and suitable for the intended purposes and meets criteria set out by the Managing Director thus:-

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- Driver and front passenger air bags fitted
- ABS fitted
- Taxed and insured (inc Business Milage detailed on policy)

The fleet manager must be informed of the make, model and registration number of the vehicle to be used for business driving. No other vehicles may be used unless prior permission of the fleet manager has been obtained.

Private vehicles used for driving at work must have valid Road Tax, current MOT certificate (if appropriate), be serviced according to manufacturers' schedules and be insured by the driver for business use. The insurance policy must state 'business use'; 'occasional business use' will not be acceptable.

Relevant documents will be checked annually and employees will be required to re-affirm on a regular basis that these requirements are in force.

Hire vehicles

vehicles will only be hired in extreme circumstances. Hire of the vehicle and subsequent employee allocation is the sole remit of The Managing Director.

Pool vehicles

Ensuring that pool vehicles are road worthy is the responsibility of the Managing Director.

Checks will be made and logged in the presence of the driver to whom the vehicle has been issued, prior to release of the vehicle and upon it's return.

Pool vehicles will only be issued to drivers who satisfy all criteria for driving a vehicle on business.

Tyres

Good tyres are needed to drive safely as they affect the steering braking and acceleration of the vehicle.

Employees must never drive with:

- A mix of radial and cross ply tyres
- Over or under inflated tyres
- Tyres with cuts, lumps, bulges or tears
- The wrong size of tyre fitted
- Less than the minimum tread depth

Most tyres have tread wear indicators, usually six or more small ribs across the bottom of the main tread grooves. When the tread surface is level with these ribs this indicates that the tyre tread is at its minimum legal depth of 1.6mm.

The purpose of tyre tread is to dispense surface water on the road. Below 3.0mm of tread, insufficient surface water is dispersed to allow safe driving. Consequently, it is company

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policy for tyres to be replaced once the depth of tread reaches 3.0mm.

Look in the vehicle handbook or consult a garage or tyre dealer for the recommended pressures Drivers should check the pressure at least every week and only when the tyres are cold.

Daily and Weekly Maintenance Checks

A **daily inspection** should be carried out to check that:

- There are no obvious faults
- There has been no damage to the vehicle
- Mirrors are in the correct position
- The fuel level is sufficient for the journey
- Windows are clean and undamaged

A **weekly inspection** should be carried out to check that:

- Tyre pressures are correct (refer to the manufacturer's handbook)
- Tyre tread depth is greater than the company minimum requirement of 3.0mm
- Tyres should be free from cracks, worn patches and bulges, particularly on the sides
- Lights, windscreen washers, wipers and indicators are in working order
- Oil and water levels are satisfactory
- Any service/maintenance requirements have been complied with.

Remember **POWER** when checking your vehicle:

Petrol/diesel

Oil (engine oil level)

Water (cooling system and screen wash)

Electrics (bulbs, battery, controls)

Rubber (tyres, windscreen wiper blades)

13. Mobile Phones and other interactive communication devices

The use of hand held mobile phones whilst driving is illegal and expressly forbidden by Traction Rail Electrical Ltd drivers

The sending/typing and reading/receiving of text messages whilst driving is also forbidden

Traction Rail Electrical Ltd does not require any employee to make or receive phone calls whilst driving, even if a legal hands free kit has been installed

The employee should be aware that the likelihood of being involved in an accident increases with the depth/intensity of the phone conversation.

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Dialling of telephone numbers should only be undertaken whilst parked.

The use of other interactive communication devices which are capable of sending and/or receiving oral or written messages, facsimile documents, still or moving images, providing access to the internet or the use of smart phones and tablet computers are expressly forbidden whilst driving.

Satellite navigation equipment/systems must be used in a manner that will not distract drivers' attention e.g. having to look at the screen due to sound mute.

14. Drugs and Alcohol

Prescribed drugs and over the counter medicines may also affect driving ability. Refer to the relevant information leaflet provided and if you have any concerns regarding medicines and driving, contact your GP or pharmacist for further information and advice. Many over the counter medicines, for example cold relief or hay fever remedies cause drowsiness - if they do, ask if there are alternatives that will not adversely affect your ability to drive.

If you are taking medication that might affect your driving you must inform your line manager.

The company will not accept responsibility for any incident if you are found to be under the influence of alcohol or drugs

Any employee driving on company business found to be driving under the influence of illegal/recreational drugs or in excess of the legal alcohol limit will be summarily dismissed as this is considered to be gross misconduct under the terms of company procedures.

15. Workplace Smoking

A vehicle used on company business is classed as 'your place of work' whilst undertaking that journey.

The following regulations apply to 'workplace' smoking:

The Smoke Free (Exemption and vehicles) Regulations 2007 came into force in England on 1 July 2007

The Smoke Free (Exemptions, vehicles, Penalties and Discounted Amounts) Regulations (Northern Ireland) 2007 came into force in Northern Ireland on 30 April 2007

The Smoke Free Premises (Wales) Regulations 2007 came into force in Wales on 2 April 2007

The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 came into

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force in Scotland on 26 March 2006.

Although these regulations vary (in Scotland, the regulations can be interpreted to apply only to vans), Traction Rail Electrical Ltd operate a complete no smoking policy in all company vehicles and private vehicles used by more than one person.

Examples:

- A company car used solely by one employee and not used by anyone else for work either as a driver or passenger is exempt and does not need to be smoke free.
- A privately owned car used occasionally for business purposes is exempt.
- A car shared by one or more employees but only ever used by one at a time (a pool car) is covered by the ban and must be smoke free **at all times**
- A chauffer driven car is covered by the ban and must be smoke free **at all times**
- A van used by two employees, one who smokes and another who doesn't is covered by the ban and must be smoke free **at all times**
- A vehicle used by two plus employees all of whom smoke is covered by the ban and must be smoke free **at all times**
- A vehicle that would otherwise be smoke free but which has a roof that can be stowed or removed will not be required to be smoke free when the roof is completely stowed/removed.
- Smoking also includes E-cigarettes

The company has a duty to prevent smoking in smoke free vehicles (the penalty for breach is a maximum fine of £2,500 on conviction). Compliance requires the taking of reasonable steps, which might include (in addition to displaying signs):

- Removing ashtrays
- Removing cigarette lighters
- Introducing a smoke free policy
- Training staff to understand the new law and their responsibilities

16. Motoring Offences

If an offence is committed whilst driving on company business, employees will be liable for any fines arising from this. Employees must be guided by any signs, speed restrictions or instructions given – the company is not responsible for employees' actions or subsequent fines.

Any endorsements received (whether driving on company business or private), must be notified immediately to the employee's line manager. Failure to do so may result in disciplinary action. Where an employee is specifically required to drive as part of their job, and is disqualified from driving for any reason during employment, then subject to their ability to make suitable alternative travel arrangements which meet the requirements of their job without detriment to service, then dismissal may be inevitable, although the possibility of alternative work will first be considered. If the only alternative work available is at a lower salary than the staff member is currently receiving, no salary

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protection will be provided. Where a staff member is in receipt of car allowance or car cash equivalent, this will be rescinded for the period of suspension of their driving licence. Likewise, where a staff member has a company vehicle, they will be expected to return it to the office for the period of suspension of their driving licence.

17. Preventing Theft

Traction Rail Electrical Ltd will review this policy regularly to ensure that this policy and practices remain effective, keep up-to-date with legislative and regulatory change, reflect good practice guidance, and continue to be capable of achieving the stated objectives.

The Health and Safety Manager will ensure that Traction Rail Electrical Ltd is kept up-to-date with any relevant driving standards and legislation changes and will review policies and procedures accordingly.

18. Load Safety

- TRE has several vehicle types within its current fleet, these are – Nissan NV200, Nissan NV 300, Ford Rangers, Ford transit and Ford couriers.
- The payload of each vehicle has been calculated (NB this takes into account the drivers, weight, the weight of any passengers and a full tank of fuel.)
- The weight of equipment is also added to this total to ensure that the vehicles are not overloaded.
- Drivers have completed manual handling courses to ensure that they are lifting any items safely, drivers loading the vehicles must remember the following:
 1. Ensure the loading site is on firm, level ground.
 2. Ensure that you and the vehicle are clear of any potential hazards
 3. Wear well-fitting, slip resistant safety footwear when working on vehicles.
 4. Keep the soles of your footwear clean.
 5. Clean up spills and dirt – for example diesel and mud on the load area
 6. Ensure the load area is kept tidy
 7. When lifting you must keep the load close to your waist.
 8. Keep your back straight and try not to twist, particularly whilst lifting
 9. Keep your head up and your movements smooth
 10. Lower heavy items gently into the vehicle, then adjust their position.
 11. Know your limits
 12. Any concerns – let your Road Risk Champion know
- Any tooling and/or equipment are restrained appropriately to ensure safe transportation of the items to and from site.
- Time is allocated to ensure a load is picked and loaded correctly.

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- Drivers have access to any COSHH assessments that might be relevant

19. Driving Standards

- Although this is contained within the main Driving Policy, TRE wishes to emphasise its commitment to consistent and excellent driving standards
- A copy of the Highway Code is attached to all Driving Policies, this is checked regularly for updates
- 'What to do in the event of an emergency' is contained within the Vehicle Pack
- TRE drivers must be professional at all times; that they are aware of the need to share the road safely and be aware of vulnerable road users.
- Where fitted, seat belts must be worn
- TRE drivers will adhere to speed limits, traffic signs and road marking
- TRE drivers understand that smoking (including vaping), eating and drinking etc. whilst driving are all distractions and are prohibited
- TRE drivers are aware of driving efficiently and the positive impact this will have on the air quality and emissions, as well as the cost efficiency for the business.
- TRE drivers have also been made aware (through e-learning and TBTs) the implications of driving on different road types, such as urban, motorways and rural roads

20. Licensing

- TRE is active in its commitment to ensure driving excellence, as such, we routinely complete DVLA checks to ensure that our drivers are safe to drive.
- Regardless of endorsements, penalty points etc. a monthly check on all of our fleet drivers are undertaken, NB all drivers are made aware of this and have agreed to this process in writing
- Drivers are aware (as per the driving policy) that any changes to their driving status (whether this be point, medical etc.) must be shared immediately with the fleet manager and his deputies

21. Health and Eyesight

- As part of TREs commitment to safety, we ensure that a NWR compliant medical is carried out before sponsoring an individual, as such a candidates hearing, eyesight etc. are tested to ensure they meet the minimum standard (see TRE Medical Fitness Policy).
- A medical form is completed annually by all sponsored TRE employees and sub-contractors.
- TRE personnel are aware that illnesses such as (but not limited to) sleep apnoea, mental health – stress, depression and anxiety should be shared with the relevant personnel
- All TRE employees and sub-contractors are aware that they must report illness and prescribed over-the-counter medications and that we have the facility to check whether the medicines are safe to take whilst at work.
- Unannounced NWR drugs and alcohol tests are routinely carried out, all personnel understand that they can be subject to an unannounced D&A at any time. A positive result may result in a 5 year ban from the infrastructure.
- A six monthly routine eyesight check has been introduced for fleet drivers to ensure that they are able to read a number plate after 1 September 2001 from a distance of 20 metres, these records include:
 - Drivers name
 - Date of check
 - Name of person supervising the check
 - Vehicle registration plate used
 - Outcome of the check
 - Details of any follow-on actions
- If the candidate fails a routine check, they shall be referred to an optician for an eyesight test, until the results are received the candidate will be suspended from driving company vehicles.

22. Fuel, emissions and air quality

- TRE understands the importance of monitoring fuel consumption and vehicle emissions, for both the financial implications and the possible environmental impacts.
- TRE has a nominated Fuel and Emission Champion who is supported by deputies to ensure that:
- TRE trackers and the data it produces to monitor fuel consumption, miles travelled and engine idling time, this data is reviewed on a monthly basis to get an overview of the fleet usage and to spot any trends that may need addressing.
- Environmental regulations and standards are complied with
- Fuel spillages are minimised and managed

23. Road Traffic Collisions

- TRE wish to do everything possible to avoid being involved with a near miss, road traffic collision or incident. We strongly believe that the first step is education, we have implemented A Drivers Awareness week to remind all of our personnel within our fleet of the importance of driving aware, but most importantly driving safely.
- TRE has appointed a Road Risk Champion and supporting deputies to ensure that safety of both our drivers and other road users.
- Our fleet cover and associated vehicle recovery ensures that our fleet is fully insured
- In the unfortunate event of a driving incident or collision the 'What to do in the event of an emergency' section of the driver's pack details the immediate steps that need to be taken.
- Any TRE vehicles involved in an accident/incident would be repaired to a safe and legal state before being put back into operation.
- Any incidents/accidents would be investigated to determine primary and contributory factors

24. Passenger Safety

- TRE encourages (where possible) vehicles to be shared, this reduces our emissions, as well as enabling the passenger to share some of the driving, which helps avoid possible fatigue.
- TRE ensures when vehicles are allocated that the passenger quota never exceeds the maximum vehicle allowance.
- Passengers within the TRE vehicles are required to wear their seat belts and understand the smoking/vaping are prohibited within the TRE fleet.
- TRE fleet vehicles are used for travel between sites, office etc. although TRE understands the need to take special care when carrying children, the disabled or the elderly, this is not something we as a company are likely to encounter.
- When parking, TRE drivers are reminded to be both considerate and safe. The safety of a passenger embarking and disembarking the vehicle needs to be taken into consideration when parking the vehicle.
- In the event of an emergency situation the driver of the vehicle should:
 1. Decide whether to evacuate the vehicle, or whether the passenger(s) are safer to remain in the vehicle – some examples of factors to consider are; the danger of further collision, fire breaking out, the location of the vehicle (motorway etc.)
 2. If safe to do so, the passengers should be checked for injuries and/or shock, if trained to do so, the driver should provide first aid and call the emergency services, try to keep the patient comfortable.
 3. Reassure passengers and try not to panic.
 4. Ensure TRE have been informed and are advised of any updates.

Safe Driving at Work Policy



5. TRE, where needed, advise the next of kin.
 - TRE also reminds the passenger of the following:
 1. Try not to be a 'back seat driver' – if required, you can suggest helpful information to the driver, but refrain from being negative or giving a critical commentary on how they are driving.
 2. At night, don't turn on interior lights whilst the vehicle is in motion, as this can affect the driver's vision
 3. If you pay attention to the road you will be able to see when a driver may need to concentrate more and could help a driver focus, for example, by pausing a conversation.
 4. If you think there is a danger advise the driver, however, do not shout or try to grab the steering wheel or hand brake
 5. Try to keep all interactions to a reasonable level

25. Specialist operations

- We do not usually undertake the transportation of dangerous or hazardous goods, nor do our vehicles carry abnormal indivisible loads. However, we may have the need to carry propane gas, fuel cans and rail detonators in the TRE vehicles. We ensure that adequate risk assessments are undertaken and the necessary steps to ensure that these goods are transported safely.

Signed		Dated	02/03/2020
Managing Director			