

POLICY FOR SAFER DRIVING AT WORK

INTRODUCTION

This policy covers the driving and riding of vehicles whether company supplied or privately owned by employees in the course of their employment. This policy shall be reviewed for continued adequacy by Senior Management at Management Reviews.

When developing its guidance on MORR (Managing Occupational Road Risk) the Royal Society for the Prevention of Accidents (ROSPA) estimated that, out of a total of 3,400 road collision fatalities every year, between 800 and 1000 (25 - 30 per cent) were likely to be occurring in collisions involving vehicles being driven for work purposes. Further evidence comes from the HSE's survey of self-reported work related injury which has shown that there are some 77,000 injuries to employees every year as a result of 'at work' road collisions.

We consider that the company, together with our line managers and supervisors, have moral as well as legal duties to assess the 'at work' road risks and to take 'reasonable practicable measures' to ensure 'safe systems of work' for their drivers. Many practical and cost effective control measures can be put in place, for example:

- i. team leaders/line managers have the responsibility for checking the necessary documents
- ii. getting risks down 'at source', for example by exploring safer alternative transport modes
- iii. looking at individual needs of drivers
- iv. specification of safest routes
- v. setting standards for safe schedules, journey times and distance limits in order to prevent risks associated with driver tiredness
- vi. ensuring safe maintenance
- vii. ensuring drivers are medically fit at recruitment and for each journey and have appropriate eyesight checks
- viii. development arrangements are in place to help them to cope with the risks on the road

1.1 Occupational Safety Legislation defines 'at work' to include the following:

- i. driving to work in a company vehicle
- ii. travel between sites
- iii. any Company business

1.2 We will undertake risk assessments at regular intervals to include an assessment of the health and safety risks connected with driving at work.

1.3 It is a legal requirement that you must have proper control of your vehicle at all times.

1.4 Vehicles must be kept in a road worthy condition, with all necessary documentation and first aid equipment. Normally a driving licence is sufficient for most day to day driving. We will carry out regular checks of driving licences, ensuring drivers hold an appropriate licence. You must notify us immediately if your licence is revoked, or made subject to any penalties or endorsements.

1.5 Our aim is to reduce the numbers and severity of collisions and to work towards helping achieve the Government's targets for 2010 of a 40% reduction in the number of people killed or seriously injured and a 50% reduction for children.

1.6 We will, so far as is reasonably practicable, ensure the health and safety of employees who are required to drive as part of their employment, for example to offsite meetings. We recognise and acknowledge that hazards may arise when driving. It is our intention to ensure that risks are reduced to a minimum and to this end will seek to give adequate information, instruction, training and supervision as is necessary.

1.7 Employees will not be permitted to drive or ride company supplied vehicles or to use their own vehicles on company business until they have produced an appropriate and valid driving licence, MOT Certificate (where one is required), Road Fund Licence and Insurance Certificate covering business use.

1.8 Employees shall be required to comply with any safe systems of work, instructions or procedures initiated and shall be required to comply with our Safe Driving Practices as set out in sections 4 and 5 of this policy.

1.9 Employees should not drive any company owned vehicle that they consider unsafe, but inform their line manager immediately of their concerns such as:

- i. Damaged or faulty vehicle
- ii. No vehicle excise licence
- iii. No MOT

1.10 Employees are legally responsible for ensuring that any vehicle they intend to drive is in a safe and roadworthy condition, including any load to be carried. They must familiarise themselves with the operation of the vehicle they intend to drive.

1.11 Employees will not offer lifts to hitch hikers.

1.12 Employees must know what the correct procedure is to follow at the scene of an accident whilst driving their own vehicle or a company owned vehicle.

1.13 SAFE DRIVING PRACTICES

1.13.1 The following Safe Driving Practices have been developed:

- i. Use of Mobile Phones while Driving

- ii. Speeding while Driving
- iii. Drinking and Driving
- iv. Drugs and Driving
- v. Seatbelts
- vi. General Vehicle-Related Safety
- vii. Parking while on company Business
- viii. Breaks and Over Night Stays

1.13.2 These will be updated and/or added to as appropriate, as a result of changes in legislation and/or any relevant best practice guidance that becomes available.

1.13.3 Brief resumes of the Safe Driving Practices are set out in Section 5.

1.13.4 The Safe Driving Practice instructions laid out in Section 5 should be studied and complied with in full by all employees driving vehicles, whether company supplied or privately owned, in the course of their employment with us.

1.13.5 Employees should make reference to the following documents:

- i. The Highway Code - The Stationery Office
- ii. Safer driving at work – UNISON
- iii. Managing Occupational Road Risk (MORR) - ROSPA

1.14 SAFE DRIVING INSTRUCTIONS

1.14.1 Use of mobile telephones whilst driving

A. Every day thousands of drivers take their hands off the steering wheel and their eyes off the road to use mobile phones. It considered that phone calls are distracting, particularly when they involve business.

B. It has been established by safety organisations that when drivers use hand-held mobile phones, they do not have full control of their vehicle and their hazard perception is reduced. Even professional drivers with specialist driver training have been shown to be distracted enough to miss potential hazards in a test track situation. There is evidence of a quadrupling of the risk of a collision occurring during a phone call.

C. When using a hands-free phone while driving, the driver is still distracted to some degree. Distraction caused by the mental effort of carrying on a telephone conversation occurs, even with advanced devices and this impacts on safety. There is an association between mobile phone use and increased collision risk and evidence that phone conversations are more stressful than equivalent conversations with passengers.

D. It is recognised that phones are a part of modern life and work. The road safety benefits include alerting emergency services to the scene of an accident and requesting roadside breakdown assistance. Outgoing calls should not be made by the driver whilst the vehicle is on the move.

E. This policy is designed to cover the use by employees of mobile phones, whether hand-held or hands free, in-car or hand-held radios and even hand-held Dictaphones while in their vehicles. On-Site Group Global recognises that for operational efficiency and convenience there are real benefits for the company if employees have mobile communication equipment in their vehicles. However, there are road safety implications of using such equipment.

F. This Policy will therefore apply to all our employees who have reason to use mobile telecommunication equipment whilst on company business. The term “mobile phone” is meant to cover the use of all mobile communication equipment as covered by this Policy which includes:

- i. hand held mobile telephones
- ii. hands free mobile telephones
- iii. hand held in-car radios
- iv. hand held Dictaphones or tape recorders
- v. in-car “communicators” with fax, E-mail and Internet facilities
- vi. combined car radio and mobile phone

“Traffic Master” type traffic information systems or on-board route planners

Policy

G. No employee should use a mobile telephone or any similar piece of telecommunications equipment (whether hand-held or hands free) while driving.

H. Staff responsible for the use of mobile phones will:

- i. switch off the phone when driving
- ii. use voice mail or divert calls so that messages can be left while the phone is switched off
- iii. never make or receive calls while driving
- iv. check for messages and deal with any calls, once parked safely with the engine switched off
- v. ensure that the equipment is switched off when visiting a petrol station

I. It will be our policy to:-

- i. ensure that all employees who have cause to use mobile phones have access to and are fully aware of the Policy Statement, Safe Driving Practices, statutory requirements and underlying principles.
- ii. ensure the provision of the appropriate equipment to all staff who rely on mobile communications equipment
- iii. ensure the provision of related training to employees in the correct use of mobile phones to support the mobile phone policy.
- iv. provide a monitoring and reviewing programme in order to ensure that managers help to develop the safe use of mobile phones by employees.

J. The above implementation policy covers the use of mobile phones by employees whilst on our business and used with whatever form of transport is being used at the time.

Responsibilities

K. Employees communicating with other mobile phone users should:

- i. be aware that the person they are attempting to contact may be driving a vehicle
- ii. not conduct business over the phone unless it has been established that the person being called is parked safely with the engine switched off.

1.14.2 Speeding while driving

A. The road safety implications of speed while driving must be addressed and this policy will therefore apply to all employees who have reason to use vehicles while on our business.

B. On-Site Group Global supports the DfT (Department for Transport) 'Kill Your Speed' and 'Slow Down' campaigns. Hence it is important we are seen to comply ourselves.

C. Driving too fast causes around 1,100 deaths and 100,000 injuries a year nationally.

D. Over 70% of people regularly break the speed limit.

E. Even breaking the limit by just a few miles an hour greatly increases the risk of having a collision:

- i. around ten people die every day on Britain's roads - by far the single biggest cause is driving too fast for the conditions.
- ii. about half of all accidental deaths of children are due to road collisions.
- iii. hit by a vehicle at 40mph, 9 out of 10 pedestrians are killed.
- iv. at 20mph, 9 out of 10 pedestrians survive.

- v. about two thirds of all collisions in which people are killed or injured happen on roads where the speed limit is 30mph or less.
- vi. it has been estimated that each 1mph reduction in average speed will cut collision frequency by 5%.
- vii. an average family car travelling at 35mph will need an extra 21 feet (6 metres) to stop, than one travelling at 30mph.

F. Collisions happen despite the conditions and irrespective of the time of day. In the UK during the last two years to date:

- i. most road accidents occurred on dry roads
- ii. most occurred in daylight
- iii. many collisions occurred between the hours of 3pm and 6pm.

G. You **must not** exceed the maximum speed limit for the road and for your vehicle. Street lights usually mean that there is a 30mph speed limit unless there are signs showing another limit. You must assume that the 30mph limit applies to all traffic on all roads with street lighting, unless signs show otherwise. If you do not know the speed limit, slow down!

H. The speed limit is the legal maximum and does not mean it is safe to drive at that speed - irrespective of conditions. Driving at speeds too fast for the road and traffic conditions is dangerous. You should always reduce your speed when:

- i. the road layout or condition presents hazards, such as bends, roadworks, schools;
- ii. sharing the road with pedestrians and cyclists, particularly children, and motorcyclists;
- iii. weather conditions restrict visibility, reduce road grip etc;
- iv. driving at night, or where there is a great contrast between sun & shade – as in on a country road in bright sun where tree overhang causes heavy shade.

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I. When driving on our business, employees should at all times comply with the speed limit in force on the public highway. Regardless of the maximum legal speed, drivers should always drive at a speed that is appropriate for the conditions at the time and that will allow them to stop safely well within the distance they can see to be clear.

J. Meetings will not be scheduled that can only be completed by exceeding safe speeds.

K. Drivers and supervisors will not undertake or sanction planned duties that will require or pressurise a driver to exceed legal limits for the vehicle or route.

1.14.3 Drinking and driving

i. Staff should not drive while they have alcohol in their bodies.

ii. If you drink and drive your judgement and abilities will be seriously affected. Drivers should be aware that alcohol could remain in the body for up to twenty-four hours. There is no fail safe guide as to how much you can drive and stay under the limit. The amount and type of alcoholic drink and your weight, sex, age and metabolism will all play their part. Any amount of alcohol could affect your judgement. Advice is that the only safe course to take is - not to drink and drive.

1.14.4 Drugs and Driving - including prescribed and over-the counter medicines.

i. Staff should not take illegal drugs, and must not drive while they may be affected by having done so.

ii. Illegal and unauthorised drugs create all sorts of health and safety dangers to staff and the public at large. No employer can countenance work practice that condones the taking of illegal drugs, and can certainly not allow staff to undertake road travel while so affected. By its nature, the management of the effects of illegal drug is all but impossible. We have a zero-tolerance approach to illegal drugs in the workplace, or affecting safe working practice.

iii. Staff should not operate road vehicles of any sort whilst affected by legally taken drugs such as prescribed or over the counter medicines.

iv. Many legal medications can cause side effects in an individual that can affect the ability to operate a vehicle, or even make judgements about whether it is safe to cross a road. Advice should always be sought from a doctor or pharmacist, especially if the patient is taking other drugs or medications. The effects of medicines can be altered by alcohol, so mixing drugs and alcohol should also be avoided.

1.14.5 Seat Belts

i. You must wear a seatbelt if one is available, unless you are exempt.

ii. Even if you are legally exempt, drivers should consider the wisdom of wearing a restraint when driving on our business and supervisors should consider the implications if a driver genuinely cannot wear a restraint. Every occupant of the car, front and rear, must use their seat belt for all journeys. This applies also to pregnant women unless they are medically exempt. (To be exempt on medical grounds, you must consult your doctor, and acquire and present a 'Certificate of Exemption from compulsory seatbelt wearing').

iii. The law affects the front seats of all vehicles, including vans, coaches, buses and goods vehicles where seat belts are fitted and the rear seats of cars and small minibuses (with an unladen weight of 2,540kgs or less) where seat belts are fitted. Whilst the law does not presently require seat belts to be worn in the rear seats of larger minibuses or coaches, they should be used if fitted. The law does not prevent you from carrying more passengers than there are restraints. If you have to choose who rides without a belt or restraint, remember that heavier

passengers can cause greater injury to others in a collision than lighter passengers. Do not carry more passengers than the vehicle is designed for

1.15 GENERAL VEHICLE-RELATED SAFETY

- i. no driver should eat, drink, change music tapes or CD's, or tune radio stations while driving.
- ii. It is dangerous to take your hand off the steering wheel and your eyes off the road for any reason not connected with driving.
- iii. drivers must not drive while taking medicines or drugs that prohibit or affect driving.
- iv. drivers should sit as far as is reasonably possible from the steering wheel in order to reduce the possibility of serious head-on chest injuries in an accident and to enable any air bag to deploy effectively. Similarly, front seat passengers should not sit close to the dashboard. Never use a rear-facing child restraint in the front of a car fitted with a frontal airbag.
- v. vehicle occupants should ensure that the top of the head restraint is level with the top of your head and the head restraint is as close as possible to the back of your head.
- vi. all loads carried, i.e. passengers, animate and inanimate objects must be secure at all times.
- vii. no vehicle should be used overloaded, either in terms of size of load or weight.

1.16 PARKING WHILE ON COMPANY BUSINESS

- i. all staff, who need to leave their vehicles on the public highway whilst on duty, should not park in a location where it would endanger, inconvenience or obstruct pedestrians or other road users. Examples: near a school entrance, at a junction, on a bend, or obstructing a private driveway.
- ii. parking charges in car parks or on-street pay & display bays will be refunded in the normal way if incurred while on our business. Employees should always purchase a suitable ticket, or display a relevant permit as required by the signing appropriate to the parking space.
- ii. staff will comply with any parking restriction applied to that site by the owner/operator when parking on our premises, or when visiting any other premises.

1.17 BREAKS AND OVERNIGHT STAYS

i. All employees who are required to drive for work purposes (excluding normal commuting) will need to ensure they follow the following breaks to drive ratio;

- 2 Hours- 15 minutes for rest and refreshments.
- 4.5 hours- 45 minutes for rest and refreshments.

Unless the time is the end of the drive and their working day.

ii. The following length of working day/drive/distance driven (excluding normal commuting) has been set as a qualifying limit for the member of staff to be provided with overnight accommodation;

- Where the working day including driving, meetings and breaks exceeds 9 hours.
- Where the distance travelled exceeds 250 miles in one day.

1.18 FITNESS TO DRIVE

i. No employee shall drive when unfit through illness or any other reason.

ii. No driver shall be tasked with, or permitted to schedule, work that cannot be done within a safe working day, taking all circumstances into consideration.



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