

Company Policy Statement for Occupational Road Safety.

The Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 require us to assess any risks to employees and others, including the public from work activities. Significant risks should be reduced as far as reasonably practicable.

This legal requirement applies to occupational road use.

It is our policy to ensure the health and safety of our employees while they are in vehicles on company business.

We will ensure that:

- significant risks are identified and measures are introduced to eliminate or reduce them as far as reasonably practical.
- company vehicles will be safe to drive and properly maintained.
- company drivers are competent for the tasks required.
- the duration and timing of drivers' schedules does not lead to undue fatigue.

Employees are not entitled to drive on company business until they have completed the necessary documentation and are given permission from their line manager.

Banned behaviour or activity.

Alcohol or drug misuse.

Driving a vehicle on company business while under the influence of alcohol or non-prescribed drugs is forbidden. Should this happen, we will initiate disciplinary action against the individual/s concerned, and may report the employee to the police, depending upon the circumstances.

Staff should not drive whilst taking a course of medicine that might impair their judgement.

Mobile phones or similar equipment

The use of mobile phones and similar equipment (whether listening, speaking or 'texting') while driving is an offence and is also forbidden by the company. Our prohibition on use of such devices while driving includes 'hands free' models.

Mobile phones should only be used when the driver has safely stopped, the engine is switched off and the situation allows for safe use of the communication device.

Requirements on employees.

To ensure proper standards of competence, we require all employees to make a valid and appropriate driving licence available for inspection.

A copy of the licence and a completed drivers declaration form will be maintained with each employee's personal details.

All of our employees are expected to be aware of, and comply with, general road safety law, and to take reasonable care of themselves, passengers and the public while driving.

Although the company is fully responsible for the safety of its own vehicles, employees should advise their line manager if they have any concerns about the safety of a company vehicle.

We will monitor the effectiveness of this policy and investigate any significant road incidents, as part of a continual improvement in safety performance. Constructive suggestions from employees will be welcome in any policy review.

Reference Documentation.

Driver Handbook Doc N° PR DH 01

P I T K I N A N D R U D D O C K L T D