

**Davis-Wright  
Haulage Ltd**

# Safe Systems of Work

Version V.1



**DAVIS-WRIGHT**  
— HAULAGE LTD —  
DOING IT THE WRIGHT WAY

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# Safe Systems of work

**SSOW02**

**The task being undertaken:  
Reversing Vehicles**

## Significant Hazards

- Vulnerable Road Users
- Live traffic
- Overhead cables/obstructions
- Other Parked Vehicles
- Blind Spots

## PPE Requirements

Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles

Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

**This task is being supervised by:**

Mark Horsman

**The person to contact in an emergency is:**

Mark Horsman H&S Representative

**Telephone number:**

07772549925

## The stage by stage method of work:

### Assess the requirement to reverse the vehicle

- It's the responsibility of all LGV/HGV Drivers to follow the information provided in order that the safe working practices involved in reversing LGV/HGV vehicles are adhered to at all times. Should any driver not fully understand any instructions given - it is essential that they ask for guidance.
- Assess the situation and decide if the manoeuvre can be completed without the need to reverse.

### At locations where the reversing of LGV vehicles cannot be avoided:

- **Drivers** are to check the location is both suitable and safe to be reversed into (including sufficient lighting to clearly see where they are going).
- **Drivers** must ensure that all audible or visual warning devices fitted to their vehicle are activated prior to carrying out any reversing manoeuvres.
- **Drivers** must NOT reverse without a banksman (if available on site) or have been instructed by the client to use one
- If at any time the driver cannot see behind the vehicle whilst reversing, he/she must:
  - Apply the brakes.
  - Stop the engine.
  - Leave the cab.
  - Check behind. Before continuing to reverse.
  - When reversing all drivers are to use proximity mirror(s) to ensure safety as well as accuracy.
  - Request for a Banksman to assist the manoeuvre, to watch for obstructions and pedestrians, if one is available.
  - Any manoeuvre in a LGV/HGV vehicle should be carried out at a maximum speed of **5 mph (This speed is a guide not a target speed)**.

If any driver is uncomfortable in carrying out a particular reversing manoeuvre then **STOP** and ask for assistance

from a suitably qualified person.

**REMEMBER - KEEP REVERSING TO A MINIMUM**

# Safe Systems of work

**SSOW04**

**The task being undertaken:**  
**Working at Height**

## Significant Hazards

- Slips trips and Falls
- Rough and uneven ground
- Fatigue
- Unpredictable behaviour of persons
- Adverse weather conditions
- Obstructions

## PPE Requirements

Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles

Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

**This task is being supervised by:**

Mark Horsman

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## The stage by stage method of work:

- Employees must only use equipment that is in a serviceable condition and most suited for the job to be undertaken.
- Equipment should be placed as close as possible to the job to avoid over leaning as much as possible.
- Employees are fully aware of the risks involved in the job to be undertaken and comply with appropriate requirements to minimise risk to injury to themselves or persons in the immediate vicinity.
- If ladders are being used, visual checks must be carried out to check for damage prior to commencing use
- Employees should avoid working below any other employee working at height.
- Reduce the need for people to be on the load area.
- Correct ordering of the load, so that the position of orders on the load bed matches the order of delivery, reducing the need for the driver to climb on to see the load.
- Analyse tasks to reduce slips and trips risk. Pushing or pulling loads or manual handling make risks higher.
- Aim to reduce the amount of times the driver needs to get in and out of the cab and on and off the back of the vehicle.
- Task rescheduling can reduce risks if it leads to less rushing by drivers and less tiredness.
- Provide training in avoiding slips and trips. Include aspects such as safe access/ egress using three points of contact, or not jumping down from the vehicle, which can lead to long-term damage to joints as well as strains and sprains.
- Provide drivers with systems to document and report defects with safety equipment.
- Drivers should wear footwear with a suitable ankle support. Lace up boots is best.
- Communicate with delivery and collection sites to ensure that arrangements are in place to enable safe loading/ unloading to take place to minimise risk of falls from vehicles.
- Provide washing facilities to remove contaminants, such as Diesel and mud, which can increase the likelihood of slip incidents on the vehicle cab or trailer.
- Carry out periodic checks on the vehicles to ensure vehicles are kept in a good clean condition.

# Safe Systems of work

**SSOW05**

**The task being undertaken:**  
Daily Walk around checks

**Significant Hazards**

- Defects that render the vehicle un-roadworthy
- In operable lights
- Defective steering and brakes
- Emissions from exhaust

**PPE Requirements**

Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles

Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

<b>This task is being supervised by:</b>	Mark Horsman
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**The stage by stage method of work:**

**Daily check process:**

Drivers will use a Company defined 'Vehicle Weekly Check Sheet' system that requires drivers to fill out a nil return if no defects are found.

If a defect is found prior to departure from the yard then if minor is rectified there and then, if more serious than the vehicle is not sent out and an alternative vehicle sought to cover the work allocated. All defects must be phoned through to the transport manager prior to departure from the yard or starting duty from an overnight location.

A weekly check, using a monitor sheet, is undertaken by the traffic office to ensure that all drivers have undertaken their daily checks. Defects noted on the drivers daily check sheet are registered on the Defect Tracking and Monitoring system.

Check the following whilst Standing on the ground next to the vehicle:

CHECK	What to look for/report as defect if not in a serviceable condition:
BRAKE LINES	<p>Check that couplings are:</p> <ul style="list-style-type: none"> <li>• Free from debris and located properly.</li> <li>• Free from leaks from the lines themselves:</li> <li>• Free from bulging, kinking, corrosion, and stretching, chafing or general damage/wear to any brake lines.</li> </ul> <p>If the engine is left running until pressure has built up after the initial brake test, it will be easier to hear leaks as the rest of the walk around test is carried out.</p>
ELECTRICAL CONNECTIONS	<p>Check that all visible wiring:</p> <ul style="list-style-type: none"> <li>• Is insulated</li> <li>• Is not in a position where it is likely to get chafed</li> <li>• And all electrical switches operate their components correctly.</li> </ul>
SECURITY OF LOAD	<p>Check that any load is secured adequately (see Safe Loading of Vehicles). Ensure that any container has an effective secondary locking device fitted.</p>

MARKERS	<p>Check that marker boards are:</p> <ul style="list-style-type: none"> <li>• Present if the type of vehicle requires them;</li> <li>• Not obscured by dirt or other objects;</li> <li>• Securely fastened</li> <li>• Of the correct type</li> <li>• Clearly visible</li> </ul>
REFLECTORS	<p>Check that the reflectors are not:</p> <ul style="list-style-type: none"> <li>• Obscured, missing, broken, or of the wrong colour.</li> </ul>
TYRES AND WHEEL FIXING	<p>Check as much of each tyre/wheel as you can see, there must be:</p> <ul style="list-style-type: none"> <li>• Minimum tread depth of 1mm</li> <li>• Sufficient inflation on each tyre</li> <li>• No deep cuts in the sidewall</li> <li>• No cord visible anywhere on tyre</li> <li>• No missing or insecure wheel-nuts</li> </ul>
SPRAY SUPPRESSION	<p>Check that spray suppression flaps are:</p> <ul style="list-style-type: none"> <li>• Fitted (where required)</li> <li>• Stiff and secure</li> <li>• Undamaged</li> <li>• Not clogged with mud or debris</li> </ul>
SECURITY OF BODY/WINGS	<p>Check that:</p> <ul style="list-style-type: none"> <li>• All fastening devices are present, complete, secure and in working order</li> <li>• Cab doors and trailer doors are secure when closed</li> <li>• No body panels on tractor unit or trailer are loose and in danger of falling off</li> <li>• No landing legs, where fitted, are likely to fall from the vehicle</li> </ul>
BATTERY SECURITY/CONDITION	<p>Check that:</p> <ul style="list-style-type: none"> <li>• The battery is held securely in place by correct means, by a clamp and not by its cables.</li> <li>• The battery is not leaking, if there are leaks the battery must be replaced.</li> </ul>
COUPLING SECURITY	<p>Check that:</p> <ul style="list-style-type: none"> <li>• The trailer (if applicable) is located correctly in the fifth wheel, (see Safe Coupling and Uncoupling)</li> <li>• The security bar is in the correct position for its use</li> </ul>
FUEL/OIL LEAKS	<p>With engine on, check:</p> <ul style="list-style-type: none"> <li>• Underneath vehicle for any leaks of fuel or oil</li> <li>• That fuel filler cap is properly located</li> </ul> <p><b>If leaks are detected that are not fuel or oil, trace the cause (e.g. power steering fluid, water, etc.).</b></p>
LIGHTS AND INDICATORS	<p>Check that:</p> <ul style="list-style-type: none"> <li>• All lights and indicators work correctly</li> <li>• All lenses are present, clean and are the correct colour</li> <li>• Stop lamps come on when the service brake is applied and go out when released</li> <li>• Marker lights are present and work (where applicable)</li> <li>• All dashboard warning lamps work correctly (e.g. the ABS warning lamp, full headlamp warning lamp, parking brake warning lamp, etc.)</li> </ul>
<b>Check from the Driver's seat:</b>	
<b>CHECK</b>	<b>What to look for/report as defect if not in a serviceable condition:</b>
MIRRORS AND GLASS	<p>Check that all mirrors, that should be there:</p> <ul style="list-style-type: none"> <li>• are aligned properly and are secure</li> </ul> <p>Check that your view of the road (especially in the driver's side swept area) isn't obscured by:</p> <ul style="list-style-type: none"> <li>• Damaged/discoloured glass</li> <li>• Obstructions (stickers, etc.)</li> </ul>

	<p>Check that the side windows are:</p> <ul style="list-style-type: none"> <li>• Not damaged</li> <li>• Discoloured in a way that obscures the view to a mirror</li> </ul>
HORN	Check that horn controls easily accessible from driver's seat; and horn unit works when controls operated.
STEERING	<p>Check steering for excessive play:</p> <ul style="list-style-type: none"> <li>• When checking for leaks underneath vehicle, check the major steering components to ensure that they are present and undamaged.</li> </ul>
BRAKES	<p>Check that:</p> <ul style="list-style-type: none"> <li>• The service brake operates both the tractor and trailer (where applicable) brakes</li> <li>• The parking brake for the tractor unit is operational</li> </ul> <p>These checks can be done by listening for the air releasing from the tractor and the trailer or by asking a colleague to watch the trailer brakes operating as you press the pedal. Check also that:</p> <ul style="list-style-type: none"> <li>• The service brake pedal doesn't have excessive side play or missing, is loose or incomplete anti-slip provision</li> <li>• The trailer parking brake works by operating it as you do the walk around check</li> </ul>
EXCESSIVE ENGINE EXHAUST SMOKE	<p>Check that:</p> <ul style="list-style-type: none"> <li>• The exhaust isn't emitting excessive amounts of smoke</li> </ul>
WINDSCREEN WIPERS AND WASHER	<p>Check that:</p> <ul style="list-style-type: none"> <li>• Wipers move continually when switched on</li> <li>• Wiper blades are not so deteriorated that they don't clear the screen effectively when used with washers</li> <li>• Washers point at screen and are operational</li> </ul>

These tables are for guidance only and if you are not sure of anything then report it to the Transport Office immediately.



# Safe Systems of work

**SSOW06**

**The task being undertaken:  
Vulnerable Road Users**

## Significant Hazards

- Vulnerable Road Users

## PPE Requirements

Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles

Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

<b>This task is being supervised by:</b>	Mark Horsman
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<b>Telephone number:</b>	07772549925

## Method Statement:

Below is a list of different Road User Types, their characteristics and actions you can take to ensure your own and their safety:

Road User Type	Characteristics	Action Requires
Motorcyclists	<ul style="list-style-type: none"> <li>• Can be difficult to see, especially at junctions</li> <li>• Are often moving quicker than you might think</li> <li>• Can be affected by side wind, when being overtaken</li> <li>• Are often injured when cars pull out of junctions</li> </ul>	<ul style="list-style-type: none"> <li>• Think motorbike</li> <li>• Expect to see motorcyclists and give them time and room</li> <li>• Always check your mirrors for motorcyclists.</li> <li>• Be especially careful that your nearside is clear when turning left, and at roundabouts</li> <li>• Take extra care when pulling out of junctions - always recheck for motorcyclists</li> <li>• Give motorcyclists plenty of room when overtaking them</li> <li>• Spilt fuel is hazardous for motorcyclists. Make sure your fuel cap is secure</li> </ul>
Horse Riders	<ul style="list-style-type: none"> <li>• Prefer not to use the roads, but still need to reach bridleways and other off-road facilities</li> <li>• Sometimes ride in double file to protect novice riders or nervous horses</li> <li>• Are often able to see and</li> </ul>	<ul style="list-style-type: none"> <li>• Drive slowly past horses. Give them plenty of room and be prepared to stop</li> <li>• Keep engine noise as low as possible and avoid sounding the horn</li> <li>• Look out for horse riders' signals, and be aware that</li> </ul>

	<p>hear further ahead than a motorist, and may signal to you</p> <ul style="list-style-type: none"> <li>• Are dealing with powerful animals which are easily frightened and can panic in traffic</li> <li>• May be children More than a half of all road accidents involving horses happen on minor roads</li> </ul>	<p>they may not move to the centre of the road before turning right</p>
Pedestrians	<ul style="list-style-type: none"> <li>• More than 60 child pedestrians are killed or seriously injured every week.</li> <li>• Children often misjudge the speed and intentions of drivers.</li> <li>• They are easily distracted, and may dash into the road without looking</li> <li>• Nearly half of all pedestrians killed are aged over 60.</li> <li>• Older people may have difficulties in seeing or hearing approaching traffic, and may have decreased mobility</li> </ul>	<ul style="list-style-type: none"> <li>• Remember you're a pedestrian sometimes too</li> <li>• Give them time and room to cross, especially the elderly or disabled. Your speed can literally make the difference between life or death</li> <li>• Remember, they may be hard to see, especially children</li> <li>• Be ready for the unexpected</li> <li>• Don't park on pavements</li> <li>• Stop at zebra crossings if someone is waiting to cross</li> <li>• You must stop for School Crossing Patrols</li> <li>• Never wave a pedestrian across the road there may be other traffic overtaking from behind you</li> </ul>
Cyclist	<ul style="list-style-type: none"> <li>• Can be difficult to see, especially at junctions</li> <li>• Have a tendency to wobble, and are easily affected by side wind, when being overtaken</li> <li>• Are particularly vulnerable at roundabouts</li> <li>• Cannot move off very quickly</li> <li>• Ride away from the kerb to avoid drains and debris and to be more easily seen</li> </ul>	<ul style="list-style-type: none"> <li>• Think bike</li> <li>• Expect to see cyclists and give them time and room</li> <li>• Always check your mirrors for cyclists. Be especially careful that your nearside is clear when turning left, and at roundabouts</li> <li>• Give cyclists plenty of room when overtaking them</li> <li>• Respect cycle lanes and Advance Stop Lines</li> <li>• Slow down</li> <li>• Never overtake a cyclist and then turn left shortly afterwards</li> </ul>

**Driving staff must ensure that they:**

- Check mirror adjustment as part of the daily walk around check Vehicles have many mirrors, these must be correctly adjusted before.
- Driving duties are undertaken to minimise any 'blind spots'. Remember to re-adjust if they become displaced during your shift.
- Respect other road users Remember that cyclists and motorcyclists are road users too and have the same rights as other vehicles. Remain professional at all times and always give way to those at greater risk to injury.
- Concentrate and focus on driving Do not get distracted using hand-held phones, satellite navigation devices or any other in-cab equipment.
- Give plenty of space when overtaking or hold back until there's room Many roads have too little space for motorcyclists/cyclists and larger vehicle's at the same time, the Highway Code advises that you should give at least as much room as when overtaking a car. If you cannot give at least a metre's clearance then hold back. Drivers should bear in mind that cyclists are trained not to ride too close to the kerb and may ride to avoid drains and pot holes.
- Plan journeys to avoid cycle commuter routes at peak times Cycle highways are intended to show cyclists, both regular and occasional, how best to get from the suburbs into central city areas and back
- Look over the dash; there have been fatalities that have arose at the front of vehicles because cyclists and pedestrians wrongly assumed that the driver had seen them. Drivers should always take a moment to look to the front of the vehicle, even if a class VI mirror is fitted.
- Always indicate Always use your indicators even if you don't think there's anyone there and always signal clearly and in good time, most vulnerable road users are able to see your indicators and will make anticipations of your next move based on your signaling.
- Stay cool don't get into a situation of 'blame', remember you are the professional road user and representative of this company and therefore must act accordingly at all times.
- Read, know, understand and apply the Highway Code this is your ultimate code of conduct when driving on the road, rules 205-218 cover road users requiring extra care.

# Safe Systems of work

**SSOW07**

**The task being undertaken:  
In Cab Technology**

## Significant Hazards

- Obstruction of drivers vision and view to front
- Injuries caused to the driver and/or passengers if the vehicle is involved in a collision
- Distraction of the driver whilst driving
- Devices providing incorrect information
- Over reliance on the device to conduct their duties
- Contribution to a driver committing a road traffic offence
- Contribution to drivers causing a nuisance by taking a wrong or illegal turn, becoming stuck or being involved in a traffic collision

## PPE Requirements

Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles

Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

**This task is being supervised by:**

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**The person to contact in an emergency is:**

Mark Horsman H&S Representative

**Telephone number:**

07772549925

## Method Statement:

### 4 Types of Distraction:

**Visual distraction** occurs when a driver sees objects or events and this impairs the driver's observations of the road environment. Concern about visual distraction is not new, when windscreen wipers were first introduced, there was concern over their potentially hypnotic effect.

- The way that a driver observes the area around the vehicle depends on how complex it is, and in complex environments, drivers can find it more difficult to identify the main hazards.
- In undemanding situations, driver's attention tends to wander towards objects or scenery that are not part of the driving task. Estimates of how much time drivers spend doing this varies from between 20% and 50%.

**Cognitive distraction** occurs when a driver is thinking about something not related to driving the vehicle.

- Studies of driver's eye fixations while performing a demanding cognitive task show that their visual field narrows both vertically and horizontally, meaning that rather than scanning the road environment for hazards and spends much more time staring ahead than usual; in other words, tunnel vision.
- This means that drivers who are cognitively impaired will spend less time checking mirrors or looking around for hazards.

**Biomechanical distraction** occurs when a driver is doing something physical that is not related to driving.

- For example, reaching for something and be out of the driving position, or holding an item.

**Auditory distraction** is caused when sounds prevent drivers from making the best use of their hearing,

Their attention has been drawn to whatever caused the sound.

You can get an automatic fixed penalty notice if you're caught using a hand-held phone while driving or riding.

You'll get 3 penalty points on your licence and a fine of £100.

Your case could also go to court and you could be **disqualified from driving or riding** and get a maximum fine of £1,000. Drivers of buses or goods vehicles could get a maximum fine of **£2,500**. Therefore:

- **Drivers are not to alter or modify company vehicles in any way without seeking prior approval from a Director.**

Personal radios, television or satellite navigation devices and similar devices should only be installed by a qualified vehicle electrician and then only when the installation is approved by a director.

Drivers should be aware that such items will not be covered by the Company's insurance policy for damage or theft. Individuals should ensure that they have sufficient additional cover on their household policy, or some other form of insurance.

- **Don't use a hand-held mobile, programme a Sat Nav or MP3 player when driving on the road even if you've stopped at traffic lights or are stuck in a traffic jam or are in a car park.**

'Driving on the road' means being at the wheel of a vehicle with the engine running.

- **Don't make or answer calls when you're driving.**

All phone calls distract drivers' attention from the road.

- **Do not park on the hard shoulder of the motorway to make or receive a call.**

Park legally and safely before using your mobile phone.

- **Don't call other people when they're driving.**

If you call someone and they tell you they are driving, ask them to call you back when they have parked up safely.

- **Don't take for granted the information you receive from a Sat Nav.**

You are still responsible for making decisions about your route.

- **Don't alter or input settings when the vehicle is in motion.**

This is against the law.

- **Don't leave the Sat Nav in view when the vehicle is unoccupied.**

It attracts thieves.

# Safe Systems of work

**SSOW09**

**The task being undertaken:  
Fitness to Drive**

## Significant Hazards

- Injuries caused to the driver and/or passengers if the vehicle is involved in a collision
- Contribution to a driver committing a road traffic offence
- Contribution to drivers causing a nuisance by taking unnecessary risks and driving in an unprofessional

## PPE Requirements

Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles

Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

**This task is being supervised by:**

Mark Horsman

**The person to contact in an emergency is:**

Mark Horsman H&S Representative

**Telephone number:**

07772549925

## Method Statement:

**It is an offence for a person to drive on a road any vehicle otherwise than in accordance with a licence authorising him to drive it. It is also an offence for a person to cause or permit another person to drive it.**

**Failure to do so is a criminal offence punishable by a fine of up to £1,000**

### Fitness to drive comes in three forms:

- Relevant Licence entitlement C1, C or CE, qualifications DQC Card and Digital Tachograph card.
- Not driving under the influence of drugs, illegal or prescribed, or alcohol, and driving whilst tired.
- Being fit to drive, conforming to the vision requirements to drive, reading a Vehicle Registration Number at 20 metres, and declaring any medical conditions that may affect entitlement to drive to the DVLA.

### Driving Licences

- Drivers are responsible for ensuring that their driving licence is current and has the correct address. The company will examine licences at 6 monthly intervals in line with FORS standards and insurance company requirements.
- Any legal proceeding that may result in either an endorsement or loss of licence must be immediately reported to the Transport Manager. Our insurers impose certain limitations upon drivers. Failure to notify any change of licence could mean that individual drivers are not insured.
- Drivers are responsible to maintain the validity of their Digital Tachograph Card.
- (Drivers Hand book 8.3) and Driver Qualification Card.(See below) and have them with them at all times.
- All drivers of company vehicles are required to complete a driving licence mandate at the start of their employment which the Company will use to carry out the 6 monthly Licence checks. However any changes in driver's circumstances such as medical conditions, change of address, endorsements or convictions should be reported to the Company as soon as they happen to enable the company to update records accordingly.

### Drivers CPC

- It is mandatory for drivers' to carry their card whilst driving and there will be penalties if a driver is found to be driving professionally without one. If a card is lost or stolen it must be reported it within 7 days and the driver will be required to apply for a replacement card.
- A driver will be able to drive for up to 15 days without a card while a replacement is sent to him/her.
- The company will schedule and finance a programme of JAUPPT approved training modules in order that drivers are able to maintain their driver's CPC qualification. Drivers are expected to attend the modules when scheduled and they will be on their own time rather than the company time.
- Drivers who fail to attend these scheduled events and subsequently fail to keep up their DCPC qualification will either have to schedule their own training at their cost or no longer drive a company vehicle once their current DQC card expires.

### Digital Tachograph Card

- Driver cards will not be supplied by the company. Any subsequent loss or damage to cards resulting in the need for a replacement will be at the driver's own expense.
- Drivers are required to present their cards for downloading upon request of the Transport Manager which will be at least once per week.
- Drivers who fail to renew their driver cards in time are not permitted to drive a company vehicle without a card and will be suspended from duty without pay until such time that a replacement card is received.

### Digital Tachograph Card that are Lost, Stolen or Defective

- In all of the above situations it is acceptable to use a vehicle for up to 15 days without a Digital Tachograph card inserted into the machine. {Only if your Digital Tachograph Card is still valid.}
  - Drivers must report a missing or non-working driver card to DVLA within 7 days of the event.
  - Operate the mode switch and follow all driving regulations as usual (The Digital Tachograph Unit will record everything you do on its internal memory).
  - Complete a printout at the beginning and the end of every shift and treat them in the same way as you would an Analogue Tachograph Disc.
  - Complete and return form D777B.

### Renewing digital tachograph cards

Drivers need to remember that digital tachograph cards expire five years after issue. If they were one of the early adopters of digital tachograph cards, they should ensure both your driver and company cards are renewed in time.

### Issue of Cards

- The cards are issued by the Driver and Vehicle Licensing Agency (DVLA) using forms D777B for a driver's card and D779B for company cards. These forms can also be used to report lost, stolen or malfunctioning cards. These are available for download on the .gov website or at Driver and Vehicle Standards Agency (DVSA) test stations.
- Return the completed form and the fee and any additional paperwork (if applicable) to, DVLA, Swansea, SA99 1ST.
- Reminders are sent out approximately 12 weeks before a card expires. The renewal forms (D786B for driver cards and D787B for company cards) are sent by DVLA with the reminder notices and are also obtainable from DVLA on 0300 790 6109 or test stations. However, a driver's card renewal can also be made using form D777B.
- The form and the renewal fee must reach DVLA at least 15 days before the expiry date of the current card. Drivers must not send their old card back to DVLA with the forms as they will need to keep using this card up to the expiry date and then carry it with them for 28 days.
- Most cards will stop recording after midnight on the expiry date; if the shift spans this time the card will record data to the end of the shift.
- **If the driver does not receive their new card before the old one expires they cannot drive a vehicle that is subject to EU drivers' hours regulations.**
- When drivers receive their new card(s) you will also be sent a confirmation of receipt letter which must be filled in and returned to DVLA. The tachograph driver card will be sent to the driver's home address. Replacement driver cards should be issued within five working days of receiving a valid application.
- First applicants and renewals should be received within 15 working days from the day of DVLA receiving the application. If your card(s) fails to arrive contact DVLA by phone on 0300 790 6109 or write to Digital Tachograph Team, DVLA, Swansea, SA6 7JL. Alternatively, you can fax on 0300 123 0784 (or +44 1792

786369 from abroad).

- Lost, stolen or malfunctioning cards must be reported to DVLA immediately on 0300 790 6109 the driver must have applied for a replacement card within seven working days.

### **Drinking/Drugs and Driving**

- The company policy is that drivers must not consume alcohol whilst on duty. Any breach of this rule will render the driver liable to instant dismissal. Drivers should always remember that it is still possible to be 'over the limit' from alcohol consumed the previous night.
- Drivers are also reminded that it is an offence, under Road Traffic Act legislation, for vehicles to be driven whilst under the influence of certain types of drugs. If you are being prescribed drugs for any medical condition, it is important to make the situation clear to any doctor who is treating you, that you are a professional driver.
- The Company will make every effort to find alternative employment for drivers who are temporarily rendered unfit to drive, as a result of prescribed medication, but who are still able to undertake other duties.
- Failure to disclose the use of either legal or illegal drugs is a disciplinary issue. If this is discovered by any enforcement agency such as the police this will also result in loss of driving licence and a severe fine.

### **Eyesight**

Drivers are made aware of the importance of ensuring their eyesight is satisfactory and meets the requirements for driving.

#### **Requirement**

#### **Standards of vision for driving: Cars**

- Drivers must be able to read (with glasses or contact lenses, if necessary) a car number plate made after 1 September 2001 from 20 metres.
- Drivers must also meet the minimum eyesight standard for driving by having a visual acuity of at least decimal 0.5 (6/12) measured on the Snellen scale (with glasses or contact lenses, if necessary) using both eyes together or, if they have sight in one eye only, in that eye.
- Drivers must also have an adequate field of vision; drivers who think they have an issue with their field of vision can seek advice from an optician who can do a test.

#### **Lorry Drivers**

- Drivers must have a visual acuity at least 0.8 (6/7.5) measured on the Snellen scale in their best eye and at least 0.1 (6/60) on the Snellen scale in the other eye.
- Drivers can reach this standard using glasses with a corrective power not more than (+) 8 dioptres, or with contact lenses. There's no specific limit for the corrective power of contact lenses.
- Drivers must have a horizontal visual field of at least 160 degrees, the extension should be at least 70 degrees left and right and 30 degrees up and down. No defects should be present within a radius of the central 30 degrees.
- Drivers must tell DVLA if you've got any problem with your eyesight that affects either eye.
- Drivers may still be able to renew their lorry licence if you can't meet these standards but only if you held your licence before 1 January 1997.

Where glasses or contact lenses have been prescribed it is mandatory for the driver to ensure these are worn at all times. Failure to do so is treated a disciplinary issue and shall result in written warnings and possible dismissal for persistent offenders.

Drivers shall be required to demonstrate to the Transport Manager that they can read a vehicle registration plate from a distance required by OFT Regulations of 20 metres for a new style number plate on a six monthly basis, starting from the beginning of their employment. Evidence of the check shall be recorded. Eyesight checks will be completed every 6 months and if a driver fails an in house eyesight check he will be required to go to a certified optician for a full eyesight examination and will need to show evidence this has been completed and any changes notified to the DVSA.

Where a driver is required to wear glasses it shall be confirmed that these have been prescribed within the last 3



years. Where this is not the case the driver shall be required to attend an eye test to determine if their current glasses are still suitable.

Drivers not requiring glasses shall be required to demonstrate to the Transport Manager that they can read a vehicle registration plate from the minimum distance required by DFT Regulations. (20 Metres).

The company will use either a Highway Code style distance check at 20 metres or an on screen check using vutest.com.

### **Health Review**

The Company recognises the importance of ensuring staff have no undisclosed health concerns, to verify this the Transport Manager shall conduct a six-monthly review with each member of staff and details shall be recorded on the Health Declaration.

Any changes to health that may affect an employee's entitlement to drive as shown on the Health declaration can be checked as part of the driver licence check. If a driver has not declared the notifiable changes to the DVLA will be suspended from driving duties until such time that the driving licence check confirms that entitlement has been re-instated.

Conditions that need to be notified to the DVLA are:

- Epilepsy
- Fits or blackouts
- Repeated attacks of sudden disabling giddiness (dizziness that prevents you from functioning normally)
- Diabetes controlled by insulin
- An implanted cardiac pacemaker
- An implanted cardiac defibrillator (ICD)
- Persistent alcohol abuse or dependency
- Persistent drug abuse or dependency
- Parkinson's disease
- Narcolepsy or sleep apnoea syndrome
- Stroke, with any symptoms lasting longer than one month, recurrent 'mini strokes' or TIAs (Transient Ischaemic Attacks)
- Any type of brain surgery, severe head injury involving inpatient treatment, or brain tumour
- Any other chronic (long term) neurological condition
- A serious problem with memory or episodes of confusion
- Severe learning disability
- Serious psychiatric illness or mental ill-health
- Total loss of sight in one eye
- Any condition affecting both eyes, or the remaining eye only (not including short or long sight or colour blindness)
- Any condition affecting your visual field (the surrounding area you can see when looking directly ahead)
- Any persistent limb problem for which your driving has to be restricted to certain types of vehicles or those with adapted controls

Also, for vocational licences:

- Angina, other heart conditions or heart operation
- Diabetes controlled by tablets
- Visual problems affecting either eye
- Any form of stroke, including TIAs (Transient Ischaemic Attacks)

Notification to the DVLA:

Drivers must inform DVLA by writing to the: Drivers Medical Group, DVLA, Swansea SA99 1TU (the appropriate medical questionnaires can be downloaded from [www.direct.gov.uk/driverhealth](http://www.direct.gov.uk/driverhealth)).

# Safe Systems of work

**SSOW03**

**The task being undertaken:**  
Drivers Hours and Driver Fatigue

## Significant Hazards

- Drivers committing an Tacho Infringement
- Drivers causing injuries to themselves and others as a result of a traffic collision due to fatigue.

## PPE Requirements

Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles

Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

**This task is being supervised by:**

Mark Horsman

**The person to contact in an emergency is:**





Mark Horsman H&S Representative

**Telephone number:**

07772549925

## Method Statement:

Data from both Analogue and Digital tachographs will be analysed by the company and details of any infringements will be communicated to the driver as will any instructions on improving performance. Drivers that continually fail to improve their performance by reducing the incidents of infringements may be subject to disciplinary action which could result in dismissal. The following table defines mode use:

Mode	Symbol	Usage
Driving Mode		As with the later Analogue Tachographs, Driving Mode automatically selects when the vehicle is moving. The above symbol is displayed in the Digitach screen when the vehicle is moving. This symbol also appears on the display screen and on printouts to symbolise periods of driving.
Period of Availability (POA)		POA does not count towards the Working Time Directive and should be selected during periods of waiting the length of which are known before-hand (See section 8.8.4)
Rest Mode		The bed symbol should be selected to illustrate Rest Breaks and Daily Rest, unlike common practise with Analogue Tachographs, it is acceptable to leave the driver card in overnight (if the driver is on a night out in the cab) and select the bed symbol. It is still acceptable to remove the driver card to mark a daily rest period; once the card is removed a period of rest is assumed.
Other Work		The crossed-hammer symbol represents a period of work by the driver that is not driving, examples of this are: Doing the Daily Vehicle Defect Check/ Walk around Un-loading the vehicle Completing paperwork all periods not covered by Rest, Periods of Availability and Driving Many Digital Tachographs have other work set as the default mode, so, for example, following a period of Driving, the tachograph will automatically return to Other Work, regardless of the mode selected prior to the period of driving.

Driving time is the time spent at the control of the vehicle for the purpose of controlling its movements whether it is in motion or not.

**Permissible Patterns of Work: EU Drivers Hours Regulations**

	<b>BASIC</b>	<b>PERMITTED VARIATION</b>
<b>DAILY DRIVING</b> (between 2 periods of rest)	9 hrs	May be extended up to 10hrs not more than twice during the week
<b>DAILY REST</b>	11 hrs	May be reduced 3 times to a minimum of 9hrs between any 2 weekly rest periods. No compensation. May be taken as 1 period of 3hrs followed by a further period of 9hrs
<b>WEEKLY REST</b>	45 hrs	May be reduced to 24hrs. Any 2 consecutive weeks must contain either 2x45hr rests or 1x45hr rest and 1x reduced rest of at least 24hrs. Compensation required by the end of the 3rd week following.
<b>CONTINUOUS DRIVING</b>	4.5 hrs	No variation permitted
<b>WEEKLY DRIVING</b>	56 hrs	No variation permitted
<b>FORTNIGHTLY DRIVING</b>	90 hrs in any 2 week period	No variation permitted Calculated on a rolling basis, e.g. If week 1=56 hours, week 2=44 hours, week 3 can only be a max of 56 hours and so on.

**Breaks from driving:** Each period of 4.5hrs driving must contain or be immediately followed by a total of 45 minutes break. This may be taken as 2 breaks- the first of at least 15 minutes, and the second of at least 30 minutes, spread over the driving period.

Road Transport (Working Time) Regulation 2005

The Regulations introduced limits on weekly working time (excluding breaks and periods of availability) and a limit on the amount of work that can be done within a 24 hour period, for those who operate on night shifts (see Sections 3 and 4 on limits under the Regulations). They also specify how much continuous work can be done before taking a break and introduce daily and weekly rest limits for the crew and travelling staff.

Under the Regulations, "working time" for mobile workers must not exceed:

- An average 48 hour week (normally calculated over a 4 month reference period).
- 60 hours in any single week.
- 10 hours in any 24 hour period, if working at night.

### **Working time**

The Regulations define working time as the time from the beginning of work, during which the mobile worker is at the workstation (typically this means the driver's cab - but see glossary for fuller definition of this and other terms) at the disposal of the employer and exercising his functions or activities - that is to say:

#### **The time devoted to all road transport activities including:**

- Driving
- Loading/unloading;
- Training that is part of normal work and is part of the commercial operation
- Assisting passengers boarding/disembarking from vehicle
- Cleaning, maintenance of vehicle;
- Work intended to ensure safety of vehicle and its cargo and passengers (e.g. monitoring loading and unloading - including daily defect check and report);
- Administrative formalities or work linked to legal or regulatory obligations directly linked to the specific transport operations under way.

#### **Work carried out for another employer**

If the second employer undertakes road transport activities within scope of the European drivers' hours rules, working for them counts towards the total working time performed by the mobile worker.

If a mobile worker works for two or more employers, then the weekly working time under the Regulations is the combined total of the hours worked (excluding breaks, rest and periods of availability) for all employers who undertake road transport activities. **The mobile worker must tell their employer(s) in writing, of any working time worked for another employer who undertakes road transport activities.**

Time spent on voluntary activities (e.g. driving a vehicle in a carnival/gala days) does not count towards the working time limits.

#### **Time devoted to other activities:**

- Time during which the mobile worker cannot freely dispose of his/her time and is required to be at the workstation (typically this means the driver's cab) ready to take up normal work, with certain tasks associated with being on duty (e.g. working in the warehouse, or in an office or doing other activities for the employer)
- Waiting periods where the foreseeable duration is not known in advance by the mobile worker, either before departure or just before the start of the period in question.

#### **Working Time does not include:**

- Routine travel between home and their normal place of work;
- Rest and breaks when no work is done;
- Periods of availability (see below);
- Optional evening classes or day-release courses;
- Voluntary work or time spent as a retained fire fighter, a special constable, or member of the reserve forces.

## Periods of Availability

Generally speaking a period of availability (POA) is waiting time, the duration of which is known about in advance by the mobile worker. Under the Regulations, these periods have to meet the following criteria:

- a mobile worker should not be required to remain at their workstation;
- (but) they must be available to answer calls to start work or resume driving on request;
- The period and the foreseeable duration should be known in advance by the mobile worker, either before departure or just before the start of the period in question.

Like breaks and rest periods, a POA can be taken at the workstation. Providing the mobile worker has a reasonable amount of freedom (e.g. they can relax and read), for a known duration, this would satisfy the requirements for a POA. Where the mobile worker knows about a delay in advance, but it is deemed prudent that they should remain in the cab for reasons of security or safety, this should not in itself, disqualify this delay being recorded as a POA. Typical examples might include waiting at a site that is unsafe for pedestrians or staying in a vehicle carrying high value goods or cash.

Mobile workers do not need to be formally notified about a POA and its duration in advance. It is enough that they know about it (and the foreseeable duration), in advance either before departure or just before the actual start of the period in question. A POA would be deemed to be known in advance by a mobile worker if, for example:

- someone (who does not have to be their employer) has told them, or
- they have arrived too early for their allocated slot, or
- they always experience a delay at one of their regular customers.

A POA does not apply to delays where the mobile worker has to continue working. For example, where a driver is diverted due to a road closure, he/she would still be driving. Normally, delays due to congestion would also count as working time because the driver would be stopping and starting the vehicle. If a mobile worker is monitoring a discharge from the vehicle (e.g. petrol at filling station), this time will also count as working time.

There are no requirements as to the minimum and maximum length of a POA.

## Night Working, Rests and Breaks

### Night Working

- Night time is between midnight and 4am for goods vehicles and lam and Sam for passenger vehicles.
- If night work is performed, the daily working time should not exceed 10 hours in the 24 hour period in question.
- If a mobile worker does any work during the night time period, he/she will be subject to the night work limit.
- The night work limit can only be exceeded where this is permitted by a relevant agreement.

### Rests and Breaks

- Minimum daily and weekly rest provisions under the existing European drivers' hours rules will continue to apply to drivers.
- The Regulations apply those same daily/weekly rest requirements to other mobile workers, trainees and apprentices when travelling in a vehicle within scope of the European drivers' hour rules.
- All mobile workers are subject to rest provisions under the European drivers' hours rules when travelling in in-scope vehicles.
- Break requirements under the Regulations, are in addition to those under the European drivers' hours rules.
- The European drivers' hours rules break requirements take precedence when driving.

### The Regulations require that:



- Mobile workers must not work more than 6 consecutive hours without taking a break.
- If your working hours are a total between 6 and 9 hours, working time should be interrupted by a break or breaks totalling at least 30 minutes.
- If your working hours total more than 9 hours, working time should be interrupted by a break or breaks totalling at least 45 minutes.
- Breaks should be of at least 15 minutes duration.

In the interest of safety, and as a matter of good practice, it is strongly recommended that breaks should be distributed evenly throughout the day.

When taking a break, drivers may not perform anything that might be regarded as "other work" during this period. Breaks taken under these Regulations may be taken at the workstation (typically this means the driver's cab - but see glossary for fuller definition of this and other terms).

### Recording Working Time

The company uses data from tachograph records to monitor the working time of its mobile workers. Under the European tachographs rules "other work" must be recorded under the crossed-hammers mode. The box symbol can only be used to record "periods of availability".

	Crossed-hammers mode for other work (any activity other than driving).
	Periods of availability known about in advance.

### Enforcement of WTD

The DVSA has indicated that its approach will be to inform and educate but they are duty bound to investigate complaints and accidents, and will serve improvement or enforcement notices where appropriate, Additionally fines and custodial sentences will be available to use by courts for drivers and employers.

## Driver Fatigue

Driving when tired significantly increases the risk of having an accident/crash. To minimise this risk drivers should follow the following guidance.

### Managing Driver Fatigue

At all times the company will plan your work patterns to minimise the likelihood of driver fatigue. It is the drivers responsibility to ensure that they are well rested prior to the start of the day and take appropriate precautions:

- Drivers should attempt not to drive for more than 2 hours without having a break.
- Ideally drivers should be encouraged to take short, frequent breaks during journeys whilst staying within the drivers' hours guidelines.
- It is a well-known fact that certain activity such as walking and stretching triggers the sympathetic nervous system and helps keep you alert. Certain foods and substances can also temporarily increase alertness.
- There are a number of measures that managers and drivers can take to decrease the onset of fatigue on a journey. **Examples are:**

<b>Temperature:</b>	Cool dry air, especially on you face, help keep you alert.
<b>Sound:</b>	Irregular or variable sounds e.g. conversation can stimulate alertness.
<b>Environmental Light:</b>	Bright light tends to increase alertness while a dim light leads to drowsiness.
<b>Aroma:</b>	Studies have found that some smells, e.g. peppermint, make people more alert.
<b>Sleep:</b>	It is imperative that drivers receive sufficient sleep when off duty; this however, can be dramatically affected by a change in the driver's personal circumstances such as relationship problems, the birth of a new born baby, family bereavement or stress.

### Sleep Apnoea

It is generally appreciated that driver fatigue and tiredness compromise safety. It is important however to be able to recognise "Sleepiness" where it is due to an underlying medical condition such as OSA. (Obstructive Sleep Apnoea)

Many drivers with OSA have had a motor vehicle accident due to falling asleep at the wheel. Most sufferers do not realise that they have the condition. Invariably, OSA victims suffer from excessive daytime sleepiness and other symptoms include:

- Loud snoring (with periods of silence followed by gasps).
- Generally restless sleep.
- Falling asleep during the day.
- Morning headaches.
- Difficulty concentrating/forgetfulness.
- Irritability and or mood/behaviour changes.

If any person suspects they may have this condition they should contact their GP. The condition is generally fully treatable without the need for surgery.

**This condition is notifiable to the DVLA**

# Safe Systems of work

**SSOW08**

**The task being undertaken:**  
**Reducing Road Risk**

## Significant Hazards

- Injuries caused to the driver and/or passengers if the vehicle is involved in a collision
- Contribution to a driver committing a road traffic offence
- Contribution to drivers causing a nuisance by taking unnecessary risks and driving in an unprofessional manner and harming the company's reputation.

## PPE Requirements

Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles

Additional: Vehicle Warning lights (Flashing Beacons or Hazard Lights)

**This task is being supervised by:**

Mark Horsman

**The person to contact in an emergency is:**

Mark Horsman H&S Representative

**Telephone number:**

07772549925

## The stage by stage method of work:

### Drivers must at all times:

- Respect the rules of the road as set out in the highway code
- Pay particular regards to
- Vulnerable Road Users
- Minimise the use of in cab technology
- Use defensive driving techniques
- Drive to the road conditions
- Adhere to speed limits
- Wear Seat belts

### Defensive Driving

Drivers are expected to drive defensively and economically showing due regard and courtesy to other road users. Adopting defensive-driving techniques can keep you safe on the road by following these 9 simple steps.

- **Stay focused**, keeping your hands on the wheel. Defensive drivers concentrate on the road, keeping their hands at the 10 o'clock-2 o'clock position. They don't do other tasks while driving, some of which are illegal. These include:
  - Eating
  - Applying makeup
  - Holding a dog
  - Tending to a child
  - Operating a hand-held cell phone
  - Texting
- **Keep your eyes moving**, look continuously in your mirrors and scan the road ahead, checking for hazards and slowing traffic so you can anticipate problems before they develop.
- **Stay alert**. Don't drive if you're tired or upset.



- **Go with the flow.** Most drivers know that speeding is a major cause of accidents, but driving too slow can be dangerous, too. Drive at speeds that most other vehicles are going. (But under the speed Limit)
- **Use the 2 second rule** to maintain adequate spacing with the car in front of you.
- Choose a fixed object on the road ahead of you.
- Count "1 space, 2 space" when the vehicle in front of you goes by the object. If you pass the same object before you're done counting, slow down a bit. The 2 second rule helps reduce the chance of a rear-end collision when vehicles in front make sudden stops.
- **Make yourself visible.** Many accidents occur because drivers didn't see the other car. There are a few simple ways to make your presence known, making the road safer for everyone. They include:
  - Turn signals: Use your turn signals to let other drivers know where you're going. By using your indicators, other drivers will be able to anticipate your actions and slow down safely.
  - Headlights: Turn on your headlights at dusk or anytime it is raining. This is more for other drivers to see you than for you to see the road. As a rule use your headlights when the windscreen wipers are in operation.
  - Brake lights: Operational brake lights are a safety must. They warn cars behind you that you're slowing down, signalling them to reduce speed, too.
  - Avoid blind spots: Don't linger in areas where the driver in front of you can't see you. Many people will only check their mirrors before making a lane change. If you're lurking slightly behind and a lane away from another vehicle, assume that the driver of that car can't see you. Either safely speed up or slow down to avoid this scenario, which often results in an accident. This is an important defensive-driving technique.
- **Resist road rage.** Aggressive drivers may infuriate you, but retaliating with similar tactics is dangerous. Take a passive approach in dealing with road rage. Use these strategies in specific road-rage scenarios:
  - Tailgaters: If the driver behind you is right on your bumper, tap the brakes a few times to let the driver know that he's not maintaining a safe distance. If he stays on your tail, slow down gradually. Chances are the tailgater will eventually pass you.
  - Speeders: If you see a vehicle speeding or aggressively changing lanes behind you, stay in your lane while maintaining your speed.
- **Adapt to road conditions.** Even light rain can produce dangerous conditions, particularly early in the season when the water picks up oil from the road surface, making it slippery. Tyres lose their grip at higher speeds, so slowing down in inclement weather is a fundamental defensive-driving technique.
- **Familiarise yourself with traffic rules.** Refresh your memory by occasionally browsing the Highway Code. It provides guidelines on rights of way, road signs, traffic law, and contains tips on safe driving.

### Adverse Weather Conditions

- **You MUST** use headlights when visibility is seriously reduced, generally when you cannot see for more than 100 metres (328 feet). You may also use front or rear fog lights but you **MUST** switch them off when visibility improves (Highway Code Rule 236).
- **Wet weather**
  - In wet weather, stopping distances will be at least double those required for stopping on dry roads (Highway Code Rule 126). This is because your tyres have less grip on the road. In wet weather:
  - Keep well back from the vehicle in front - this will increase your ability to see and plan ahead
  - If the steering becomes unresponsive, it probably means that water is preventing the tyres from gripping the road - ease off the accelerator and slow down gradually
  - The rain and spray from vehicles may make it difficult to see and be seen
  - Be aware of the dangers of spilt diesel that will make the surface very slippery (see 'Vehicle maintenance, safety and security')

- Take extra care around pedestrians, cyclists, motorcyclists and horse riders

- Icy and snowy weather

In winter check the local weather forecast for warnings of icy or snowy weather. Take great care and allow more time for your journey. Take an emergency kit of de-icer, ice scraper, torch, warm clothing and boots, first aid kit, jump leads and a shovel together with a warm drink and emergency food in case you get stuck or your vehicle breaks down.

**Before you set off:**

- you **MUST** be able to see, so clear all snow and ice from your windows
- you **MUST** ensure that lights are clean and number plates are clearly visible and legible
- make sure the mirrors are clear and windows are de-misted thoroughly
- remove all snow that might fall into the path of other road users
- Check your planned route is clear of delays and that no further snowfall or severe weather are predicted.



**When driving in icy or snowy weather:**

- drive with care, even if the roads have been treated
- keep well back from the road user in front as stopping distances can be ten times greater than on dry roads
- take care when overtaking vehicles spreading salt or other de-icer, particularly if you are riding a motorcycle or cycle
- watch out for snowploughs which may throw out snow on either side
- do not overtake them unless the lane you intend to take has been cleared
- be prepared for the road conditions to change over relatively short distances
- Listen to travel bulletins and take note of variable message signs that may provide information about weather/road and traffic conditions ahead

**Drive extremely carefully when the roads are icy. Avoid sudden distractions as these could cause loss of control.**

**You should:**

- drive at a slow speed in as high a gear as possible; accelerate and brake very gently
- drive particularly slowly on bends where loss of control is more likely
- brake progressively on the straight before you reach a bend - having slowed down,
- steer smoothly round the bend, avoiding sudden actions
- check your grip on the road surface when there is snow or ice by choosing a safe place to brake gently - if the steering feels unresponsive this may indicate ice and your vehicle losing its grip on the road (when travelling on ice, tyres make virtually no noise)

**Windy weather**

High-sided vehicles are most affected by windy weather, but strong gusts can also blow a car, cyclist, motorcyclist or horse rider off course. This can happen on open stretches of road exposed to strong cross winds, or when passing bridges or gaps in the hedges. In very windy weather your vehicle may be affected by turbulence created by large vehicles. Motorcyclists are particularly affected, so keep well back from them when they are overtaking a high-sided vehicle.

**Fog**

Before entering fog check your mirrors then slow down. If the word 'Fog' is shown on a roadside signal or

overhead gantry but the road is clear, be prepared for a bank of fog or drifting patchy fog ahead. Even if it seems to be clearing, you can suddenly find yourself in thick fog. When driving in fog you should:

- use your lights as required (Highway Code Rule 226)
- keep a safe distance behind the vehicle in front - rear lights can give a false sense of security
- be able to pull up well within the distance you can see clearly (this is particularly important on motorways and dual carriageways, as vehicles are travelling faster)
- use your windscreen wipers and demisters
- beware of other drivers not using headlights
- not accelerate to get away from a vehicle which is too close behind you
- check your mirrors before you slow down, then use your brakes so that your brake lights warn drivers behind you that you are slowing down
- stop in the correct position at a junction with limited visibility and listen for traffic
- when you are sure it is safe to emerge do so positively - and do not hesitate in a position that puts you directly in the path of approaching vehicles

You **MUST NOT** use front or rear fog lights unless visibility is seriously reduced (see Highway Code Rules 226), as they dazzle other road users and can obscure your brake lights - you **MUST** switch them off when visibility improves.

**Hot weather**

- Keep your vehicle well ventilated to avoid drowsiness.
- Be aware that the road surface may become soft or, if it rains after a dry spell, it may become slippery. These conditions could affect your steering and braking.
- If you are dazzled by bright sunlight, slow down and if necessary stop

**Speed Limits**

Drivers are reminded that they are liable to prosecution, which can lead to either the revocation or suspension of their LGV licence, in the event of Tachograph record showing excessive speeding. These records can now be used as evidence in a court of law. Driving in excess of speed limits is **not** allowed.

Road Type	Speed Limits of Rigid Goods Vehicles (not being a car derived van) up to 7.5t gvw and not drawing a trailer in MPH (KPH)	Speed Limits Goods vehicles over 7.5t gvw in MPH (KPH)
Built up Areas	30 (48)	30(48)
Single Carriageway	50 (80)	50 (80)
Dual Carriageway	60 (97)	60 (97)
Motorway	70 (110)	60 (97)

By adhering to the good practise and professional behaviour as described in the SSOW above, this training should help towards eliminating the number of road traffic collisions (RTC). However if a driver is found to be involved in a RTC, where the driver is at fault, the driver would require to undergo a driver assessment with the manager prior to returning back to work.

# Safe Systems of work

**SSOW10**

**The task being undertaken:**  
**Accident & Incident Reporting**

## **PPE Requirements**

Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles

Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

**This task is being supervised by:**

Mark Horsman

**The person to contact in an emergency is:**

Mark Horsman H&S Representative

**Telephone number:**

07772549925

## **Method Statement:**

To comply with the terms of our motor insurance policy, it is essential that the reporting procedures detailed below are strictly observed following any incident occurring in connection with the vehicle (whether or not involving a third party).

The sooner our insurers are notified of incidents, the quicker our vehicle can be repaired and other party claims dealt with. Prompt action will undoubtedly save us money and also help to enhance our corporate image.

### **Incident reporting procedure**

In the event of an impact or injury:

- At the scene, make sure that the emergency services are contacted if required.
- Provide any person having reasonable grounds for so requiring, with our driver, vehicle and insurer details using the 'Exchange of Information' form (included with this handbook). At no stage admit responsibility and make no comment or statement regarding the accident (except to a police officer).
- If a camera or camera phone is available, photograph the incident location from a number of different directions and take pictures of any vehicles/ property damaged. Road measurements may also be useful to record.
- Complete an 'Incident Recording Form'. There should be a Blank Copy at the back of your Driver's Handbook.

In relation to all other instances of loss or damage (including theft, malicious damage, fire etc) an 'Incident Recording Form' should also be completed and the matter reported immediately to Derek or Peter for further instruction.

Minor repairs that affect roadworthiness e.g. broken headlamp, bulb, may be carried out immediately but must still be reported.

**NOTE 1** - incidents involving personal injury must be reported to local police within 24hrs and it is also necessary to notify police of damage to lampposts, telegraph poles, bollards, manhole covers, road signs or other public property. Remember that if you fail to stop after an accident and fail to notify the other party or the police, you may be prosecuted.

**NOTE 2** - In order to better understand the causes of motor accidents and with a view to improving future health and safety, you may expect the Transport Manager to interview you following all incidents.

**NOTE 3** - If, because of the deliberate late supply or inaccurate nature of information surrounding an incident, the Company is involved in additional costs, the employee responsible will be subject to disciplinary action.