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| **Safety Task Card** | | |
| **ES05** | **Driving on Company Business** | |
| **Workplace Safety Hazards** | | |
| What are the hazards? | | How might they be harmed? |
| Driver incompetence / negligence  Poor maintenance  Driver fatigue / illness  Poor driving position  Loading / unloading vehicle  Vehicle security / passenger safety  Struck by moving vehicles  Use of mobile phone when driving  Use of Satellite Navigation Systems (Sat Nav)  Explosion | | Multiple injuries, death  Musculoskeletal injury / whiplash  Lumbar strain  Theft / unprovoked attack / musculoskeletal injury |
| **Safe System of Work** | | |
| **Driver factors**   * Driver to hold full licence. (Line Manager to check licence validity annually) * Ensure familiarisation with vehicle. Refer to owner’s handbook. * Possess the Highway Code, obey the rules, speed limits and drive in a manner appropriate for weather conditions and with due regard for other road users. * Never drive whilst under the influence of alcohol or other drugs. * Adopt a ‘defensive driving’ style. * Eating, drinking, smoking & use of hand held mobile phones can all distract attention and must not be done / used whilst driving. Stop in a safe parking area to carry out these functions.   **Vehicle factors**   * Private & Company vehicles must be routinely serviced in accordance with manufacturer’s recommendations. * All vehicles over three years old must have a valid MOT certificate of roadworthiness. * Owner maintenance to include: * Daily checks on operation of lights, warning lights, horn, indicators, wipers, and washers. * Weekly checks on oil, coolant, brake fluid level & tyre pressures / condition and spare wheel. (Refer also to Company Car Policy Document)   **Journey factors**   * Plan work schedule to avoid consecutive long journeys, avoiding journeys of over 400 miles in a day. * A minimum rest break of 15 minutes should be taken every 2 hours. * In the event of tiredness whilst at the wheel, open windows, turn on radio and stop the vehicle at the first safe opportunity. * Plan journeys to allow for traffic congestion and rest breaks. * Leave arrival time as flexible as possible to reduce stress in event of delays. * Inform your manager if you have a health condition that may affect your driving. | | |

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| **Ergonomic factors**   * Check seating position before driving off: * Position yourself centrally on seat with hips level. * Adjust seat to ensure you can comfortably reach the pedals. * Adjust backrest to support lumbar region. * Ensure adequate headroom. * Adjust head restraint so cushion is level with head (not neck!) * Adjust steering column & mirrors to suit driving position.   **Manual handling**   * Undertake manual handling assessment for any loading/unloading   **Vehicle safety**   * Ensure seatbelts are not obstructed or twisted and are adjusted to remove any slack. * Check that you and your passengers are wearing seat belts. * Always place valuables in boot, even whilst driving, do not leave personal belongings on passenger seat. * Lock doors when moving in slow traffic / urban areas. * Ensure vehicle is locked and alarmed when unattended, even for brief moments. * Avoid leaving anything in view and remove radio cover if possible. * Endeavour not to park in unlit, isolated areas.   **In the event of a breakdown**   * Attempt to get to safe, well-lit refuge. Park close to kerb and summon help by mobile phone or roadside emergency telephone without delay. * Switch on hazard warning lights and place warning triangle 50 metres behind your vehicle. * On motorways, leave vehicle by left-hand side doors and wait on embankment. Never cross carriageways. Do not attempt even simple repairs. On a motorway, only return to your vehicle if you feel threatened by another person, locking all doors.   **In the event of puncture**   * Only attempt to change a wheel if you know how to do this safely and never on a motorway. * Ask passengers to leave vehicle and wait in a safe place. * Follow guidance in vehicle handbook and use only the equipment as supplied. * Never place any part of your body under a jacked up vehicle.   **Use of mobile phones, where hands free is available**   * Only use the hands free facility whilst driving when it is deemed essential. * Use auto voice mail or message service where possible, returning calls later. * Keep conversations short * Do not use the hands free facility to participate in conference calls (or other calls likely to disrupt or divert your thought process from driving) * Do not try to write down information, ask caller to fax it to your destination. * If a long or detailed call is urgent and essential stop the vehicle in a safe location (with hand brake applied and engine turned off ) and make the call only whilst your vehicle remains in such location.   NOTE: Any use of hands free equipment is likely to distract your attention from the road. You are strongly recommended not to use any telephone whilst driving. |

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| **Use of mobile phones, where hands free is NOT available**   * Never use a hand held mobile phone whilst driving. Stop the vehicle in a safe location (with hand brake applied and engine turned off) before making a call. * Ensure phone is switched off whilst driving alone, or ask a passenger to answer calls for you. * Whenever possible, use a voice mail or message service whilst driving and retrieve messages when the vehicle is stationary. |

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| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | |
| Unit Manager Name | Signed | Date |

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| **Safety Card Training Record** | | | |
| **ES05** | **Driving on Company Business** | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | |
| Operative Name | | Signature | Date |
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