



## Safe Driving at Work Policy

### 1. INTRODUCTION

The benefits from managing work-related road accidents can be considerable when the true cost of driving at work accidents are nearly always higher than just the cost of repairs and insurance claims.

Compressed Air Solutions Ltd (CAS) consider the promotion of sound health and safety driving practices and good safety culture at work may well overspill into private driving, which could reduce the chances of staff being injured in a crash outside of work and so help to reduce time lost in this way.

Case studies and research shows that having an effective Driving Policy can result in the following benefits:-

- fewer days lost due to injury;
- reduce the risk of work related ill-health;
- reduce stress and improve morale;
- less need for investigation and paperwork;
- less lost time due to work rescheduling;
- fewer vehicles off the road for repairs;
- reduced running costs through better driving standards;
- less chances of key employees being banned from driving, e.g. as a result of points on their licenses

This Policy on Safe Driving at Work is in line with the Management of Health and Safety at Work Regulations 1999. Staff involved in driving of vehicles whether Company or private vehicles on work matters should fully familiarise themselves with the contents of this document.

### 2. LEGISLATION

There is a legal duty under the Health and Safety at Work etc Act 1974 to ensure as far as reasonably practicable, the health and safety of all employees while at work. Employers and employees also have a duty to ensure that others are not put at risk by work related driving activities.

The Management of Health and Safety at Work regulations 1999 also apply and require that a risk assessment is undertaken of significant risks and that effective management controls are put in place and implemented. When considering driving safety there are a number of road traffic laws to also take into account, these include:-

- Road Traffic Act
- Road Vehicles (Construction and Use) Regulations.

### 3. POLICY APPLICATION

Compressed Air Solutions Ltd recognise the need to protect employees and others from the dangers of work undertaken by:-



- (a) Complying with the above Regulations
- (b) Providing standards not less than those set out in the Highway Code
- (c) Taking all reasonable steps to ensure as far as reasonably practicable that employees driving at work do so in a manner that reduces the risk to themselves, other employees or any other person who could be affected.

In support of this Compressed Air Solutions Ltd will instigate the following practical steps:-

### **3.1 VEHICLES USED FOR CAS BUSINESS**

#### **LEASED AND PRIVATE VEHICLES**

Employees who are provided with a leased car or who are in receipt of a car allowance payment are expected to ensure that their vehicles are serviced at the manufacturers recommended intervals. In addition if the vehicle is more than three years old they must ensure that any vehicle used for work has a valid M.O.T. Certificate. They are also encouraged to undertake routine weekly safety checks. It is recommended that they use the vehicle safety check form (Appendix 1).

#### **COMPANY VEHICLES**

Employees who are provided with a company vehicle are expected to ensure that their vehicles are serviced at the manufacturers recommended intervals and should report the requirement to Lisa Blockley for the work to be undertaken. They are required to complete regular safety checks using the vehicle safety check form as guidance. Where work is required complete the form and return to Lisa Blockley for remedial work to be arranged (Appendix 1).

### **3.2 INSURANCE**

The Managing Director is responsible for ensuring that **all** vehicles have adequate insurance cover when they are in use on CAS company business. The drivers of private vehicles used on CAS company business must ensure that it is insured for use at work. It is the Managing Directors responsibility to ensure that no one is required to use their own vehicle if they do not have adequate insurance cover. Lease car holders are responsible for ensuring that their vehicles are driven within the terms of the company insurance scheme. Employees with company vehicles may be liable for any insurance excess should a claim be made, final decisions will be subject to Directors discretion.

### **3.3 DRIVERS LICENSES**

All personnel driving vehicles on Compressed Air Solutions Ltd business must be in possession of a full and valid driving license. It is the responsibility of the Safety Officer check the validity of licenses of any employee required to drive on Company business.

This will include checks on new personnel taking up post requiring driving of company vehicles and then at regular intervals which should not be less than annually. All leased car drivers must ensure that they have a valid license. They will be required to produce this for inspection when taking up the post, when taking use of a lease vehicle and periodically at annual intervals. It is the responsibility of individual drivers to inform the Managing Director immediately if for any reason they have their license withdrawn.



### **3.4 USE OF MOBILE PHONES IN VEHICLES**

It is a legal offence to use a hand held mobile phone in the vehicle at any time when the engine is running. This includes when stationary at traffic lights or when parked on or adjacent to roads when the engine is running. No CAS employee should use a mobile phone whilst in the driving seat of a vehicle and the engine is running. There are two exceptions to this requirement:-

1) If your life is in danger and you need to contact emergency services on 999 and to stop would exacerbate the situation.

2) If the mobile phone system can be activated totally hands free. To be totally hands free there must be no need to take either of your hands off the steering wheel. Such systems can be activated by voice or automatically cut in.

Although these can be used when driving it is important to consider if the road conditions are such that it is safe to do so. If the weather conditions are poor or the traffic is heavy then cut the conversation short and find a safe place to stop then phone the caller back.

Totally hands free systems will be fitted to vehicles only if the Managing Director considers that this is essential for the operation of the business. All staff who have these systems and those who are contacting them must receive instructions on how they should be used.

### **3.5 DRIVERS HEALTH**

The safety of any driver is affected by eyesight defects and all drivers have a legal duty to satisfy the eyesight requirements in the Highway Code.

No member of staff should drive at work under any circumstances which they know may affect their ability to drive safely. It is the duty of any member of staff who is required to drive on CAS business to inform the Directors if they are suffering from any illness or health condition which impairs their ability to drive or if they are required to take medicine that might affect their judgment. No member of staff should drive at work when they are under the influence of alcohol or drugs.

### **3.6 DRIVER ASSESSMENT AND TRAINING**

Compressed Air Solutions Ltd recognise that training drivers in safety techniques can reduce the number of accidents and intends to provide training. This training will be provided to those who are at greatest risk e.g. those with high annual mileage and/ or those with poor accident record.

### **3.7 WORKING DAY DURATION WHEN DRIVING LONG DISTANCES**

Working long hours which includes driving long distances can increase the possibility of accidents. This is especially so in poor driving conditions such as those caused by adverse weather conditions. When attending meetings or working on site which involve driving long distances, overnight accommodation should be made available if the total of travel time and working day exceeds 12 hours. When driving long distances all drivers should take a rest of 15 minutes after driving continuously for two hours.



**3.8 SMOKING IN COMPANY VEHICLES**

In line with the requirements of the Health Act 2006 which prohibits smoking in enclosed and substantially enclosed premises in the workplace and this includes company vehicles, smoking is not permitted in any Compressed Air Solutions Ltd company vehicles.

Appropriate 'No Smoking' signs are clearly displayed in each company vehicle and all staff are obliged to adhere to, and support, the implementation of this Policy.

Disciplinary procedures will be followed if any member of staff does not comply with this Policy and those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

**3.9 PENALTIES AND FINES**

Employees that incur fixed penalty notices must advise the directors immediately. Employees that incur fines will be responsible for the payment of the fine.

**4.0 IMPLEMENTATION OF THE POLICY**

The policy will be continuously monitored and regularly reviewed to ensure that it is effective in the management of health and safety of persons who drive for Compressed Air Solutions Ltd. Progress of the implementation of the policy will be reported at the Directors' regular review of in-house health and safety.

**5.0 Appendices**

1. Private Vehicle Weekly Safety Check Form
2. Compressed Air Solutions Ltd Driving Code Guidance

A handwritten signature in black ink, appearing to read 'M Scott', is written over a faint, illegible stamp or watermark.

Mark Scott, Managing Director  
17<sup>th</sup> February 2020

Reviewed By:	CS/MS/LB	CS/MS/LB	CS/MS/LB	CS/MS/LB	CS/MS/LB	CS/MS/LB	CS/MS/LB		
Date:	12/03/14	01/09/14	27/08/15	31/08/16	04/08/17	13/08/18	17/02/20		



Appendix 1

**Vehicle Weekly Safety Check Form**

Vehicle checks	Comments
Tyres pressure and tread	
Lights (front, rear, brake, full beam and reversing)	
Indicators	
Windscreen/windows	
Washers and wipers	
Mirrors including the internal mirror	
Oil / coolant / battery levels	
Seating position	
Hand brake	
Gear operation	
Warning lights	
First aid kit/ torch and reflective waistcoat	
No smoking sign displayed	

**Date:** .....

**Signed** .....

**Print** .....



## Appendix 2

### **DRIVING CODE OF GUIDANCE**

This code of guidance is intended for all vehicle users and contains the following sections.

- A. General Driving
- B. Travelling Alone
- C. Motorway Breakdown
- D. Winter Driving
- E. Driving and Stress

### **PART A – GENERAL DRIVING**

Before setting out on any journey carry out an inspection of your vehicle.

On a regular (weekly) basis do the following:

1. Clean your windscreen inside and out
2. Ensure wing mirrors are clean
3. Look for signs of wear on windscreen wiper blades and replace as necessary
4. Check that lights and indicators are working
5. Check your tyres for sharp objects and worn tread
6. Check your tyre pressures
7. Carry out an oil check
8. Ensure sufficient water is in the radiator and windscreen washer bottle

Plan ahead for your journey, if travelling long distances consider having the following in your vehicle.

1. Driving licence, MOT certificate, insurance document
2. Supply of small change, mobile phone
3. Travel rug, umbrella, torch
4. First Aid Kit
5. Fire Extinguisher
6. Current Road Atlas
7. Light snack in case you are held up in traffic or stranded due to bad weather
8. If travelling in poor weather/snow take wellington boots, additional clothing, spade, flask of warm drink

### **PART B – TRAVELLING ALONE**

1. Always try to travel on main or well used roads.
2. If travelling after dark make sure someone knows your destination, estimated time of arrival and your planned route
3. Keep doors locked in towns. Unlock on open roads as in the event of an accident it is easier for a rescuer to get into the car.
4. Park in well lit areas. If in a multi-storey car park, try and find a space near the exit.
5. Never put possessions on the passenger seat when travelling in town. They may be snatched at traffic lights.
6. Always lock your car.



7. If your car develops a problem if possible stop in a well-lit area, near a phone box or a well used area.
8. NEVER give lifts to strangers
9. Ensure that you have charged your mobile phone before setting off on your journey or have an in car charger with you.

### **PART C – MOTORWAY BREAKDOWN**

The police and Highways Agency run regular patrols on the motorway, but there is always the chance that they may be called away to attend an accident. If you just sit in the car and wait for assistance to arrive, you may find that there is a long delay. Also you cannot be sure that the Police know of your difficulties unless you have asked for help on one of the emergency telephones.

If a problem develops that means you have to stop you should:

- (a) pull over to the hard shoulder as far to the left as possible.
- (b) you need not stop straight away, often you will be able to coast for quite a distance
- (c) aim to reach one of the emergency telephones

These telephones are available for use in an emergency by anyone – you do not have to be a member of the AA/RAC etc. to summon help. If you cannot stop right next to the telephone, look for one of the marker posts which will show you the direction to the nearest one. The telephones are only a mile apart, so you will never have to walk more than half a mile.

Never reverse on the hard shoulder or cross the carriageways. Telephones are always opposite each other. If they are out of order, whenever possible, extra police cars will be sent to patrol the motorway.

Even if you have a car phone you should still use the emergency telephones to inform the motorway police, as these telephones pin-point your position exactly.

- (a) switch on your hazard lights
- (b) leave the passenger door wide open (unless you are leaving the car a distance from a telephone)
- (c) lock all other doors and wind up windows.

Whilst using one of the emergency phones, stand behind it facing the oncoming traffic, this will enable you to see if anyone is approaching. You will not need any money to make the call and will be put directly in touch with motorway control. Inside the box you will find a list of all the information you will need to give Motorway Control

If you are a woman travelling alone tell them and your call will be given priority.

Then give:

- Your name and address
- Make and Model of your car
- Year of manufacture
- Registration number
- Nature of the fault



- Brief details of the carriageway and marker post location
- Your membership number if you belong to one of the motoring organisations
- The name of a specific garage that you require to provide help.

When you have made your call and are waiting for help, stand well back on the verge, you may feel that when waiting for assistance you would be better off inside your car, but 10% of all fatal motorway accidents involve vehicles parked on the hard shoulder. Assaults on people on the motorway, though well publicised, are extremely rare. If someone pulls up, quickly return to your car, lock yourself in and let the person know what help is on the way.

If someone pulls up while you are still on the telephone, give the police a brief personal description and the make and registration number of their car. Then return to your car and lock yourself in. When the repair vehicle arrives, get into the car and leave the window open just wide enough to call out and check that the mechanic knows your name.

#### **PART D – WINTER DRIVING**

Driving in poor winter conditions need not be daunting as long as you and the car are properly prepared. Take the following points into consideration

##### **Speed:**

- Don't drive as quickly as you normally do.
- Don't be hurried into faster driving by others.
- Conditions mean that more time and distance is needed to pull up safely or steer around a potential accident.
- Look out for possible trouble, e.g. black-ice which is usually indicated by a 'lightness' feeling in the steering.

##### **Gears:**

- When driving on snow stay in the highest gear possible, for the best traction.
- Keep the car moving on hills, maintaining momentum is all important.
- Try to keep your speed constant but to avoid wheelspin do not accelerate sharply.
- When going down hills, select a lower gear and keep your speed down.
- If possible do not use the accelerator or brakes.
- If you do need to brake, do so before your speed picks up

##### **Skidding**

Skidding is caused by; excessive speed, misjudgment in steering, over acceleration, sudden braking. There are three types of skid, each requiring different methods of control.

- Front wheel skid – Usually caused by excessive speed at a corner. The car continues in a straight line instead of following the direction of the front wheels. This can be corrected by removing pressure from the accelerator and at the same time straightening the front wheels.





- Rear wheel skid caused by excessive speed, misjudgement in steering or over-acceleration. Correct by removing pressure on the accelerator and at the same time turn the front wheels into the skid i.e. if the back of the car swings to the right, steer the car to the right (or vice versa), but do not prolong the action longer than is required to correct the skid or you may develop another skid in the opposite direction.
- Four wheel skidding is caused by sudden braking. To get you out of trouble lightly pump the brake pedal, off and on, as quickly as you can. This will keep the wheels moving so you can steer out of trouble. If your car has anti lock brakes, it will carry out this action for you.

## **PART E – DRIVING AND STRESS**

Driving whether you're sitting in city centre hold-ups or travelling at speed down the motorway may cause stress and physical discomfort. When driving you move very little and your range of movements are restricted by the position of the hand and foot controls. This sustained sitting position together with poor posture can contribute to painful back, neck and shoulder problems experienced by drivers.

There are three things you can do to minimise the stress of driving:-

- adopt the best position
- learn how to reduce tension
- know when to give yourself a break

### **Adopt the best position**

Before setting off take the time to position yourself correctly in the car.

- Make sure the car seat provides support for the small of your back.
- Adjust the fore and after movement of the seat so that you can reach pedals and steering wheel without stretching. The knees should be slightly bent and the thighs supported by the seat cushion.
- Ensure the seat belt goes comfortably across your body.
- Keep your hands a comfortable distance apart on the steering wheel and your arms slightly bent.
- Adjust the interior and exterior mirrors every time you enter the car to provide the best possible backward views (Gravity compresses the spine by up to ¾" during the day).

### **Reducing Tension**

Reducing the tensions of driving can be achieved by following simple exercises when stopped at traffic lights or in a traffic jam.

- Tuck in your chin and stretch your neck to make it longer, then relax. Repeat two or three times
- Turn the head slowly to one side as far as possible. Then turn to the other side, repeat two or three times.
- Hunch your shoulders towards your ears and relax. Repeat as above.
- Tighten your stomach muscles at frequent intervals. This helps support the internal organs and promotes good posture.
- Ensure you have a supply of fresh air into the car.

### **Take a Break**



Some people suggest taking a break after two hours driving, others suggest a stop every hour – you will find your own level. The important thing is to recognise when you need to stop and get out to stretch your legs, let fresh air into your lungs. Take a short walk to help your circulation and generally wake yourself up.