Driving Risks @ Work

Policies, Procedures, Reporting & Recording

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Healthy Working Lives Grampian
Legal Responsibilities

Health and Safety at Work, etc, Act 1974

“you must ensure, so far as is reasonably practicable, the health and safety of all employees while at work”

Management of Health and Safety at Work Regulations 1999

(and others!)
Workplace Transport Injuries to Workers
Costs – when things go wrong

- Management Time
- Training
- Risk Assessment
- Driver Assessment
- Driver Training
- Accident/Incident Investigation
- Data Collection/Analysis
- Control Measures

![Insurance Costs Chart]

- Insured Costs
  - injury, ill health, damage

- Uninsured Costs
  - Sick Pay
  - Lost Output
  - Repairs
  - Excesses on Insurance
  - Diversion of Labour
  - e.g. Investigation/Administration
  - Overtime Working
  - Lost Expertise/Experience
  - Fines

£1
£8 - £36
Benefits of policies & procedures

- Legal Compliance
- Fewer days lost due to injury
- Reduced risk of work-related ill health
- Reduced stress and improved morale
- Less need for investigation and paperwork
- Less lost time due to work rescheduling
- Fewer vehicles off the road for repair
- Reduced running costs through better driving standards
- Fewer missed business opportunities
- Improved Safety Culture
- Lower Insurance Premiums
In relation to Driving Risks @ Work……..

Responsibility to manage Driving Risks effectively
Set Driving at Work Policy
Assess Risks of Driving at Work
Develop Procedures
Monitoring & Review
Consultation with Workers
Sources of Information

ScORSA  www.scorsa.org.uk
HSE Vehicles at Work  www.hse.gov.uk/workplacetransport/index
ROSPA  
http://www.rospa.com/drivertraining/morr/resources/default.aspx
Managing Driving Risks @ Work - Policy

Policy Statement
Responsibilities

• Management
• Worker
• Organisational Commitment

Example Policy on SCORSA website
Risk Assessment

Five Steps:
1. Look for hazards – driver, vehicle, journey
2. Decide who might be harmed – driver, passengers, other road users, young/newly qualified drivers, those driving long distances
3. Evaluate the risks, decide if existing controls are adequate or if more should be done
4. Record findings
5. Review assessment and revise if necessary
Developing Driving at Work Policy and procedures

Matters to consider:

- Driver
- Vehicle
- Journey
Driver Competence & Training

What makes a good driver?
- Responsible attitude
- Awareness of risks
- Awareness of responsibilities
- Good vehicle control
- Good level of observation, concentration
- Ability to anticipate

Road safety knowledge, skills, experience, age, accident and enforcement history

Driver Profiling – SCORSA Members Get 10 Free Licences

Training Needs Analysis

Driver Development – e.g. defensive driving, online courses
Driver Fitness & Health

- Medical Conditions
- Avoiding Fatigue
- Eyesight
- Medicines
- Alcohol & Drugs

Disabled Drivers
Occupational Health Services

Associated:
- Stress & Mental Health
- Pregnant Workers
- Occupational health policy
What should the driver do?

- Hold full, appropriate current driving licence
- Use suitable and roadworthy vehicle.
- Legally required documents e.g. MOT certificate and road tax,
- Appropriate insurance if your own vehicle.
- Meet the minimum eyesight standard required for driving, (if you do need glasses you must wear them when driving).
• Don’t drive under the influence of alcohol.
• Don’t drive under the influence of any substance that may impair driving, or affect your judgment.
• Ensure that everyone in the vehicle wears a seat belt.
• Act in accordance with risk assessment requirements.
• Allow adequate time for journeys
• Notify manager of any endorsement, pending prosecution or change in medical condition, which may be added to your driving licence or affect your ability to drive.

• Only use mobile phones or other communication equipment when it is safe to do so.

• Participate in any driver training programme as appropriate.

• Report road accidents on Accident/Incident Report Form.
Vehicle

Suitable & Fit for Purpose – Insured, MOT, Servicing

Condition – pre-use checks, periodic checks

Safety Equipment – seatbelts, head restraints, load weights, exemptions?

Ergonomic Considerations – advice on correct driving position
Journey

- Route Planning
  - alternative transport? safest route? road hazards?
- Work Schedules
- Sufficient Time
- Distance
- Weather Conditions – e.g. winter driving
Journey Planner

Do you have to drive? NO

Use other travel modes - it’s safer and can reduce CO₂

Do you have to drive? YES

Plan the journey

- Share the driving if possible
- Ensure your vehicle is in a safe condition
- Make sure you’re not impaired by alcohol or drugs
- Make sure you will be well rested
- Book an overnight stop if necessary
- Avoid driving in peak sleepiness periods

Plan the route

- Avoid driving when you would normally be asleep
- Plan where to take rest-breaks - at least every 2 hours
- Plan where to stop for the night, if necessary
- Check for delays - plan alternative routes
During the journey

Take rest breaks as planned

Listen to traffic news for possible delays

Concentrate on your driving

If you start to feel sleepy

Find somewhere safe to stop

Take two strong caffeine drinks

Nap for about 15 minutes

Too tired to continue? Find somewhere safe to stop overnight
Other Matters to Consider

- Mobile Phones
- Sat Nav & Technology
- Vehicle Security
- Smoking
- Eating, Drinking,
- Entertainment systems
Accident, Breakdown & Emergency Procedures

• Procedures to be followed
• Contact details for reporting
• Contact details of roadside assistance provider
Monitoring – Document Checks

Driving Licence
MOT Certificate
Servicing Records
Insurance Cover for Business Use
Registration Document
Vehicle Excise Duty
DRIVING LICENCE

1. TROTTER
2. DEREK, EDWARD
3. 12-07-69    ENGLAND
4a. 02-03-09    4b. 02-03-45    4c. DVLA
5. 91283012938012983092
7. D. Trotter
8. 268 SELSON MANIELA HOUSE, PECKHAM RYE
9. A, B, f / k
MR JOE BLOGGS
52 MARPLE HALL DRIVE
MARPLE
STOCKPORT
SK6 6JN

Provisional Entitlement (see booklet INSS7P for category details)

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<th>Category</th>
<th>From</th>
<th>Until</th>
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<tr>
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</table>

Entitlement History (see Section 2 on rear)

| Category | From | Until | Codes |

Endorsements (as supplied by Convicting Court) See booklet INSS7P for offence codes

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<td>Month</td>
<td>Year</td>
<td>Day</td>
<td>Month</td>
<td>Year</td>
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</tr>
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</table>
• When did you last look at the Highway Code?

• Covers ALL road users

• Available as an on – line resource

• Revised regularly
Monitoring – Other Checks

Supervision of Workers
Driver Performance Analysis
Training/Assessment Records
Occupational Health Checks
Accident & Incident Reports/Investigations
External Audits
Reporting

- Driving offences
- Accidents
- Damage
- “Near-miss” Incidents
- Duty to report certain medical conditions to DVLA

RIDDOR Reporting
Keeping Records

- Policy
- Risk Assessments
- Evidence of Monitoring & Review
- Documentation Checks
- Vehicle Checklists
- Medical Certificates
- Occupational Health Records – 40 Years
- Others – e.g. Safety Belt Exemption Certificates
Review of Policies & Procedures

Formal Annual Review
Review following accident or incident
Review following new working practices – driver, vehicle, journey
Staff Appraisal
Worker Meetings
Consultation with Workers

- What Policy Means in Practice
- Worker involvement in Risk Assessment
- Organisational Responsibilities
- Worker Responsibilities
- What happens if they do not follow policy
- Information, instruction & training
- Feedback

Importance of Safety Culture within Organisation
Driving at Work – agenda item at safety meetings
Workplace Awareness Events
Staff Information boards, emails, intranet, etc.
What we do

Free and confidential advice

• Adviceline 0800 019 2211
• www.healthyworkinglives.com
• Workplace Visits
• Resource templates & Info
• Training/ Awareness
• HWL Award
Workplace OHS visit

– hands on practical support

• HWL Adviser visits and discusses issues.
• Needs Assessment – range of OHS requirements, good practice
• A written Action Plan is provided – incl. Driving at Work
• OH&S (SWHB) manual provided if necessary
• Other resources/tools – e.g. SCORSA TOOLKIT
• Ongoing assistance to support development, revisits and adviser contact by email & telephone
Further help & advice

Join ScORSA!
www.scorsa.org.uk

Contact Healthy Working Lives:
0800 019 2211
www.healthyworkinglives.com