



**Plastica Ltd**

## **Driving At Work Policy**

**Creation Date: 01/08/2019**

**Reviewed On: 02/10/24**

**Version: 5**

**HS&E 07**

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## 1.0 General Statement of Policy

Plastica Ltd is committed to reducing the risk of work related road traffic incidents. As an employer, Plastica Ltd recognises its duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regs. 1999 to ensure the safety, health and wellbeing so far as reasonably practicable of all our employees. This includes work related driving activities. We understand that the following legislation applies to us:

Legislation	Key Requirements
Health and Safety at Work Act 1974 Section 2	Employers have a “duty of care” for the safety of employees at work, regardless of the type or size of the business. There is also a duty of care to others who may be affected by their business activities, which, in the case of driving, means all other road users.
Management of Health and Safety at Work Regulations 1999. Regulation 3.	Employers are required to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
The Workplace (Health, Safety and Welfare) Regulations 1992	These Regulations cover a wide range of basic health, safety and welfare issues including traffic routes for vehicles within the workplace.
Road Traffic Acts supported by the Highway Code	The Highway Code applies to all road users and includes information on signs and markings, road users, the law and driving penalties. It is an offence for an organisation to set driver schedules which may cause them to break speed limits and / or have payment reward schemes which in any way give them incentives to do so.
PUWER (Provision and Use of Work Equipment Regulations) 1998	To ensure that the equipment provided is suitable for the task, maintained according to the manufacturers recommendations and used by suitably qualified personnel.
Corporate Manslaughter and Corporate Homicide Act 2007	Companies can be found guilty of corporate manslaughter as a result of serious management failures resulting in a gross breach of a duty of care.

This policy applies to all employees who drive in connection with their employment whether it is in their own vehicle, a company vehicle or a vehicle hired by the company.

## 2.0 Management Policy

1. Daniel Sawyer has been assigned specific responsibility for managing driving at work. He can be contacted on 01424 857723 or 07889 064359.
2. The management will routinely undertake, record and act on the findings of risk assessments dealing with all aspects of driving at work including driver safety, vehicle safety and journey planning.
3. The management will ensure that every incident involving any vehicle driven on behalf of the company is recorded and that collective information is regularly analysed and action taken to reduce recurrence if necessary.

## 3.0 Qualification to Drive

1. All employees driving a company vehicle must qualify to be covered under our vehicle insurance policy before they can be authorised to drive.

2. All employees driving a company vehicle or driving on behalf of the company must hold a full United Kingdom driving licence or international equivalent, valid for the group/category of the vehicle to be driven.
3. Any matter which might affect any employee's ability to drive, or which might invalidate our vehicle insurance cover must be reported immediately to your Manager (e.g. penalty points, endorsements, Speed Awareness courses, suspension or disqualification from driving, actions/prosecutions pending, or any health conditions or treatment, which might affect your fitness to drive).

## **4.0 Driver Safety**

1. Plastica Ltd has provided a Driver's Handbook that includes road safety guidance and sets out individual driver responsibilities, in support of the company's policies and procedures, e.g. what to do in the event of an accident.
2. All employees must follow all procedures detailed in the Driver Handbook.
3. All new employees driving on behalf of the company will have their driving documents checked to ensure they are properly licensed for the class of vehicle that they will be driving.
4. All employees driving on behalf of the company will be required to present their driving documents every 12 months for inspection and complete HSF 07 Driving on Company Business Declaration Form.
5. All employees driving on behalf of the company must inform their manager of any imposed or pending driving penalties or convictions within 5 working days. These will be dealt with on a case by case basis.
6. All employees driving on behalf of the company must report all at work crashes and collisions promptly having followed the procedure detailed in the driver handbook.
7. All employees driving on behalf of the company are required to report any road safety concerns that they have within a reasonable period of time.
8. All employees driving on behalf of the company must report any health issues that may affect their ability to drive.
9. Any employee that is offered further training as a result of a high number of incidents or concerns from other employees is required to accept this offer.

## **5.0 Vehicle Safety**

1. The management will ensure that when choosing vehicles to be used on behalf of the company that they are entirely suitable for their intended purpose and that utmost importance is placed on safety features.
2. The management will ensure that all company vehicles are regularly inspected and strictly maintained using at least the manufacturer's recommended service schedules. For Company Car's the driver is responsible to ensure that the vehicle is regularly inspected. The driver will be responsible for booking the relevant service and MOT. All MOT and Service documentation must be forwarded to Head Office where it will be filed accordingly.
3. All reported defects must be dealt with promptly. Any vehicle with a serious defect making it unsafe for employees and / or members of the public must be taken off the road immediately until a repair has been carried out. Any recall notices must be actioned as per the manufacturer's instructions.
4. Any employee driving their own vehicle on behalf of the company will be required to complete HSF 07 Driving on Company Business Declaration Form on an annual basis. Employees should ensure that their vehicle is insured for business use.

5. Any employee driving their own vehicle must ensure that it is kept in a safe and roadworthy condition at all times.

## **6.0 Journey Planning**

1. The management encourages use of alternative modes of communication or transport where this is practical. Road journeys will only be carried out when they are essential and arranged to achieve optimal usage of time and cost efficiency. The management also encourages vehicle sharing when practical.
2. The management will ensure that necessary journeys are scheduled to a realistic timetable and are planned to take into account the essential need for adequate rest periods. Any employee who feels that their timetables/schedules are unrealistic and they need to take risks/break speed limits to complete them must voice their concerns with their line manager as soon as possible.
3. The management will monitor weather conditions and will reschedule deliveries, visits and appointments etc. if conditions become too dangerous for the drivers.

## **7.0 Business Journeys**

1. Ensure management are aware of your visits, appointments etc. for each working day. Company cars are fitted with a tracker to assist in locating employees.
2. Refer to the Personal Security section of the Driver's Handbook.
3. Remain in regular contact with your manager/supervisor and inform them immediately of any concerns.

## **8.0 Drivers when driving own vehicles**

Management must ensure that employees who drive their own vehicle for work purposes:

- Have insurance for business use.
- Have taxed their vehicle and have a current MOT certificate (if applicable)
- Ensure their vehicle is maintained in a safe and roadworthy condition at all times
- Do not drive their vehicle for work purposes until any identified defects have been rectified.

## **9.0 Accident Procedure**

For full details refer to the Driver Handbook.

In the event of a collision all employees must:

- Stop
- Keep calm
- Be courteous and present a positive image
- Not accept liability

Employees must prioritise:

- Their own safety
- The safety of anyone else involved
- The safety of other road users

Use the Motor Accident Guide provided by Aviva to record all relevant details of the accident. Further copies can be obtained from the Finance & Operations Director.

## **10.0 Spillage Procedure When Driving**

If carrying chemicals before leaving site, check that a full ADR kit is on board

Stop in a safe area and do not travel too far with the spillage leaking on the road. A safe place is:

- Ideally in a layby
- Clear of junctions
- Clear of drains – if you have no alternative but to stop near a drain, drain covers must be used immediately
- Ideally on asphalt and clear of grass verges
- Well lit
- Not where prohibited by road traffic regulations (e.g. double yellow, solid white lines)
- Not on a blind bend

Turn off ignition and turn on hazard lights

Put on a hi-viz jacket

Locate the ADR kit and put on PPE (gloves, goggles, overalls and suitable footwear)

Position warning triangle in a safe and appropriate place at least 45m or 147ft from the vehicle.

Identify the leaking chemical, phone our Emergency Line 0800 0430892 and quote the SDS Number from the product. Follow the instructions given to contain and clear the spill (if appropriate).

If possible, place the split container into a containment vessel and place securely in the truck bed/boot for return to the Warehouse Manager.

Once the spill has been contained and cleaned up, report the incident to the Warehouse Manager (01424 857790) during normal working hours or the ICT Director (01424 857723 or 07889064359), the Business Development Director (01424 857745 or 07850988439) or the Operations Manager (01424 857762 or 07870460627).

All equipment to be disposed of accordingly and replaced in the ADR kit on return.

If spillage is too big to contain, contact the Emergency Service(s) immediately and provide them with the relevant hazardous paperwork or access to the online database. Contact the Warehouse Manager to report the incident during normal working hours.