



## 16.0 Driving At Work



Driving at work includes all journeys made on the public highway during the course of the work but excludes commuting to and from the normal place of work, (except where the journey starts from the home to go to a work location which is not the normal place of work).

### 16.1 Risk Assessment

The company shall assess the risks to the health and safety of employees who drive as part of their work and others who may be affected. The risk assessment shall take into account the number of vehicles being driven for business, selection procedures for vehicles to ensure suitability for their intended use, annual business mileage of drivers, accident records and any driving offences.

### 16.2 Document Checks



The company shall ensure that employees who drive as part of their work produce a copy of their driver's license on an annual basis and keep records.

### 16.2 Vehicle Safety

Employees who drive as part of their work shall;

- Make a brief visual check of the vehicle each time it is used.
- Familiarise themselves with the vehicle controls and how to use them.
- Carry out regular checks of the condition of tyres, windows, lights and fluid levels.
- Ensure mirrors and seat are adjusted to ensure comfort, control and maximum vision.
- Ensure head restraints are properly adjusted to reduce risk of neck injury in event of an accident.
- Wear a seat belt if one is available, unless exempt.



### **16.3 Driver Fatigue**

Employees that drive as part of their work shall be made aware of the risks of driver fatigue. One in five road accidents are caused by someone falling asleep at the wheel, most involve running off the road or into the back of another vehicle.

Sleep related accidents are most likely to occur between 2am and 6am and between 2pm and 4pm.

Studies have shown that sleep does not occur without warning. Drivers who fall asleep at the wheel first reach the stage of fighting off drowsiness. Micro sleeps are brief, unintended episodes of loss of attention including blank stare, head snapping and prolonged eye closure, which occur when a person is fatigued but trying to stay awake to perform a monotonous task like driving a car. Employees shall take the following precautions when driving on a long journey;

- Plan the journey to include a 15 minute rest break every 2 hours.
- Don't start a long journey if already tired.
- Find a safe place to stop and take a break if beginning to feel drowsy.
- Drink two cups of coffee or a high-caffeine drink, take a 15 minute nap if required.
- Never drive more than 9 hours in any 24-hour period.
- An overnight stop may be necessary for some journeys.
- Take into account the total amount of time spent driving/working during the day.
- Consider using an alternative means of travel for long journeys, e.g. take the train following a long haul flight, don't drive without taking a suitable rest break.
- Never drive under the influence of alcohol, drugs or medicine, (check the instructions or ask the doctor or pharmacist).

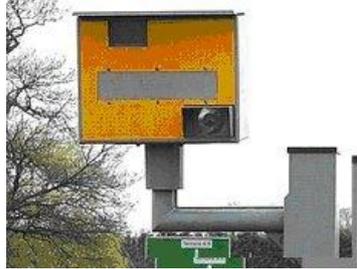
### **16.4 Adverse Weather Conditions**

Employees shall take the road and traffic conditions into account and drive accordingly. In winter employees should check the local weather forecast for warnings of icy or snowy weather and avoid driving in these conditions unless the journey is essential. Where is not possible to avoid driving in adverse weather conditions employees should;

- Clear all snow and ice from all the windows.
- Ensure that all lights and number plates are clean.
- Ensure the mirrors are clear and the windows are demisted thoroughly.
- When driving in icy or snowy weather drive with care, even if the roads have been gritted.
- Keep well back from the vehicle in front.
- Stopping distances can be ten times greater than on dry roads.
- Be prepared for the road conditions changing over relatively short distances.



## 16.5 Speed Limits



Employees must not exceed the maximum speed limit for the road. The speed limit is the absolute maximum and does not mean it is safe to drive at that speed irrespective of conditions. Driving at speeds too fast for the road and traffic conditions can be dangerous.

Employees must drive at a speed that will allow them to stop well within the distance they can see to be clear and should leave enough space between the vehicle in front to pull up safely if it suddenly slows down or stops, allowing at least a 2 second gap between the vehicle in front on roads carrying fast traffic.

## 16.6 Stopping Distances

Stopping distance is affected by a number of factors, including load, condition of the road surface, tyres, brakes, driver skill and design and type of vehicle. Increasing speed will inevitably increase stopping distance. The figures in the table below are based on dry weather and good tyres, stopping distances will vary according to weather conditions.

### Typical Stopping Distances



## 16.7 Accident Reporting

Accidents while driving at work shall be reported in accordance with the accident reporting procedures in the same way as other work related accidents.