

### Policy Statement:

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles, Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. This includes when working around the vehicle loading and unloading etc.

The company is committed to ensuring that all employees receive the proper **equipment, instruction and training** to ensure their safety in and around the vehicle using some of the following controls:

- All vehicles are fitted with seatbelts that must always be worn by drivers and passengers.
- Passengers should only be allowed on a vehicle if it is designed to accommodate them safely, with suitable seating and restraints.
- It is important to ensure the drivers can see clearly around their vehicle so they can see hazards and avoid them.
- Where the vehicle is considered to have poor visibility from the cab. Visibility can be poor to the side or front of a vehicle as well as behind and loads on vehicles can severely limit visibility from the driving position. We provide extra mirrors, reversing alarms or sensors, and CCTV.
- Vehicles should be clearly visible to pedestrians and other vehicles in the workplace so the use of additional lights, reflectors, flashing or rotating beacons or vehicle horns are used to warn others they are approaching.
- Elebia Hook and relevant training for the loading / unloading of trailers
- CCTV inside lorries to ensure vehicle safety rules are followed
- Fall arrest training and harnesses provided where necessary
- Loading and unloading training provided where necessary
- Briefings and reminders of general safety rules to Drivers

### We are committed to ensuring:

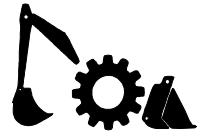
Drivers are fully able to operate the vehicle and related equipment safely;

Drivers receive a comprehensive instruction and training so that they can work safely; The information, instruction and training provided should cover areas such as:

- the layout of the workplace routes;
- how and where to report faults or hazards;
- procedures for reporting accidents;
- how to use the vehicle and equipment safely;
- information about, for example, dangers, speed limits, parking and loading areas, and procedures;
- what personal protective equipment they need for the task they are going to do, and how to use it;
- information on the structure and level of supervision that will apply, and the penalties if they fail to follow instructions and safe working practices;
- how to follow any emergency procedures.

### Drivers should:

- Have a mature and responsible attitude;
- Have a reasonable level of both physical and mental fitness;
- Maintain good driving habits;
- Learn new skills where appropriate;



### Monitoring and Refresher Training:

People lose skills if they do not use them regularly. An ongoing programme of reassessment and refresher training will usually be necessary for all drivers and operators, to make sure their skills remain up to date.

Signed: .....

Date: February 2020

Mr. Malcolm Bennett  
Head of Transport Department

### Employee Acknowledgment –

I confirm that I have read and understood the above Policy in regards to – **Personal Safety in and around Vehicles Policy.**

Employee Name .....

Employee Sign .....

Date .....