

Policy Statement -

Our company goal is to ensure that there is a reduction in the potential to injure people and property through the careful control of vehicles.

The policy is an effective means of ensuring consistency throughout the organisation and tells drivers how to behave in certain situations. This policy can be linked to legal requirements so that drivers are aware of the law and compliance of regulations and rules that aim to reduce the potential for injury.

Safe Manoeuvring -

Manoeuvring your truck is a difficult and skilled operation. It is important to be aware of the hazards and obstacles that may be in your way. As a driver you should always observe your surroundings before carrying out any manoeuvre and use your mirrors.

- There are blind spots around the sides of the vehicle, which makes it more important to be aware of other road users both to either side and at the rear of your vehicle before they enter these blind-spots.
- It's important to keep a clear view from the driving position and items should not be placed in the windscreen area or in the way of mirrors or monitors, where they might impede visibility. The area of the windscreen that is kept clear by the wipers should not be obscured, and nor should the side windows. Windows and mirrors will also normally need to be kept clean and in good repair. Dirt or cracks can make windows or mirrors less effective.
- All collisions (minor and major) and near misses should be reported to your supervisor as soon as possible.
- If reversing is unavoidable, use organised routes to minimise the need for reversing.
- If there is a one-way system on the site, use it.

Nearly a quarter of all deaths involving vehicles at work occur during reversing. Many other reversing accidents do not result in injury but cause costly damage to vehicles, equipment and premises.

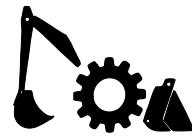
Most of the accidents can be avoided by taking simple precautions. Where possible, the need for reversing should be eliminated, however where reversing cannot be avoided:

- When visiting sites make sure you are familiar with the layout of the workplace and any site rules. If you have to report to reception on arrival, make sure you do
- Where possible, use the help of a 'bansman', whose job it is to keep the reversing area free of pedestrians, and to guide drivers. If there isn't a banksman and you need help, it's always better to ask than risk having an accident
- When using a banksman, make sure you understand their signals before starting the reversing manoeuvre. If you lose sight of him/her, stop immediately
- Reverse slowly and with caution, minimising the distance. Be prepared to stop instantly
- If you can't see behind the vehicle, or you're unsure of distances, stop, get out of your vehicle and check access before continuing the manoeuvre

Parking -

As a driver you should understand the risks of leaving your vehicle badly parked and how to avoid doing this.

- Carelessly parked vehicles can injure or even kill people. For example: A vehicle parked on a slope can move if all of the brakes are not used properly. Remember it can take very little slope to make a vehicle move.
- Vehicles should be parked on firm and level ground, in a designated parking area if one is available.



A vehicle must NEVER be left without ensuring both the vehicle and the trailer are securely braked, the engine is off and the key to the vehicle has been removed. Also ensure appropriate trailer legs and any mounted equipment is lowered to the ground or secured.

Remember –

- 1) Brakes ON
- 2) Engine OFF
- 3) Key OUT
- 4) Equipment SAFE

Coupling and Uncoupling -

Coupling and uncoupling should take place on firm and level surfaces and in areas that are well lit. Don't attempt to do it without being properly trained and always make sure you follow a safe system of work involving the use of trailer and tractor unit parking brakes as appropriate.

Finally ensure you are wearing the appropriate clothing to carry out this task, this can include suitable gloves, footwear, and other personal protective equipment such as high visibility clothing.

Use of Manoeuvring Aids -

Vehicle based aids can be helpful if vehicles are delivering to sites where reversing cannot be eliminated or where it will not be possible to guarantee pedestrian segregation.

Objectives / Outcomes of this procedure:

- Reduced loss through damage, injury and people off work
- Better insurance rates
- The company can avoid compensation payments, fines and legal costs
- The company's reputation is protected
- It improves YOUR morale as an employee
- A general improvement in working practices from a planned and sensible approach to health and safety, which can lead to improvements in productivity

Conclusion of this procedure -

To sum up, we need to ensure that there is a reduction in the potential to injure people and property through the careful control of vehicles.

Manoeuvring your truck is a difficult and skilled operation. It is important to be aware of the hazards and obstacles that may be in your way. As a driver you should always observe your surroundings before carrying out any manoeuvre and use your mirrors.

All collisions (minor and major) and near misses should be reported to your supervisor or the Head of Transport as soon as possible.

Remember, manoeuvring the vehicle safely, following the correct procedures and using manoeuvring aids will help to keep yourself and others safe and promote a positive health and safety culture.

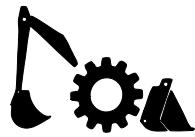
Risk assessments are required by law and are an essential part of identifying sensible measures to control the risks in your workplace. They help you decide whether you have covered all you need to. Make sure you are familiar with the risk assessment for vehicle manoeuvring.

The consequences of not following the correct procedures could mean vehicles and equipment are damaged and such actions have had the potential to lead to serious injury or loss of life.

Signed:

Date: February 2021

Mr. Malcolm Bennett
Head of Transport Department



Employee Acknowledgment –

I, confirm that I have read and understood the above policy in regards to **Vehicle Manouvering Policy**.

Employee Signature

Date