

Health and Safety policy

1. General Statement of policy

- Loweroak & DJL Haulage is committed to a high standard of health and safety compliance and performance. The commitment should be at all levels and is essential in developing a positive safety culture in the work environment based on involvement not compliance.
- To consult with our employees on their safety
- To provide and maintain safe vehicles and plant vehicles and machinery.
- To prevent accidents and cases of ill health work related illness.
- To provide information , instruction and supervision.
- To review and revise this policy as necessary.

The company recognises its responsibility and duties under the Health and Safety at work Act 1974(as subsequently amended) , to provide a healthy and safe environment for all employees, visitors and members of the public.

2. The organisation for carrying out the policies

Ultimate responsibility for Health and safety lies with the company secretary, for routine health and safety the line of responsibility follows the normal managerial lines, transport manager

3. Risk assessments

- Will be carried out by health and safety officer
- The findings of the risk assessments will be reported to company secretary
- Action required and action implemented will be the responsibility of the health and safety officer.

The Health and Safety at Work etc Act 1974 (HSWA) requires employers to ensure the health and safety of all employees and anyone who may be affected by their work. This includes taking steps to control the risks from driving at work. The HSWA also places a responsibility on employees not to endanger themselves or others and to use any safety equipment provided. The Management of Health and Safety at Work Regulations 1999 place duties on employers to assess risks and where necessary take action to eliminate or control the risks.

The Road Traffic Act also has many provisions, which may apply to either the vehicles or the drivers. Employers should ensure that they comply with the relevant sections. Drivers are required to comply with the Highway Code and other guidance relating to driving Road vehicles (construction and use) Regulations

Health and safety policy part 2

Company Speed Policy

As part of our overall health and safety policy DJL Haulage & Loweroak is committed to reducing the risks which our staff face and create when driving for work. We ask

all our staff to play their part, whether they use a company vehicle, their own one or a hire vehicle.

Staff driving for work must never drive faster than conditions safely allow and must obey posted speed

limits at all times. Exceeding the speed limit is against the law. Persistent failure to comply with the law will be regarded as a serious matter, and gross speeding while driving for work will be regarded as a serious disciplinary matter.

Staff who gain penalty points on their licence may be required to take further driver training. Company

Vehicles will be withdrawn from staff who are disqualified from driving.

We will co-operate with police enquiries resulting from an alleged speeding offence or incident and

supply details of the employee (or the driver, if different) to whom the vehicle is allocated.

Senior Managers must:

- lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues.

Line Managers must ensure:

- they also lead by personal example

- staff understand their responsibilities to drive at safe speeds and obey speed limits

- staff receive driving assessments and appropriate training

- staff plan and undertake journeys at safe speeds and obey speed limits

- work targets, systems of work or performance related methods of pay do not create pressures which

lead staff to use speed inappropriately

- work-related road safety is included in team meetings and staff appraisals and periodic checks are

conducted to ensure our Safe Speed Policy is being followed

- they follow the monitoring, reporting and investigation procedures to help learn lessons which could

help improve our future road safety performance

- they challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal

example in the way they themselves drive.

Staff who drive for work must:

- never drive faster than conditions safely allow and obey posted speed limits at all times

- ensure they know what the maximum speed limit is for the vehicle they are driving.

- plan journeys so they can be completed at safe speeds and without exceeding speed limits

- report road safety problems, including crashes, incidents, fixed penalty notices, summons and

convictions for any offence, including speeding, to their line manager

- present their licence, and any other documents required, for inspection on request (normally annually)

- co-operate with monitoring, reporting and investigation procedures.

This policy is to be used alongside the Road safety policy,

Mobile phone policy

The Road Vehicles (Construction and Use) (Amendment)(No 4) Regulations 2003 came into force on 1 December 2003, banning drivers from using mobile phones while on the road. Employers can also be held liable for offences arising from work-related calls.

What is this law designed to do?

The rules aim to protect employees and their employers from possible prosecution for using a mobile phone while driving a motor vehicle. The new law also aims to inform and educate staff about the responsible use of mobile phones in vehicles.

This policy applies to all company car/van/lorry drivers as well as employees who use their own private vehicles for work purposes.

What do the regulations mean to the employer and employee?

The regulations make it illegal to use a hand-held phone or similar device when driving. This applies to the drivers of all motor vehicles on the road, including cars, motorcycles, goods vehicles, buses, coaches and taxis. So employers would be liable if they required their employees to use a hand-held phone while driving and would also be liable if they failed to forbid employees to use such phones on company business.

What is a hand-held device?

A hand-held device is something that 'is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function'.

Examples of interactive communication functions are sending and receiving spoken or written messages, sending or receiving still or moving images and providing access to the internet. The offence applies if a phone has to be 'held' while making or receiving a call. 'Cradling' a phone by wedging the phone between the ear and shoulder – or anywhere else – constitutes 'holding' a phone.

The use of a mobile phone or similar device for texting/internet access/video phones while driving is also prohibited if the phone (or other device) has to be held in order to operate it.

Are there any exemptions to the rules?

The prohibition applies when driving. Driving includes times when stopped at traffic lights or during other hold-ups that may occur during a typical journey when a vehicle can be expected to move off after a short while.

There is an exemption to the prohibition on calls while driving, for calls to 999 in genuine emergencies where it is unsafe or impractical to stop.

Provided a phone can be operated without holding it, hands-free equipment is not prohibited by the regulations. In addition, pushing buttons on a phone while it is in a cradle or on the steering wheel or handlebars of a motorbike for example is not covered by the offence, provided the individual does not hold the phone.

The use of hands-free phones is still considered distracting and individuals risk prosecution for failing to have proper control of a vehicle under Regulation 104 of the Road Vehicles (Construction and Use) Regulations 1986 if they use a hands-free phone when driving. If there is an incident and the driver is using any phone (hand-held or hands-free) or similar device, there is a risk of prosecution for careless or dangerous driving.

In accordance to the above Staff should:

- Employees are under no obligation to make or receive telephone calls while driving
- Hand-held mobile phones should never be used while driving
- Employees should only use professionally fitted hands-free kits with phone cradles and even then highlight that there is a risk of prosecution for careless or dangerous driving when using hands free, if it can be shown that the driver was distracted and not in proper control of the vehicle.
- Mobile phones should be switched to voicemail when the user is driving
- Emergency calls only should be made / received when on the move
- Employees should aim to only make or receive calls -- even with a hands-free kit -- when they are safely parked away from the road.
- **Road safety policy**

Vehicle Requirements:

- The vehicle is fit for the purpose, and has been maintained in safe working order, with seatbelts installed and functional.
- The number of passengers does not exceed manufacturer's specification for the vehicle.
- Loads are secure and do not exceed manufacturer's specification and legal limits for the vehicle.

Driver Requirements:

- They are appropriately assessed, licensed, trained, and medically fit to operate the vehicle.
- They are appropriately rested and alert.
- They do not use a mobile phone or other two-way communication device while operating the vehicle.
- In specific high-risk countries risks of the journey have been assessed and journey risk management plans in place.
- Seatbelts are worn by all occupants at all times whenever a vehicle is in motion.
- They are not under the influence of alcohol or drugs, or any other substance or medication that could impair their ability to drive.

As the driver of a commercial goods vehicle, you have a special responsibility - not just to yourself, but to all other road users. You can set a good example to others by driving safely, courteously and with consideration for everyone else on our busy roads.

Employers duties:

Should take great care to ensure that the vehicles you use are safe and maintained to an appropriately high standard. .

Not only will carrying out safety checks help reduce the risk of accidents but it will also reduce the associated costs that go hand in hand with accidents such as:

- insurance
- repairs
- compensation
- loss of earnings

The driver duties :

- check your vehicle regularly
- know the route you are driving
- be aware of weather forecasts
- drive safely

King of the road

Many accidents are caused by driver error, and the majority are preventable. Therefore it is important that you take time to assess what potential dangers your next journey involves and what you need to do to complete the journey safely and efficiently.

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- **Driver medical requirements**

As a driver of heavy goods vehicles you are required to be healthy and pass a number of medical tests. You are also required to have an eye test whether or not you actually need glasses or contact lenses.

It is your responsibility to inform the Drivers Medical Unit at DVLA if your medical circumstances change.

- **Drivers' hours**

Drivers' hours of work are controlled in the interests of road safety, working conditions and fair competition. Currently there are maximum limits on driving time and minimum requirements for breaks and rest periods. There are various exemptions from these rules, some of which apply to activities and vehicles on UK journeys only.

- Operation under the European Union (EU) drivers' hours and tachograph rules, you will be subject to working time provisions within the Road Transport (Working Time) Regulations.
- Self-employed drivers will be exempt from these regulations until 2009. Drivers of vehicles which are exempt from the EU drivers' hours and tachograph rules normally fall within the scope of separate UK domestic legislation on drivers' hours. If you are a driver of such a vehicle, then you will be subject to certain aspects of the main working time regulations.

- **Driver sleepiness**

Regardless of the law, it is important that if you start to feel sleepy you should find a safe place to stop (not the hard shoulder of a motorway) as soon as possible.

Modern vehicles are often very comfortable but it is important not to relax too much. To combat the risk of falling asleep at the wheel, you should:

- Plan your journey to include adequate rest breaks
- get adequate sleep and not start a journey if already tired
- Avoid driving if you are not 100% fit
- Never drive if affected by alcohol or drugs and remember that some medicines, including over-the-counter remedies, can make you drowsy
- Avoid eating heavy meals before driving
- Be alert to the body's natural tendency to feel more sleepy between 2 and 4 in the afternoon and in the early hours of the morning
- Keep a plentiful supply of fresh air circulating in the cab but remember that cold air will do little to stop you falling asleep

If you do start to feel sleepy, stop and have a strong caffeine drink followed by a 15 minute nap to allow the caffeine to take effect.

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- **Driver development training**

Proper driver training is an important aspect of any driving job - not just for new drivers but also for existing drivers. You should update your driving skills to safer and more efficient techniques regularly. This will help to:

- reduce injuries and fatalities on our roads
- reduce congestion resulting from accidents
- reduce accident damage to vehicles
- reduce downtime for vehicle repair
- reduce insurance premiums
- comply with current legislation and the Highway Code
- comply with your company's policy for managing occupational road risk

- **Know your vehicle**

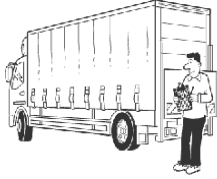
As a driver you should be aware of how the vehicle you drive functions, and be able to spot any potential problems before you start a journey.

Any defects or problems should be reported and a proper record kept, in the defect books provided on a daily basis

Safety checks

There are some important checks that you should carry out before starting a journey. You do not have to be a mechanic to carry out these tests, they are easy to do and can help avoid a serious accident.

You should carry out a walk round check of your vehicle before starting your journey. The driver has a legal responsibility for:



- ensuring legal requirements are met before driving the vehicle
- checking the vehicle is roadworthy before driving
- ensuring that any equipment, fittings and fixtures required are present and serviceable
- not driving the vehicle if faults are present or develop
- ensuring all actions taken when driving the vehicle are legal

As well as checking the vehicle, you should also carry out safety checks within the cab. These checks will help ensure your own safety and that of any passengers or other road users.

Before each journey check that all the warning systems are working; never begin a journey with a defective warning device or when a warning is showing. If a warning light shows when driving, stop immediately and seek professional help.

Cruise control

If you have cruise control available on your vehicle it's important to use it correctly. Do not use it to brake or accelerate, as you are not in control of the vehicle.

However, cruise control will help to optimise electronic control systems' ability to deliver the appropriate amount of fuel for the given situation, improving fuel efficiency.

If you use cruise control it is important not to lose concentration and to keep observing the road.



Fuel leaks/fuel tank

Diesel spillage is dangerous to other road users, particularly motorcyclists. Check under the bonnet and throughout the run of the fuel line from the fuel tank to the engine to make sure:

- the fuel filler cap is fastened securely
- the seal in the cap is not torn, perished or missing
- there are no other defects that could cause fuel to leak out

Remember that fuel expands when it is hot. If you overfill the tank and the fuel expands, it can leak through the breather, wasting fuel and money. It will also be hazardous.

Gears

You should choose gears in accordance with the situation the vehicle is in and the load it is carrying. The lowest gears may only be necessary if the vehicle is loaded or when you are climbing a steep gradient.

You should always plan ahead before entering a junction, approaching a hazard or manoeuvring to avoid dangerous situations. You should never 'coast' with the clutch pedal depressed or leave the gear lever in neutral. This is highly dangerous, especially in vehicles with air brakes, as you would lose the pressure in the braking system.

Lights

Lights are one of the major failure items when a van or truck is put in for its annual test, and headlamps are the most common source of problems. A significant number of failures are due to headlamps being unsynchronised, ie one side being aimed high and the other low.

As well as the headlamps, it is important to check that all other lights are functional and clean before a journey. It's unsafe to travel with faulty or dirty lights, including indicators, brake lights, fog lights and headlights.

Mirrors

It is important to know as much about the traffic and obstacles around you as possible. Before starting your journey, you should always check your mirrors to make sure they are in the correct position for you to be able to see around the vehicle. You should always make full use of your mirrors before making a manoeuvre.

You should be aware of blind spots, both for yourself and others.

Reflectors

As the driver of the vehicle you must make sure that the LONG VEHICLE or chevron marker plates on the back of the vehicle and the reflectors on the back and side of the vehicle are present, visible and clean.

This helps other road users identify your vehicle when visibility is poor, reducing the risk of an accident in adverse conditions.

Route planning

Route planning is an important part of any journey. The length, width, weight and height of your vehicle will sometimes dictate the route you take. If possible you should also plan routes to avoid congestion at peak times.

Planning your journey will help you select the safest and most efficient route. Always plan an alternative route to allow for accidents or bad weather conditions.

Forward planning

Use the visibility advantage provided by the high seating position in a cab to your advantage. Plan ahead for every manoeuvre you need to make, understand the road and consider the other road users around you.

Speed limits

See policy

Reversing

Do not engage reverse on a site until a "banks man" is available to guide you in. This ensures blind spots are reduced and damage can not be apportioned inappropriately, after you have left a site.

Please descend the cab and check for hazards prior to reversing

Loading arrangements

You should understand the load you are carrying and the possible hazards involved. Varying loads have different hazards associated with them from securing the load to tackling a roundabout.

Loading/unloading

Do not load or unload where there are yellow markings on the kerb and signs advising that restrictions are in place. This may cause a hazard and put you and other road users at risk.

Weight of load

Ensure the vehicle is not overloaded either by its gross weight or individual axle loads. If you

are concerned about the load, you can find out the vehicle weight from your transport manager.

Policy updated: 2/3/2014

review date: 24/01/2015

Health and safety part 3

To help you on site to take your deliveries smoothly & to minimize charges , we would ask that your site is aware of the following

**Safe Delivery by Chute or Mobile Plant/
Wheelbarrows Asphalt deliveries please be aware**

If delivery is by chute or into wheelbarrows or mobile plant the customer/contractor has control of the discharge operation and is responsible for the safety of all personnel working close to the vehicle; the driver must ensure the body is not raised too high. It is recommended
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to have a 3 metre exclusion zone around the back of the vehicle and any mobile plant should be stationary with the handbrake on, the ignition key removed, and the driver situated in a safe location outside the exclusion zone.

Please ensure the designated banksman must maintain visual contact with the driver at all times during the tipping – either directly or through the vehicle mirrors. Only when the tipping operation has halted, with the body lowered to a safe angle to prevent a sudden surge of material, and the vehicle engine switched off, can you then approach the rear of the vehicle to remove material.

Safe Trenches/Excavations

Vehicles should be restricted from the edges of trenches and excavations with safe distances being determined based on ground conditions, trench formation and support methods. Where vehicles are required to discharge into trenches/excavations suitable wheel stops should be provided.

please allow enough room on site Typical Vehicle Specification

Wheel base 5.5m

Length 9.7m

Height (tipped) 6m

Width 2.5m

Gross vehicle weight 26t

Turning circle 17.9m

Wheel base 7m

Length 10.6m

Height (tipped) 6.5m

Width 2.5m

Gross vehicle weight 32t

Turning circle 24.2m

Wheel base 4.1m

Length (combined) 16.4m

Height (tipped) 11m

Width 2.5m

Gross vehicle weight 44t

Turning circle 15m (tractor)

Note: These figures are for guidance only. They will vary

Safe Access

Clear signage should be displayed at site entrances with suitable controls in place to ensure safe

passage through to the delivery point. Ground conditions must be stable enough to take a heavy vehicle. Paving slabs, domestic slabs, etc., will not accommodate the weight of a large goods vehicle. Where it is necessary to use an access ramp, these should be formed with compacted material such that it is safe, stable and wide enough to allow for safe reversing where required. Tipping vehicles should only discharge on firm level ground with no visible crossfall and longitudinal slopes kept to a minimum.

Safety Above

Ensure you have identified overhead obstructions such as power/telephone cables, low structures, etc and that these are not present in the tipping area.

Safe Manoeuvring

A qualified banksman on site, wearing appropriate high visibility clothing, will reduce the risk of having an incident and help ensure that we deliver our materials to where you want them safely. Traffic routes should be planned to ensure reversing is kept to a minimum and one way systems enforced where practicable

Safe Walkways

Where possible we would ask that pedestrians are segregated from all forms of transport, preferably with physical barriers and designated walkways.

Safety Wear

Hard hats, long sleeved high visibility jackets, high visibility trousers, safety boots are our minimum personal protective equipment (PPE) standards, with gloves for all manual work. If you have any additionally site specific requirements please inform us prior to delivery. Please help reduce injuries by ensuring all site personnel are wearing all necessary PPE.

Safe Discharge

The ground conditions for tipping vehicles should be firm and level and, if possible, not downhill. There should be room for an articulated vehicle to keep the tractor and semi-trailer in line.

Tippers, particularly articulated vehicles, are known to tip over. It is recommended that there is an exclusion zone around the vehicle of no less than 15 metres which nobody enters, including other vehicles/ mobile plant during the tipping operation. The driver must release the tailgate

before commencing tipping and remain in the vehicle, provided his vehicle controls allow for this, during the complete discharge.

Look After Yourself Look After Each Other

Look After Yourself Look After Each Other

Essentials. If the driver has any concerns with any safety aspect of the delivery he has the authority to stop the delivery until adequate control measures are in place.