

# safe working procedure

Location	Various	Revision	4
Process / Task	General Road Risk	Document no.	RA SWP TAT 021
Required Equipment & Materials		Last Review Date	09/06/2023
Persons involved	Drivers	Expiry Date	08/06/2025
Mandatory Training		Reference Documents	See RA Sheet Page 7 & 8
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Commitments we live by				Personal Protection Equipment				Hazards				
	Fundamentals	Pedestrian Protection	Working at height		High Visibility	Gloves	Hearing Protection		Asphyxiation	Collision – mobile equipment	Crushed between objects	Entanglement
	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓
												
Mobile Equipment	Energy Isolation	Handling Loads	Helmet	Safety Footwear	Eye Protection	Fall from height	Manual tasks	Slips, trips or fall at same level	Struck by falling objects			
✓	✓		✓	✓	✓	✓	✓	✓	✓			
<b>Take Time</b> 1) Think through the task 2) Spot the hazard 3) Assess the risk 4) Take appropriate action 5) Do the task safely		<b>Stop Work Authority:</b> You have the responsibility and authority to speak up and stop any task that presents an unacceptable level of risk that could potentially result in a serious incident. This includes: Unsafe work; Unsafe acts and conditions; A situation where you are in doubt <b>You are empowered to exercise your Stop Work Authority</b>										
								Struck by mobile equipment	Struck by object	Release of energy	Human Behaviour	
								✓	✓	✓	✓	
It is the duty of all employees to comply with the following Safe Working Procedure designed to provide a code of good practice and conduct with the objective of preventing accidents or harm. At all times employees must work in a safe manner both to prevent personal injury to themselves or others.												

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	During your work you will travel many thousands of kilometres on both public and private highways. Much of your driving will involve your interaction with other road users and will require road risk management.	General risks/hazards are: 1.Speed 2.Failure to use Service and Parking Brakes 3.Weather Conditions 4.Traffic Conditions 5.Driver Fatigue 6.Mobile Phones 7.Alcohol, Drugs and Prescribed Medicine. 8.Smoking & Eating whilst driving 9.Legal Compliance 10.Vehicle condition & suitability 11.Inexperience or lack of training 12.Knowledge 13.Schedules 14.Health Screening 15.Long Driving Periods and Distances.		
2	<p><b><u>Risk Management</u></b></p> <p>Speed</p>	Risk of Accident/ collision with other road users.	Keep within the statutory speed limits. Manage speed limiter output. Drive only at a speed at which you know you can stop in the distance you can see to be clear, on your side of the road.	

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3	<u>Correct Use of Parking Brakes</u>	Risk of collision. Risk of brakes failing. Risk of Tractor rollaway. Risk of tractor creep at junctions/ stopped in traffic. Risk of uncontrolled movement on a gradient.	<p>Brakes must always be properly adjusted and working efficiently. Any defects must be reported immediately using the defect reporting system. Never use Vehicles if the braking systems are defective.</p> <p>You <b>MUST</b> apply the tractor unit handbrake before leaving the vehicle at any time.</p> <p>When stopped in traffic for more than a moment apply tractor unit handbrake. If stopped for longer and to avoid tractor creep apply the tractor unit handbrake and select neutral. Make sure the vehicle has stopped before applying the handbrake.</p> <p>If stopped on a gradient apply the unit handbrake. This will help you to then set your feet to get ready to move off again, especially if you're going up-hill.</p>	

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4	<u>Weather Conditions</u>	Risk of road closures from flooding/ snow & ice. Risk of poor vehicle and trailer control in high winds. Risk of delays/ late deliveries.	Plan and review routes and timings if weather conditions are adverse. Vehicles are equipped to deal with poor weather conditions (ABS) Take into consideration effect on vehicle control when driving in high winds. If trailer is empty open curtains and tie back. If poor weather conditions mean that you are unable to complete your journey or there will be delays, you must contact your Traffic Office.	
5	<u>Traffic Conditions</u>	Risk of traffic jams due to heavy traffic especially around larger towns and major roadworks/ accident hotspots.	Wherever possible plan routes to avoid peak traffic flows. If practical choose routes to avoid peak traffic, whenever possible	
6	<u>Driver Fatigue</u>	Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW.	You are to ensure that you have taken a full and appropriate rest under driver's hours regulations and that your journey is planned to allow proper and appropriate breaks from driving. You are to report to your Traffic Office any medication that you have been prescribed that may cause drowsiness.	

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7	<u>Mobile Phones</u>	Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW.	You are to follow your company policy and legal obligations on the use of mobile phones whilst driving Do NOT use mobile phones whilst driving. If equipped with hands-free/ Bluetooth then calls should be limited to brief, and essential communication. Pull over before taking any job details.	
8	<u>Alcohol, Drugs and Prescribed Medicine</u>	Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW.	If prescribed medication, ensure you have taken advice from the relevant pharmacist or doctor regarding the medication whilst driving. Check the label on medicines for warnings before the medicine is taken. Inform your Traffic Office of all prescribed medicine being taken. No alcohol should be consumed whilst working for P&O Ferrymasters Legal limits must be complied with. Some customers will refuse load to drivers who are found to have any alcohol in their system.	

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9	<u>Smoking &amp; Eating Whilst Driving</u>	Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW.	Follow the guidelines set out in the highway code. Eating or drinking whilst the vehicle is in motion is not permitted	
10	<u>Legal Compliance</u>	Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW.	You are to comply with all legal compliance requirements whilst undertaking your duties of an HGV driver.	
11	<u>Vehicle Condition &amp; Suitability</u>	Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW.	You are to carry out pre-shift safety and maintenance checks. All trailer defects are to be reported in accordance with the P&O Ferrymasters defect reporting procedure. Trailer service/ MOT Intervals are to be kept in accordance with P&O Ferrymasters instructions.	
12	<u>Health Screening</u>	Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW.	All medical Requirements set down by the licensing authority must be met and if not then the licensing authority and your Traffic Office must be informed.	
13	<u>Long Driving Periods and Distances</u>	Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW.	Full compliance with drivers' hours regulations and the road transport directives are mandatory.	

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Speed	Drivers/ Other Road Users/ members of the Public	4	5	20	Driver's Handbook, National/ Country Speed Limits
Use of service and parking brakes	Drivers/ Other Road Users/ members of the Public	4	5	20	Driver's Hours Legislation (EC3820/85)
Weather conditions	Drivers/ Other Road Users/ members of the Public	4	5	20	Tachograph Legislation (EC3821/85)
Traffic conditions	Drivers/ Other Road Users/ members of the Public	4	5	20	Driver's Handbook
Driver fatigue	Drivers/ Other Road Users/ members of the Public	4	5	20	Company Policy & Procedures
Mobile Phones	Drivers/ Other Road Users/ members of the Public	4	5	20	Driver induction training or joining
Alcohol, Drugs and Prescribed medicine	Drivers/ Other Road Users/ members of the Public	4	5	20	Annual driving training seminars
Smoking and eating whilst driving	Drivers/ Other Road Users/ members of the Public	4	5	20	Driver's Handbook

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Legal Compliance	Drivers/ Other Road Users/ members of the Public	4	5	20	Driver's Handbook
Vehicle condition and suitability	Drivers/ Other Road Users/ members of the Public	4	5	20	Driver's Handbook
Inexperience or lack of training	Drivers/ Other Road Users/ members of the Public	4	5	20	Driver's Handbook
Knowledge	Drivers/ Other Road Users/ members of the Public	4	5	20	Driver's Handbook
Schedules	Drivers/ Other Road Users/ members of the Public	4	5	20	Driver's Handbook
Health Screening	Drivers/ Other Road Users/ members of the Public	4	5	20	Driver's Handbook
Long driving periods and distances	Drivers/ Other Road Users/ members of the Public	4	5	20	Driver's Handbook
Stress, and scheduling breaks	Drivers/ Other Road Users/ members of the Public	4	5	20	Driver's Handbook

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Competence Check						
#	Question	Answer		#	Question	Answer
1	What must be done at the start of each working day?			3		
2	How do you avoid potential delays?			4		

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			