

Driving for Work

HSA Perspective

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Safety is a mind set



Change a cluster of unsafe behaviours



around Driving for Work.....

Work Related Vehicle Deaths 2009-2015



Work Related Vehicle Injuries 2009-2013



Main causes of work related vehicle deaths



People being struck by vehicles



Work Related Road Collisions



People falling from vehicles



Vehicle impact & overturning



Loads falling from vehicles

Main causes of work related vehicle injuries



People struck by vehicle



Physical Strain



Slip, trips and falls



Items falling onto people

Why do things go wrong?

- **Lack of leadership**
- **Lack of safety culture**
- **Lack of rules/procedures**
- **Human error**
 - Ignorance of risks
 - Lack of awareness
 - Lack of understanding [training]
 - Complacency
 - Wilful unsafe behaviour
- **Unsuitable/defective vehicles**

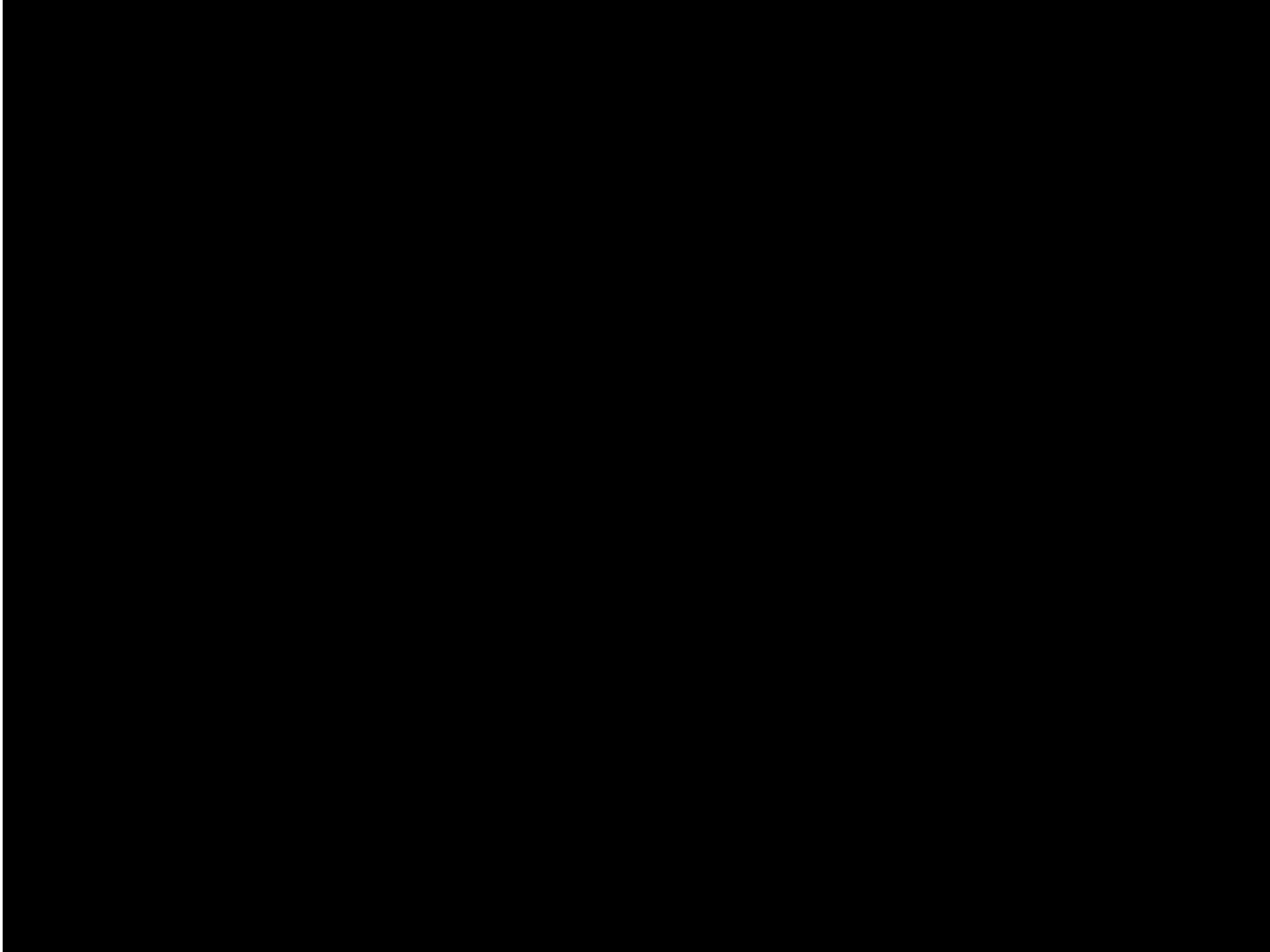


Protecting Workers from Vehicle Risks



And those they come in contact with.....





The Legal Imperative

89/391/EEC

[Safety Health & Welfare at Work Act 2005]

Employer duty of care

Employee duty of care

Safe
place of
work
[Vehicle]

Safe
systems
of work

Assess and
Control Risks
[Risk
assessment]

Policy
Procedures

Instruction
Information
Training

Safe
work
equipment

Work
Safely

BeSM Δ RT.ie



Legal Requirement



BeSM Δ RT.ie

Developed by



BeSM Δ RT.ie

Online Tool

Free

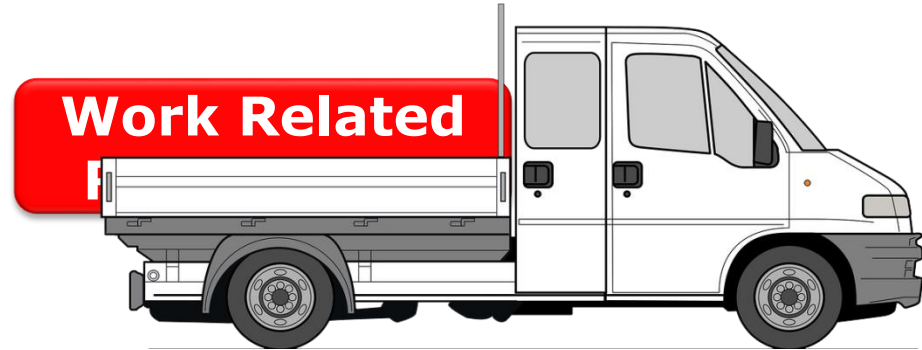
Easy-to-use

Work Related Vehicle Safety

“Safe Systems Management Framework ”



**Workplace
Transport Safety**



Safe Vehicle [selection, maintenance and operation]

Safe Driver [selection, training, behaviour and management]

Safe Workplace [arrangements]

Safe Journey [management]

**Promote
Legal
compliance**

**Simplify
compliance**

**Enable
Improved
understanding**

**Accident
prevention**

Occupational
Health &
Safety Law

**Work Related
Vehicle Safety**

Road Traffic
Law

Road Safety
Law



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Managing Driving for Work My Responsibilities

Information Sheet October 2016



This Information sheet will help you learn about the relevant legislation, duties of employers, and how to implement a safe systems approach to managing driving for work. It will help:

- employers who provide staff with vehicles (including powered two wheelers) to drive for work,
- employers who provide staff with bicycles to use for work,
- self-employed people who drive vehicles or ride motorcycles or bicycles for work,
- employees who drive their own vehicle for work.

This information sheet complements the Managing Driving for Work e-learning course which can be found at www.drivingforwork.ie.

Driving for work involves a risk not only for drivers, but also for fellow workers and members of the public such as pedestrians and other road users who share the road space. People who drive for work have a higher collision rate than the general driving population, even after their higher mileages are taken into account.

As an employer or self-employed person, you have a legal duty to manage the risks that employees face (and create for others) when they drive for work. Businesses, employees and the community all benefit from safe driving for work.

You should have systems in place to make sure that employees comply with your driving for work policies. Employers cannot directly control road or weather conditions, but they can influence the way their employees act and behave on the road.

What the law requires

Health and Safety law applies to driving for work in the same way as for all work activities. As an employer, you should have a safety management system in place for managing all work related risks. Driving for work risks should be managed as part of this system. You must also make sure your employees are:

- legally entitled to drive the vehicle they are using,
- using a vehicle that is safe and roadworthy,
- trained, competent and fit to drive their vehicle safely, and
- using their vehicle safely.



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Managing Driving for Work – Five Key Steps

- 1. Develop a driving for work policy.**
- 2. Risk assess driving for work hazards.**
- 3. Put safe systems into practice.**
- 4. Measure safety performance.**
- 5. Review safety performance.**



1. Develop a driving for work policy

- Outline the aims of your safe driving for work policy
- Emphasise Management's commitment to this policy
- Refer to the relevant legislation and guidelines
- Give an overview of the business
- Who does the policy apply to?
- Explain how you will manage driving for work
- Give details of resources and responsibilities

A sample safe driving for work policy

Here is an example of a Safe Driving Policy which you can amend to suit the requirements of your business. This policy applies to anyone who drives as part of their work, whether driving their own vehicle or one provided by the company.

Safe Driving Policy for [enter name of business]

Date: [enter date policy is written]

To be reviewed: [enter the date you want to update it - annually is recommended]

Aim of this policy

To reduce vehicle incident and at-fault work related road collision costs and injuries by [determine an achievable figure and add it here] over three years by promoting a safe driving culture within the organisation.

Objectives of the policy

1. To ensure that employees who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
2. To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment – this also applies to personal vehicles used for work purposes.
3. To make drivers aware of the main risks they will either 'face' or 'create' whilst driving for work.

Code of conduct

The code of conduct for [enter name of company] states: "While driving company or own vehicles for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits."

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a collision
- acquiring penalty points leading to suspension of licence

2. Risk assess driving for work hazards

Consider the risks associated with:

- Intoxicated driving
- Driving at inappropriate speeds
- Distracted driving
- Using safety equipment
- Dealing with collisions
- Dealing with breakdowns / emergencies
- Vehicle requirements
- Journey planning



3. Put safe systems into practice

- Make sure everyone knows their role and responsibilities
- Make sure that drivers and managers have the right skills and proper training
- Keep up to date records on each driver
- Make sure regular vehicle checks, inspections and maintenance are carried out



4. Measure safety performance

- Analyse incident reports
- Check driver licences / penalty points regularly
- Review vehicle tracking and event data recorders
- Regular driver health checks
- Checks on driver driving time, breaks, rest periods
- Regular review of vehicle maintenance activities



5. Review safety performance

- Identify trends
- Assess if employees are following the policy
- Use results to make improvements to policy

Employee indicators

Number and types of driving violations

Insurance claims per employee

Complaints from members of the public

Number of days absent due to illness

Number of employee hours, shift pattern

Number of health, eyesight and wellbeing checks

Number of staff risk assessed

Number of staff turn-over

5. Review safety performance

Vehicle

Number, type, characteristics of vehicles
Number of collisions
Type of collisions
Severity of collisions
Insurance claims per vehicle
Fuel Consumption
Number of maintenance checks per vehicle
Vehicle faults identified
Maintenance costs

Incidents

Number of near misses by KM travelled measured through reporting
Number of incidents by KM travelled
Repeated incident location or recognised high-risk site
Cost of incidents
Involvement of third parties
Number of crash free days

Journeys

Reasons for journeys
Mode of travel for work
Number using public transport
Number using company vehicle
Number using employee vehicle
KM travelled per mode
High risk locations on routes

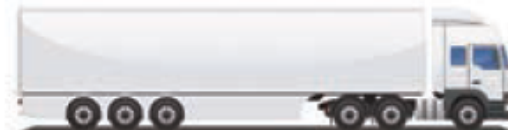
Further information

Driving for work risk management resources can be accessed at www.drivingforwork.ie

Health and Safety Authority at www.hsa.ie

Road Safety Authority at www.rsa.ie

An Garda Síochána at www.garda.ie



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