

Driving for Work

Managing Risks

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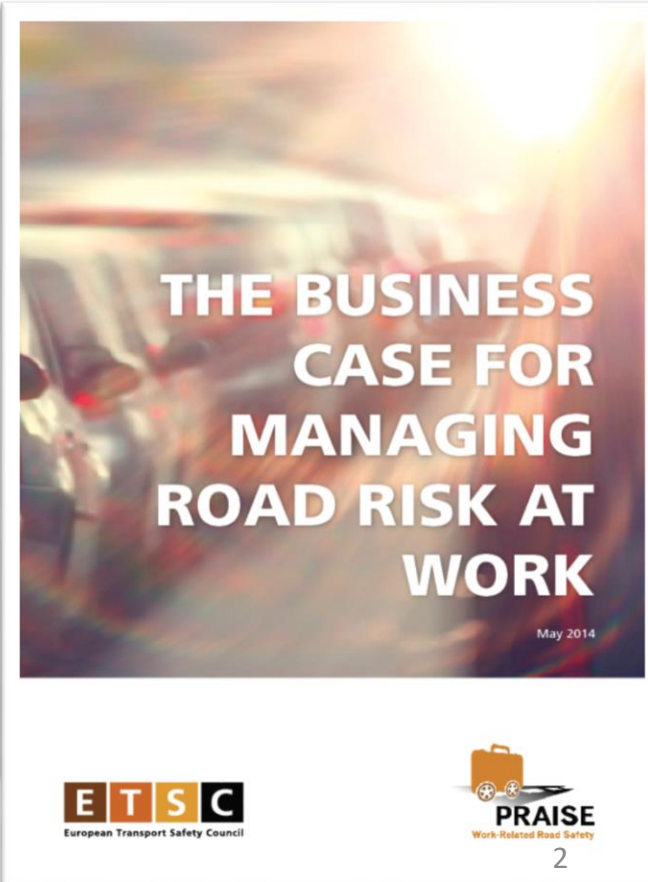
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Key Risk Management steps

- ☐ Do I have responsibilities?
- ☐ Business risk inventory
 - Pay attention to 'Big Data' on work related road risk
 - Claims and cost profile
 - Driving for Work risk assessment
 - ☐ Driver profile
 - ☐ Vehicle profile
 - ☐ Journey profile
- ☐ Suitable controls and procedures for key risks
- ☐ Set Key performance indicators
- ☐ Review performance

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Need to manage driving for work?

Do we operate vehicles for work?



Do our employees drive for work purposes?



Do employees or others drive on our premises?



Do we provide employees with personal vehicles?



Do we operate mopeds, motorcycles or bicycles?



Do we employ/contract transport services?

You are legally responsible to put appropriate controls and systems in place to **manage risks** and make sure that they are **operating effectively**.

Driving for Work Risk Inventory (1)

Have you a driving for work safety policy?

Is the driving for work policy **formally issued** to all employees who drive for work?

Do you have a specific **named person appointed** to manage Driving for work activities?

Have you carried out a **risk assessment of all driving for work risks** relevant to your business?

Have you **documented** the risk assessment?

Have you conducted a **training needs analysis** based on the results of your risk assessments, incident profile and claims experience?

Do you **regularly check** for all employees who drive for work:

- driving licences
- Tax
- Insurance
- vehicle roadworthiness status
- Vehicles serviced and maintained [as per manufacturers recommendations?]

Understanding & Reducing Costs

Claim type	% of claims	% of costs
Third party (unknown) hit client while parked	14.6	11.6
Hit fixed/temporary object	12.0	11.9
Break-in/theft	10.3	5.4
Vehicle returned damaged by user	5.8	4.6
Third party hit client in rear	4.2	5.7
Client hit third party in rear (rear-end shunt)	3.6	14.4
Third party (known) hit client while parked	3.4	3.7
Client reversed into third party	2.9	4.0
Client hit parked /stationary third party vehicle	2.5	3.9
Pulling out: third party into path of client	2.0	4.1
Pulling out: client into path of third party	1.1	4.5
Glass	20.8	3.2
Other (20+ categories)	16.8	23.0

Priority risks



“Big Data”

EU OSHA

ETSC Road Safety PIN

RSA Road Collision Data

HSA Worker death and injury

Insurance claims

Injuries Board

Your Business Specific risks?

Vehicle profile?

Driver profile?

Journey profile?

Driving for Work Risk Assessment

Hazard	Risk	Risk Rating	Control
Identify what can cause harm	What harm?	<p>The chance, however big or small, that a hazard could cause harm</p> <ul style="list-style-type: none"> • Likelihood • Severity • Risk factors <ul style="list-style-type: none"> • Vehicle • Driver • journey 	<p>Sensible and proportionate measures</p> <p>To make the risk of someone being killed or injured as low as possible</p> <p>Are you doing enough?</p>
<i>Driving for work</i>	<i>Collision</i>	<p><i>High</i></p> <p><i>Medium</i></p> <p><i>Low</i></p>	<p><i>Driving for work policy</i></p> <p><i>Rules</i></p> <p><i>Procedures</i></p>

Vehicle Management

- ☐ Safety specifications in procurement
- ☐ **In vehicle technology**
- ☐ Vehicle age
- ☐ Roadworthiness
- ☐ Preventative maintenance program
- ☐ Vehicle pre-use walk around checks
- ☐ Vehicle repair program
- ☐ Safe Retrofits
- ☐ Conspicuity
 - colour
 - Retro reflectivity
 - warning lights
- ☐ Lighting and guarding of vehicle and attachments
- ☐ Load securing
- ☐ Fall prevention measures

Passive

- Speed limiters
- **Intelligent Speed Assistance**
- **Electronic Stability Control [ESC]**
- **Adaptive cruise control**
- **Autonomous emergency breaking [AES]**
- **Lane departure warning**
- **Fatigue detection systems**
- **Pedestrian detection**

Active

- **Self park**
- **Proximity sensors**
- **Reversing cameras**



Grey

Typically, risk assessment of personal cars used for work, should ask the following questions:

- What journeys have to be taken?
- Which modes would represent the lowest risk?
- What kinds of vehicles make up the fleet?
- Who are the vehicles driven by?
- Where are they driven?
- What type of drivers do you have?
- How long do they have to drive?
- How long have they been driving? (licence check)
- What are they being asked to do, apart from driving?



got?

Fleet Management Criteria

Own or Leased

- Data
- Cost
- Management and Control
 - Robust policy
 - Spot checks
 - Journey distances
- Roadworthiness
- Insurance
- Vehicle criteria
 - Age
 - mileage
 - Safety [EuroNCAP]
 - Emissions
- Driver Authorisation
- Emissions

Grey fleet

- Data
- Cost
- Management and Control
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 - Emissions
- Driver Authorisation
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Grey Fleet alternatives

Method	Cost at 65p per mile	Cost at 45p per mile	Train Fare	Hire car [compact 5 door] plus fuel
Cost	£189	£131	£90	£67
Saving	-	£58	£99	£122

Encourage alternative means of transport

- Public transport
- Lease cars
- Hire cars
- Pool car
- Journey sharing

Journeys >160Km more costly

- Time wasted taking journey
- Traffic delays
- Stress/ Hassle/ Fatigue
- Collisions
- Worker absence
- Greater risk exposure of work force

Driver Management

- ☐ Vetting
- ☐ Induction
- ☐ Authorisation
- ☐ Training
- ☐ Clear unequivocal rules for work tasks
- ☐ Fit to drive on a daily basis
- ☐ No Intoxicants [drugs and alcohol]
- ☐ Collision/incident /near miss reporting
- ☐ Prevent Fatigue
- ☐ No Distractions
- ☐ Use Safety equipment
- ☐ Safe driving behaviour



Risk factors

Age [**Young workers**]

Length of time employed [**New worker**]

Shift or night work

Type of vehicle driven

Types of journey undertaken

Annual mileage

Previous driving history

Acquisition of penalty points

Health status

Incident involvement

Competence

Journey Management

- ❑ **Avoid journeys**
- ❑ **Meetings without moving**
- ❑ **Reduce number of journeys**
- ❑ **Plan journeys**
- ❑ **Route scheduling**
- ❑ **Adequate breaks**
- ❑ **In vehicle safety technology**
 - Telematics and event data recorders
 - Safe stopping. Parking and reversing
 - Interaction with other vehicles and vulnerable road users
 - Warning signs for road users and pedestrians
 - Hi Vis clothing
 - Breakdown and emergency equipment and procedures
 - Collision, incident and near miss procedures



Driving for Work Risk Inventory (2)

Do you **send regular road safety information** to employees who drive for work?

Do you have **reporting system in place** for :

- work-related road collisions,
- Vehicle related incidents
- vehicle related near misses?

Do you have **vehicle defects reporting system** in place?

Do you investigate and take correct action on:

- work-related road collisions,
- Vehicle related incidents
- vehicle related near misses?

Do you give information and training on the hazards of driving for work to:

- Employees
- Other relevant people?

Review performance

- analysing incident reports,
- regular driver licence checks,
- regular checks on driver penalty point status
- review of vehicle tracking and event data recorders, if fitted,
- regular driver health checks,
- checks on driver driving time, breaks and rest periods, and
- regular review of preventative and planned vehicle maintenance activities.



Driving for Work Risk Inventory (3)

Can all workers **understand your business policies, rules and procedures** on driving for work?

Do you have suitable **procedures for vetting contractors** who drive for you?

To accompany your driving for work policy, do you?:

- provide any written instruction
- organise training sessions
- group meetings

Have you **recently reviewed your driving for work policy** to ensure compliance with current the OSH, road traffic and road safety legislation?

Can you **demonstrate a clear audit trail for all aspects** of your driving for work risk management in your business?

Your business's "vital signs"





Work Safe

Drive Safe

Everyone Home Safe