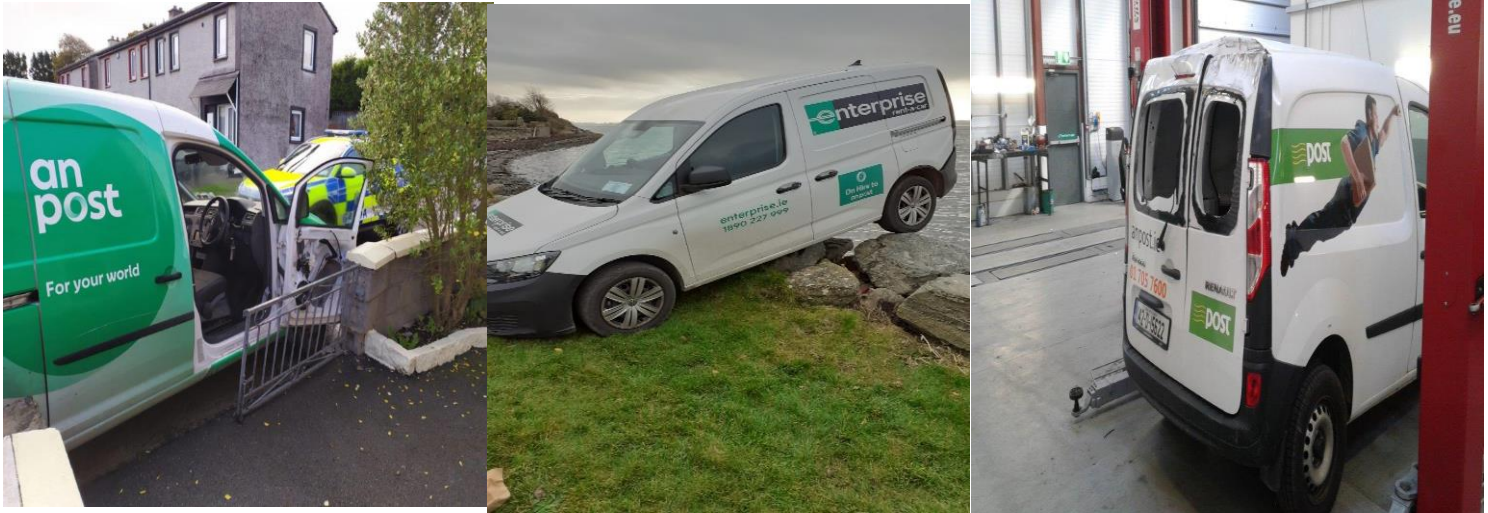


# AN POST-S&E-STP 07.31

## Final Mile – Vehicle Parking and Rollaway Prevention



This Safety Task Procedure reinforces mandatory controls required when parking company vehicles, so as to prevent rollaway events happening in the first instance. Drivers must adopt these controls to avoid future events.

It is important to comprehend that Vehicle rollaways can cause serious injury or death, and drivers could place themselves at risk of prosecution of a serious driving offence and/or disciplinary action if they fail to comply with the following workplace controls as they may extend to work vehicles under the 2005 Safety Health and Welfare at Work Act.

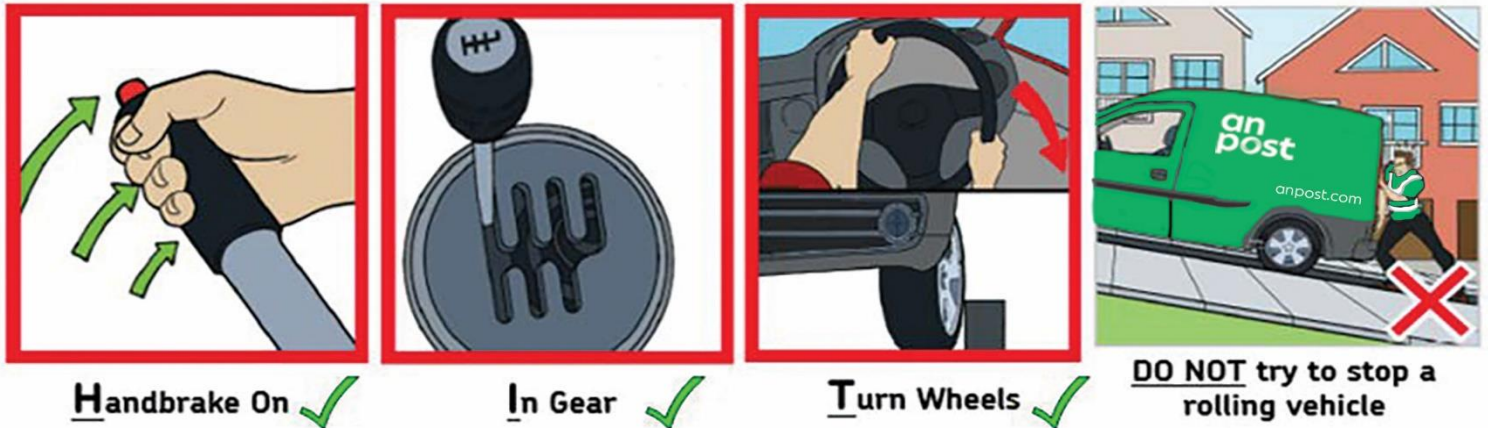
There are three essential controls required to fully secure a vehicle so that it cannot roll away:

1. **APPLY THE HANDBRAKE FIRMLY** - Do not press the button when applying the handbrake
2. **LEAVE YOUR VEHICLE IN A LOW GEAR** - use first gear if facing uphill or on level ground, and use reverse if facing downhill.
3. **TURN THE WHEELS** - if a kerb is present turn away from it when facing uphill, and towards it if downhill. If there is no kerb turn towards the point of least danger (usually the side of the road).



# AN POST-S&E-STP 07.31

## Final Mile – Vehicle Parking and Rollaway Prevention



### THINK - HIT Handbrake on, In Gear, Turn wheels

The handbrake is the main control to hold the vehicle when parked, but if this fails then the other controls will prevent any serious consequences.

**THINK** - what do you want the vehicle to do if the handbrake fails. When a driver makes an error applying the handbrake or the handbrake fails, the vehicle is then free to roll away. The potential for rollaways is greatly increased when having to park on hilly terrain, however a slight incline or uneven road surfaces can be enough to start a vehicle moving.

So it is important that these controls are **ALWAYS** applied, even on level ground, even when parking onsite at end of duty.

If you suspect your vehicle handbrake is faulty, the vehicle must be taken out of service immediately and Transport Section contacted on their Helpline No 1800283027. Do not drive an unroadworthy vehicle.

Do not try to stop a runaway or rolling vehicle, **it may result in serious injury.**

## AN POST-S&E-STP 07.31

### Final Mile – Vehicle Parking and Rollaway Prevention

#### SAFETY CONTROL MEASURES /RESPONSIBILITIES

#### Suppliers/Procurement/Transport Section/ Final Mile Operations Management

Essential Key Actions for Final Mile Area, Operations and Delivery Service Managers		Date Completed
1	<ul style="list-style-type: none"> <li>a. Ops Managers brief DSMs on content of Roll-away bulletin and associated STP via team meeting and email documentation.</li> <li>b. Rollaway Bulletin and copies of STPs posted on safety noticeboards by all DSMs</li> </ul>	
2	<ul style="list-style-type: none"> <li>a. DSMs must ensure that all final mile drivers under their control are briefed in this STP (ensuring that drivers absent from work receive it on their return).</li> <li>b. Drivers must complete the basic rollaway knowledge test (see Annex 'A' below) and must achieve 100% pass rate.</li> </ul> <p><b>Note.</b> The purpose of this exercise is to reinforce and ensure that drivers know and understand this safe work practice and are aware of the consequence should there be a failure on their behalf not to comply with this policy.</p>	
3	<ul style="list-style-type: none"> <li>a. DSMs must provide all driver under their control with a copy of this Task procedure.</li> <li>b. DSMs must ask drivers to complete the knowledge test</li> <li>c. When completed, the knowledge test sheet must be photocopied and retained on site by DSM</li> </ul>	
4	Transport Section /Operations Managers must conduct random checks to ensure compliance with this process.	
<p>The above actions must be completed within a realistic timeframe and must ensure that all new driving duties are inducted using this procedure.</p>		

NB. This Safety Task Procedure should be used as an aid to completing the above key actions and recording same.

NB. This document supersedes all previous versions issued, which should be removed from files, noticeboards etc, and destroyed.

### Final Mile Drivers

- Plan you daily work, do not rush your work.
- Comply with this Safety task procedure which reinforces mandatory controls required when parking company vehicles, so as to prevent rollaway events from happening. You must always adopt these controls in practice so as to prevent future events.
- You must complete a copy of the rollaway knowledge check/test which will be retained on the site where you work.
- Obey the rules of the Road when driving and parking.
- Report all accidents, incidents and near misses as soon as possible after occurrence (normally within 24hrs) to your immediate manager. You will be required to complete an M2 and any other reports which may be requested of you by the company.
- You must always wear your PPE when driving for work, it is Mandatory company policy.

MANDATORY PPE TO BE WORN:



### Making sure your vehicle is parked safely and secured

When parking, make sure you do not interfere with normal traffic flow and that your vehicle does not disturb, block or endanger other road users.

<b>Do's</b> ✓	<b>Don'ts</b> X
<b>Do</b> park as close as possible to the kerb or edge of the road.	<b>Don't</b> park opposite another vehicle on a narrow road.
<b>Do</b> make sure the sides of your vehicle are parallel to the kerb or edge, unless a traffic sign indicates otherwise.	<b>Don't</b> double park.
<b>Do</b> park facing in the same direction as the traffic.	<b>Don't</b> park at road works.
<b>Do</b> make sure your vehicle can be seen at night.	<b>Don't</b> park at the entrance or exit to a fire, Garda or ambulance station or hospital.
<b>Do</b> park courteously, without blocking other road users' views of a traffic signal or the road ahead.	<b>Don't</b> park where you would block other road users' views of a traffic signal or the road ahead.
<b>Do</b> park where you would not block the entrance to a property unless you have the owner's permission.	<b>Don't</b> park where parking is forbidden by traffic signs or road markings.



### Hazards (Non-Exhaustive)

- **Vehicle rollaway** (involves a vehicle moving without a driver being in control of it) moving in an uncontrolled manner, which may result in collision with persons, animals, other vehicles, etc., with potential for causing injury or death (multiple) and or significant property damage.

Medium Risk

Risk Assessment Matrix

Frequency of Exposure to Hazard	+	Severity of Likely Outcome	x	Probability of Occurrence	=	Risk
10 9		Catastrophe (Multiple deaths)	5	Certain to Occur	100	Very High Risk, Take immediate action
8	9	Disaster (Death)	4	Can Be Expected To Occur	90	High Risk, Action Required Urgently
6	8	Very Serious (Hospital)	3	Quite Possible	50	Medium Risk Correction Required
4	7	Serious (Doctor)	2	Unusual Possible But	20	Low Risk Possible Action Required
2	5	Important (First Aid)	1	Unlikely	10	Low Risk Acceptable
0	3	Noticeable	0	Practically Impossible	0	No Action Required

Degree of Risk is defined as:

Frequency (9) + Likely Outcome (9) x Probability (2) = Degree of Risk which is 36 = **MED RISK**  
**WHERE ALL CONTROLS HAVE BEEN PUT IN PLACE**

(0-20 Low risk; 21-50 Medium Risk; 51-100 High risk)

### Related Safety Task Procedures/Documents:

**NB.** Company related documents are available to Managers on Safety Server 'SharePoint'  
<https://anpost.sharepoint.com/sites/AnPostSafetyManagementSystem>

**NB.** This document supersedes all previous versions issued, which should be removed from files, noticeboards etc, and destroyed.

Appendix 'A'

Site:	Date:
Name:	Staff No:
Manager:	Pass/Fail

### Rollaway Knowledge Test

Tick all boxes that apply



When facing uphill, do you



When facing downhill, do you



On level ground, do you

<input type="checkbox"/>	Fully apply the handbrake
<input type="checkbox"/>	Place in <b>1<sup>st</sup> Gear</b>
<input type="checkbox"/>	Turn the wheels

<input type="checkbox"/>	Fully apply the handbrake
<input type="checkbox"/>	<b>Place in Reverse</b>
<input type="checkbox"/>	Turn the wheels

<input type="checkbox"/>	Fully apply the handbrake
<input type="checkbox"/>	Place in <b>1<sup>st</sup> Gear</b>
<input type="checkbox"/>	Turn the wheels