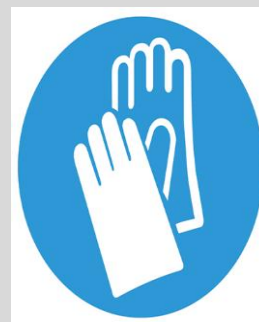


MANDATORY PPE TO BE WORN:



The Transport Section are responsible for the supply and maintenance of the smaller vehicle fleet. The Networks Section are responsible for the larger vehicle fleet i.e. Rigid Truck and Artics.

CONTROL MEASURES:

The risks to employees and members of the public are minimised by the following:

Fleet Management:

- All vehicles must undergo a commercial vehicle test every year to renew their commercial vehicle certificate of roadworthiness (CRW)
- Leased vehicles and trailers must be checked to ensure they are roadworthy and have a valid Certificate of Roadworthiness (CRW) if they are more than one-year-old.
- Planned Routine Maintenance of all vehicles must be in place.
- Periodic inspections of the fleet must be in place,
- Speed Limiters on the Network Fleet (80Km).
- Annual Weight Test on Rigid Trucks must be completed.
- Six Monthly Thorough Inspections of lifting equipment e.g. Tail Lifts must be completed
- The Transport Working Time Directive must be implemented
- Digital Tachographs must be used on the Network Fleet.
- Managers must receive training on the management of the Transport Working Time Directive
- Class C Drivers must receive tachograph training. Advanced Driver Training provided to all drivers.
- Driver Walk around checks must be completed and noted in the Drivers log book.
- Defects from the Driver Walkaround checks must be reported to the Local Manager and the Transport Section for repair.
- Vehicle breakdown assistance must be provided.
- A Telematics fleet management system is in place. GPS positioning of vehicles is available if required in an emergency.

Supervision/Local Management:

- Company vehicles may only be driven by authorised persons.
- Local Managers must be aware of who is trained and licensed to drive each type of vehicle under their control
- Local Managers must ensure vehicle key control systems are in place
- Local Managers must ensure that all driving staff are provided with a copy of the driving for work manual, produced by the Transport Section An Post
- Local Managers must be certain that all drivers have adequate information, instruction and training to ensure that they are:

- familiar with the vehicle before taking it out on the road.
 - Can identify faults and defects. Daily walkaround check requirements.
(Training aids: On-line video demonstration on External checks for Vans and External Checks for HGV's)
 - Understand local fault reporting procedures to report any defects to Management
 - Are familiar with local procedures for reporting road traffic accidents
 - Are familiar with breakdown assistance procedures
 - Are familiar with local arrangements for servicing vehicles
 - Are familiar with tachograph requirements.
 - Are familiar with the related safety task procedures.
- Local Managers must ensure that drivers are aware of the Driver safety rules



Driver Safety Notice
4.pdf

- Local Managers must ensure Drivers have appropriate PPE and it is worn and used i.e. safety boots and a high vis vest/jacket. Safety Gloves must be worn as outline in STP's e.g. for vehicle pre-use checks, cage handling, loading and unloading.
Local Managers must ensure that all vehicles are supplied with: Two warning triangles. Vehicle kit bag (contains, wheel gauge for checking tyre pressure), Travel First Aid Kit, Sharp Pick Up kit.

Drivers:

- Drivers must hold a valid driving licence for the vehicle being driven and carry it while driving.
- Driving licence endorsements or penalties must be declared.
- Details of any medical conditions related to driving must be declared.
- If you think that you are unfit to drive for any reason, do not drive. Contact your Local Manager to explain and allow alternative arrangements to be made.

Before setting out:

- Before setting out, all drivers must complete the walkaround check:
- Switch on the hazard lights when completing the checks:

External Checks: Vans:

- The vehicle is sitting square and not leaning to one side.
- There is no visible damage to the van body.
- The vehicle documentation is displayed on windscreen i.e. vehicle, tax, insurance and CVRT discs are displayed and in date.
- The wipers blades are in good condition.
- The front and rear bumpers have no visible damage or cracks
- The lights and indicators front and rear are clean, no visible cracks and all in working order
- The external mirrors are all clean, no visible damage or cracks
- The Reg Plate is clean and visible
- The engine fluids are at the correct levels: Oil, coolant, windscreen wash and Ad blue were appropriate. Check for any visible leaks. Check the Fuel level.

- The tyre pressure and condition. Check all tyres for damage such as abrasions bulges, cuts or tears. The tyres are inflated correctly and thread depth must be above the legal limit (1.6mm).
- The van doors and side doors are operating correctly and free from damage.
- The spare wheel is secured, no damage such as abrasions bulges, tears and it is inflated correctly.
- The fuel cap is in place and no leaks.
- The exhaust is secure and no excessive noise or smoke.

Internal Checks: Vans:

- The van is kept in a clean condition, no obstructions, or loose materials
- Good visibility through the windows and all mirrors. All required mirrors are fitted and can be adjusted correctly.
- Driver controls, seat, and the driver's seat belt area are adjusted and working correctly
- Windscreen washer, wipers, demister and horn are operating correctly
- All instruments gauges and other warning devices are operating correctly (including ABS/EBS in-cab warning lights).
- Check the brakes are working correctly.
- Check the steering is working correctly.
- Tick the Driver Log Book to record that the pre-use check has been completed and record any defects noted.

Any defects noted during the walkaround checks or when driving the vehicle on the road, must be reported to your Local Manager and the Transport Department

External Checks: HGV's

Prior to commencing walkaround checks the driver must ensure the Digital Tachograph has been entered into the system. The Driver must enter the cab of the truck using three points of contact, the two hand rails on the steps and then place their Digi card into the system. The Driver must select **"Other Work"** for the duration of the walk around checks. Switch on the hazard lights when completing the checks:

External Checks: HGV's:

- The vehicle is sitting square and not leaning to one side.
- Underneath the vehicle is checked to ensure no diesel or oil spills or any loose hanging objects/wires.
- The Cyclops Mirror is clean; no cracks are visible.
- The windscreen is clean and free of obstructions e.g. stickers
- The vehicle documentation is displayed on windscreen i.e. vehicle, tax, insurance and CVRT discs are displayed and in date.
- The wipers blades are in good condition.
- The engine fluids are at the correct levels: Oil, coolant, windscreen wash. Check for any visible leaks or damage to pipes.
- The black plastic cover for the AEBS radar on the front grill is clean and undamaged.
- The lights and indicators front and rear are clean, no visible cracks and all in working order.
- The proximity mirror, mirror arms and side windows are checked are visible damage or cracks
- The cab doors should be closed and secure. The steps and hand grips are in good condition, clear of obstructions and no defects.

- The tyre pressure and condition. Check all tyres for damage such as abrasions bulges, cuts or tears. The tyres are inflated correctly and thread depth must be above the legal limit (1.6mm). Wheel nuts are in place, correctly fitted and secure indicated by arrows being aligned. Check wheel nuts for rust or corrosion.
- The spray suppression guards are clean and intact and no sign of damage and clear from debris.
- In between the cab and trailer is clear from debris or obstructions.
- The body is free from damage, underrun bars are clean and intact and visible strips are clean.
- The diesel tank has no leaks and the cap fitted correctly and locked.
- The Ad blue tank has not leaks and cap is fitted correctly.
- Nothing is lodged between the double wheels.
- The cargo doors restraints are intact and operating correctly.
- The tail lift cover is closed and no damage to the cover or controls.
- To check the rear door, operate the tail lift in line with the safety task procedures. Once the tail lift is lowered open the doors, walk with them and secure them in position using the door restraints.
- On the back of the vehicle doors, check the reflective and fluorescent red strips are intact, and clean. Check there are no suspicious items are on board.
- Check the exhaust is secure and no excessive noise or smoke
- The Air & Electrical Suzie's and connections are fitted correctly (ABS/EBS Cable)
- The Fifth wheel is located and locked correctly, landing legs and handle are in the correct position.
- The Trailer Park brake is operating correctly
- The Air suspensions are set correctly
- Vehicle access steps, catwalk or drawbar coupling are in good condition.

Internal Checks: HGV's:

- The cab is kept in a clean condition, no obstructions, or loose materials
- Good visibility through the windows and all mirrors. All required mirrors are fitted and can be adjusted correctly.
- Driver controls, seat, and the driver's seat belt area are adjusted and working correctly
- Windscreen washer, wipers, demister and horn are operating correctly
- All instruments gauges and other warning devices are operating correctly (including ABS/EBS in-cab warning lights).
- The Tachograph is calibrated with the correct hours. The speed limiter plaque is displayed.
- No air leaks or pressure drops
- Check the brakes are working correctly.
- Check the steering is working correctly.
- Tick the Driver Log Book to record that the pre-use check has been completed and record any defects noted.

Any defects noted during the walkaround checks or when driving the vehicle on the road, must be reported to your Local Manager and the Transport Department

Learning aids i.e. training videos are available on the Learning and Development Intranet page and learning resources.

<http://intranetnlb/CompanyInformation/HumanResources/LearningDevelopment/Learning-Resources/Pages/Driving.aspx>

Parking:

- The vehicle should be parked in such a manner that it does not pose a hazard to the driver, pedestrians, or other road users.
- Never leave keys in the ignition when vehicle is unattended.
- **Ensure the handbrake is applied:**



- Always check for any pedestrian or vehicle movements in the vicinity of the vehicle before entering or alighting.
- Open and close the door with due care and attention and be extremely careful in windy weather conditions.
- Take care to make sure you are not snagged on the controls or seat belt when exiting the vehicle.
- When getting in or out of the vehicle a driver should always alight to ground level. Under no circumstances should drivers stand on walls, fences, other vehicles etc.
- Always mind your head as you step into and out of the vehicle.
- Always use any hand holds provided when getting into and out of the vehicle.
- Always lock the vehicle when leaving unattended.
- Where you have to Reverse, **exercise extreme caution.**

Electric Vehicles:

Electric vehicles are silent, that you can barely hear the motor run, even at top speed. This may be a danger to pedestrians, particularly pedestrians crossing the street or in parking areas as they cannot hear the car coming. You must be constantly aware of this issue while driving in populated areas.

Drivers also need to be aware that electric vehicles have very powerful motors to power them. When moving from a stationary position you need to be very careful because the vehicle accelerates faster and has more torque than a petrol or diesel powered vehicle.

- Drivers must have attended the An Post E-Vans Vehicle Familiarisation Course and the correct procedures for charging electric vehicles. (Training aids: On-line video demonstration on Charging Electric Vehicles).
- Always check the dashboard, for engine start up lights.

Sliding Cab Doors:

- **DO NOT** travel in a moving vehicle with the sliding cab doors open. It is dangerous and a breach of the security rules. Secure properly before use.

Passengers:

- The driver is responsible for the safety of any authorised passengers.
- Only carry authorised passengers and then only when suitable seats are available.
- No children are allowed in An Post vehicles

When refuelling vehicles:

- When refuelling diesel vehicles, check that spilt fuel is not left on soles of shoes as this can cause feet to slip of pedals whilst driving.
- DO NOT smoke.

Accidents & Incidents:

All accidents/incidents and damage to vehicles must be reported to your Local Manager, whether you were with the vehicle or not.

This safe system of work must be followed at all times. Any problems should be reported to your Line manager immediately.

<p>RISK RATING: MEDIUM* (SEE RA MATIRX BELOW)</p>	<p>HAZARDS:</p> <ul style="list-style-type: none"> • Road traffic accidents/collisions • Collisions during loading and unloading operations • Unsecured or badly arranged loads • Unsecured vehicles leading to a Rollaway • Driver distraction • Driver Fatigue • Manual Handling Injuries • Slip, Trips and Falls
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Risk Assessment Matrix

Degree of Risk is defined as: **Frequency + Likely Outcome x Probability = Degree of Risk**

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

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

Frequency (8) + Likely Outcome (8) x Probability (3) = Degree of Risk 48*

***(If all controls are implemented correctly)**

Related Safety Task Procedures:

- **STP 02-08 Movement of vehicles**
- **STP 02-09 Loading and Unloading at Mail Centres**
- **STP 02-25 Vehicle Loading/Unloading at DSU's/
Customer sites**
- **STP 03.03 Dock Leveller**
- **Site Rules Dock Leveller Loading Bays.**
- **STP 06-15 Deliveries in Adverse weather**
- **STP 07-01 Double Deck Trailer**
- **STP 07-02 Coupling and Coupling Articulated Units**
- **STP 07-03 Coupling and Uncoupling Road Trains**
- **STP 07-05 Entering and Alighting from Company Vehicles**
- **STP 07-06 Reversing out of Dock leveller, Platform, Loading Bay**
- **STP 07-17 Access to and egress from Catwalk platform**
- **STP 07.18 Use of a Tail-lift for loading and unloading wheeled
cages**
- **STP 07.19 Use of a Tail-lift for loading and unloading non-
wheeled cages**
- **STP 07.20 Use of short term hire vehicles**
- **STP 07.22 Access/egress unmanned level crossings**
- **STP 07.26 Emergency spare wheel changing procedure for CMV'S**
- **Adverse weather Policy**
- **No smoking policy**