

# Safety Review Final Mile Cluster North 2

Date: 28 September 2022  
Sligo DSU

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**For your world**

# HOUSEKEEPING

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- ✓ Please switch off all mobile phones for the duration of the course
- ✓ Please do not smoke except in the designated areas
- ✓ Please note the location of Emergency Exits



# Objectives

- To Introduce Process for giving 'Toolbox Talks/ Safety Briefings' to Final Mile Staff
- To review Process for dealing with Rollaway Events
- To discuss ISO 45001 Safety Management System

## Safety Briefings - Part 4.4.3 Communication, Participation & Consultation

- Under **Sec 8 of the 2005 Act**, an employer has a duty to (g) provide information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;
- Under **Sec 13(d)**, employees must co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
  - (f) attend such training and, as appropriate, undergo such assessment
  - (g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance

Due Diligence

# Due diligence **checklist**

Workplace:

## 1. Does the employer keep the following types of records or documents?

<input type="checkbox"/> Worker orientation records	<input type="checkbox"/> Records of worker/supervisor training showing the date, names of attendees, and topics covered (e.g., WHMIS)
<input type="checkbox"/> Inspection reports and records of corrective actions taken to solve problems	<input type="checkbox"/> Incident/accident investigation reports and records of corrective actions taken to solve problems
<input type="checkbox"/> Records of meetings and crew talks where safety issues were discussed	<input type="checkbox"/> Supervisor's notes and logs of safety contacts with workers
<input type="checkbox"/> Records showing use of progressive discipline to enforce safety rules and written safe work procedures	<input type="checkbox"/> JHSC meeting reports showing steps taken to address health and safety issues
<input type="checkbox"/> Subcontractor pre-qualification documents	<input type="checkbox"/> Vehicle and equipment log books and maintenance records
<input type="checkbox"/> First aid records, medical certificates, hearing tests	<input type="checkbox"/> Forms and checklists showing that the employer requires workers to follow safe work procedures (e.g., confined space entry permits)
<input type="checkbox"/> Sampling and monitoring records of exposures to harmful substances	<input type="checkbox"/> Emergency response plan and record of drills and any resulting improvements
<input type="checkbox"/> Budget items and purchase orders related to occupational health and safety (OH&S)	<input type="checkbox"/> Statistics on the frequency and severity of accidents
<input type="checkbox"/> Driver abstracts (updated annually) and qualifications	<input type="checkbox"/> For commercial vehicles, records such as bills of lading, manifests, dangerous goods documents, time records, drivers' daily logs and weigh slips

## 2. Do the employer's records or documents show an effective OH&S program?

Do records/documents indicate that the employer/management:		
1. States and communicates a clear workplace OH&S policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Assigns responsibility and resources for implementing OH&S program to identified person(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Includes workplace OH&S issues on management meeting agendas	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Requires contractors to conform to OH&S regulations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Ensures records are maintained (See Part 1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Reviews statistics on the frequency and severity of incidents, as well as injury and illness trends over time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Assigns responsibility for identifying hazards and conducting risk assessments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Implements appropriate controls (engineering, work practice/administrative, PPE) for identified hazards (machine guarding, lockout, confined space, falls from height, chemical and biological hazards, repetitive strain injury, motor vehicle incidents, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Toolbox Talks - (4.4.3.1 (a) Procedures for internal communication

- Completed at least Monthly
- Use guide provided
- Have staff sign attendance Sheet /receipt of communication
- Failures to comply/engage with process must be notified to Ops Mgr/HR Support

# Accidents/Incidents in An Post Company Vehicles:

## Who is Liable



## Appalling start to the year' - road deaths in 2022 almost double last year

- **113 people** have lost their lives on Irish roads so far in 2022, **10 more** than the same period in 2021, advised by the Gardaí and the Road Safety Authority (RSA)



# Accidents in Company Vehicles: When are Employees Liable?

- According to the [Road Traffic Act 1961](#), drivers are responsible for the way they drive. This means your employees could be liable for an accident if:
- They're not properly licensed and insured
- They were driving carelessly or dangerously
- The vehicle was unsafe – this includes driving with cargo that isn't secured properly
- They haven't followed your driving policies and procedures (more on this in a minute)

# How Does the Employer's Duty of Care Apply to Driving at Work?

- As an employer, you have to do **everything reasonably possible** to ensure your employees' health, safety and well-being at work. And this extends to driving for work-related reasons.
- But what does "everything reasonably possible" actually mean?
- The Health and Safety Authority recommends focusing on three main areas:
  - Safe driving
  - Safe vehicles
  - Safe routes
- **Safe Competent Staff**

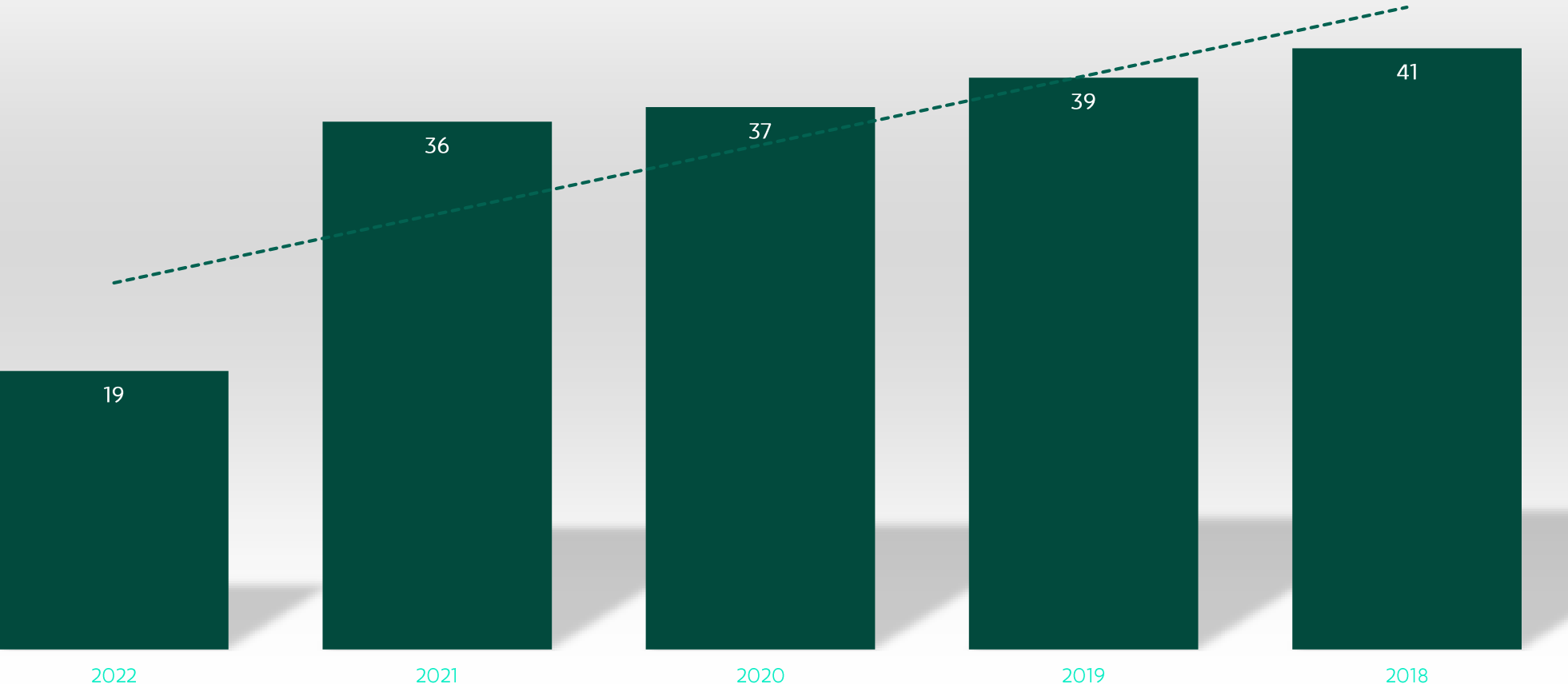
## Final Mile Vehicle Roll-Away Year on Year Comparison

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	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
<b>2022 YTD</b>	3	1	2	1	1	1	2						<b>19</b>
<b>2021</b>	7	2	1	3	2	2	6	4	1	1	4	2	<b>35</b>
<b>2020</b>	4	7	2	1	2	2	3	3	5	3	4	1	<b>37</b>
<b>2019</b>	1	6	4	4	7	1	2	0	2	3	4	5	<b>39</b>

# 5 Year Roll-Away event statistics

█ Linear()



# Frontline Issues

- Final Mile Operations
  - Driver Daily Checks not been carried out by drivers - leading to a significant deterioration of vehicles & safety
  - DSMs are not completing weekly checks, leading to systemic failure.
  - Transport Inspections/audits are perceived as almost being punitive rather than preventative.
- There is an absence of Definitive Company Transport Policy or Procedures for dealing with 'Transport Related Offences such as:
  - Speeding, Roll-away or Drive-away events, Circumventing use of seat belts, Driving with Bald Types - less than 1/6mm, Ignoring traffic signage and controls, No policy for medical referral, where a driver has been involved in a significant RTA, Habitual Offenders , disabling active safety controls on vehicles.

We have lots of Rules, but No Rule Book to provide guidance to managers and or decide outcomes



# Eliminating /Remediating the Problem of Roll and Driveways

# Transport Section

# Driving for Work Manual



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# Final Mile Operations



This Safety Task Procedure reinforces mandatory controls required when parking company vehicles, so as to prevent rollover events happening in the first instance. Drivers must adopt these controls to avoid future events. It is important to comprehend that Vehicle rollovers 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** – confirmed by symbol on dashboard. 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 local danger (usually the side of the road).



### 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 rollovers 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 on a slight incline.

If you suspect your vehicle handbrake is faulty, the vehicle must be taken out of service immediately and Transport Section contacted on their Helpdesk on 000000000. Do not drive an unroadworthy vehicle.

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

## SAFETY CONTROL MEASURES /RESPONSIBILITIES

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

Essential Key Actions for Final Mile Area & Operations Managers	Date Completed
1. a. Ops Managers brief DSMs on content of Roll-away bulletin and associated STP via team meeting and email documentation. b. Rollaway Bulletin and copies of STPs posted on safety noticeboards by all DSMs.	
2. a. DSMs must ensure that all final mile drivers under their control are briefed in this STP (assuming that drivers absent from work receive it on their return). b. Drivers must complete the basic rollover knowledge test (see Annex 'A' below) and must achieve 100% pass rate.  <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.	
3. a. DSMs must provide all driver under their control with a copy of this Task procedure. b. DSMs must ask drivers to complete the knowledge test. c. When completed, the knowledge test sheet must be photocopied and retained on site by DSM.	
4. Display a copy of this STP on safety boards in DSUs.	
5. Transport Section /Operations Managers must conduct random checks to ensure compliance with this process.	
6. Area Managers must confirm that the above actions have been completed within a realistic timeframe.	

**Nil.** This Safety Task Procedure may be used as an aid to completing the above key actions and recording same.

### Final Mile Drivers

- Plan your 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 rollover events from happening. You must always adopt these controls in practice so as to prevent future events.
- You must complete a copy of the rollover knowledge check which will be retained on the site where you work.
- Obey the rules of the Road.
- 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.



### Hazards (Non-Exhaustive)

- Vehicle rollover (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, property etc, causing injury or death (multiple) and/or property damage.

Medium Risk

Risk Assessment Matrix					
Frequency of Exposure to Hazard	Severity of Likely Outcome	Probability of Occurrence	Risk		
10 Continuous Very frequent	9 Catastrophic Multiple deaths	9 Certain to occur	90	Very High Risk, Immediate Action	
8 Frequent, 8 times a day	8 Major (death)	8 Can be expected to Occur	64	High Risk, Action Required	
6 Occasionally, 6 times per week	6 Very Serious (hospital)	6 Quite Possible	36	Medium Risk, Corrective Required	
4 Few per month	4 Serious (Injured)	4 Possible	16	Low Risk, Possible Action Required	
2 Rare, Few per Year	2 Important First Aid	2 Unlikely	4	Low Risk, Acceptable	
1 Very Rare	1 Negligible	1 Practically impossible	1	No Action Required	

Degree of Risk is defined as:  
Frequency (F) x Likely Outcome (O) x Probability (P) = Degree of Risk which is: **16 - MED RISK**  
**WHILE ALL CONTROLS HAVE BEEN PUT IN PLACE**  
10-20 Low Risk, 21-50 Medium Risk, 51-100 High Risk

Related Safety Task Procedures/Documents:

**Nil.** Company related documents available to Managers on Safety Server 'SharePoint'

### 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

Fully apply the handbrake	Fully apply the handbrake	Fully apply the handbrake
Place in Gear	Place in Gear	Place in Gear
Turn the wheels	Turn the wheels	Turn the wheels

# Final Mile Transport Safety Week



Microsoft Word document showing a press release about An Post's safety week. The text includes: 'An Post Vehicles - Safety always first', 'According to official An Post stats, there were 35 handbrake-related vehicle rollaway incidents over the last 12 months, and a total of 534 areas 2014', 'The week commencing Monday 07 March is An Post's final mile vehicle safety week and this year's campaign is focused specifically on warning of the dangers of handbrake-related rollaways and safe parking on hills, slopes and inclines.', 'Leaflets and posters giving information and advice are being distributed and displayed prominently in workplaces across the country throughout the week and this will also be flagged up during site bulletin talks.', 'Pat Kenny of the CWU said that the union fully supports the campaign. "Pressures on our drivers have never been greater and their safety is of paramount importance," he continued.', 'In recent years we have also had to deal with a number of conduct cases relating to rollaways, so it's imperative that our members fully understand the correct procedures to protect themselves, other road users and the general public.' Tony Kenny of An Post Transport Section warned that, 'a van weighing several tons running away out of control can cause death, danger and significant damage to people and property - and we don't want our members learning the hard way how important it is to park their van safely on a hill or slope and even on the slightest of inclines or gradients. Drivers are sometimes in a rush or have other things on their mind whilst performing their deliveries or collections working within a busy schedule but we want our members never to forget that safety must always come first.' he concluded.

During the week both An Post and CWU are promoting the "HIT" Acronym: Remember "HIT" Handbrake Firmly On, In Gear (First Gear Uphill - Reverse Gear Downhill) and Turn The Wheels (Away From Kerb Uphill - Towards Kerb Downhill)

## SAFETY ALERT

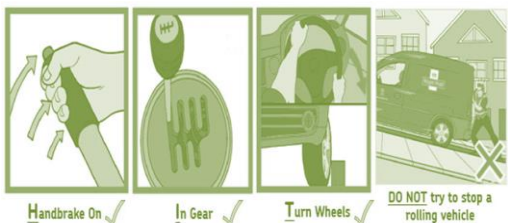
Ref No.	XXXXXXXXXXXX	Signature	
Date	07 March 2022	Name	Noel Lacey
Topic	Vehicle Rollaway	Risk Rating	High
Audience	All Final Mile Operations Drivers	Completion Date	11 March 2022

**Overview**

This alert reinforces the mandatory controls required when parking vehicles, to eliminate all vehicle roll-away incidents. Drivers must adopt these standards to prevent future incidents. Vehicle roll-away can cause serious injury or fatality, and drivers could place themselves at risk of prosecution of a serious motoring offence and/or disciplinary action if they fail to comply with the following controls.

### Key Message

- There are three controls required to fully secure a vehicle so that it does not roll away:
  - ALWAYS** apply the handbrake firmly – do not press the button when applying the handbrake.
  - ALWAYS** leave the vehicle in a low gear – use first gear if facing uphill or on level ground, and use reverse if facing downhill.
  - ALWAYS** 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).
- The handbrake is the main control to hold the vehicle when parked, but if this fails or is not correctly engaged then the other two will usually prevent any serious consequences.
- THINK** – what do you want the vehicle to do if the handbrake fails? Observations and accident investigations show that drivers generally do apply the handbrake but do not leave the vehicle in gear or turn the wheels. When a driver makes an error applying the handbrake or the handbrake fails, the vehicle is then free to roll away.
- The Rules of the road refer to hills but vehicles do not need to be on a hill to roll away. A slight incline or even just an uneven road surface can be enough to start a vehicle moving. It is important that these controls are **ALWAYS** applied, even on level ground.
- If you suspect your vehicle handbrake is faulty, the vehicle must be taken out of service.
- DO NOT** try to physically stop a rolling vehicle.



## an post SAFETY BULLETIN

An Post rollaway statistics for 2021 recorded thirty five (35) rollaway events. YTD for 2022, the figure is three (3). Vehicle rollaway can cause serious injury or fatality, and drivers could place themselves at risk of prosecution of a serious motoring offence and/or disciplinary action if they fail to comply with the following controls

This safety bulletin reinforces the mandatory controls required when parking vehicles, to eliminate all vehicle roll-away incidents. Drivers must adopt these standards to prevent future incidents.

### THINK H.I.T. – Handbrake on, In gear, Turn wheels

- There are three controls required to fully secure a vehicle so that it does not roll away:
- ALWAYS** apply the handbrake firmly – do not press the button when applying the handbrake.
  - ALWAYS** leave the vehicle in a low gear – use first gear if facing uphill or on level ground, and use reverse if facing downhill.
  - ALWAYS** 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).

### THINK H.I.T. – Handbrake on, In gear, Turn wheels

The handbrake is the main control to hold the vehicle when parked, but if this fails or is not correctly engaged then the other two will usually prevent any serious consequences.

**THINK** – what do you want the vehicle to do if the handbrake fails? Observations and accident investigations show that drivers generally do apply the handbrake but do not leave the vehicle in gear or turn the wheels.

When a driver makes an error applying the handbrake or the handbrake fails, the vehicle is then free to roll away.

Vehicles do not need to be on a hill to roll away. A slight incline or even just an uneven road surface can be enough to start a vehicle moving. It is important that these controls are **ALWAYS** applied, even on level ground.

If you suspect your vehicle handbrake is faulty, the vehicle must be taken out of service.

Apply handbrake fully and leave the vehicle in first gear or reverse, or in the case of an automatic, select P and leave in gear before exiting your vehicle

- DO NOT try to physically stop a rolling vehicle.
- Wear your PPE at all times, be safe and be seen.
- Do not rush your work.
- Report all accidents, incidents and near misses as soon as possible



Date: February 2022 Issued by: Transport & Safety Sections, An Post

Not applying your handbrake correctly could have serious consequences. All drivers are expected to comply with the Rules of the Road

**Think !**

Handbrake on  
In gear  
Turn the wheels

Always follow the Rules of the Road

**Follow these simple steps**  
When you park your vehicle facing **UPHILL**

- Handbrake on (firmly and on ratchet)
- In gear (first gear for UPHILL)
- Turn the wheels (away from kerb for UPHILL)

**Follow these simple steps**  
When you park your vehicle facing **DOWNHILL**

- Handbrake on – (firmly and on ratchet)
- In gear (reverse gear for DOWNHILL)
- Turn the wheels (towards the kerb for DOWNHILL)

The same three simple steps should be followed when parking on a slope, hill or level ground (level ground first gear should be applied).

**Handbrake on  
In gear  
Turn the wheels**

**Any Questions**