

MANDATORY PPE TO BE WORN:



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* Cycle Helmets for E-trike/Cycle Duties (for applicable sites)

The Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005) requires employers to manage and conduct their work activities in such a manner as to ensure the safety, health and welfare of employees.

Vehicles are defined as a *Place of Work* under the Act. Hence, under Section 8 of the Act, the employer must ensure so far as reasonably practicable that:

- Vehicles are designed, provided and maintained in a condition that is safe and without risk to health
- Safe means of access and egress to and from the vehicle is designed, provided and maintained
- Systems of work are planned, organised, performed, maintained and revised as appropriate.
- Information, instruction, training and supervision is provided for all employees who operate work related vehicles

Under Part 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. 299 of 2007), which is applicable to fixed workplaces premises, employers are required to ensure that pedestrians and vehicles can move in a safe manner and that traffic routes are clearly identified and appropriately dimensioned.

SAFETY CONTROL MEASURES /RESPONSIBILITIES

Final Mile Operations Management

Local Managers must ensure that personnel work in accordance with safe work practices and adhere to local site traffic management plans.

- The customer entrance should be kept segregated from the vehicle loading & unloading area. Appropriate signage should be displayed e.g.



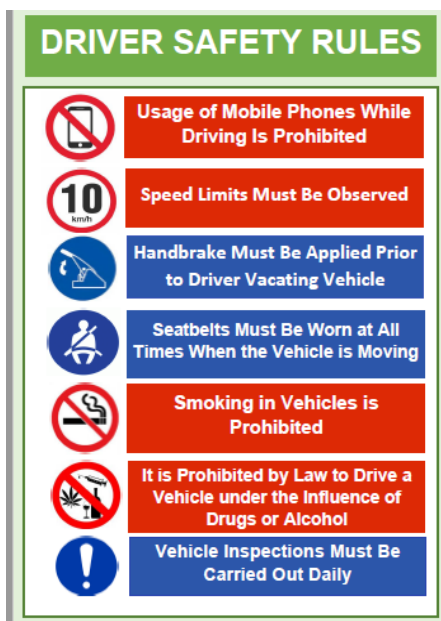
- The customer parking spaces should be clearly identified and situated close to the customer entrance. Disabled parking spaces should be identified.
- Clear signage should be displayed to identify the customer, staff entrance and loading bays.
- The staff entrance door/(s) should be used for general access and egress.
- The loading bay door/(s) should be used for loading and unloading operations.
- A Truck turning area must be clearly marked out. Truck access to the loading bay should be maintained at all times.



- Where multiple loading loads are provided on site, line markings e.g. yellow lines should be displayed to assist the drivers to reverse into the loading bays. The loading bays should be numbered both internally and externally. The bay numbers should be displayed on the ground outside the bays to assist drivers to identify the correct loading bay.



- Designated parking spaces should be clearly marked on site to allow for orderly parking arrangements i.e. Trucks, Electric/Diesel Vans, E-Trikes/Bicycles (where provided).
- Vehicles should park in the designated spaces provided and must not park in a manner to cause an obstruction to others
- The vehicle loading times should be managed in line with the number of available parking spaces e.g. staggered loading times maybe necessary to avoid congestion on site.
- Speed limit signs(10KM/H) should be displayed. This must be adhered to by all vehicles on site.
- Traffic Signage and Road Markings appropriate to the site layout should be displayed to allow for the safe management of vehicles and pedestrians.
- Managers must be aware of who is trained and licensed to drive each type of vehicle under their control.
- Company vehicles may only be driven by authorised persons. A vehicle key control system must be in operation e.g. Traka box.
- Drivers must be follow the Driver Safety Rules



- Vehicle Defects identified during Daily Inspections must be reported to Site Management.
- The yard surface should be maintained in good condition.
- Adequate external lighting levels should be maintained.
- Defects e.g. yard surface, road markings, safety signage, lighting, pathways, access gates/doors etc. must be reported immediately to facilities to repair.
- Defective equipment must not be used and must be taken out of service pending repair or replacement.
- Line Markings on site should be redone as appropriate

- Managers must ensure that Personnel Protective Equipment is provided and used. All staff involved in loading/unloading must be provided with a High Vis Vest, Safety footwear and Safety Gloves.
- Cycle Helmets must be worn for E-Trikes/Bicycles Duties if they are in operation on site.

Mails Delivery Networks /Mails Processing and Final Mile Operations Duties

- Drivers must drive with extreme caution at all times and must always beware of pedestrians on site.
- Always be alert for pedestrians entering and exiting the building e.g. customer reception areas, pedestrian doors, loading and unloading areas.
- Follow the Driver Safety Rules at all times.
- The Speed Limit 10KM/H must be obeyed.
- Do not "Tail Gate" others when entering/exiting the yard. Wait for the barriers/gates(where provided) to open.
- Staff Members must wear their PPE (Personal Protective Equipment i.e. High Vis Vest, Safety Footwear, Safety Gloves.
- Cycle Helmets must be worn for E-Trikes/Bicycles Duties where they are in operation on sites.

- Parking

- Company vehicles/vehicles approved for official company business, should park in the designated spaces as per the agreed plan for the site.
- No vehicles should be parked in a manner that will obstruct the safe view for other vehicle users, or obstruct safe access to the loading bays.
- Vehicles should not park on double yellow lines or in a manner to block egress from emergency exit doors.
- Vehicles should park centrally in the parking spaces. Vehicles should be locked, left in gear and the handbrakes applied at all times to prevent Rollaway.
- In specific vehicles areas e.g. loading area/platform area, particular care should be taken. Under no circumstances should the person stand between the reversing vehicle and a fixed structure.
- When parking private vehicles on site or where it is feasible to do so, drivers should reverse park.
- When forward parked e.g. to access the rear of the vans for loading and unloading, access to charging points to recharge electric vehicles, due care and attention should be taken at all times when reversing out of the parking spaces. Always check the route is clear and reverse out slowly, checking mirrors at all times. Use the relevant auxiliary devices and visibility aids

provided, ensure the windscreen is kept clean and yours are mirrors aligned.

- When you drive into private or commercial premises, you should complete any turning manoeuvres before you get out to deliver/collect the mail.
- Beware of any other vehicles/hazards-they may not be expecting anyone to be in their driveway/yard. Particular care should be taken where there are children and animals on site.
- Take care when exiting onto roadways.

○ Pedestrians

- Pedestrians must be alert at all times and always check for moving vehicles on site.
- Pedestrian doorways/Staff entrance should be used for general access and egress.
- For loading bays: Pedestrians should not be in the vicinity of Trucks reversing into loading bays.
- The Driver must operate the Tail Lift mechanism. A safe work area must be maintained at all times e.g. staff members should not be in the vicinity of the tail lift while it is in operation.
- For closed loading bay platforms the Driver must report to the Platform Manager/Supervisor and hand over their vehicle keys and follow the Loading Bay Safety Rules.

Report any observed defects or hazards on site to your Local Manager

<p>HAZARDS: (NON-EXHAUSATIVE)</p> <ul style="list-style-type: none"> • Reversing vehicles • Risk of collision with Pedestrians • Risk of collision with Vehicles • Risk of collision with Building Structure/other objects • Impact by moving vehicles • Collisions during loading and unloading operations • Congestion during loading and unloading operations • Vehicle Rollaway • Vehicle Driveaway 	<p>RISK RATING: MEDIUM* (SEE RA MATIRX BELOW)</p>
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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 (2) = Degree of Risk 32*
***(If all controls are implemented correctly)**

Related STP's:

- 7.5 Entering and Alighting Company Vehicles
- 7.10 Driving
- Drivers Safety Rules
- 2-25 Vehicle Loading and unloading at DSU's and Customers sites
- 7.31 Final Mile- Vehicle Parking and Rollaway Prevention
- 7.4 Operating Tail lifts on Trucks
- 7.18 Use of a Tail Lift for loading and unloading wheeled cages
- 7.19 Use of a Tail-lift for loading and unloading non-wheeled cages and palletised loads
- 7.32 Mails Delivery Networks Rail Bridge Strike Prevention
- 6.01 Bicycles.
- 7.07 Use of E-trikes for Delivery and Collections
- Adverse Weather Policy
- Drivers Handbook

In addition, for Dock Leveller Bays/Platform Bays

- 7.6 Reversing out of a Dock Leveller, Platform, Loading bay
- 3.3 Dock Leveller Loading bays
- 2.9 Vehicles loading/unloading Mail Centres
- Safety Rules Dock Leveller Loading bays
- 7.17 Access/egress to catwalk platform and use of ' Susie' Air and Electrical Coil System on HGV's
- 1.12 Access for Customers and Visitors to Mail Centres