

# Transport Safety Review

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# Meeting Agenda – Transport and Safety Section, Mullingar- Wednesday 12/10/2022

Item 1	Induction training for drivers	Issues	Remarks
Item 2	<p>HCV &amp; LCV Drivers Manual</p> <p>Heavy commercial vehicle (HCV) is a commercial vehicle with a design gross vehicle weight (DGW) above 3,500 kg</p> <p>Light commercial vehicles (LCVs) are vehicles which have a design gross vehicle weight (DGW) or maximum authorised mass (MAM) not exceeding 3.5 tonnes.</p>	<p>Driver Manuals to be published and issued to all driver, sign off required, promoted through post people app et al,</p> <p>Tail-gating behaviour</p> <p>Speeding</p> <p>Parking and rollaway prevention</p>	
Item 3	Transport Section - Driving for Work Policy	Definitive policy document in relation to transport related offences, .ie, using a seatbelt adapter = serious, speeding, Policy required on rollway prevention= testing etc.	
Item 4	Address issues with HCV & LCV daily checks & Records of maintenance/service schedules	Consider a training programme for drivers to physically be able to do these checks	
Item 5	Address issue with DSMs 'not' signing off on weekly driver checks	Drivers daily log - is it fit for purpose, are we asking DSMs to sign off on something over which they have no control !!	
Item 6	Transport Safety Inspections	Review Audit process - notified in advance of site attendances - so as to ensure attendance by DSMs , The scope of the inspection/audit should be notified	<p>(Auditor training for Transport staff)</p> <p><a href="https://drivingforwork.ie/vehicle-management/">https://drivingforwork.ie/vehicle-management/</a></p>
Item 7	ISO45001 Training for RTMs & Admin Managers	To be agreed with S&E	
Item 8	Site Traffic Management Plans Speed control signage	<p>Is there potential to have a simple template (aligned with HSA-RSA Guidance) developed and issues to sites for completion</p> <p>Who deals with issues flagged</p> <p>Does this fulfil the need for a 'competent' person, enshrined in legislation</p>	
Item 9	Regional Transport Safety Forums - a. Regional and Operational Managers b. Cluster DMS Meetings	All above communicated in advance via transport safety forums regionally.	
Item 10	Review of Contract Sponsors/Purchasing /Supplier/ Transport Safety Controls	Meeting with suppliers - Documented - Contract sponsor type assessment	