

Dated 26th February 2016



MANAGEMENT OF OCCUPATIONAL ROAD RISK

Scope of the Instruction

The contents of this instruction apply to all at-work road journeys that expose employees and/or members of the public to risks associated with company vehicle use, or the use of privately owned vehicles when on company business. It also applies where Elite Security Group has contractual responsibility for providing vehicles to and managing vehicles on behalf of clients. It does not apply to normal home to workplace/workplace to home commuting.

The management of at-work road safety is a fundamental aspect of the management of occupational health and safety throughout Elite Security Group. Additionally, its proactive management is necessary to reduce direct and indirect costs to the company through insurance premiums and excess payments.

Responsibilities

- 1) All Managers (including but not limited to Contracts Managers and Operations Managers)
 - To ensure that all company vehicle drivers are aware of the requirements in this instruction and that they are complied with
 - To ensure that sufficient resources are allocated to ensure that this instruction can be complied with
 - To ensure that an initial competence assessment of any new company vehicle driver is carried out
 - To ensure period inspections of company vehicles are carried out
- 2) Vehicle Drivers
 - To ensure that they are aware of the contents of this instruction and that they comply with them
 - To report any road traffic incident that they are involved in
 - To drive safely in accordance with traffic laws giving consideration to road and weather conditions
 - To drive at (or below) speed limits given to each road or as indicated otherwise
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Reasons for Accidents

- 1) Inattention – the primary cause of accidents is driving without due care and attention. Over 80% of accidents are caused by driver error of some type or another, including many caused by simple distractions.

- 2) Fatigue – this is another potential cause of accidents which is especially prevalent in our industry. Often caused by insufficient sleep, driving excessive distances without a break, or working irregular hours or shift patterns.
- 3) Speeding – often caused by setting unachievable deadlines or failing to pay attention to changes in the road traffic conditions as speed restrictions increase or decrease for varying reasons.
- 4) Human factors – age, experience and attitude are all known characteristics which affect the probability of an accident and are often considered when assessing insurance premiums.
- 5) Drink/Drugs – the link between alcohol, driving and accidents is long established and there is similar evidence with drugs. It should be noted that there are risks with prescribed drugs as well as those regarded as illegal or recreational. Vehicle drivers have a responsibility to advise their line manager accordingly if they believe a prescribed or over-the-counter medicine may affect their ability to perform their job function.

Assessment of Road Risk

Current legislation requires that all work activities receive an assessment of the risks to health and safety of employees. Consequently, this requirement is extended to cover driving for work purposes. The assessment should identify how the risks arise and how they impact on those affected. The assessment is systematic and should cover the following:

- 1) Identify the Hazards
 - a. The vehicles – are they safe, are they suitable ?
 - b. The drivers – are they competent, fit to drive ?
 - c. The routes – are they suitable, and/or planned ?
 - d. Unusual commuting – travelling a long distance at the end of a long night shift
- 2) Identify who might be harmed and how
 - a. Drivers, other employees, members of the public
- 3) Evaluate the risks and decide whether existing precautions are suitable
 - a. Consider different types of driver, vehicle, journey and working practices
- 4) Record significant findings.

- 5) Periodically review to ensure it remains valid.

Prevention of at-Work Road Accidents

- 1) Efficient Scheduling – restrict long work/driving hours, reduce inefficient and/or unnecessary routes.
- 2) Driver Selection – ensure the driver is licensed with their competency to have been assessed.
- 3) Medical Conditions – all drivers are required to notify their respective manager of any medical condition that may affect their ability to drive safely. These include but are not limited to:
 - a. An epileptic fit or seizure
 - b. Sudden attacks of disabling giddiness, fainting or blackouts
 - c. Diabetes controlled by insulin or tablets
 - d. Any heart condition
 - e. Angina (heart pain) while driving
 - f. Parkinson's disease
 - g. Any chronic neurological condition
 - h. Serious problem with memory
 - i. Major or minor stroke
 - j. Brain surgery, brain tumour or head injury
 - k. Severe psychiatric illness or mental disorder
 - l. Difficulty using arms and legs
 - m. Drug or alcohol dependency
 - n. Any visual disability
- 4) Mobile Phone Use – handheld mobile phones are not to be used whilst driving.
- 5) Driving Hours – all vehicle drivers should ensure sufficient breaks are taken and that their journeys are planned to ensure sufficient rest time is available and used.
- 6) Licenses – vehicle drivers should provide copies of their licenses upon request, with copies retained on file. Drivers should notify their line manager in the event of any changes in their license including the addition of points.
- 7) Driver Declaration – all vehicle drivers should complete a driver declaration affirming their understanding of this policy and their understanding and agreement to any additional terms and conditions pertaining to their role.

Road Traffic Accidents & Traffic Offences

- 1) All road traffic accidents involving a company vehicle (or a vehicle being used for company purposes) should be reported appropriately to a Duty Manager and/or Line Manager immediately or within a fair and reasonable time of the incident occurring.
- 2) All employees are to report traffic offences committed while they were on company business, and any offences which upon conviction may result in points or endorsements being added to their license, whether the offence was committed at work or in personal time, and whether the offence was committed using a company vehicle or not.
- 3) All accidents will be investigated to ensure any action taken is fair and reasonable given all the circumstances.
- 4) All fines, penalties and levies placed upon the company but intended for the driver of an offending vehicle (for example, use of bus lanes), will be forwarded to the driver for full payment. In the event that the company elects to pay a fine, the company reserves the right to make the necessary deduction from earnings in consideration of the same.

Cost Recovery

- 1) Where an accident is considered to be the fault (or the contributory fault) of the employee, and where the company has suffered a detriment, the company reserves the right to recover up to 100% of the costs incurred, including but not limited to: recovery costs, replacement costs or body shop charges, and/or insurance excesses.
- 2) The company will only seek to recover 100% of all costs incurred when blame can absolutely and definitively be placed on the employee. Where substantial blame is placed on the employee, the company will only seek to recover up to 50% of any costs incurred. Where some blame can be attributed but this falls short of absolute or substantial, the company will seek to work with the employee to find a fair and reasonable balance in any attempt towards the recovery of costs.
- 3) In addition to the above, the company may consider disciplinary proceedings against an employee where their capability is called into question. See Disciplinary and Grievance Procedure for more information.

Vehicle Servicing & Maintenance

- 1) All company vehicles are to be maintained and serviced appropriately to ensure their continued serviceability and ability to perform the tasks for which they are required.
- 2) Vehicle drivers have a responsibility to ensure the vehicle for which they are about to use continues to be roadworthy, and is in good working order. For example, basic checks should be made prior to use to ensure the continued roadworthiness of the vehicle, to include tyre inflations, tyre tread depths, light functionality and any other necessary considerations as required or advised.
- 3) Vehicle servicing is generally maintained centrally to the Head Office by our preferred partner DGS Auto; however, should out-of-hours servicing be required or essential, it is advised that you use ATS Euromaster as a preferred service provider who will charge the company account as necessary. It is recommended however that you seek the authority of a line manager or duty manager where appropriate and ensure work carried out by ATS Euromaster is strictly as instructed (ie. no wheel alignment where not required etc).
- 4) All company vehicles have breakdown cover. Vehicle drivers should familiarise themselves with the information retained in each vehicle to ensure they are prepared for such an event.
- 5) Internal loads or vehicle contents should be secured before commencing on any journey. All vehicle drivers are individually responsible for the loading or overloading of their vehicles when under their control.

Company Vehicles are insured for Employees and those authorised by a Senior Manager only. The company does not permit any unauthorised access or use of any company vehicle. On no account should a company vehicle be made available to someone who is not authorised for its use.

Prevention of Road Related Incidents – Golden Rules

- 1) Do not drive a vehicle without prior authorisation
- 2) Do not use a mobile phone whilst driving
- 3) Before starting your journey:
 - i. Ensure that the vehicle is in a safe condition
 - ii. That all lights and indicators are working
 - iii. That the tyres have tread above the legal minimum

- iv. That all windows are clear and clean
 - v. That there is adequate fluid in the window washer container
 - vi. That the vehicle has the correct level of oil and coolant
- 4) Always wear a seatbelt
 - 5) Always drive within the speed limit
 - 6) Don't rush while driving
 - 7) Keep safe distances from all other road users and vehicles
 - 8) Always pay attention and avoid distractions
 - 9) Notify a manager if you feel your ability to drive is impaired by a medical condition
 - 10) Report any accidents or incidents.

Vehicular Accident Reporting Procedure

Section 170 of the Road Traffic Act 1988 requires drivers to report to a police officer or police station that they have been involved in an accident involving in any of the following:

- any personal injury
- damage only, where the other driver/ rider did not stop
- damage only, where names and addresses were not exchanged with the other driver/ rider/ cyclist and any other owner of property damaged (even if the other driver stopped)

Producing Your Insurance Details

If there is injury caused to another person as a result of the accident, then you are legally required to produce your insurance certificate, if available, at the scene of the accident if anyone with reasonable grounds requests to see it. If you don't do this at the scene then you must report it to a police station or to a police officer (in person) within 24 hours and you must take your insurance certificate with you. If for any reason you don't have your certificate when reporting the incident at the police station, then you must return to the station with it within 7 days of the accident.

Should I Take Photographs or Make Notes?

Take photographs if possible. Lots of mobile phones have cameras, so don't forget to use it if you can - but do make sure you are not breaching any laws by using it while in control of the car. Furthermore, making notes is certainly very helpful in defending a claim only if made at the time or shortly after an incident.

Things To Make a Note Of

- The date and time that the accident took place
- Vehicle details - registration number, make and model of car, colour, any distinguishing features, how many passengers were travelling in the vehicles involved
- It's also worth asking if anyone involved in the accident is driving a company vehicle, or is driving on company time. If so, get their employer details too.
- Weather, light conditions and visibility, anything that may have affected driving ability.
- damage to all vehicles
- Injuries to any passengers
- Details of any police officers who attend

Reporting to the Company

Always report any road traffic incident immediately (or as soon as is reasonable or appropriate) to Control, your Line Manager, or the Duty Manager.