

# SAFE DRIVING POLICY

ISS Labour understands the risk to all employees from driving whilst at work, and that health and safety law applies to on-the-road work activities as it does to all work activities.

## Aims of the policy

To ensure that all risks involving driving at work are minimised and managed effectively. To reduce the amount of road-related accidents within the organisation and promote safe operation of all work-related vehicles whilst at work. ISS Labour aims to minimise the risks to our own employees but also to minimise the risks to others through our operations by integrating work-related road safety into our health & safety management system.

## Objectives of the policy

To comply with the *Road Traffic Regulation Act 1984* and the *Health & Safety at Work Act 1974* to safeguard all employees and the general public from risks involving driving at work. To ensure that all work-related motor vehicles are to only be used if they are in a road worthy condition and are fit for purpose in order to fulfil the requirements required under the *Road Traffic Regulation Act 1984*. To ensure that all motor vehicles are to be covered by a current MOT certificate, taxed and insured, combined with regular servicing to guarantee that they are maintained to an acceptable standard. To risk assess the threat to the business and its employees through work-related driving, and implement control measures to reduce that risk.

## Implementation

To manage work-related road safety the company will apply the same principles used within our health & safety management system. This will be achieved by:

### *Plan*

- 1) Assessing the risks from work-related road safety within the organisation.
- 2) Producing a health & safety driving manual which covers the day to day management of vehicles and drivers within the organisation.
- 3) Ensuring that roles and responsibilities regarding work-related road safety are clearly established within senior management.

### *Do*

- 1) Establish suitable systems to manage the organisation's work related safety effectively through prioritising and controlling the risks.
- 2) Providing driver's with adequate information and training to complete their duties safely.

*Check*

- 1) Monitor the performance of work-related road safety within the organisation to ensure that the policy has been effective and implemented. This will be measured and reported back to the board to ensure commitment from senior management.

*Act*

- 1) Review the organisation's performance regularly to ensure effectiveness and improvement in work-related road safety.

We will ensure that we adhere to FORS standards and maintain a minimum of Bronze accreditation to drive best practice through-out the company in terms of safety, efficiency and environmental protection.

This policy will be communicated to all staff, made available to our clients, suppliers and associates on request and regularly reviewed for effectiveness.



**Gary Beeston**  
**Managing Director**