**J&D GUTTERS LIMITED OCCUPATIONAL ROAD SAFETY CHECKLIST**



Driving for work may be one of the highest risk activities your employees undertake. Accident prevention is based on the three linked areas of ‘safe driver’, ‘safe vehicle’ and ‘safe journey’. Use the checklist below to ensure your occupational road risk procedures cover all three aspects.

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| **OCCUPATIONAL ROAD SAFETY CHECKLIST** |
| **Key questions** | **Specific issues to consider in your planning and risk assessment** |
| **Safe Driver** |
| Are your drivers competent and capable of doing their work in a way that is safe for them and other people? | * The levels of skill and expertise required to do the job safely, and how to ensure these are met.
* Checking driving licences on recruitment and periodically afterwards.
* Making sure your drivers are aware of company policy on work-related road safety and understand what is expected of them.
* Using written instructions and guidance, training sessions and group meetings to help you communicate your policy more effectively.
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| Are your drivers properly trained? | * General induction training for drivers.
* Other driver training – giving priority to those at highest risk, e.g. those with high annual mileage, poor accident records, or those new to the job.
* Do drivers need extra training to carry out their duties safely, such as using defensive driving techniques, or how to load and unload safely?
* Training about other road users, e.g. cyclists or motorcyclists.
* Assessing training needs periodically, including the requirement for refresher training.
* Checking training providers are competent to deliver the training you need.
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| Do you ensure your drivers have clear instructions about how to keep themselves safe while on the road? | * Routine safety checks, such as those on lights, tyres and wheel fixings, and how to report any faults.
* Correct adjustment of safety equipment, e.g. seat belts and head restraints.
* Do drivers know how to use anti-lock braking systems (ABS) properly?
* Safety in event of breakdown, e.g. use of safety warning triangles and high-visibility jackets.
* Do you need to provide a handbook for drivers giving advice on road safety?
* Drivers need to know they must not drive under the influence of drink or drugs.
* Policy on electronic devices: drivers need to know they must not use a hand-held mobile phone while driving and that even using a hands-free phone can seriously affect concentration.
* Are drivers aware of the height of their vehicle, both laden and empty?
* Check that crash helmets and protective clothing for motorcycle and bicycle riders are of the appropriate standard.
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| Are your drivers sufficiently fit and healthy to drive safely and not put themselves or others at risk? | * Medical checks for large goods vehicle and public service vehicle drivers.
* Reminding all drivers that they must satisfy the eyesight and other health requirements of the Highway Code and DVLA.
* Informing drivers they should not drive while taking medicine that might impair their judgement.
* If there is any doubt, they should ask their GP.
* Making drivers aware of how dangerous tiredness can be and what they should do if they start to feel sleepy.
* Asking drivers to report any health concerns.
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|  **Safe vehicle** |
| Are vehicles fit for the purpose for which they are used? | * Investigating, when buying new vehicles, which ones are most suitable for driving and for the health and safety of the public.
* Providing driver aids and other safety devices where appropriate, e.g. reversing alarms, camera systems, proximity sensors, and side protection bars for lorries and LGVs to protect cyclists.
* Ensuring privately owned vehicles are not used for work purposes unless they are serviced in line with manufacturers’ recommendations, insured for business use and, where the vehicle is over three years old, has a valid MOT certificate.
* Do you ensure drivers and passengers would be adequately protected in an incident, e.g. are any seatbelts, head restraints or airbags correctly fitted, working properly and used?
* Ensuring vehicles do not exceed their maximum load weight.
* Making arrangements for properly securing goods and equipment in a vehicle.
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| Are vehicles maintained in a safe and fit condition? | * Daily vehicle checks.
* Ensuring planned/preventive maintenance is carried out in accordance with manufacturers’ recommendations.
* Inspecting tyres and windscreen wipers regularly and replacing them as necessary.
* Procedures for reporting defects and remedying them promptly.
* Ensuring maintenance and repairs are carried out to an acceptable standard.
* Making clear that unsafe vehicles should not be driven.
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| Are you sure that drivers’ health, and possibly safety, is not being put at risk, e.g. from an inappropriate seating position or driving posture? | * Taking account of ergonomic considerations (e.g. driving position and how accessible the controls are) before buying or leasing new vehicles.
* Involving drivers in decisions about seating design.
* Providing drivers with guidance on good posture and, where appropriate, on how to set their seat and head restraint correctly.
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