

WORK RELATED ROAD SAFETY POLICY

Power Lines, Pipes and Cables Ltd (PLPC Ltd) is a family run business that was established in 1973 to provide a power line construction service to Distribution Network Operators (DNO) across the UK. PLPC Ltd supply and install overhead power lines and fibre optic systems to DNOs and private clients.

PLPC Ltd are committed to the delivery of its obligations under Health and Safety legislation with regard to driving at work and recognises that there are specific risks to employees who are driving on behalf of the company. PLPC Ltd has introduced this Work Related Road Safety (WRRS) policy with the objective of effectively managing those risks and to comply with our legal obligations.

The Managing Director will actively promote sound health and safety driving practices to improve our safety culture and to minimise work related road safety incidents.

The systems and arrangements to implement this policy are described in procedure *MSP 23 - Managing Work Related Road Safety* and are not repeated in this policy statement. Our policy principles are to:

- Promote a “No Blame” incident reporting culture
- Verify drivers’ entitlement to drive before joining the company and at regular subsequent intervals
- Require drivers to drive in accordance with the Highway Code and have regular eyesight tests
- Communicate this policy and associated relevant information
- Monitor driver performance and take action such as enhanced training and instruction, to improve performance
- Investigate incidents to identify root cause(s) and take action to prevent recurrence
- Specify and select vehicles that are suitable, safe and fuel efficient
- Carry out required maintenance, inspections and repairs to ensure vehicle safety
- Provide necessary vehicle safety equipment
- Require drivers of company vehicles to carry out daily pre-use safety checks

The Managing Director has ultimate responsibility for compliance with this policy and the arrangements in MSP 23, but has delegated day to day implementation to the Transport and Resources Manager.

All employees driving company or privately owned vehicles on any journey that is work related other than driving to and from their normal place of work, are required to comply with this procedure and the arrangements set out in MSP 23.

This policy will be displayed at our Carlisle office and will be distributed to customers, suppliers or any person, group or organisation on request.

Signed:



Dale Harrison
Managing Director

Last Reviewed: July 2022
Next Review Date: July 2023

EMPLOYEE GUIDELINES

Driving Best Practice

These Guidelines support the Work Related Road Safety Policy and Procedure *MSP 23 - Managing Work Related Road Safety* and reference should be made to those documents for full details of the arrangements in place to minimise the risk of an incident.

Risk Assessments

Hazards, controls and risks relating to driving company vehicles are assessed. Read the risk assessments and ask your supervisor or manager if you have any queries or concerns.

Servicing

All vehicles are required to be maintained, serviced and inspected in accordance with applicable statutory requirements, Goods Vehicle Operator Licence and manufacturer's instructions.

Pre-Use Checks

Fuel - Fuel Levels

Lights - Are all lights working and in good clean condition

Oil - Check levels

Water - Water levels, Wind screen fluid levels

Electrics - All in working order

Rubber - Tyre Pressure, Tyre Condition, Window wipers

Yourself – how you are feeling can impact your driving habits, are you ill, tired or angry?

Defects, Repairs and Breakdowns

- a) Drivers are instructed to record any defects
- b) Any defects which could affect vehicles safety, shall be reported to the Transport and Resources Manager immediately

Vehicle Security

Employees are responsible for the vehicle's security and contents whenever it is left unattended. The instructions include the following:

- a) Parking brake to be engaged
- b) Ignition key removed
- c) Doors and windows to be closed and locked
- d) Ignition and door lock keys to be kept secure at all times
- e) When parking on a hill, steer towards the kerb facing downhill and steer away from the kerb facing uphill
- f) Leave vehicle in gear

Report any loss or damage to the Team Co-ordinator / Team Leader, in turn notifying relevant manager.

Portable First-Aid Kits and Fire Extinguishers

First-Aid kits and fire extinguishers are kept in company vehicles.

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Cleanliness and Materials

Vehicles shall be kept in a clean condition at all times, both inside and outside. Any equipment, materials and loose items being carried, shall be properly stored to prevent driver injury or interference with driving ability.

Licence Requirements

Employees shall not be permitted to drive any vehicle for business purposes unless they are holders of a licence valid for the categories of vehicle which they are driving.

Inspection of Licences

Employees shall be required to produce their licence for the type of vehicle to ensure driver eligibility and to report any changes, penalties or disqualifications.

Drivers of any company vehicle that are involved in a driving accident must report the accident to their own insurers and to the Transport and Resources Manager.

Substance Misuse

The company recognises and accepts that a substance (medications, illegal drugs and alcohol) impairs judgement, making drivers over confident and more likely to take risks. It slows reactions, impairs judgement of speed and distance and affects vision. Even a small amount, well below the legal limit, seriously affects the ability to drive safely.

Drivers must not drive if their ability to do so safely is affected by substances. Any breach of policy will invoke the company's disciplinary procedures.

Employees will be instructed to seek guidance from their general practitioner regarding driving at work in the event they are being prescribed medication which may affect their capability to drive. It is the responsibility of the driver to inform their supervisor immediately of any such circumstances.

Eyesight

Undertake regular eyesight testing to ensure that sight and glasses prescriptions meet the eyesight requirements set out in the Highway Code.

Site Traffic Plan

Sites are to be organised in such a way that pedestrians and vehicles can circulate in a safe manner. Routes on sites should be designed to ensure that they do not encroach on any vulnerable items, such as fuel storage tanks. Traffic routes shall be suitable for the persons or vehicles using them.

Where reasonably practicable, implement a one way system and provide safe areas for loading and unloading materials or goods.

Journey Planning and Scheduling

Keep reversing to a minimum.

Before undertaking any journey, plan the journey to use the safest route for the vehicles, road types and conditions. Plan breaks into the journey.

Check the weather forecast and road traffic reports and adjust the route as necessary. Special arrangements shall be considered to deal with adverse weather conditions e.g. snow and ice which may include not completing the journey when weather conditions are exceptionally difficult.

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Drivers are prohibited from using hand-held phone, or similar device, when driving. The penalty is a fixed penalty fine and licence endorsement points. An exemption to this statutory requirement is that a mobile phone can be used whilst making an emergency call ie calling 999.

Fuel Saving Driving Tips

- Make sure the tyres are properly inflated, under-inflated tyres can cost as much as 1 mpg
- Avoid unnecessary idling – turn the engine off when stationary
- Avoid sudden stops and starts, hard acceleration uses up to one third more fuel
- Don't drive aggressively, aggressive acceleration wastes fuel and can be dangerous
- Drive at a steady pace, plan the route to avoid stop - and - start conditions where possible
- Avoid excessive braking, reduce speed and change gear
- Plan work to reduce mileage
- Think about the Travel Hierarchy:
 - *Hold a conference call rather than driving to a meeting*
 - *Use public transport*
 - *Use park and ride*
 - *Car share where possible*