


























# SAFE WORKING PROCEDURES


|                                |                   |                     |                         |
|--------------------------------|-------------------|---------------------|-------------------------|
| Location                       | Various           | Revision            | 4                       |
| Process / Task                 | General Road Risk | Document no.        | RA SWP TAT 021          |
| Required Equipment & Materials |                   | Last Review Date    | 09/06/2023              |
| Persons involved               | Drivers           | Expiry Date         | 08/06/2025              |
| Mandatory Training             |                   | Reference Documents | See RA Sheet Page 7 & 8 |
| Author                         | Bill McCormack    | Approver            | Claire Reynolds         |

|  |   |  |   |                               |  |   |   |   |   |   |   |   |
|--|---|--|---|-------------------------------|--|---|---|---|---|---|---|---|
| Commitments we live by   |  |   |  | Personal Protection Equipment |  |  |  | Hazards   |    |    |    |  |
|  | Fundamentals  | Pedestrian Protection  | Working at height   |                               | High Visibility  | Gloves  | Hearing Protection  |   | Asphyxiation  | Collision – mobile equipment  | Crushed between objects   | Entanglement  |
|  | ✓   | ✓  | ✓   |                               | ✓  | ✓   | ✓   |   | ✓   | ✓   | ✓   | ✓   |
|  |  |   |  |                               |  |  |  |   |    |    |    |  |
|  | Mobile Equipment  | Energy Isolation   | Handling Loads  |                               | Helmet   | Safety Footwear   | Eye Protection  |   | Fall from height  | Manual tasks  | Slips, trips or fall at same level  | Struck by falling objects   |
|  | ✓   | ✓  |   |                               | ✓  | ✓   | ✓   |   | ✓   | ✓   | ✓   | ✓   |
| <b>Take Time</b><br>1) Think through the task<br>2) Spot the hazard<br>3) Assess the risk<br>4) Take appropriate action<br>5) Do the task safely   |   | <b>Stop Work Authority:</b><br>You have the responsibility and authority to speak up and stop any task that presents an unacceptable level of risk that could potentially result in a serious incident.<br>This includes: Unsafe work; Unsafe acts and conditions; A situation where you are in doubt<br><b>You are empowered to exercise your Stop Work Authority</b> |   |                               |  |   |   |  |  |  |  |   |
|  |   |  |   |                               |  |   |   | Struck by mobile equipment  | Struck by object  | Release of energy   | Human Behaviour   |   |
|  |   |  |   |                               |  |   |   | ✓   | ✓   | ✓   | ✓   |   |
| It is the duty of all employees to comply with the following Safe Working Procedure designed to provide a code of good practice and conduct with the objective of preventing accidents or harm. At all times employees must work in a safe manner both to prevent personal injury to themselves or others. |   |  |   |                               |  |   |   |   |   |   |   |   |



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|------------------------|--|---|--|---|
| Step No.               | Process  | Attention / Risk Points   | Containment action(s)  | Pictures  |
| 1                      | During your work you will travel many thousands of kilometres on both public and private highways. Much of your driving will involve your interaction with other road users and will require road risk management. | General risks/hazards are:<br>1.Speed<br>2.Failure to use Service and Parking Brakes<br>3.Weather Conditions<br>4.Traffic Conditions<br>5.Driver Fatigue<br>6.Mobile Phones<br>7.Alcohol, Drugs and Prescribed Medicine.<br>8.Smoking & Eating whilst driving<br>9.Legal Compliance<br>10.Vehicle condition & suitability<br>11.Inexperience or lack of training<br>12.Knowledge<br>13.Schedules<br>14.Health Screening<br>15.Long Driving Periods and Distances. |  |   |
| 2                      | <p><b><u>Risk Management</u></b></p> <p>Speed</p>  | Risk of Accident/ collision with other road users.  | Keep within the statutory speed limits.<br>Manage speed limiter output.<br>Drive only at a speed at which you know you can stop in the distance you can see to be clear, on your side of the road. |  |



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|------------------------|--------------------------------------|---|--|---|
| Step No.               | Process                              | Attention / Risk Points   | Containment action(s)  | Pictures  |
| 3                      | <u>Correct Use of Parking Brakes</u> | Risk of collision. Risk of brakes failing. Risk of Tractor rollaway. Risk of tractor creep at junctions/ stopped in traffic. Risk of uncontrolled movement on a gradient. | <p>Brakes must always be properly adjusted and working efficiently. Any defects must be reported immediately using the defect reporting system. Never use Vehicles if the braking systems are defective.</p> <p>You <b>MUST</b> apply the tractor unit handbrake before leaving the vehicle at any time.</p> <p>When stopped in traffic for more than a moment apply tractor unit handbrake. If stopped for longer and to avoid tractor creep apply the tractor unit handbrake and select neutral. Make sure the vehicle has stopped before applying the handbrake.</p> <p>If stopped on a gradient apply the unit handbrake. This will help you to then set your feet to get ready to move off again, especially if you're going up-hill.</p> |  |


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|------------------------|---------------------------|---|---|--|
| Step No.               | Process                   | Attention / Risk Points   | Containment action(s)   | Pictures   |
| 4                      | <u>Weather Conditions</u> | Risk of road closures from flooding/ snow & ice. Risk of poor vehicle and trailer control in high winds. Risk of delays/ late deliveries. | Plan and review routes and timings if weather conditions are adverse.<br>Vehicles are equipped to deal with poor weather conditions (ABS)<br>Take into consideration effect on vehicle control when driving in high winds. If trailer is empty open curtains and tie back.<br>If poor weather conditions mean that you are unable to complete your journey or there will be delays, you must contact your Traffic Office. |   |
| 5                      | <u>Traffic Conditions</u> | Risk of traffic jams due to heavy traffic especially around larger towns and major roadworks/ accident hotspots.                          | Wherever possible plan routes to avoid peak traffic flows.<br>If practical choose routes to avoid peak traffic, whenever possible   |  |
| 6                      | <u>Driver Fatigue</u>     | Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW.   | You are to ensure that you have taken a full and appropriate rest under driver's hours regulations and that your journey is planned to allow proper and appropriate breaks from driving.<br>You are to report to your Traffic Office any medication that you have been prescribed that may cause drowsiness.  |  |

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|------------------------|---|---|--|--|
| Step No.               | Process                                       | Attention / Risk Points   | Containment action(s)  | Pictures   |
| 7                      | <u>Mobile Phones</u>                          | Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW. | You are to follow your company policy and legal obligations on the use of mobile phones whilst driving<br>Do NOT use mobile phones whilst driving.<br>If equipped with hands-free/ Bluetooth then calls should be limited to brief, and essential communication.<br>Pull over before taking any job details.   |   |
| 8                      | <u>Alcohol, Drugs and Prescribed Medicine</u> | Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW. | If prescribed medication, ensure you have taken advice from the relevant pharmacist or doctor regarding the medication whilst driving.<br>Check the label on medicines for warnings before the medicine is taken.<br>Inform your Traffic Office of all prescribed medicine being taken.<br>No alcohol should be consumed whilst working for P&O Ferrymasters<br>Legal limits must be complied with.<br>Some customers will refuse load to drivers who are found to have any alcohol in their system. |  |

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|------------------------|--|---|--|---|
| Step No.               | Process                                    | Attention / Risk Points   | Containment action(s)  | Pictures  |
| 9                      | <u>Smoking &amp; Eating Whilst Driving</u> | Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW. | Follow the guidelines set out in the highway code.<br>Eating or drinking whilst the vehicle is in motion is not permitted  |  |
| 10                     | <u>Legal Compliance</u>                    | Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW. | You are to comply with all legal compliance requirements whilst undertaking your duties of an HGV driver.  |   |
| 11                     | <u>Vehicle Condition &amp; Suitability</u> | Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW. | You are to carry out pre-shift safety and maintenance checks. All trailer defects are to be reported in accordance with the P&O Ferrymasters defect reporting procedure. Trailer service/ MOT Intervals are to be kept in accordance with P&O Ferrymasters instructions. |   |
| 12                     | <u>Health Screening</u>                    | Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW. | All medical Requirements set down by the licensing authority must be met and if not then the licensing authority and your Traffic Office must be informed.   |   |
| 13                     | <u>Long Driving Periods and Distances</u>  | Risk of accidents, losing concentration. Risk of large penalties from breaking the LAW. | Full compliance with drivers' hours regulations and the road transport directives are mandatory.   |   |

# SAFE WORKING PROCEDURES

| RISK ASSESSMENT                        |  |            |          |            |   |
|--|--|------------|----------|------------|---|
| Hazard                                 | Who/what can be harmed                           | Likelihood | Severity | Risk Level | Existing Control Measures                         |
| Speed                                  | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Driver's Handbook, National/ Country Speed Limits |
| Use of service and parking brakes      | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Driver's Hours Legislation (EC3820/85)            |
| Weather conditions                     | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Tachograph Legislation (EC3821/85)                |
| Traffic conditions                     | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Driver's Handbook                                 |
| Driver fatigue                         | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Company Policy & Procedures                       |
| Mobile Phones                          | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Driver induction training or joining              |
| Alcohol, Drugs and Prescribed medicine | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Annual driving training seminars                  |
| Smoking and eating whilst driving      | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Driver's Handbook                                 |

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| RISK ASSESSMENT                    |  |            |          |            |                           |
|------------------------------------|--|------------|----------|------------|---------------------------|
| Hazard                             | Who/what can be harmed                           | Likelihood | Severity | Risk Level | Existing Control Measures |
| Legal Compliance                   | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Driver's Handbook         |
| Vehicle condition and suitability  | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Driver's Handbook         |
| Inexperience or lack of training   | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Driver's Handbook         |
| Knowledge                          | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Driver's Handbook         |
| Schedules                          | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Driver's Handbook         |
| Health Screening                   | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Driver's Handbook         |
| Long driving periods and distances | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Driver's Handbook         |
| Stress, and scheduling breaks      | Drivers/ Other Road Users/ members of the Public | 4          | 5        | 20         | Driver's Handbook         |



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| Competence Check |   |        |  |   |          |        |
|------------------|---|--------|--|---|----------|--------|
| #                | Question  | Answer |  | # | Question | Answer |
| 1                | What must be done at the start of each working day? |        |  | 3 |          |        |
| 2                | How do you avoid potential delays?                  |        |  | 4 |          |        |
|                  |   |        |  |   |          |        |
|                  |   |        |  |   |          |        |

| Sign off             | Name | Signature | Date |
|----------------------|------|-----------|------|
| Worker / Operative   |      |           |      |
| Trainer / Supervisor |      |           |      |