

## 3.9 DRIVERS

All persons engaged to work for the company as drivers will have special responsibilities to ensure the safety of themselves and others whilst undertaking their duties. As Drivers for the company additional duties may also be required so all drivers are to ensure they understand their overall duties whilst working for the company.

Drivers are to ensure:

- a) The vehicle is roadworthy and relevant checks have been carried out prior to use. Defects are isolated and reported to the project Manager as soon as possible.
- b) The Safe working load of the vehicle is not exceeded and stacking of materials and equipment is correctly established before use.
- c) Risk assessments and safe systems of work are in place and obtain a good understanding of the risks associated with their activities.
- d) They are fully trained to undertake their duties with regards to legislative requirement and company policy for health and safety.
- e) Wear Personal Protective Equipment as necessary in line with company policy for health and safety.
- f) Work in a safe manner at all times.
- g) Deliveries / off-loading procedures are carried out with due consideration for the location of parked vehicles, members of the public and working considerations.
- h) Hi-Hab equipment is used in a safe manner and to manufacturer's instructions.
- i) Any injuries to individuals or members of the public are reported immediately to the Health and Safety advisor who will ascertain the next required action.
- j) Tachographs are correctly completed (as necessary) and returned to the company offices after every journey.
- k) All highways and ministry requirements are adhered to including legislative requirements, speed limits and site rules.