

As an employer Dual Seal Glass Ltd is committed to reducing the risk of work-related road traffic crashes and collisions. Dual Seal Glass Ltd also recognises it is their duty under the Health and Safety at Work Act 1974 to ensure the wellbeing of all our employees as far as reasonably practicable. This includes work related driving activities. We understand and are aware the following legislation applies to us;

- **Health and Safety at work Act 1974:** Employers have a “duty of care” for the safety of employees at work, regardless of the type or size of the business. There is also a duty of care to others who may be affected by their business activities, which, in the case of driving, means all other road users.
- **Management of Health and Safety at Work Regulations 1999:** Employers are required to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- **The Workplace (Health, Safety and Welfare) Regulations 1992:** These Regulations cover a wide range of basic health, safety and welfare issues including traffic routes for vehicles within the workplace.
- **Provision and Use of Work Equipment Regulations 1998 (PUWER):** These regulations place duties on people and companies who own operate or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.
- **Road Traffic Acts supported by the Highway Code:** The Highway Code applies to all road users and includes information on signs and markings, road users, the law and driving penalties. It is an offence for an organisation to set driver schedules which may cause them to break speed limits or commit any other violations and / or have payment reward schemes which in any way give them incentives to do so.
- **EU and GB Domestic Drivers and Working Time Rules:** It is the driver’s and employer’s responsibility to ensure compliance with drivers’ hours and working time rules. They are applicable to goods vehicles in excess of 3.5 tonnes. Tachographs must be used to record hours of driving, other work, breaks and rest periods

### Dual Seal Glass will:

- Designate a competent person within the transport department to manage the risks and procedures associated with our daily transport operations.
- Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Communicate and consult with our transport staff on all issues affecting the undertakings of our operator’s licence.
- Monitor and regularly review driving standards and performance to ensure the undertakings of our operator’s licence and company standards are met.
- Effectively communicate with transport personnel and bring all transport policies and procedures to their attention.
- Co-operate with other organisations to ensure they are aware of our working standards including FORS standard requirements.
- Promote awareness to Vulnerable Road Users (VRUs) to all persons who drive in connection with their employment with the company.
- Ensure that all laws relating to the driving and the operation of vehicles under and operator’s licence are observed.
- Ensure that all vehicles and trailers are not overloaded, and vehicles keep within speed limits.

- Observe the rules on driver's hours and tachographs, whilst keeping, storing and ensuring all records are available on request.
- Not exceed the maximum number of authorised vehicles and trailers at our operating centre.
- Promote and encourage effective routing and scheduling to reduce the impact on the environment and reduce the company's expenditure on fuel and tyres.
- Provide transport personnel with up to date literature on all rules and regulations relating to transport laws.
- Ensure employees are competent and have the correct licence for the vehicle they drive.
- Co-Operate with members of other organisations and members of the public to ensure that complaints are dealt with in the necessary manner.

This policy applies to all employees who drive in connection with their employment whether it is in their own vehicle, a fleet vehicle or a vehicle hired by the company.

Signed: *N-D. Meredith* Date: 23/07/2021

Position: Managing Director

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