



Road Safety – Managers Responsibilities

Road Traffic Collisions (RTCs) have consequences, some just result in minor damage but even the costs of these total many £millions each year; however others can involve serious injury or even fatality. We need our drivers to always drive safely and with consideration for all road users - getting the mail out is important, getting everybody home safely is even more important.

It's easy to think of this as just the driver's responsibility, but managers also play an important role:

Full responsibilities can be found in our SHE Standards - but some important steps to manage Road Safety are:

1) Make sure that your drivers are fit and competent to drive:

- Carry out the 6 monthly driver licence checks and ensure driver complete the health declaration
- Ensure that drivers have been trained before being allowed to drive (driver induction, safe driver upgrade, post collision training, slow manoeuvring course, one hour classroom course or LGV licence acquisition). To book a Pertemps driver training course please click on the following link [Pertemps Driver Training Portal](#) or contact your local Advanced Driver Coach.
- Ensure drivers are only permitted to drive the vehicle category that they received training or were assessed in.
- Throughout this year Group Road Safety bi-monthly communications have been sent out to all units covering a wide variety of subjects. It is important you deliver these communications (including Safety Alerts i.e. recent one on Handbrakes) to your drivers as they will all go to help reduce RTC's in your units.

2) Make sure that vehicles are safe to drive:

- Make sure that vehicles are serviced on time and never allow a faulty vehicle to be driven.
- Make all staff aware of the PMT1 process and where they are located.

3) Create a safe environment for driving

- The Unit Manager is responsible for ensuring a Yard Risk Assessment is completed for their yard. This is



essential to control the risk of RTCs in the yard including visiting vehicles.

- Communicate your site yard risk assessment findings to your teams including wider teams for visiting vehicles.
- Complete the Driver Task Risk Assessment and communicate the Driver Safe System of Work to all drivers.
- Ensure that the driver's routes are manageable and that drivers do not need to rush to complete them.

4) Supervise your drivers to ensure that they understand and apply their training

- Carry out driving and yard SMATs to reinforce positive safe behaviours through coaching. This will identify and remove unsafe acts and reinforce safe acts. Concentrate the SMATs on the risks you have identified in your unit (i.e. parking, handbrakes, seat belts etc.)
- It is a manager's responsibility to ensure all drivers have received the appropriate driver and pre use vehicle check training and that periodic sampling of log books and vehicles are made to test the effectiveness of driver vehicle checks. This must be carried out as per the SHE Calendar task entry and the training given by Pertemps/Advanced Driver Coaches on induction. This includes checking log books, SMAT completion and sample checks of vehicles.

Carrying out a walk around check of a vehicle can help ensure:-

- a) The safety of any driver, passengers and other road users.
- b) Defects are detected early, therefore, reducing the need for extensive and costly repairs
- c) That we maintain a service to our customers
- d) That the law is not broken

5) Learn from collisions

- An important part of reducing all collisions is to carry out the post collision Root Cause Analysis. The intent of any incident investigation is to identify the underlying root causes which led to the injury or near-miss. It is only by carrying out a thorough investigation which identifies root causes that an organisation can learn from past failures and prevent



future similar incidents. This is a really important tool for managers to use and look into the "Why?" analysis to drill down beyond the symptoms of the collision to the true root cause.

- Ensure your drivers medical needs are looked after first visit the scene of the collision and follow the RTA procedure.
- Ensure all root cause analysis is completed following a collision and any actions are implemented to timescales.
- Share any relevant findings with your other drivers, so they can all learn from the outcomes
- Update the route hazards on WRAP as required following the findings of your investigation.
- If a driver has had a collision the preferred option should be to attend the Pertemps/Advanced Driver Coaches Post Collision course to support and coach them in their behaviours going forwards. By talking through and often re-visiting the scene of a collision, a driver can recognise the root cause and the trainer can focus on appropriate activities. 95% of drivers who receive the Post Collision course do not go on to have an accident in the subsequent twelve months. To book a Pertemps post collision course, please click on the following link [Pertemps Driver Training Portal](#) or contact your Advanced Driver Coach.
- Visit the Group Safety Health & Environment Knowledge Database to access the information you need to manager Road Safety on the following link [Group Safety Health & Environment Knowledge Database](#)

6) Consult and involve Area and Workplace Safety Representatives

- Employers have a duty to consult with Trade Union Safety Representatives, on health and safety matters and accident investigations. Consulting with Safety Reps can have real benefits for the business, including: higher levels of workforce motivation and can help achieve a healthier and safer workplace.
- Safety Reps can help you to identify hazards, help assess risks and develop ways to control or remove risks; assist with decisions about health and safety, drawing on their experience, a stronger commitment, greater co-operation and trust as well as gaining a better understanding of each other's views as well as joint problem-solving.