

	SAFE WORKING PROCEDURE 1	
WYRE	DRIVER OPERATIONS	

The following safe working procedures must be carried out: -

1.0 DAILY MAINTENANCE CHECKS:

- 1.1 Vehicles under 3.5 Tonnes: It is a requirement that the following are checked (daily log sheet) prior to taking a vehicle out onto the road.
 - 1.1.1 Oil – see vehicle operation working procedures for levels
 - 1.1.2 Fuel
 - 1.1.3 Water
 - 1.1.4 Lights and warning beacons
 - 1.1.5 Indicators and Horn
 - 1.1.6 Screen wipers and washers
 - 1.1.7 Windows and mirrors
 - 1.1.8 Tyre treads and pressures – if any worn or damaged types are noted they should be reported to your supervisor immediately.
 - 1.1.9 Brakes – Check air pressure
 - 1.1.10 Vehicle body for damage or loose fittings
 - 1.1.11 Operation of emergency stop systems on all vehicle facilities
- 1.2 Vehicles over 3.5 Tonnes: It is a requirement that your 'Drivers Daily Vehicle Inspection & Defect Report Book, is filled in every day prior to taking a vehicle out onto the road.
- 1.3 All training will be provided to any new driver
- 1.4 Any oil/ fuel spillage's must be reported to the Depot immediately
- 1.5 Extra care to be taken during the hours of darkness
- 1.6 High visibility jackets/ waistcoats must be worn when vehicle checks take place, along with other correct PPE
- 1.7 When refuelling do not fill to overflow

***N.B. The operation of the Vehicle must be carried out in accordance with the Council policy. All maintenance schedules and checks must be completed.
Note Defects must be reported to your supervisor.
Reviewed June 2004***

- 1.8 If any defects are found these must be reported to your supervisor immediately for action.
- 1.9 MAKE SURE you read and become familiar with the COSHH ASSESSMENTS for each chemical you are using.

2.0 DEPOT AREA

- 2.1 In the depot you must wear high visibility PPE at all times.
- 2.2 **All drivers** must operate within the '5mph' speed restriction and all other safety signs within the depot.
- 2.3 **All drivers** must be aware of the continuous vehicle and pedestrian movement within the depot, and drive with care at all times.
- 2.4 **You must** be certain that the rear of the vehicle is unobstructed when reversing. Always seek assistance (banks man) whenever practical. Always use your mirrors. Use reversing alarm/ flashing beacon if applicable.
- 2.5 **Only** authorised/ trained personnel to drive vehicles.
- 2.6 Any unauthorised/ unfamiliar person walking around the depot must be escorted immediately to the office.

3.0 PROTECTIVE CLOTHING

3.1 **Before leaving the depot you must ensure that you are wearing the correct protective clothing. Including safety boots, reflective jacket/ vest, and have available gloves/ eye/ ear/ dust mask/ hardhat protection.**

3.2 **Ensure employees working with you are wearing the correct protective clothing. If they are not report this to your supervisor immediately.**

- 3.3 Keep all jewellery to a minimum or preferably do not wear any. Remove jewellery that may become trapped in machinery. Keep chains short and keep them under your clothing.

4.0 DRIVING

4.1 **As a driver YOU are in charge of the vehicle and any employees working with you. If you feel anything is unsafe about your vehicle or the employees working with you report it to your supervisor as soon as possible.**

4.2 **When first using a vehicle make sure you are fully familiar with the vehicles operation. If there is something you are unclear about contact your supervisor immediately.**

- 4.3 **All drivers** are expected to operate within the Highway Code and statutory regulations controlling speed limits etc.
- 4.4 Do not carry any unauthorised passengers.
- 4.5 Do not allow other persons to ride on any part of the vehicle apart from the passenger seats provided. Seat belts must be worn.
- 4.6 Do not allow any unauthorised person to drive the vehicle.

4.7 Do not reverse the vehicle unless you are completely satisfied that your path is clear. Always use your mirrors and rear view camera (if fitted). It is your Banks mans duty to help you reverse your vehicle. You must instruct them on how you want to be helped when reversing. If your Banks men are not doing this correctly stop the vehicle and tell them immediately.

- 4.8 If you do not know where individual employees are, stop and apply the hand brake. Do not move until they are found.

4.9 Be aware of your blind spots at all times. Tell employees where your blind spots are so they stay out of them.

- 4.10 The vehicle must not be loaded whilst it is moving/ reversing.
- 4.11 Take the greatest care not to damage property in any way, if any damage does occur follow accident procedure.
- 4.12 Do not climb up/ stand on the vehicle cab or allow other employees to do so.
- 4.13 If you are involved in a road rage situation, keep calm, drive safely and if necessary pull over when safe to do so. Report the incident to your supervisor.
- 4.14 If a member of the public is being aggressive towards you or another employee, be polite; do not get involved in an argument, if they want to make a complaint give them the depot phone number. Leave as soon as practical. Report incident to your supervisor.

5.0 GENERAL DUTIES AND RESPONSIBILITES

5.1 Grounds maintenance duties are carried out in public. Take every precaution to ensure the safety of the public in relation to the movement of your vehicle and your work activities, taking special note of children – particularly near schools/ playgrounds etc.

- 5.2 If any employee or the public approaches or gets too close to the vehicle stop immediately and apply the hand brake. Do not move until they are a safe distance from the vehicle.
- 5.3 As the driver/supervisor of your vehicle, make sure the vehicle is being loaded in a safe manner and all other health and safety matters are being adhered to.

5.4 It is the driver's responsibility to make sure the vehicle is not overloaded.

6.0 EXITING THE VEHICLE

- 6.1 Particular care should be taken when exiting a vehicle, look out for obstructions e.g. vehicles/ buildings/ pedestrians etc.
Do not jump out of the cab, make sure your footing is secure, face towards the
Vehicle when stepping down from the vehicle, use the handhold/s, be extra
careful in wet conditions.
Make sure the vehicle step/s are kept clean from dirt/ oil, on a daily basis.
Report damaged, loose or inadequate steps and handholds.
- 6.2 If exiting a vehicle in order to work in a public place or on a highway follow the procedures set out in Safe Working Procedure Road safety.
- 6.3 Ensure the engine is switched off, handbrake is on and the keys are removed.

6.4 No unauthorised or untrained personnel should be allowed to operate the controls of the mechanism. Do not let anyone especially children interfere with the vehicle or controls.

7.0 CLEANLINESS OF THE VEHICLE

- 7.1 The cab - A high standard of cleanliness should be maintained at all times to ensure the health and safety of the driver/ employees. No unnecessary items should be stored in the cab.
- 7.2 External bodywork. The vehicle should be washed weekly.
- 7.3 Only wash vehicle in designated area. You must clean the area after use.
- 7.4 Before switching the steam cleaner on visually check for signs of damage to the plug, loose/ broken covers over electrical parts, splits or cuts in the cable sheath, or any slippage of the cable in the cable grip at either end. You should not be able to see brown, blue or green + yellow coloured wires inside.
Do not use if faulty, report defects/ problems to the garage.

- 7.5 Do not touch the plug on the power wash.
- 7.6 Always prop the body before washing off and never stand or climb on the vehicle. The vehicle must be washed on firm/ level ground.

7.7 You must wear the PPE that you have been provided with at all times.

- 7.8 You must wear safety glasses, which are available from the Depot Stores.

8.0 ACCIDENT PROCEDURE

- 8.1 If required, get first aid immediately.
- 8.2 All vehicles will have a first aid kit in the cab, which you are responsible for keeping stocked, if further medical assistance is required; contact the Depot for further instructions.
- 8.3 If an accident/incident does occur no matter how small contact the Depot immediately.
- 8.4 Note the details of the accident as soon as practicable.

