

SPENCER OGDEN	HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM		Doc No:	SO-HSE-GDN-004-A
			Issue Date:	20 th August 2019
			Revision Date	
GUIDANCE NOTE – GET IT RIGHT – DRIVING SAFELY			Revision Number	A
PREPARATION: Geoff Stacey	AUTHORITY: Greg Morris	ISSUING DEPARTMENT: Health Safety & Environment (HSE)	Next Review Date	

INTRODUCTION

Spencer Ogden regards the health, safety and security of its workers as an integral part of its business. Our aspirations are no accidents and no harm to people. We believe all incidents can be prevented and that safety must never be compromised. We provide safe workplaces for all, and everyone is expected to take responsibility for health, safety and security. Two overriding principles provide the foundation of our approach to HSE, they are:

- 1. NOTHING WE DO IS SO IMPORTANT THAT WE CANNOT TAKE THE TIME TO DO IT SAFELY**
- 2. EVERYONE HAS THE RIGHT TO SAFELY HALT WORK AT ANY TIME IF THEY FEEL HEALTH AND SAFETY IS BEING COMPROMISED.**

This guidance note has been developed in line with the above, and taking on board the importance of driving safely.

WHY IS DRIVING SAFELY IMPORTANT?

The importance of driving safely, at all times, is essential; no matter whether travelling at the work site, to and from work or for leisurely pursuits. If you are involved in a driving accident it can have serious impacts on your life and your family's future and, when it involves driving accidents at work, the employer company. The enormous increase in the number of cars with advanced features has made our lives more convenient when driving, but with this also comes responsibility when driving a vehicle. For our own safety and the safety of other road users, we must follow the traffic rules at all times!

WHAT DO I HAVE TO DO?

It is important to ensure that we all stay safe when we are driving. Make sure you read this guidance note and follow the rules including the top ten tips. We can all encourage our colleagues and families to do the same. Your commitment to driving safely in the workplace and to and from work is essential and is a precondition of Spencer Ogden offering employment. Your failure to follow the important advice set out below will, in the event of any related vehicle issue occurring at a work site, very likely to hold you at fault or contributory negligent in causing that issue. The top ten tips explained here can go a long way towards improving your driving knowledge and minimising vehicle accidents, and they are not as complicated as you might think. So take control of your driving, and encourage your friends and family to do the same. In fact, feel free to share this Guidance Note with your family, friends and colleagues. It could save a life or make drivers be more aware of the important things they need to do when they are driving.

TEN IMPORTANT SAFETY RULES YOU MUST FOLLOW WHILE DRIVING A VEHICLE

- 1. NEVER DRINK & DRIVE: This is most important rule of driving.** Alcohol causes a number of impairments that lead to road accidents. At low blood alcohol levels, an individual's reaction time reduces considerably, raising the potential for an incident. At higher alcohol levels, the individual can expect to have blurred vision & loss of consciousness. Being drunk and driving is a serious crime that can result in a criminal offence, with the individual paying a heavy fine and possibly a term in prison if the offence is more severe. So, never drink and drive.
- 2. ALWAYS WEAR YOUR SEAT BELT:** It is essential and should be mandatory for a car driver and his passengers to wear their seatbelts, it can save your life.. The driver should always check that s/he and all passengers are wearing their seatbelts before s/he starts the vehicle. The wearing of the seat belt is a legal requirement and in the event of an accident, it can prevent you from being thrown around the inside of a crashing vehicle causing excessive harm or being thrown out of the vehicle through the window. Wearing a seatbelt reduces the risk of serious injury by 45% to 50%. In majority of car crashes, people have a greater chance of surviving if they wear a seat belt.
- 3. FOLLOW THREE SECOND RULE – KEEP A SAFE DISTANCE:** It is highly recommended that the car driver maintains a safe distance between his / her car and the cars ahead of them. If the vehicle in front reduces speed suddenly, or indicates late or makes a sudden stop, the driver needs enough time to handle that situation. It can be very difficult to estimate the distance while driving, so

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you must follow the “*three second rule*”. It is simple rule; when the car ahead of you passes a permanent object on the side of road, start counting & at least 3 second passed before your car passes the same object. At night or in bad weather conditions it is recommended that you double the distance by using a “*six second rule*”.

- 4. ALWAYS AVOID DISTRACTIONS:** While driving, any kind of distraction is very dangerous and decreases your reaction time considerably. Many studies have shown that, any form of distraction including, but not limited to, using your mobile phone (which is illegal) and eating food decreases the reaction time considerably. Drivers who do not give their full attention whilst driving will find their reaction time becomes much slower in critical conditions.
- 5. NEVER BREAK A RED LIGHT SIGNAL:** “*Jumping a red light*” is a most common cause for road accidents. Never move on a red light and / or take a risk to run on red signal, and always wait for the green signal.
- 6. ALWAYS DRIVE WITHIN THE SPEED LIMIT:** It is very important that drivers consider reducing their speed at all times as this factor can minimise traffic accidents enormously. Speeding is the root cause for more than 45% of the serious crashes in any one year. If speeding your reaction times becomes less, so it is advisable to always drive within the speed limit.
- 7. AVOID DROWSINESS WHILE DRIVING:** If you are feeling drowsy or sleepy then you must avoid driving. It is as dangerous as driving when under the influence of drink. If you start to feel drowsy then look for a lay-by (rest area) and stop the vehicle and rest, have a sleep and then continue with your journey. It is always preferable to be late for an appointment than never arrive at all due to having been involved in an accident. It is recommended that you have a good sleep before driving. Alternatively, if you are driving with a friend or family, then share the driving. As a last resort, park the car, take a cab and pick up the vehicle later.
- 8. WATCH OUT FOR DRIVERS ON THE ROAD:** Sometimes it doesn't depend on how safely you drive or whether you obey all the rules - another may cause an incident which you are involved in. So, it is very important to be aware and vigilant as to what is happening around you by using your eyes, ears and car mirrors. Never assume the action of another driver on the road and always be alert.
- 9. BE EXTRA CAREFUL IN BAD WEATHER OR POOR DRIVING CONDITIONS:** A person may be considered a good driver if s/he is able to drive in any weather conditions. Driving in difficult weather conditions requires a lot more experience than normal driving and if you are unsure, don't drive. You must be able to adapt to the relevant conditions and even experienced drivers may have problems in difficult weather. You must ensure that you drive below the speed limit, maintain proper distances, be careful on turns and focus on the road continually.
- 10. REGULARLY MAINTAIN YOUR VEHICLE:** It is essential for car owners to maintain their vehicles. Failure to do so may result in a more major problem to some part of the vehicle. If you are unable to maintain the vehicle yourself, make sure you continually maintain the vehicle by using a local distributor who has maintenance facilities. Before you take a long journey, always make sure the vehicle is in good condition with all maintenance and servicing requirements in order. Any failures when you are on a journey cost you more money and disrupt your plans.

STAY SAFE – DRIVE SAFELY – FOLLOW THE RULES