

**Jones Engineering  
Group**

**EHS System Procedure  
No: EHS-SOP 19  
Procedure Name: Driving For Work**



***Jones Engineering Group***

***EHS-SOP 19***

***Driving For Work***

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<b>Jones Engineering Group</b>	<b>EHS System Procedure No: EHS-SOP 19 Procedure Name: Driving For Work</b>
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## Introduction

Statistics show that people who drive for work are 40% more likely than other drivers to be involved in a collision. In addition, risks increase for those when they drive over 40,000 Kms a year. It was found in a research survey done by the Health and Safety Authority that there was a lack of awareness among employers and that they must manage work related driving activities.

### 1.0 Objective

- 1.1 To ensure that any personnel in the employment of the company who drive a vehicle on the road as part of their work are made aware of the risks and the company's policy to minimize those risks to the safety and health of personnel in accordance with all national Statutory and local Regulations.
- 1.2 To communicate this policy to all drivers who "drive for work" on behalf of the company

### 2.0 Introduction

2.1 **Driving for Work (DFW)** is the activity of driving on the road for work purposes and is described by the R.S.A and the H.S.A. as:

*"any person who drives on a road as part of their work not including driving to and from work) either in:*

- *A company vehicle: or*
- *their own vehicle, receiving an allowance from their employer for miles driven,*

Driving for Work involves a risk not only to the driver, but also to fellow workers and members of the public. Driving for Work excludes commuting to work, except where the person's journey either starts from their home and they are travelling to a work location that is not their normal place of work or their journey involves travel in a company provided vehicle. All personnel who drive for work are required to study this policy, understand their responsibilities in relation to driving for work comply with the policy requirements and sign and date the last page and return it to the HR Dept.

2.2 Incidents involving vehicles cause great personal suffering and trauma. However, such incidents are also a huge financial burden on both employers and the wider economy.

2.3 Any incidents involving company owned or hired or privately owned vehicles that are being driven for work by personnel that can:

- Threaten business continuity, for example; due to the death of a key member of staff.
- Cause the loss of productivity and working time.
- Damage assets, for example; premises, work vehicles and workplace equipment.
- Damage the reputation of the business, particularly where it is apparent that risks have not been properly managed.
- Incur costs associated with any resulting prosecution and civil litigation must be reported to their line manager and the EHS Manager.

The employee's monthly expense form must record any Company funded vehicle's odometer distance as at the date of submission of the expense form.

It is essential for drivers to keep copies of their kilometre returns.

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### 3.0 Legislation

3.1 The Road Traffic Acts 24 of 1961 and 25 of 2010, the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application Regulations) 2007 (GAR) applies to driving for work.

3.2 The Safety, Health and Welfare at Work Act 2005 also applies to driving for work and the Safety, Health and Welfare at Work (General Application Regulations) 2007 (GAR) define 'Work equipment' as any machinery, appliance, apparatus, tool or installation for use at work. In order to comply with this legislation the company is obliged to carry out the following:

- Plan and organize all work activities.
- Conduct relevant Risk Assessments.
- Select the most appropriate workplace transport equipment for use.
- Ensure that people operating workplace transport equipment are competent to do so.
- Inspect and maintain all workplace transport equipment used.

### 4.0 Work Related Vehicle Safety (WRVS)

4.1 **Work Related Vehicle Safety** is the management of the hazards and risks associated with work activities involving vehicles and mobile equipment. This includes the risks to employers, self-employed people, employees and members of the public. WRVS encompasses both workplace transport safety and work related road safety.

4.2 Vehicles owned by or on hire to the company, may only be used by authorised persons. Knowledge of and compliance with all applicable local laws, rules, regulations and policies are the responsibility of the driver or operator and non-compliance may result in suspension of user privileges. When driving for work in different jurisdictions, the HR Dept. should be consulted for additional guidelines.

4.3 Employees who drive company vehicles must be aware that driving represents a hazardous activity, and accordingly they should take steps to reduce the identifiable risks so far as is reasonably practicable, by driving within the parameters of traffic legislation at all times.

4.4 Company cars are provided at the discretion of the management for those staff members requiring regular transport in connection with the performance of their duties. They constitute a costly investment by the company and therefore must be looked after and used to best advantage.

4.5 Company vehicles and privately owned vehicles whose owner is being reimbursed when it is classified as driving for work etc. should be regularly serviced in accordance with the manufacturer's instructions. They should always be kept in a clean and smart condition. The driving of company vehicles, other than by those authorised to do so is strictly prohibited.

4.6 Driving by users is subject to the following guidelines:

- Only authorised personnel who hold a full driving licence and who are at least 25 years old are eligible.
- Parking charges will be reimbursed on an incurred basis.

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## **5.0 Safe Driver & Driver Requirements & Standards**

- 5.1 The company is obliged by legislation to ensure that drivers are competent and perform driving duties in a safe manner at all times.
- 5.2 Drivers of company owned or hired vehicles or plant must provide proof of class before being permitted and authorised to drive vehicles or plant.
- 5.3 Drivers of vehicles must hold a valid drivers' license, a current CSCS card or recognised equivalent certification where required for mobile plant; with a satisfactory driving record, and no major traffic offenses.
- 5.4 If a driver has incurred any penalty points or has been banned by the courts from driving then that person must inform their supervisor or line manager immediately. Persons who are banned from driving may not operate any other vehicle or plant owned by or hired to the company.
- 5.5 Person(s) in possession of a C/D license must undergo Driver CPC training – See H.S.A. Guidelines.
- 5.6 Advising employees that despite familiarity, driving is one of the most hazardous activities, which employees can be engaged in at work.
- 5.7 Drivers must not put themselves, their colleagues or others at unnecessary risk while in charge of a vehicle or item of mobile plant.
- 5.8 Drivers have an individual responsibility for their driving behaviour. Drivers must assess their fitness to drive. Never drink and drive. Never drive under the influence of drugs that may impair your ability to drive [prescribed, over-the counter or other]. Never drive when tired or unwell, on long journeys breaks from driving should be taken. Drivers must wear a seat belt on every journey.
- 5.9 Eyesight: You should have your eyes tested regularly. Have them examined at least every 2 years or as advised by an optometrist or a qualified dispensing optician. If you do have to wear glasses for driving, make sure to always wear them when driving and keep the lenses clean and scratch free. Carry a spare pair in your car.
- 5.10 Under no circumstances should hand held phones or two-way radios be used while driving. If it is necessary to make any calls whilst in your vehicle you must park safely and legally and switch off the vehicle engine before making or taking calls. The only exception regarding this is for 999/112 calls to the emergency services, where it is unsafe or impractical to stop.
- 5.11 To comply with the Tobacco Act 2004 all company vehicle users are banned from smoking in company vehicles at all times.
- 5.12 Employees who need to take their company vehicle abroad must advise the Company Plant Manager in advance of travel to ensure insurance and other appropriate documentation is in place.
- 5.13 All staff who use their own vehicles on Company business must provide proof of class 2 car insurance with indemnity to the employer. All personnel are required to complete the Drivers Questionnaire as set out in Appendix 5 and the Driver's Declaration in Appendix 6.

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## 6.0 Workplace Transport Safety (WTS)

6.1 **Workplace Transport Safety** is the management of hazards and risks associated with any vehicle or item of plant that is used by an employer, employee, self-employed person or a visitor in a fixed or temporary workplace but excludes work related road safety.

### 6.2 Precautions outlined to minimise risk to company personnel or the public.

- Plan to minimise driving requirements by car-pooling where possible.
- Ensure the vehicle is maintained in accordance with the manufacturer's specifications.
- Take sensible rest breaks if driving a long distance.
- Report the development of any health problem, occurring during the driving day, which may adversely affect driving ability.
- Check all relevant vehicles have a current CVRT disc, are taxed, insured and are in a suitable state of repair through a proper programme of maintenance and notify the dealer or service agent in good time for servicing.
- Any driver who is taking prescribed medication or is suffering from a medical complaint that may affect his / her driving must inform their manager.
- Employees must not attempt to drive any vehicle if they have consumed any alcohol whatsoever.
- Employees must not allow unauthorised persons into vehicles for any reason.
- Employees must not attempt to drive a vehicle until all permitted passengers have anchored their seat belts properly.
- Drivers of road transport vehicles must perform the specified inspections and checks, as detailed in Appendix 1 using the relevant company form.
- Operators of forklifts must perform the specified inspections and checks, as detailed in Appendix 2 using the relevant company form.
- Operators of telescopic handlers must perform the specified inspections and checks, as detailed in Appendix 3 using the relevant company form.

## 7.0 Cleaning Of Company Vehicles to Minimise the Potential Transmission of COVID-19

7.1 The following is general guidance for minimising the potential transmission of COVID-19 by ensuring that all frequently touched objects and surfaces are regularly cleaned and disinfected. This is applicable to any vehicle owned by or on hire to the company, which includes (but is not limited to), Forklift Trucks, Telescopic Handlers MEWP's, Buggies, Delivery Trucks, Company Cars.

7.2 When entering (and leaving) all vehicles/mobile plant, the driver/operator should thoroughly clean all common areas that are liable to be touched including the external door handles, keys and other internal furnishings as illustrated in the below image (Fig.1).

7.3 Cabs and touch points of site vehicles (as per Fig.1) should be thoroughly cleaned and a cleaning regime by plant operatives should be maintained daily thereafter.

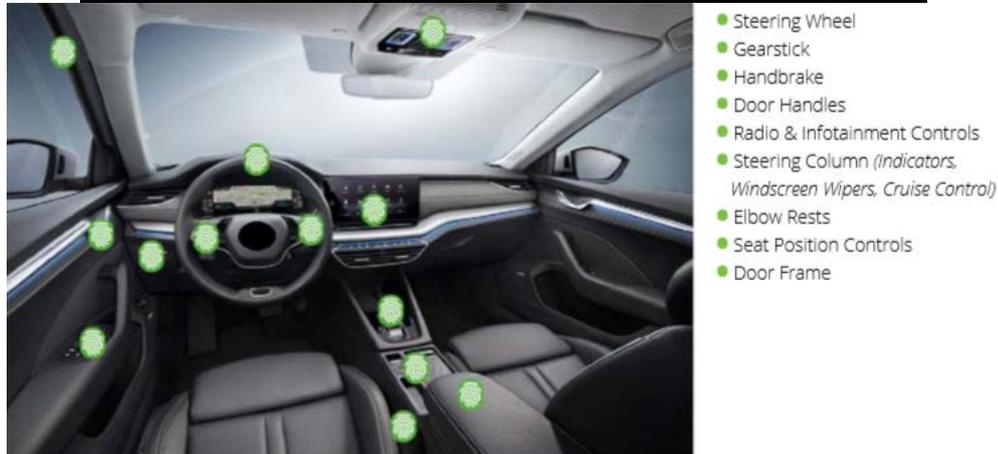
7.4 Wiping/cleaning down of contact points should be done using antibacterial wipes or a wet cloth with soap application. At least 70% alcohol solution is effective against coronavirus, and isopropyl alcohol won't do the main surfaces any harm. Micro-fibre cloths are ideal for cleaning all surfaces.

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7.5 Dispose of used wipes/cleaning materials in a designated bin/sealed bag and wash hands for at least 20 seconds

**Fig. 1 Contact Points within a vehicle to Clean/Disinfect**



## 8.0 Parking Fines

8.1 Where a fine is incurred, it must be paid from the individual's own resources within the period specified on the notice.

Under no circumstances should the situation be allowed to arise where a prosecution is issued to the Company.

## 9.0 Accidents

9.1 Any accidents involving company cars or when the driving expense was being reimbursed through a car allowance or monthly expenses; whether or not a third party is involved and no matter how trivial, must be notified to the Company Financial Controller and Plant Manager, not later than 24 hours after the accident.

9.2 In the event of an accident:

- Employees driving company vehicles on the public roadways must contact the local enforcing authority in the event of an accident. In the case of a serious accident, the driver should not attempt to move the vehicle, unless it is likely to put other motorists at risk.
- All accidents involving company vehicles whether occurring within or outside working hours must be reported to the company EHS manager & Plant Manager.
- If as a result of a road traffic collision whilst driving for work, the person dies or sustains an injury which prevents them from performing their normal work duties for more than three calendar days (excluding the day of the accident), then the Local Enforcing Authority must be notified immediately
- Company car drivers should only discuss the circumstances with the police or another authorised body. On no account should any admission of liability be made.

## **10.0 Inspection and Maintenance of Vehicles and trailers in accordance with the RSA Requirements**

- 10.1 Scheduled services should be booked by the driver in advance of the required date or the attained distances, whichever comes first.
- 10.2 All vehicles owned or on hire to the company shall be serviced and maintained according to the manufacturer's instructions or service schedule.
- 10.3 Only approved dealers or service agents should be used to ensure that the manufacturer's warranty conditions are complied with.
- 10.4 Inspections conducted by the driver of HGVs & LGVs should be conducted weekly and recorded on the inspection sheet in Appendix 2.
- 10.5 Inspections conducted by the driver of cars owned or on hire to the company and vehicles owned by personnel in receipt of reimbursements should be conducted weekly and recorded on the inspection sheet in Appendix 2.
- 10.6 In the event of a breakdown, the driver/operator should attempt to park the vehicle or plant in a safe place and activate the hazard warning lights. On public roadways, the driver should exit the vehicle in a safe manner. If possible, the driver should don a high visibility vest and walk away to a safe distance from the vehicle. Contact a breakdown service to have the vehicle removed from the roadway and sent for repair.
- 10.7 All defects found during servicing, maintenance or driver inspections and any breakdowns are to be reported to the Plant Manager.
- 10.8 Each vehicle owned or on hire to the company should at a minimum have the following:
- A Breakdown Kit consisting of a reflective triangle and a high visibility vest
  - A First Aid Kit
  - A Vehicle manual/Log Book

## **11.0 Loading, Unloading & Securing of Loads.**

- 11.1 It is illegal and dangerous to drive a vehicle that is overloaded or has an unsecured load. As the driver, you are responsible for ensuring that any load you carry is legal and safe, even if it was loaded by another person.
- 11.2 Make sure the vehicle is not overloaded (check the handbook for the maximum weight). When any load is placed upon a vehicle, the maximum authorised dimensions, axle and gross weights must not be exceeded.
- Put items in the boot/dedicated cargo storage area rather than the passenger compartment and distribute the load evenly. Minimum axle loads should also be considered to ensure adequate stability, steering and braking, as either foreseen by law or the vehicle manufacturer.
- 11.3 If you use a roof rack, make sure it is securely fitted, the load is evenly distributed and securely fastened.

- 11.4 When driving, remember to account for how the extra weight affects the vehicle's handling and stopping distances. Check whether tyre pressures should be adjusted when carrying a full load.
- 11.5 When loading or unloading a vehicle, before exiting the vehicle the driver should ensure that the vehicle is parked in a safe manner and should apply the handbrake and activate the vehicle's hazard warning lights prior to any loading or unloading activity taking place.
- 11.6 Drivers should avoid all pedestrian areas where possible and obey all signs or traffic management measures and local speed limits.
- 11.7 Drivers should stay within any areas designated for unloading vehicles. If the driver's view is obstructed during reversing or other vehicle manoeuvres, assistance should be sought to avoid contact with other personnel, other vehicles or property.
- 11.8 Drivers should at a minimum wear a high visibility vest, safety footwear and hand protection during loading or unloading activities; if loading or unloading is to take place on a construction site then a hard-hat and safety glasses should be worn in addition to other PPE.
- 11.9 All tail gates must be kept free of debris, mud, oil, grease, waste, ice etc. which could cause slippage of people or loads. Sand to be spread where necessary to aid grip. Salt must be used if ice is present. The operator should wear slip resistant safety footwear with a defined heel.
- 11.10 Where a roof-rack is fitted, access to the load should be gained from the fitted ladder at the rear of the vehicle. If no integrated ladder is fitted then a platform ladder should be used.
- 11.11 All loads are to be secured using suitable ratchet straps connected to the integrated securing lugs inside the vehicle cargo or boot space or palletised and wrapped to prevent load movement; unsecured loads should not be transported in any vehicle.
- 11.12 When using a tail-lift, the operator must stand a safe distance from the moving parts of the platform. The lift should never be left in the raised position when not in use, all tail-lifts should be positioned either at ground level or in the stowed position.
- 11.13 The operator should ensure that:
- People are sited to a safe distance from lifting operations
  - Only one pallet is moved at a time on the platform, and
  - The load on the platform is positioned an equal distance from each side and as close as possible to the vehicle
  - The load should always be lowered onto the platform to prevent rolling movements during the raising or lowering of the tail-lift
- 11.14 The operator should:
- Check clearances between the vehicle doors and adjacent vehicles; obstacles or structure.
  - Use proper care if loading or unloading is being carried out in a restricted space.
  - Be aware of the possibility of other people in the vicinity.
  - Alternative routes should be identified for safe passage for pedestrians while the tail-lift is being used.

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## **12.0 Heavy Goods Vehicles**

12.1 Driver fatigue is a known risk factor in road collisions. Fatigue can cause loss of concentration or, worse, lead to a driver falling asleep at the wheel. Fatigue is a significant factor in heavy commercial vehicle crashes. EU law regulates the driving time of professional drivers using goods vehicles over 3.5t (including trailers) and passenger vehicles with more than 8 passenger seats.

The key requirements are that you must not drive:

- Without a break for more than 4.5 hours. After driving for 4.5 hours, a break of at least 45 minutes is mandatory. You can distribute that break over the 4.5 hours.
- For more than nine hours per day or 56 hours per week. This may be extended to 10 hours no
- more than twice during a week.
- More than 90 hours in two consecutive weeks.
- There are also strict regulations regarding the average working time and the amount of rest that must be taken daily and weekly.
- For more information about driver hours/working time ref: RSA - Driving Time

## **13.0 Document Control Process**

13.1 Development of all procedures and policies for EHS must have the consent of the EHS Manager in order to control revisions and issue of the most current versions. An Amendment History is to be included at the end of any document relating the current revision number and the reasons for any alterations.

13.2 All policies and procedures must be approved by the General Manager or Managing Director prior to downloading and printing. Electronic versions are to be considered as the current and most up to date version; printed copies are regarded as uncontrolled.

13.3 All documents relating to EHSMS policies or procedures are deemed to the property of the EHS Manager and as such, come under the control of that person.

13.4 Upon completion of a project, all documentation must be archived in line with the QA procedure and sent to the central archive storage facility. All documentation must be retained for a period of at least seven years.

## **14.0 Changes**

14.1 Any changes to this procedure cannot be effected without the permission of the Group EHS Manager.

14.2 Any procedural change must be effectively communicated to all Managers by the EHS Manager.

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## **15.0 Appendices**

Appendix 1 - Road Vehicle Inspection Checklist

Appendix 2 - Forklift Inspection Checklist

Appendix 3 - Telescopic Handler Checklist

Appendix 4 - Incident Report

Appendix 5 – Drivers Questionnaire

Appendix 6 – Driver's Declaration

### **References:**

Company Safety Statement EHS-01

Safety, Health and Welfare at Work Act 2005

Construction Regulations S.I. 291 of 2013

General Applications Regulations SI 299 of 2007

Public Health Tobacco Act 2004

Construction Sector C-19 Pandemic Standard Operating Procedures Coronavirus COVID-19 Public Health Advice Version 1

Road Traffic Acts 1961-2016 - H.S.A. ADR Guidelines - R.S.A. - Guide to Keeping Your Commercial Vehicle Roadworthy 1993 European Communities (Vehicle Driver Certificate of Professional Competence) Regulations 2008 (S.I. No. 91 of 2008).

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**Appendix 1**



EHS-F47

**VEHICLE DAILY INSPECTION CHECKLIST**

Driver Name		Date of Inspection	
Make/Model/Year			
Registration/Plant No.			
Odometer Reading km/(Miles)			

**Documentation**

Item	Checked (Yes-No-N/A)
Manufacturer's handbook	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Service record book (up-to-date)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Company driver's handbook	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Accident report form	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Copy of annual DOE/NCT inspection posted	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Road Tax current	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Insurance disc posted	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

**Vehicle - Exterior**

Item	Checked (Yes-No-N/A)
Windows/windshield not cracked	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Functional Windshield wipers	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Headlights (high/low beam) working	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Tail lights / brake lights	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Hazard beacon operating	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Tyres in good shape (no damages/bald tyres/properly inflated).	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
No air leaks (walk around the vehicle and listen for air leaks while driver applies the brakes)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
No oil / grease leaks (at wheel seals or under the vehicle)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
No fuel leaks evident or odour of diesel or petrol detected	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Mirrors are in good position and properly adjusted	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Exhaust system is in good working order	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Wheels and wheel nuts are fitted tightly	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Vehicle is free of excessive damage (complete damage chart where applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
All loads are secured appropriately	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Vehicle condition is satisfactory	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Defects reported to Supervisor/Manager	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

**Vehicle - Interior**

Air Conditioning okay	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Heater working	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Windshield defogging system	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Window operation	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Horn	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Door handles / locks	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Alarm (if fitted)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Seats	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Seat belts work and free of damage / excessive wear	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Interior Lights	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Mirrors are in good position and properly adjusted	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
No warning lights are on the dashboard display	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Fuel levels okay	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Emergency roadside supplies are properly stocked and located in the vehicle (Hazard Triangle etc)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Interior and exterior mirrors okay	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

**Engine Compartment**

Engine oil level	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Coolant level (anti-freeze)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Battery secured	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Brake fluid level	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Transmission oil level	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Windscreen washer fluid level	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

**Additional Comments**


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Appendix 2.

FORKLIFT/EPJ TRUCK OPERATOR'S DAILY INSPECTION RECORD GA2												 <small>Jones Engineering Group Engineering &amp; Project Solutions</small>			
Work Week: _____				Area: _____				Truck ID No.: _____							
Date: _____															
<p><b>NOTE:</b> This checklist must be performed by the (truck or EPJ) operator daily at the start of the each shift. Certain items listed are not included on some models. Check all items applicable to unit noted above. If truck is used for multiple shifts then later shift shall use document by circling previous P for Pass OR use a new checklist.</p>															
Check appropriate box:		<p style="color: red; margin: 0;">Pass = P if the item is in a good condition (or)</p> <p style="color: red; margin: 0;">Fail = F If the item needs repair or adjustments (add details in Comment section)</p>													
VISUAL CHECKS		MON		TUES		WED		THUR		FRI		SAT		SUN	
		Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
1. DAMAGE bent, dented or broken parts															
2. LEAKS drive unit, brakes, hydraulics															
3. TYRES & WHEELS drive wheels, load wheels, casters															
4. FORKS in place, properly secured															
5. CHAINS, CABLES & HOSES in place															
6. HOUR METER operating															
7. BATTERY (do not touch!) vent caps in place, cleanliness															
8. BATTERY CONNECTOR cracked, burnt, tight fitting															
9. GUARDS overhead, load backrest, battery retainer															
10. VANDALISM-stickers, writing, drawing, key lock,															
11. PROPANE/DIESEL- check for propane or diesel leaks															
12. SERVICE DUE DATE: Equipment is within service due date															
OPERATIONAL CHECKS															
13. HORN sounds															
14. SAFETY DEVICES flashing lights, indicator lights, safety shield operator harness, functioning seat-belts, warning labels, etc. in condition as equipped															
15. STEERING no binding, no excessive play															
16. TRAVEL CONTROLS all speed ranges, forward & reverse, no unusual noise															
17. HYDRAULIC CONTROLS raise & lower, tilt forward & rearward reach in & out, side shift right & left, etc. no unusual noise															
18. BRAKES stop truck within required distance, work smoothly, brake override functions															
19. ELECTRIC PALLET JACKS (EPJ): Check EPU safety breaking function by moving handle through full range of motion and ensure the EPJ stops within an acceptable distance															
20. PARKING BRAKE seat, hand, foot															
21. BATTERY CHARGE discharge meter in full green or 75%. Charge after raising forks.															
22. BATTERY CHARGE during charging operation – ensure that battery cover is open to allow fumes to dissipate to atmosphere.															
23. ATTACHMENTS function properly, no unusual sound															
24. LIMIT SWITCHES travel limit, tilt limit, etc															
25. HOUR METER READING		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
26. SEAT BELT															
27. HOUSE KEEPING															
OPERATOR'S INITIALS															
OPERATOR'S NAME (Block Capitals Only)															
Date: _____		COMMENTS (items needing repair or adjustment):													
Signature: _____		Date: _____				Company: _____									
<p><b>CAUTION:</b> If the truck is found to be in need of repair either at start of shift or during operation or is anyway unsafe, or contributes to an unsafe condition, the matter shall be reported to the Shift supervisor or designated person immediately. The truck shall not be operated until it has been restored to safe operating condition.</p>															

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**Appendix 3.**



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<b>Telescopic-Handler Inspection Checklist – GA2</b>
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Operator's name:		Make:	Week ending: _____ Date: _____
Make:		Model:	
Motive Power:		Attachments:	
Operator's signature:	Print Name: _____ Signature: _____		

Item	Pass [✓]	Fail [X]	Please mark all boxes						
<b>Visual Pre - start Check or "walk-around."</b>									
			Mon	Tues	Wed	<del>Thurs</del>	Fri	Sat	Sun
1.									
2.									
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Physical Check of lubricants etc, (wearing gloves)		Mon	Tues	Wed	Thur	Fri	Sat	Sun
19.	Engine oil							
20.	Transmission oil							
21.	Coolant							
22.	Batteries							
23.	Brake fluid							
24.	Hydraulic oil							
25.	Air filter indicator							
26.	Fan belt deflection							
27.	Fuel							
28.	Visual check of all engine components							
Running Checks								
29.	All controls for correct function							
30.	All gauges and instruments including horn and hour meter							
31.	All lights/indicators including beacon							
32.	Heater, defroster and wipers for correct function							
33.	Verify seat position and seat belt function							
34.	Any unusual noises							
35.	Service brakes							
36.	Verify all steering modes							
37.	<del>Stabiliser</del> /outriggers/chassis tilt/360 rotation. (as appropriate)							
38.	Parking brake test							
39.	Load charts							
40.	LLMI							
41.	LLMC (if fitted)							
42.	All warning devices must be operational							
NOTE: All pre-use checks must be carried out in accordance with the specific instructions published in the relevant manufacturer's operating handbook								

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Appendix 4 Motor Incident Report Form:

Zurich HelpPoint®



ZURICH®

## Motor Incident

Claim Form

This form should be filled in by the person named as the 'policyholder' on the policy schedule.

- For accident reporting, please complete all sections on this form where applicable, excluding sections I and J
- For fire/theft incidents, please complete all sections on this form where applicable, excluding sections F and G

**Notes**

Please complete in  
BLOCK CAPITALS.

**A Policyholder's details**

Title (Mr, Mrs, Miss etc.)	First name
Surname	Date of birth
Company name (if applicable)	
Postal address	
Occupation	
Telephone (Home)	Telephone (Work)
Mobile phone	Email

**B Insured vehicle (continued overleaf)**

Vehicle registration number	Year of manufacture
Make	Model
Engine size	Number of seats in the vehicle
Has the vehicle passed the NCT <input type="radio"/> Yes <input type="radio"/> No If so, when	
Are you registered for VAT? <input type="radio"/> Yes <input type="radio"/> No	
Are you paying for the vehicle under a hire-purchase or leasing agreement? <input type="radio"/> Yes <input type="radio"/> No	
If YES, please provide:	
Name of hire-company	
Name of leasing company	
Agreement's reference number	
Was a trailer attached to your vehicle at the time of the incident? <input type="radio"/> Yes <input type="radio"/> No	
Give a brief description of the damage	
<input style="width: 100%; height: 20px;" type="text"/>	

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Date: 17 April 2020

Rev No: 6  
Approved: DG

Appendix 5 Drivers Questionnaire:

98a MOT 04/01

**Driver Questionnaire**  
**Confidential**

**1. Drivers Details**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone: \_\_\_\_\_

**2. Driving Licence Details**

Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
Classes of Licence: \_\_\_\_\_ Full: \_\_\_\_\_ Provisional: \_\_\_\_\_

**3. Company Information**

Position: \_\_\_\_\_ Joined: \_\_\_\_\_

Division: \_\_\_\_\_ Location: \_\_\_\_\_

**4. Driving Record**

Has your licence ever been suspended or endorsed? Yes / No  
If "YES", give details: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged or convicted of any serious driving offence? Yes / No

If "YES", has it been due to,

(1) Manslaughter or causing death by dangerous driving? Yes / No

(2) Driving under the influence of drugs or alcohol? Yes / No

(3) Dangerous or reckless driving? Yes / No

Has there been a loss of licence due to accumulation of penalties? Yes / No

Are there any prosecutions pending in connection with any motoring offence? Yes / No

If "Yes", give details: \_\_\_\_\_  
\_\_\_\_\_

Have you received any Penalty Points? Yes / No

If "Yes" Give details: \_\_\_\_\_

Have you had any motor accidents in the last 5 years? Yes / No  
If "YES", give details:

\_\_\_\_\_  
\_\_\_\_\_

**5. Insurance History**

Have you ever held Motor Insurance in your own name? Yes / No  
If "YES", give details of insurance Company: \_\_\_\_\_

Has any insurer refused to accept/renew/ or cancelled their motor policy with you? Yes / No  
If "YES", give details:

\_\_\_\_\_  
\_\_\_\_\_

**6. Medical Information**

Are you under medication? Yes / No  
If "YES", give details:

\_\_\_\_\_

Have you any physical infirmity which could affect your driving? Yes / No  
If "YES", give details:

\_\_\_\_\_  
\_\_\_\_\_

Do you suffer from defective vision or hearing/epilepsy/heart condition/alcoholism or any physical or mental condition, which could affect your driving? Yes / No  
If "YES", give details

\_\_\_\_\_  
\_\_\_\_\_

**Consent**

By providing Us with your information including sensitive information such as medical information or convictions, by your signature you consent to this information being used, processed, disclosed and retained for the purposes of fleet administration (which may include relevant information being passed onto the Insurer of our fleet policy for underwriting, processing and claims handling). We will not retain your data for longer than is necessary for the purposes for which it is obtained.

**Declaration**

I have read over this questionnaire and declare that the information I have given is correct. I have not withheld or misrepresented any material fact. I undertake to inform the company of any change in the above information as soon as it occurs.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

985 MCT 04/01

<b>Jones Engineering Group</b>	<b>EHS System Procedure No: EHS-SOP 19 Procedure Name: Driving For Work</b>
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Appendix 6.

## **DECLARATION.**

### **DRIVING FOR WORK POLICY.**

I the undersigned, have studied this policy and agree to comply with the conditions detailed in it in relation to driving any vehicle or item of plant that is owned by or on hire to the company.

Print Name : \_\_\_\_\_

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

***This Declaration is to be signed and dated by the person driving the vehicle and delivered along with the Driver's Questionnaire to the HR Dept. in Mespil Court.***

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<b>Jones Engineering Group</b>	<b>EHS System Procedure No: EHS-SOP 19 Procedure Name: Driving For Work</b>
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**Amendment History**

Date	Amend Ref/ Issue No	Reason	Auth. by
04.02.12	Rev 0	First issue of consolidated Jones Engineering Group procedure	J. Curley
27.04.17	Rev 1	Change of format Addition of appendices 12.2 / 12.3 / 12.4	D. O'Brien
11.09.17	Rev 2	Alteration to Section 9.4 to detail "Plant Manager"	D. O'Brien
08.12.17	Rev 3	Addition of Introduction Addition of distance travelled recording to Section 2.3 Additions of Sections 5.8/5.9/5.10/5.11/5.12	D. O'Brien
02.02.18	Rev 4	Appendices 4 & 5	D. O'Brien
08.08.18	Rev 5	Additions of Sections 10/11/12	D. O'Brien
17.04.2020	Rev 6	Section 9 Maintenance of Vehicles renamed as Inspection and Maintenance of Vehicles and trailers in accordance with the RSA Requirements  Addition of new section (section 7)COVID-19 vehicle requirements as per CIF C-19 Pandemic Standard Operating Procedures. Previous Section 7 – Parking Signs was moved to Section 8 and so on for the remainder of the document.	D. Grady

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