

Tool Box Talk

Business Driving



Contents



- Why ?
- How should we control the risk?
 - Before the journey
 - Setting off
 - On the road
 - Mobile phones
- Environmental considerations
- Summary

Why a Toolbox Talk on Business Driving



- Risk assessment identifies this as a high risk
- 15 times more likely to be killed on the road than at work
- 1/3 of all road casualties involve business driving
- Health and safety law applies to on-the-road work activities
- A lot of Brett staff drive many miles

How should we control the risk? – before the journey



- Every Business must have a driving risk assessment for it's staff
- When planning the journey, consider
 - Distance to be driven
 - Estimated time taken (add at least 10% for delays)
 - Hours already worked & due to be worked
 - Time of day of journey
 - Weather conditions



How should we control the risk? – before the journey



- Don't forget that alcohol stays in your system & takes approximately 1 hour/unit consumed to clear from your system
- Check that any prescription drugs don't preclude you from driving or cause drowsiness

How should we control the risk? – setting off



- Check lights, tyres, visibility (a dirty windscreen is always distracting) and wash water.
- Make sure the seat is adjusted for your comfort
- Adjust the head restraint to the centre of the back of your head to protect you from whiplash
- Make sure that there are no loose items that may cause injury if you have to break hard.

How should we control the risk? – on the road



- Ensure you have sufficient breaks to stay alert (highway code recommends at least 15 minutes every two hours).
- If driving long distances it may be necessary to stay overnight to minimise fatigue.
- These are recommendations – each individual reacts differently to driving and can be affected by other external factors.

How should we control the risk? – mobile phones



- Research has shown that a driver on the phone is four times more likely to have an accident
- Only use hands free mobile phones
- Only accept, or make, a call if you are confident it is safe to do so and minimise call length
- When calling someone driving always ask if is safe to talk to them
- Avoid dialling numbers
 - use short-cut keys
- Never text whilst driving



Fuel economy



- Ensure tyres are at the recommended tyre pressure as this increases efficiency
- Driving at 50mph will use 30% less fuel than driving at 70mph
- Servicing in line with the manufacturers recommendations will increase fuel efficiency

Summary



- Driving is probably the highest risk activity you do either at work or at home
- Allow yourself sufficient time – stay over if necessary
- Make sure your vehicle (it is work equipment) is serviced and in good working order
- There is a QHEST policy and guidance note for further information