

# Temporary Driver Health, Safety and Environmental Rules and Procedures

**For temporary driver to read and accept:**

***Please complete the confirmation slip below to confirm that you have read and familiarised yourself with the UK Mail Temporary Driver Health, Safety and Environmental Rules and Procedures Document, that you have received and understood the contents.***

I hereby confirm that I have received a copy of the UK Mail Temporary Driver Health, Safety and Environmental Rules and Procedures Document. I confirm that I have been briefed on all relevant points contained within this document and am aware of the hazards presented by this work. I will take all necessary measures to ensure safe working and pollution prevention practices are maintained.

Temporary Driver	Name: (Print)	Signature:	Date:
Agency Representative	Name: (Print)	Signature:	Date:

## Introduction

Welcome to UK Mail. It is vital that all Temporary Drivers who are engaged to work for UK Mail understand that we all have responsibility for health and safety and have a duty to work safely whilst getting the job done.

Failing to take responsibility because 'it's nothing to do with me' is not an option; health and safety is everyone's responsibility and part of the UK Mail work ethic of getting the job done without causing harm.

If you see something or someone working in a manner that you feel is unsafe, report it to a manager. Never ignore it.

## Your Responsibility while engaged as a Temporary Driver for UK Mail

- ✓ Immediately report all incidents (including 'near misses') or accidents to a manager, and provide information to assist in any health and safety investigation;
- ✓ Take reasonable care of your own health and safety and consider the health and safety of others that may be affected by your acts or omissions;
- ✓ Work in accordance with information, instruction and training provided in relation to health and safety;
- ✓ Do not intentionally misuse or recklessly interfere with anything that has been provided in the interests of health and safety;
- ✓ Immediately report any vehicle defects to a manager;
- ✓ Do not undertake any task for which you do not possess the relevant competency, training or physical capability;
- ✓ Inform a manager immediately of any physical disability or condition which might affect your work performance.
- ✓ Wear personal protective equipment (PPE) or safety wear in accordance with UK Mail risk assessment results or UK Mail standards;

## Caring for the Environment

UK Mail has an Environmental Policy, which is supported by a variety of initiatives and strategies designed to raise awareness of environmental issues. As a temporary driver you are required to follow these simple actions to make a difference to reduce our impact on the environment

- ✓ Switching off the engine whilst waiting/idling, adjust your driving behaviour to obtain the optimum Miles per Gallon (MPG).
- ✓ Taking additional care to prevent spills when using fuel pumps and other fuel/oil storage type facilities.
- ✓ Report any leaks or spillages to a Manager or Supervisor without delay
- ✓ Reducing water consumption and effects by switching off taps after use.

## Wearing Personal Protective Equipment (PPE)



High visibility tabards conforming to British Standard EN471 MUST be worn at all times when working in the warehouse and the outside yard

Orange tabards are worn by Managers and Supervisors in order that they can be easily recognised and contacted quickly if required.

## Protective Footwear

All drivers must wear protective footwear conforming to British Standard EN ISO 20345



## Protecting your hands

Whilst it is not mandatory to wear gloves, it is strongly recommended to do so as they do protect your hands and these are readily available upon request.

## Smoking

Smoking in UK Mail vehicles is prohibited and is only permitted within the designated smoking areas. These must be kept tidy at all times



## MHE (Mechanical Handling Equipment) Operation

Only trained and authorised personnel are permitted to operate MHE and some areas are restricted to pedestrians. You will be informed of the location of pedestrian restriction zones and must ensure you do not enter these areas unless you have gained the attention of the FLT or EPT driver(s) who will stop the equipment and will provide you with their specific permission to enter the area. Failure to observe this procedure may lead to dismissal.



## Vehicle movement

Large Goods Vehicles as well as Collection and Delivery Vehicles may enter our warehouses, to be loaded and unloaded inside. You must remain clear of the roller shutter doors while vehicles are manoeuvring. While some of these vehicles may need to be guided this will be undertaken by specially trained personnel. Temporary Drivers are strictly prohibited from guiding reversing vehicles.

Pedestrians must not use roller shutter doors to enter or exit the warehouse if other means are available. Always use the designated pedestrian entry and exit doors.

## Walking up or down stairs

Always use the handrail when walking up or down stairs and immediately report any spills or hazards to a Manager or Supervisor.

## Walkways and Clearways

**ALWAYS** use the walkway in the warehouse and around the site where provided. Do not walk through an operational area using it as a short cut.



## Good Housekeeping

Keep your vehicle tidy. Clear out any waste or old paperwork on completion of your driving duties.

## Using Equipment

Do not use any equipment unless you have received the appropriate training or briefing. Do not 'horseplay' with equipment by using it as otherwise intended; examples include 'scooting' on a pallet truck.

Check all equipment to ensure that it is not damaged prior to use and ensure that you are using equipment suitable for the task.

Examples of defects can include: -

- Sharp, jagged or pointed hazards or broken welds.
- Anything which prevents proper assembly or movement.
- Temporary or amateur repairs.

If the equipment is faulty do not use and report it to a Manager or Supervisor immediately.

## Fire Precautions and Evacuation

Keep all fire exits and routes free from congestion/blockages.

Do not obstruct Fire Extinguishers or use them as coat hooks or door stops.

Never block the routes to fire escapes and never wedge fire doors open.

If you discover a fire activate the site fire alarm and inform a Manager or Supervisor immediately, who will call the emergency services by calling 999.

**If the alarm sounds and it has not been announced as a test** evacuate and stay out until you are told by the Fire Marshal that it's safe re-enter

- Make your way to the nearest fire exit to the assembly point.
- Do not run.
- Do not go for personal belongings before leaving.
- Do not use lifts.
- Do not re-enter the building until informed by the Fire Marshal.
- Do not attempt to fight the fire.

# CAN YOU HANDLE IT?

Take the strain out of lifting and carrying!

## 1 PLAN THE LIFT

What is to be lifted and where does it need to go?

Test the weight – It might be heavier than it looks.



## 2 STAND CLOSE

One foot behind and one to the side.



## 3 SQUAT

Back straight, knees bent.

Grip firmly before you lift.



## 4 STAND SLOWLY

Use legs and keep load close to body.



## 5 STAY STRAIGHT

don't twist or stoop while carrying.

**WALK – DON'T RUSH**



**UKMail**  
express parcels & mail

HSE Spotlight August 2014

## Use of Pallet Trucks

### Before starting this activity;

1. Always wear PPE – Safety Boots to EN ISO 20345 and High Visibility clothing to EN471 (Safety Gloves to BSEN388 recommended)
2. Visually inspect pallet truck for defects (Broken welds, oil or hydraulic leaks, damaged wheels)
3. Report any defects to the Site Manager or a Supervisor immediately (they can be identified by their **Orange** Hi-Visibility clothing)
4. Remove defective equipment from use and ensure a defective equipment label is securely attached
5. Ensure the route of travel is clear of obstructions
6. Ensure the palletised load is secure and free from defects that are likely to cause damage or injury

1. Pump the handle of the pallet truck to raise the forks slightly and manoeuvre the pallet truck into position in line with the pallet to be relocated



2. Check the load is evenly distributed on the pallet, stable and secure, to prevent it toppling over



3. Push the forks of the pallet truck under the pallet. Check your surrounds to ensure no further items are resting against the item to be moved. If necessary seek assistance to reposition load.



4. To raise the load grip the handle and pull towards the body using a pumping motion to raise the forks to the required height.



5. To move the load firmly grip the pallet truck handle, test the weight and slowly walk forwards pulling the load behind



6. At destination check the park area for obstructions



7. Turn the pallet truck and push into position.



8. Release operating lever to allow pallet to lower



9. Remove pallet truck and return to appropriate storage area



**Long Lengths, tubes, cylinders and un palletised loose loads prohibited from pallet trucks**

**Trained personnel only to use pallet trucks**

**Do not ride the pallet trucks**

**Take care in the back of a trailer and remain clear of trailer edge**

**If you have any questions ask your Supervisor or the Site Manager**





## Accessing Trailers from Ground Level

### Before starting this activity;

1. Always wear PPE (Safety Boots to EN ISO 20345, and High Visibility clothing to EN471. Safety Gloves to BSEN388 are recommended)
2. Ensure the vehicle is correctly parked, with the parking brake applied and the keys removed from the ignition
3. Report any defects to the Site Manager or a Supervisor

1. Undo the catch and unfold the safety steps



2. Unlock padlock or slam lock



3. Raise trailer shutter door to eye level, to prevent items falling from height. Check there are no items resting against the door



4. Keep a firm grip on the hand hold and begin to climb the safety steps



5. Push the roller shutter door fully open



6. Climb into the trailer before releasing grip on hand hold



**Do Not push trailer shutter door fully open from ground level**  
**Do not climb into the trailer without using the safety steps**  
**If you have any questions ask your Supervisor or the Site Manager**



## Exiting Trailers to Ground Level

### Before starting this activity;

1. Always wear PPE (Safety Boots to EN ISO 20345 and High Visibility clothing to EN471. Safety Gloves to BSEN388 are recommended)
2. Ensure the vehicle is steady
3. Where applicable ensure the load is secure
4. Ensure the roller shutter door is not obstructed

1. Prepare to exit trailer backwards using hand hold and safety steps provided



2. Pause at the top of the ladder and partially close rear shutter door using the strapping



3. Descend the ladder fully maintaining a secure grip on the hand hold



4. With both feet flat on the ground use the strapping to lower and close the rear shutter door



5. Secure the rear shutter door with the slam lock or a padlock



6. Lift and fold away the safety step ensuring the safety catch engages



**Do not use strapping to jump/swing from trailer**  
**Report any defects to the Site Manager or a Supervisor**  
**If you have any questions ask your Supervisor or the Site Manager**  
**Do Not fully close rear shutter door from ground level using strapping**





## Coupling of Standard Semi or Double Deck Trailers

### Before starting this activity;

1. Always wear PPE - Safety Boots to EN ISO 20345, High Visibility clothing to EN471 (Safety Gloves to BSEN388 recommended)
2. Identify and locate the correct trailer
3. Ensure vicinity is clear of pedestrians

1. Park the tractor unit in front of the trailer with the bottom of the fifth wheel ramp level with the front of the trailer. Apply the tractor unit parking brake, switch off engine and remove ignition key



2. Dismount from tractor unit cab backwards using safety steps and hand holds provided. Check that the trailer brake is applied and that it is safe to couple up



3. Climb into the tractor unit cab using the steps and hand holds provided and adjust the coupling height, as necessary, using the vehicle suspension



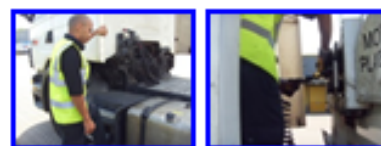
4. Slowly reverse tractor unit straight under front of the trailer and ensure fifth wheel is engaged then raise the trailer slightly. Engage a low forward gear, slowly pull forward and perform two 'snatch tests' to ensure the jaws have locked



5. Apply the tractor unit parking brake, switch off engine and remove ignition key. Dismount from cab backwards using steps and hand holds provided



6. Climb onto catwalk using the steps and hand holds provided. Connect all air and electrical service lines ensuring the RED Airline is connected last



7. Dismount from the catwalk backwards using steps and hand holds provided



8. Insert spring clip into the eye of the fifth wheel coupling and wind up the landing legs and secure the handle.



9. Release the trailer parking brake keeping your hand on the brake button for 8-10 seconds. If the trailer starts to move reapply the parking brake.



10. Once the brake is released ensure the air suspension control, where applicable, is set to the 'ride' position



11. Fit the number plate and carry out a visual inspection to ensure roadworthiness, e.g. lights are operational



12. Climb into the tractor unit cab using the steps and hand holds provided, put your seatbelt on and pull away slowly



**Do not jump down from the vehicle cab or catwalk**

**Do not attempt to enter cab if vehicle is moving**

**Ensure vehicle warning lights are operational**

**Report any defects to your Line Manager**

**If you have any questions ask a Supervisor or the Site Manager**

**Use steps and handholds provided when accessing/exiting vehicle cab or catwalk**

**If the vehicle moves forward during air line coupling procedure disconnect the red air line**



## Uncoupling of Standard Semi and Double Deck Trailers

### Before starting this activity;

1. Always wear PPE - Safety Boots to EN ISO 20345 and High Visibility clothing to EN471. (Safety Gloves to BSEN388 are recommended)
2. Identify and locate the correct position to park the trailer (On firm, level ground where practicable)
3. Ensure vicinity is clear of pedestrians

1. Park the tractor unit and trailer in a straight line in the desired position, apply the tractor unit parking brake, switch off engine and remove ignition key



2. Dismount from tractor unit cab backwards using the steps and hand holds provided, apply the trailer brake then remove and stow the number plate



3. Lower the landing legs until they are in contact with the ground and stow the handle away



4. Climb onto catwalk using the steps and hand holds provided. Disconnect all air and electrical service lines ensuring the RED Airline is disconnected first



5. Place the connections on the dummy stowage positions or secure on the catwalk then climb down from catwalk backwards using steps and handhold provided



6. Remove the spring clip from the eye of the fifth wheel coupling and pull the release handle to disengage the fifth wheel jaws



7. Climb into the tractor unit cab using the steps and hand holds provided, put your seatbelt on and pull away slowly approximately 300mm



8. Lower the air suspension to prevent the rear of the tractor unit rising sharply as the trailer weight is removed



9. Pull away from the trailer slowly and park or depart as appropriate



**Use steps and handholds when accessing/exiting vehicle cab or catwalk**  
**Do not jump down from the vehicle cab or catwalk**  
**Do not attempt to enter cab if vehicle is moving**  
**Report any defects to your Line Manager**  
**If you have any questions ask a Supervisor or the Site Manager**



**Stay safe and accident free whilst working at UK Mail.**

**If you see something or someone that you feel is unsafe, report it to a manager. Never ignore it.**