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| <b>Title</b>                   | <b>Road Safety Campaign – Tyre Safety</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Month of Deployment</b> | <b>February 2020</b> |
| <b>Programme Lead</b>          | Olesha Rhoden – Road Safety Programme Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |                      |
| <b>Proposal</b>                | For the RS campaign in February 2020, we're raising the awareness of the importance of correct tyre maintenance, the dangers of defective/ illegal tyres and the law. We propose a physical check of every tyre on every vehicle during the week.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |                      |
| <b>Objective(s)</b>            | <p><b>For all drivers:</b></p> <ul style="list-style-type: none"> <li>• Understand Royal Mail Group policy on carrying out vehicle checks on a daily basis and before the start of each shift</li> <li>• Reporting of any defects to your manager immediately</li> <li>• Tackle behaviours / culture around Tyre safety</li> </ul> <p><b>For all Managers:</b></p> <ul style="list-style-type: none"> <li>• Understand this also applies to Managers when driving vehicles, including their own cars for work purposes i.e. <b>driving to and from meetings and NOT to deliver or collect mail which is against Royal Mail policy.</b></li> <li>• Managers to carry out tyre checking activity to be carried out early February to ensure that every tyre is safe and give us a clean point to move on from.</li> <li>• Remind drivers of the Fleet Customer Helpline number: <b>0345 266 0005</b> and to select <b>option 4</b> for tyres. Our tyre provider, NFS will then either direct drivers to their local workshop or NFS site.</li> </ul> |                            |                      |
| <b>Beneficial Deliverables</b> | <p>Increased compliance with Royal Mail Group policy and the law</p> <p>Safer vehicles on the road</p> <p>Reduction in 'Hit Third Party in Rear' collisions – the biggest single contributor towards road casualties.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |                      |
| <b>Scope of the proposal</b>   | Campaign to be relevant to all drivers, including drivers who use their own cars for work purposes across Royal Mail Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |                      |
| <b>Method</b>                  | <p><b>Messages have been requested to be delivered through all available channels:</b></p> <p>Regional Updates<br/> Intranet<br/> Manager Comms including WhatsApp<br/> WTLL<br/> Courier<br/> Poster distributed to support campaign and replicated on plasma screens<br/> Comms will include a short film to be shown (where possible) on the correct way to do Tyre checks<br/> Workplace Platform</p> <p>Checklists will include activity to check compliance for Royal Mail vehicles and will seek activity from all managers, senior managers and ASRs with responsibility for fleet.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |                      |
| <b>Dependencies</b>            | <p>Promotion by SHE Field Team</p> <p>Delivery of Comms and completion of activities by managers</p> <p>Support from union Area Safety Representatives</p> <p>RM Fleet provision of adequate tyre change facilities to service vehicles which are found to have faults</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |                      |

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| <b>Risks and Opportunities</b> | <p><b>Risks</b></p> <ul style="list-style-type: none"> <li>• Availability of communication channels</li> <li>• Vehicles off road due to identification of illegal tyres – to be mitigated through planning and scheduling of checks, and RM Fleet provision of support</li> </ul> <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Improved compliance with RMG Policy and the law</li> <li>• Increase awareness amongst drivers and managers</li> <li>• Improved braking distances resulting in reduced RTCs</li> </ul>                                                                                                                                                                                                                                                             |
| <b>Stakeholders</b>            | All drivers and managers with responsibility for Fleet, SHE Team, RM Fleet, CWU and Unite                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Action Required</b>         | <p><b>Road Safety Team – liaison and planning with RM Fleet</b></p> <p><b>SHE Field Team – Director level engagement to ensure support at front line</b></p> <p><b>SHE Business Partners</b></p> <ul style="list-style-type: none"> <li>• Promoting the campaign and carrying out tyre checks prior to launch</li> <li>• Reiterating RMG Policy and the law regarding defective or illegal tyres</li> </ul> <p><b>Senior Managers/Directors – visible presence at high impacting units to support campaign</b></p> <p><b>Unit Managers</b></p> <p><b>Deliver Communications</b></p> <p><b>Complete activities including</b></p> <ul style="list-style-type: none"> <li>• Safety Reps – complete ASR activities</li> <li>• Support front line managers in deployment</li> <li>• Fleet Managers</li> </ul> |

| Key Milestone Dates       | Description                                                                            | Responsible Person          |
|---------------------------|----------------------------------------------------------------------------------------|-----------------------------|
| 7 <sup>th</sup> Nov 2019  | Call with Road Safety Champions                                                        | Olesha Rhoden, RS Champions |
| 22 <sup>nd</sup> Nov 2019 | Send out One Pager and PowerPoint slide                                                | Olesha Rhoden               |
| 29 <sup>th</sup> Nov 2019 | Draft Communications documents sent to RSC CWU and Unite                               | Olesha Rhoden               |
| 6 <sup>th</sup> Dec 2019  | Feedback received                                                                      | RS Champions, CWU, Unite    |
|                           | Updated documents to be sent to SHE Engagement Manager and SHE Field Team              | Olesha Rhoden               |
|                           | Liaison with RM Fleet & Ops to agree the support required                              | Mark Bromhall               |
| 24 <sup>th</sup> Feb 2020 | Communications issued via the various channels<br>Exercise to check vehicles commences | Nick Burns                  |
| TBC                       | Exercise to check vehicles complete                                                    |                             |