



ROYAL MAIL GROUP RISK MANAGEMENT

SAFE WORKING INSTRUCTIONS (Appendix 2)

Task or Work Equipment Title: Driver Training in 'Large Vehicles' (HGV and Large Panel Vans)

The purpose of these safe working instructions (SWI) is to highlight safe work practices to minimise exposure to hazards and prevent harm to people. These safety instructions must be followed at all times. Your manager (in conjunction with your Workplace Safety Representative) will regularly review the implementation of the safety instructions to ensure they remain effective in your work area. If you have any queries, please speak to your line manager.

Compliance to this SWI and coronavirus controls will be monitored as part of regular managerial SMAT activity and joint Unit Workplace Inspections (with the appropriate CWU safety rep).

Warning (e.g. check for damage/defects)

- Ensure that training is being completed in a Motive Unit, 'Rigid' Heavy Goods Vehicle (>3.5T) or a Large Panel Vans where 1m distance can be achieved from centre to centre of the driver and passenger seats. This includes Mercedes Sprinter, Volkswagen Crafter, LDV Maxus or Peugeot Boxer.

Prohibition (Do Not's)

- Do not complete training in vehicles which do not meet the above criteria.
- Do not permit more than two occupants within the cab at any time.

Mandatory (Do's)

- Wash hands thoroughly before and after entering a vehicle.
- Keep vehicle windows.
- Turn off vehicle air conditioning.
- Use vehicle air circulation mode (to draw external air) where vehicle permits.
- Face forward in the cab except where required for safe operation of the vehicle or observation of the driver by the instructor/coach.
- Sanitise common touch points between users.

Safety Actions

- Using a face covering is strongly recommended for both occupants of the vehicle.
- Limit the time in the cab to what is necessary i.e. only complete training and assessments that are required (e.g. induction, post-collision and agency assessment) *not* general refresher training. Having discussions outside of the vehicle where possible.
- Managers to provide a copy of this Safe Working Instruction to the Advanced Driver Coaches.

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Local hazards (List any hazards (and any instructions additional to those above) specific to your workplace)