



LOGISTICS

Focus



SAFETY FIRST: Road Safety Campaign March 2021

All Royal Mail colleagues have a responsibility to drive safely and minimise risk to themselves and the public. As part of business-wide focus on road safety, we are sharing a series of Road Safety messages with drivers in National Distribution; the next campaign is on **1st March on Rollaways**.

Background and context

For the road safety campaign in March 2021, we are once again highlighting the issues surrounding rollaways within the business and steps that can be taken to prevent them from happening. The campaign aims to reinforce the mandatory controls required when parking vehicles, to eliminate all vehicle rollaway incidents. All drivers must adopt these standards to prevent future incidents. Highlight to all drivers that they leave themselves at risk of prosecution of a serious motoring offence and/or disciplinary action if they fail to comply with the controls in place.

This campaign reinforces the mandatory controls required when parking vehicles, to eliminate all vehicle roll-away incidents. **All drivers must adopt these standards to prevent future incidents.**

Driver Actions

- To follow the RMG policy that vehicles **MUST ALWAYS BE LEFT IN GEAR**
- Remember the three controls required to fully secure a vehicle so that it does not roll away:
 - **ALWAYS** apply the handbrake firmly – do not press the button when applying the handbrake
 - **ALWAYS** leave the vehicle in a low gear – use first gear if facing uphill or on level ground and use reverse if facing downhill. Automatic vehicles must be left in 'Park'.
 - **ALWAYS** turn the wheels – if a kerb is present, turn away from it when facing uphill, and towards it if downhill. If there is no kerb, turn towards the pint of least danger (usually the side of the road).
- Follow the H.I.T procedure (**H**andbrake on, **I**n gear, **T**urn wheels)

LGV Drivers

Follow the **BLACK** process when uncoupling/coupling, to avoid rollaways/runaways:

- o **B**rake – apply the trailer brake
- o **L**egs – lower the landing legs
- o **A**irlines – disconnect all airlines / leads
- o **C**lip – unclip the dog clip
- o **K**ingpin – release the kingpin by pulling the handle
- o Reverse the process when coupling – KCALB

For Managers:

- Print the poster and seat drop leaflets on site. Display and distribute the poster and seat drop leaflets within the unit
- Assist the Front-Line Manager in promoting the campaign
- Work with the Union's ASRs and WSRs
- Managers to update the SHE Calendar to confirm completion of activity