

Documents and information you can refer to in the toolbox talk – look at these before you begin!

- A handbook for workplaces - Guide to safe work related driving: www.worksafe.vic.gov.au/__data/assets/pdf_file/0015/9510/safe_driving_web.pdf
- Safe Driving for work: Drivers Handbook: www.hsa.ie/eng/Publications_and_Forms/Publications/Work_Related_Vehicles/Safe_Driving_for_Work_Handbook_.pdf
- Think! think.direct.gov.uk/
- Driving for Better Business- Driver fitness standards: www.drivingforbetterbusiness.com/how/fitness.aspx
- DfT- The Highway Code: www.gov.uk/guidance/the-highway-code
- DfT- Medical Guidelines: www.gov.uk/guidance/current-medical-guidelines-dvla-guidance-for-professionals
- HSE- Work related road safety: www.hse.gov.uk/roadsafety/index.htm
- Drink – Driving penalties: www.gov.uk/drink-driving-penalties
- HSE – Driving at work: www.hse.gov.uk/pubns/indg382.htm
- RoSPA - Driving for work fitness to drive: www.rospace.com/rospaweb/docs/advice-services/road-safety/employers/work-fitness.pdf

1. Aim of toolbox talk

The aim of this toolbox talk is to communicate the importance of managing your fitness and health while driving at work. By having regular medical check-ups and licence reviews it ensures the safety of both you and the public from occupational and lifestyle-related health issues.

Your company needs to know that you:

- Are able to meet driver licence / medical requirements
- Do not drive when affected by alcohol, drugs or medicines
- Do not drive when you are too tired to do so safely
- Do not drive when affected by an illness
- Will notify your supervisor of any current or future fitness issues that may affect your entitlement and ability to drive

2. How this toolbox talk will help you

This toolbox talk will explain why the company has policies on driving, licence checking and vehicle operation and why it is actively managing driver fitness and health.

The talk will end with some questions, so listen up!

3. Reason why

Our company goal is to ensure that driver fitness and health is correctly managed.

The Driver & Vehicle Licensing Agency (DVLA) sets minimum medical standards and rules for drivers, including conditions that must be reported to the DVLA.

It is a criminal offence not to report to the DVLA any condition that affects your ability to drive safely.

If you are involved in an accident and it is found that your health condition was a contributing factor, you may be prosecuted and our insurance may not be valid.

Your fitness to drive can be affected by a number of things.

These include:

- **Fatigue** RoSPA has found that fatigue related accidents kill over 300 people a year in the UK and cause 20 per cent of accidents, particularly on monotonous roads
- **Eye sight** Your eyesight must be good enough to read a number plate at a distance of 20 metres. If you need glasses or contact lenses to meet the Highway Code's minimum vision standard, make sure you wear them all the time you are driving
- **Alcohol and drugs** (over the counter, prescription or illicit substances) A driver with a Blood Alcohol Concentration level of .05 is twice as likely to be involved in a crash. Every year, about 90,000 people are convicted of drinking and driving. In addition did you know that one in five people convicted of drink driving are caught the following morning
- **Medical conditions** colds, migraines, stomach upsets, hay fever
- **Daily stress events** as driving is stressful, you need to be able to recognise when you are under too much stress. There are a few symptoms that can help you identify stress and if you experience any of the following then you should seek medical advice immediately. To name a few, symptoms may include:
 - Chest pains
 - Headaches
 - Pins and needles
 - Tendency to sweat
 - Sleeping problems
 - Lack of appetite
 - Craving for food

Ask your doctor if you're condition will affect your driving. If it does you need to tell us and DVLA. A list of health conditions can be found at: www.gov.uk/health-conditions-and-driving

4. How it should be done

Our company goal is to make sure our drivers understand the driver licence/medical requirements that may affect your fitness to drive and highlight the correct procedure you should follow for notifying us of any issues. Not informing us of any fitness and health issues that may affect your entitlement and ability to drive could have a major impact on our business in terms of cost, reputation, quality of service and time. We do not authorise any of our employees to drive on company business if any of the following circumstances apply:

- They are banned from driving
- They do not hold a current valid driving licence permitting legal driving in the UK
- They have not completed the risk assessment process
- They have a medical condition that prevents them from driving
- They are on medication that will affect their driving capabilities
- They hold a provisional driving licence
- They have not read our driver fitness and health policy, handbook and associated documents
- They are unfit through drink or drugs or their blood:alcohol level exceeds the legal limit

Refer to the new drug driving laws and the importance of ensuring that taking self medication or prescription drugs does not contravene the new laws but can lead to driving whilst impaired.

Refer to your company driver fitness and health policy. Ensure your drivers understand what you have told them and ensure they sign to confirm that they have read and understood the policy statements. This signed form should be kept with their employment records.

Tell them that you will regularly check that drivers are fit to drive (as often as their company policy requires). This will take the form of a questionnaire that should be completed and returned to your manager or supervisor. If further investigation is required then an Occupational Health Specialist may be called in. Assure drivers that their responses to the questionnaire will remain confidential.

5. What you can do to help

- Always drive within road traffic laws, safely and responsibly
- Follow your company's fitness to drive policy
- Discuss any fitness and health problems or concerns you have with your supervisor
- Report any health issue that affects your ability to drive to the DVLA

6. Points to emphasise

We need to have drivers who are qualified and meet our driver licence/medical requirements. This means we have a policy that requires our drivers to hold a full and current driving licence permitting legal driving in the UK (a provisional licence will not suffice). If you have received any endorsements then it is important that you tell your manager or supervisor what they are and why you have them

We must be made aware if you have had your licence suspended or revoked.

We need to make sure that you are able to legally undertake your role as a professional driver. This includes checks on your health including questions on whether you have had:

- Any fainting episodes/blackouts/dizziness/fits
- A serious head injury or concussion
- Respiratory or sleep disorders
- Diabetes
- Mental ill-health
- Problems relating to alcohol or drug misuse
- Joint problems/musculoskeletal disorders/neck or shoulder pain
- Visual disorders
- Hearing disorders
- Cardiovascular disorders
- Renal disorders
- You will also be asked:
 - Whether you are taking regular medication (refer again to the new drug driving laws)
 - Whether you have ever been denied a driving licence or had it suspended on health grounds

7. Incentive

If we can ensure that driver fitness and health is correctly managed it will help to:

- Improve our safety record
- Reduce the opportunity for unintentional breaches of company policy and the associated disciplinary implications
- Make sure you meet driver licence/medical requirements and are not impaired through drink, drugs or fatigue whilst at work
- Reduce the likelihood of accidents and their associated cost, time and reputation loss
- Lower fines and penalty points or even being banned from driving

8. Questions to ask to ensure that the talk has been understood

1. Why does the company have a driver fitness and health policy?
2. What are the benefits of understanding our road safety policy for drivers on the road?
3. What kind of medication or medical conditions may prevent you from driving?

9. Final summary

To sum up, we need to make sure the company road safety policy is being adhered to so that we can improve the safety of our drivers, our vehicles and to safeguard VRUs. You should now be aware of:

- What the company driver fitness and health policy covers
- How it applies to you as a driver
- The need for regular licence checking

You should also be aware of:

- The need to report any health issues you might have which might affect your ability to drive
- Company procedure relating to drink, drugs and smoking
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Thank you for your time – and now I would like your feedback.