



### **Written Instructions to staff.**

All members of staff shall be issued with written instructions on safe working procedures, specific company instructions regarding customer requirements, and clear instructions on company working practices.

The written instructions will be available for them to view at any time.

### **All Staff**

- Use of Personal Protective Equipment.
- Accident procedures.
- Fire Procedures.
- First Aid procedures.

### **Drivers**

- Information concerning Drivers' Hours and Tachographs Regulations.
- Reversing Vehicles in the Depot and at Customer Premises.
- How to couple and uncouple trailers.
- How to calculate axle weights for loading vehicles.
- How to complete the daily walk round vehicle check & how to report defects.
- Specific customer requirements if any.
- What to do in the case of a roadside check resulting in a prohibition or PG9.
- What to do if issued with a Graduated Fixed Penalty Notice.
- What to do in the event of a traffic accident.
- What to do in the event of break down or tyre problems.
- Production of driving licences and other certificates for checking.
- Use of the Vehicle, filling with fuel, checking warning signals in the cab.
- Fire procedures for the vehicle and/or trailer.
- Use of Mobile Phones.
- How to Avoid Overloading convictions.
- Seatbelts
- Use of speed limiters and fault reporting.

### **Office Staff**

- Use of office equipment, Safe use of Computer equipment, Workstation suitability.

### **Maintenance Staff:**

- Safe working procedures on vehicles, tyre fitment, use of hand tools, jacks, hoists, the pit.
- Disposal of Waste/rubbish.
- Mechanical Repair Standards – Maintaining Roadworthiness of goods vehicles and the Ministry of Transport Testing standards for goods vehicles and other equipment.
- Completion/filing of defect reports, maintenance reports.
- Taking vehicles out of service.