



# Class One Driving Ltd

## GUIDANCE ON HEALTH AND SAFETY

### General information

#### Working Practices

- You must not operate any item of equipment unless trained, and authorised to do so.
- You must not remove any guarding from equipment used or deviate from your authorised usage of the equipment
- You must report immediately any equipment defect, and never attempt repair.
- You must undertake all duties as instructed and never deviate.

#### Hazard/Warning Signs & Notices

- You must comply with all hazard/warning signs and notices displayed on the premises.

#### Working Conditions/Environment

- You must make proper use of all equipment and facilities provided to control working conditions/environment.
- You must ensure you keep your work areas clear/tidy.
- You must dispose of waste/scrap in the appropriate receptacles.

#### Protective Clothing & Equipment

- You must wear protective equipment where required.
- You must never obstruct any fire escape route, fire equipment or doors.

#### Accidents

- You must see the first-aider for any injury you may receive, irrespective of how minor, and ensure details are entered into the accident book.
- You must report any incident in which damage is caused to property.

#### Health

- You must report any medical condition that could affect the safety of yourself or others.
- You must not become involved with horseplay, or practical jokes.
- You must follow all rules pertaining to no smoking areas.



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### Getting on and off the vehicle

- DON'T jump down – this is bad for your knees and you are more likely to fall.
- Always use steps and handholds if provided.
- Take a few seconds to climb down from the cab, load area or catwalk facing the vehicle and use the handhold.
- Report missing or damaged equipment.
- Before stepping off the vehicle, check for uneven surfaces such as potholes or kerbs which may cause you to slip.
- Keeping your vehicle safe
- Carry out pre-use checks on your vehicle. For example, check any steps or handholds are in good condition.
- Report broken boards and any other objects that could cause a fall.
- Keep the load area tidy – pick up loose ropes, packaging etc.
- Check that the straps are safely stored on curtainsiders so people don't trip on them.
- Clean up spills and dirt such as diesel or mud on the catwalk or load area to stop people slipping in them.
- On refrigerated vehicles, check the floor conditions for ice or water and follow any systems in place for reducing the amount of water produced.
- Pass the diesel pump across when filling both tanks and walk round the vehicle to retrieve it.



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### How you can work safely

- Wear well-fitting, slip-resistant safety footwear when working on vehicles.
- Keep the soles of your footwear clean to reduce the risk of slipping
- Follow safe systems of work for loading and unloading vehicles.
- Make sure you have been trained in and follow the company's safe ways of working if you have to use equipment such as tail-lifts or lorry loader cranes.
- Use safe ways of getting on or off the vehicle when carrying out maintenance above ground level, for example by using gantries or tower scaffolds.
- Look at what other companies do – if you see a good idea suggest it to your safety adviser or supervisor.



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### Lifting Safely

- **Think before you lift**  
Plan the lift. Where is the load going to be placed? Use appropriate handling aids where possible. Will help be needed with the load? Remove obstructions, such as discarded wrapping materials. For long lifts, such as from floor to shoulder height, consider resting the load mid-way on a table or bench to change your grip on it
- **Keep the load close to the waist**  
Keep the load close to the waist for as long as possible while lifting. The distance of the load from the spine at waist height is an important factor in the overall load on the spine and back muscles. Keep the heaviest side of the load next to the body. If closely approaching the load isn't possible, try to slide it towards the body before trying to lift it.
- **Adopt a stable position**  
Your feet should be apart with one leg slightly forward to maintain balance (alongside the load if it's on the ground). Be prepared to move your feet during the lift in order to maintain a stable posture. Wearing over-tight clothing or unsuitable footwear, such as heels or flip flops, may make this difficult.
- **Ensure a good hold on the load**  
Where possible, hug the load close to the body. This may be a better option than gripping it tightly with the hands only.
- **Don't bend your back**  
A slight bending of the back, hips and knees at the start of the lift is preferable to either fully flexing the back (stooping) or fully flexing the hips and knees – in other words, fully squatting.
- **Don't flex the back any further while lifting**  
This can happen if the legs begin to straighten before starting to raise the load.
- **Don't twist**  
Avoid twisting the back or leaning sideways especially while the back is bent. Keep your shoulders level and facing the same direction as the hips. Turning by moving your feet is better than twisting and lifting at the same time.
- **Keep your head up**  
Keep your head up when handling the load. Look ahead, not down at the load once it has been held securely.
- **Move smoothly**  
Don't jerk or snatch the load as this can make it harder to keep control and can increase the risk of injury.
- **Know your limits**  
Don't lift or handle more than you can easily manage. There's a difference between what people can lift and what they can safely lift. If you're in doubt, seek advice or get help.
- **Lower down, then adjust**  
Put the load down and then adjust. If you need to position the load precisely, put it down first, then slide it into the desired position.