



LEITHS OCCUPATIONAL ROAD SAFETY POLICY

Our Policy

As an organisation committed to achieving continuous improvement in standards of health and safety at work, The Leiths Group of Companies will seek to reduce the risks which its staff face and/or create when they are driving or are on the road in the course of their work. It is important that all staff play their part in achieving this important objective. This policy has been issued for the benefit of all Leiths drivers.

Drivers Must:

- Ensure they have the appropriate driving licences and that they submit these to the company upon request.
 - Ensure the vehicle they are using is in a roadworthy condition.
 - Report any changes in their circumstances, such as penalty points gained or disqualification from driving.
 - Report any vehicle defects to the responsible manager and ensure they don't drive defective vehicles.
 - Ensure they are aware of action to take in an emergency situation.
 - Ensure they are physically fit to drive and that any health problems, which could make driving hazardous, are raised immediately with their manager.
 - Not drive whilst under the influence of alcohol or drugs and must notify the company of any use of prescription medication that affects their ability to drive safely.
- Take responsibility for regular eye tests being carried out and ensure that necessary corrective eyewear is worn.
 - Must not use hand held mobile phones.
 - Drive their vehicle in a responsible manner within the speed limits to the conditions of the road.
 - Ensure they have had adequate rest prior to driving long distances.
 - Make provision for regular breaks when driving long distances.
 - Wear seatbelts (where fitted) at all times when the vehicle is in motion.
 - Not smoke in company vehicles.

Ian Leith
Chairman

Leiths (Scotland) Ltd 20/03/12

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