

The purpose of this policy is to ensure that Dual Seal drivers are fit to drive, are not impaired and meet the minimum eyesight standard for driving. Managing drivers' health and eyesight is the joint responsibility of senior management, operations, fleet management and driving staff. This policy applies to all staff involved in the transport operation staff. The health, safety and welfare of our staff, clients and the general public is of paramount importance to the company. Driving is one of the most hazardous and dangerous tasks that most people will undertake daily. The company takes the management of work-related road risk extremely seriously and has robust systems and procedures in place to ensure that our commercial vehicle drivers are fit to drive, not impaired and meet the minimum eyesight standards for driving. The key objectives of the Drivers' Health and Eyesight Policy are to ensure that the following are managed:

- Minimum vision standards for driving and the use of glasses and contact lenses
- Minimum medical standards for driving
- Illness and use of prescribed and over-the-counter medication
- Fatigue-related illnesses such as sleep apnoea
- Mental health problems such as stress, depression and anxiety
- Impairment through drugs and alcohol
- Health effects of driving such as posture and in-cab air quality

Processes and Procedures

Every driver's eyesight is to be checked prior to employment and at least once every six months. In addition to after involvement in a blameworthy road traffic collision. Checks are undertaken by the transport manager by reading a number plate at 20 meters.

The assessor is to record:

The drivers' name, the date of the check, the name of the person carrying out the check, the number plate used, 'pass' or 'fail', if glasses were worn and details of any follow-on actions. Should a driver fail a company eyesight check then they are referred to an optician for an eyesight test.

Minimum Standards

All company drivers complete a comprehensive drivers health declaration - at the start of employment before the driver operates a vehicle for the first time and once every five years thereafter. The checklist lists any ailments or conditions that could affect a drivers' ability to control or operate a vehicle and includes a declaration that requires the driver to make known any problems that may affect their ability to drive. On completion of the form the information is reviewed by the company Health and Safety department and any items of concern are forwarded to the company's occupational health specialist who will review the information and make further inquiries where necessary. Drivers are also required to complete a declaration every six months to disclose information of any medical or fitness conditions/ailments that may affect their ability to drive, including physical and mental impairment and the use of prescribed medication. Any ailments declared are referred to the company's occupational health. Drivers are inducted on the procedure of notifying the transport manager of any health or eyesight condition that affects driving ability and to inform DVLA of reportable medical conditions that affect driving entitlement and revision training is given on the annual driver's compliance CPC course.

Use of prescribed and over-the-counter medication

Drivers are required to disclose any illness or use of medication (prescribed or otherwise) as a subject on the drivers' health declaration and in completing their six-monthly disclosure of any medical or fitness conditions. Should a driver disclose that they have an illness or condition, or that they are currently using any medication then the company will ensure that the individual has sought medical advice and disclosed the condition to the DVLA where necessary.

Fatigue-related illnesses

Drivers are required to disclose any fatigue related illness such as sleep apnoea as a subject on the drivers' health declaration, which will be given on induction and every 6 months thereafter. Should a driver disclose that they have a fatigue related illness or condition then the company will ensure that the individual has sought medical advice and disclosed the condition to the DVLA. Fatigue is managed through a rigid Driver's Hours' Regulation and Road Transport Working Time Directive management procedure. Drivers are inducted on the risk of fatigue at start of employment and revision training is given on the annual driver's compliance CPC course. Information on Driver.

Mental health

Drivers are required to disclose any mental health conditions such as stress, depression and anxiety as a subject on the driver's health declaration, which will be given on induction and every six-months and notify of any medical or fitness conditions. Should a driver disclose that they have a mental health related illness or condition then the company will ensure that the individual has sought medical advice and where deemed necessary disclosed the condition to the DVLA.

Impairment through drugs and alcohol

The company's policy is always that during working hours and whilst on company premises employees must be free from the influence of alcohol, drugs or other substances. Random alcohol and drug testing may be carried out, and any person suspected of being impaired through drugs or alcohol will be removed from their duties and subject to testing. Any person found to have any indication of alcohol in their breath or drugs in their system, is immediately removed from duty, appropriate arrangements will be made for them to travel home safely where after subsequent disciplinary action will be taken.

Health effects of driving

A poor driving position, such as a badly adjusted seat, can lead to postural problems and neck, arm, leg and back pain, which can exacerbate an existing condition or cause a longterm health problem. A correctly adjusted head restraint can prevent whiplash injuries. Consideration is given to any ailment disclosed in the driver's health declaration in respect of which vehicle type would be most appropriate for the driver to operate. Staff are given advice and training on how to ensure that their driving position is correct and head restraints properly used. Manual handling training is also provided to all drivers at induction. Air pollution causes an estimated 40,000 premature deaths a year in the UK. A recent inquiry has found that pollution levels are often higher inside vehicles than on the street. Drivers are advised to keep windows closed and set the air conditioner to recirculate air inside - rather than using outdoor air, and where possible take a less congested route with fewer traffic lights.

Roles and responsibilities

Senior management must ensure that:

- The Drivers Health and Eyesight Policy, procedures and responsibilities are developed and communicated effectively across the organisation.
- The policy is reviewed at least every 12 months and more frequently if necessary.
- All staff are conversant with all procedures and documentation outlined in this policy and that the policy is fully implemented.
- Operational, management and driving staff are resourced, trained and empowered to conduct the duties.
- Any related policies, driver performance management and disciplinary procedures are consistent with this policy.
- Relevant professionals are consulted over the implementation of remedial action (e.g. disciplinary proceedings, driver assessment and training)

Transport managers must ensure that:

- Should a driver disclose that they have any illness or condition (or symptoms of) the individual seeks medical advice and where deemed necessary discloses the condition to the DVLA.
- Fatigue is managed through a rigid Driver's Hours' Regulation and Road Transport Working Time Directive management procedure.
- A program of random alcohol and drug testing is maintained, and any person suspected of being impaired through drugs or alcohol will be removed from their duties and subject to testing.
- Any person found to have any indication of alcohol in their breath or drugs in their system, is immediately removed from duty, appropriate arrangements made for them to travel home safely and subsequent disciplinary action taken.
- Consideration is given to any ailment disclosed in the driver's health declaration in respect of which vehicle type would be most appropriate for the driver to operate.
- Every driver's eyesight is checked at the times stipulated by this policy and the check records all mandatory information.
- Should a driver fail a company eyesight check then they are referred to an optician for an eyesight test.
- All company drivers complete the driver's health declaration on induction and every six months, and they are reviewed, and referrals made where necessary.
- All drivers attend annual drivers' compliance CPC courses to receive revision training of Driver Fitness and Health.
- All drivers are inducted on the procedure of notifying their transport manager any health or eyesight condition that may affect their driving ability and to inform DVLA of reportable medical conditions that may affect driving entitlement.

Driving staff must ensure that:

- Where glasses or contact lenses have been prescribed, they are always worn.
- They answer the driver's health declaration truthfully.
- They notify the transport manager of any health or eyesight condition (including, but not limited to, fatigue related illnesses and mental health conditions) that may affect their driving ability.
- They inform the DVLA of any reportable medical conditions that may affect their driving entitlement.
- They report any symptoms of any conditions that may affect their driving ability to their line manager and seek medical advice for proper diagnosis and treatment where necessary.
- They strictly adhere to the company's Health and eyesight

We will confirm the presence of these arrangements to our supply chain partners. This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually.

Signed: *N-D. Meredith* Date: 23/07/2021

Position: Managing Director

