HSE Safe Driving for Work
Policy 2018
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Signature Sheet

I have read, understood and agree to adhere to the attached HSE Safe Driving for Work Policy:

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<th>Print Name</th>
<th>Signature</th>
<th>Area of Work</th>
<th>Date</th>
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1.0 Policy Statement

It is the policy of the HSE to reduce, so far as is reasonably practicable, the risks associated with driving for work. In this regard the HSE is committed to complying with its legal obligations under the Safety, Health and Welfare at Work Act, 2005 by ensuring that work related road safety is a priority, and recognises that safe driving for work makes good sense as this protects employees, other road users and the HSE itself.

Driving for work includes any person who drives on a road as part of their own work (not including driving to and from work unless in receipt of travel expenses) either in:

- A HSE vehicle, or
- Their private vehicle, receiving travel expenses from the HSE.

2.0 Purpose

2.1 The purpose of this policy is to harness a safe driving culture by ensuring that all employees or any other person or persons driving on behalf of the HSE do so in a safe, reliable and responsible manner.

2.2 The Policy requires the HSE to reduce, so far as is reasonably practicable, all reasonable, foreseeable risks associated with driving for work and to detail arrangements to achieve this reduction in line with legislative requirements.

2.3 Individual services must develop local Guidelines and/or Standard Operating Procedures to support implementation and ongoing monitoring of this Policy.

3.0 Scope

This Policy applies to all HSE employees driving on behalf of the HSE, either driving their own private vehicle receiving travel expenses, or driving a HSE vehicle.

It is recognised that a significant part of the work of certain staff groups (e.g. Ambulance service) involves driving. Others may drive occasionally or for short journeys only. This policy encompasses any driving that meets the definition for driving for work as outlined in Section 5.0.

4.0 Legislation

- Safety, Health and Welfare at Work Act, 2005 and associated Regulations
- Road Traffic Act, 1961 and subsequent amendments.
### 5.0 Glossary of Terms / Definitions

<table>
<thead>
<tr>
<th>Term</th>
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<tbody>
<tr>
<td>CRW</td>
<td>Certificate of Road Worthiness</td>
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<tr>
<td>Driver</td>
<td>A person who drives on behalf of the HSE</td>
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</table>
| Driving for Work      | Driving for work includes any person who drives on a road as part of their own work (not including driving to and from work unless in receipt of travel expenses) either in:  
  • A HSE vehicle, or  
  • Their private vehicle, receiving travel expenses from the HSE                                                                               |
| Dynamic Risk Assessment| Dynamic Risk Assessment is a continuous assessment of risk in changing circumstances                                                      |
| Employee              | Means any person who has entered into or works under (or, where the employment has ceased, entered into or worked under) a contract of employment and includes a fixed-term employee and a temporary employee and references, in relation to an employer, to an employee shall be construed as references to an employee employed by that employer.  
  *(Ref Safety, Health & Welfare at Work Act, 2005)*                                                                                           |
| Employer              | In relation to an employee:  
  (a) Means the person or persons with whom the employee has entered into or for whom the employee works under (or, where the employment has ceased, entered into or worked under) a contract of employment,  
  (b) Includes a person (other than an employee of that person) under whose control and direction an employee works, and  
  (c) Includes where appropriate the successor of the employer or an associated employer of the employer.  
  *(Ref Safety, Health & Welfare at Work Act, 2005)*                                                                                           |
| Fit for use           | For the purpose of this Policy “fit for use” means a vehicle that is serviced, maintained, taxed, insured / indemnified, has a valid National Car Testing (NCT) (where required) and the driver has performed a vehicle pre-check. |
| Group 1 Licence Holders| In the context of *Sláinte and Tiomáint – Medical Fitness to Drive Guidelines*  
  Group 1 Licences holders are drivers of the following categories A, A1, A2, AM, B, BC, or W i.e. motorcycles, cars and tractors (with or without trailers) |
| Group 2 Licence Holders| In the context of *Sláinte and Tiomáint – Medical Fitness to Drive Guidelines*  
  Group 2 Licences holders are drivers of the following categories C, CE, C1, C1E, D, DE, D1 or D1E i.e. truck and bus (with or without trailer) |
| Health Professional   | Health professional who is involved in assessing a person’s fitness to drive including but not confined to: Medical Practitioners, Optometrists, Occupational Therapists, Psychologists, Physiotherapists, Alcohol and Drug Addiction Counsellors.  
  *(Ref RSA (2015) Sláinte and Tiomáint – Medical Fitness to Drive Guidelines (Group 1 & 2 Drivers)* |
Intoxicant

Section 2 of the Safety, Health and Welfare At Work Act (2005) defines intoxicant as including “alcohol and drugs or any combination of drugs or of drugs and alcohol.” It includes prescribed and non-prescribed drugs.

(Ref Safety, Health & Welfare at Work Act, 2005)

Intoxicant Misuse

For the purpose of this Policy Intoxicant Misuse is defined as:

Any use of an intoxicant which causes a risk:

• To those covered under the scope of this document
• To the work activities of the HSE,
• To service users and / or
• The public at a HSE place of work

Place of Work

Place of work includes any, or a part of any, place (whether or not within or forming part of a building or structure), land or other location at, in, upon or near which, work is carried on whether occasionally or otherwise and in particular includes ...(c) a vehicle ....

(Ref Safety, Health & Welfare at Work Act, 2005)

PPE

Personal Protective Equipment” means all equipment designed to be worn or held by an employee for protection against one or more hazards likely to endanger the employee’s safety and health at work, and includes any additions and accessories to the equipment, if so designed” ....

(Ref Safety, Health & Welfare at Work (General Application) Regulations, 2007)

Temporary Employee

An employee who is assigned by a Temporary Employment Business to work for and under the control of another undertaking availing of the employee’s services (SHWW Act 2005). These employees are generally known as Agency Employees

(Ref Safety, Health & Welfare at Work Act, 2005)

Vehicle Pre-check

Driver daily walks around check to identify obvious vehicle defects and ensure all vehicles are in a roadworthy condition.

Abbreviations

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>DG</td>
<td>Director General</td>
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<tr>
<td>DSA</td>
<td>Delegated State Authority</td>
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<td>ETSC</td>
<td>European Transport Safety Council</td>
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<td>HSA</td>
<td>Health and Safety Authority</td>
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<td>HSE</td>
<td>Health Service Executive</td>
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<td>NAS</td>
<td>National Ambulance Service</td>
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<td>NCT</td>
<td>National Car Testing</td>
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<td>ND/AND</td>
<td>National Director/Assistant National Director</td>
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<td>PPE</td>
<td>Personal Protective Equipment</td>
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<td>RSA</td>
<td>Road Safety Authority</td>
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<td>SHWW Act</td>
<td>Safety, Health and Welfare at Work Act, 2005</td>
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<tr>
<td>SCA</td>
<td>State Claims Agency</td>
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</table>
6.0 **Roles and Responsibilities**

6.1 **Responsibilities of Director General (DG)**

6.1.1 The DG has overall responsibility to ensure so far as is reasonably practicable, the safety, health and welfare at work of all employees and others affected by the activities of the HSE.

6.1.2 The DG delegates accountability for co-ordinating and monitoring implementation of this Policy and any associated procedures to National Directors, Assistant National Directors, Hospital Group Chief Executive Officers, Chief Officers Community Health Organisations.

6.2 **Responsibilities of National Directors**

6.2.1 Ensure arrangements are in place for identifying, evaluating, managing, monitoring and auditing the risks associated with work related road safety.

6.2.2 Ensure the necessary resources are provided for implementing this Policy.

6.3 **Responsibilities of Senior Managers e.g. Assistant National Directors, Hospital Group Chief Executive Officers, Chief Officers Community Health Organisations**

6.3.1 Ensure there are adequate and appropriate arrangements in place for the successful implementation, monitoring, evaluation, audit and review of this Policy throughout their respective areas of responsibility.

6.3.2 Ensure necessary resources are allocated and are available for the implementation of this Policy.

6.3.3 Integrate performance indicators in relation to work related road safety.

6.4 **Responsibilities of Local Senior Managers and Line Managers**

6.4.1 Ensure that all hazards and the risks associated with driving for work are identified and assessed, and appropriate measures put in place to eliminate, control or minimise the risk.

6.4.2 Ensure this Policy is brought to the attention of, and implemented by all employees and others as appropriate.

6.4.3 Where there are legitimate reasons for concern on occupational health grounds seek occupational health assistance.

6.4.4 Monitor and review the risk assessment and systems of work following an incident while driving at work.

6.4.5 Ensure procedures are in place in the event of an accident/incident and brought to the attention of all drivers.

6.4.6 Ensure all accidents, incidents and near misses are reported and managed in accordance with the *HSE Safety Incident Management Framework 2018*.

6.4.7 Take cognisance of this policy when relevant contracts are being awarded.

6.4.8 Take cognisance of the *HSE 2014 National Financial Regulation, Travel and Subsistence NFR-05* and any other relevant HSE Circulars.

6.4.9 Refer any medical concerns about drivers to the local Occupational Health Service.

6.4.10 Audit local implementation of this Policy.
**HSE vehicles only**

6.4.11 Ensure approval for those driving a HSE vehicle is based on a number of factors to include: driver’s age, experience, training/competency, judgement, fitness to work (Ref State Claims Agency (2015) State Indemnity and Driving for Work – Motor Guidance)

6.4.12 Ensure drivers receive specific familiarisation on HSE vehicle

6.4.13 Provide information, training and instruction as appropriate

6.4.14 Provide Personal Protective Equipment (PPE) as appropriate

6.4.15 Monitor and review driver performance following receipt of penalty points while driving a HSE vehicle

6.4.16 Ensure that all HSE vehicles, other vehicles leased / hired for use by the HSE and vehicle equipment provided by the HSE are fit for use, serviced and appropriate records maintained

6.4.17 Ensure that where services transport service users appropriate risk assessments are conducted and controls implemented

6.4.18 Reserve the right to request sight of a person’s driving licence

**Note:** For insurance and use of vehicle related queries, please contact your Local Finance Department.

**6.5 Employee Responsibilities**

6.5.1 Take reasonable care of their own safety, health and welfare and that of others
6.5.2 Adhere to this Policy and any associated risk assessments
6.5.3 Adhere to the rules of the road and speed limits unless the employee is entitled to avail of the exemptions outlined in section 87 of the Road Traffic Act 2010 (Refer to Appendix 2). In such circumstances a dynamic risk assessment must be applied
6.5.4 Co-operate with their employer or any other person as appropriate
6.5.5 Not engage in improper conduct or behaviour or place anyone at risk whilst driving
6.5.6 Attend training as appropriate
6.5.7 Use safety equipment or PPE provided, or other items provided for their safety, health and welfare at work
6.5.8 Ensure they are fit to drive at all times and aware of the implications which alcohol / illegal substances, medication and fatigue could have for driving safely
6.5.9 Respond truthfully to questions from the health professional regarding their health history and status and the likely impact on their driving ability, including disclosure of drug or alcohol dependence
6.5.10 Adhere to prescribed medical treatment and monitor and manage their conditions and any adaptations with on-going consideration of their fitness to drive
6.5.11 Notify the line manager of any change in their medical status that may impact their ability to drive
6.5.12 Comply with requirements of their licence as appropriate including periodic medical reviews
6.5.13 Adhere to the procedures in place in the event of an accident or incident
6.5.14 Report to the line manager as soon as is practicable:
   - Incidents / accidents, near misses while driving for work
   - Any injury or illness or anything that may affect their ability to drive
6.5.15 Drivers driving their own vehicle must

- Hold a valid driving licence and insurance specifying HSE indemnification (specifying the carrying of passengers and goods)
- Ensure driving licence is carried with them at all times while driving
- Ensure vehicles are roadworthy, fully taxed, have a valid NCT (if required) and have both discs displayed
- Receive management approval and authorisation to drive
- Report to the Line Manager if driving licence has been suspended or cancelled

6.5.16 Drivers driving a HSE vehicle must:

- Hold a valid driving licence, and ensure this is carried at all times while driving
- Receive management approval and authorisation to drive a HSE vehicle
- Ensure vehicles have a valid tax disc displayed
- Ensure that insurance disc/state indemnity confirmation/CRW disc is displayed
- Ensure that the vehicle being driven and vehicle equipment provided is fit for use, serviced and appropriate records maintained
- Report to the Line Manager if driving licence has been suspended, cancelled or has penalty points, or limitations placed upon it
- Report to the Line Manager any HSE Vehicle defects

Employees must not:

(i) Interfere with, misuse or damage anything provided for securing the safety, health and welfare of those at work

Failure to comply with this Policy may result in disciplinary action.

7.0 Risk Factors:

The following risk factors may result in harm while driving on a public road and must be considered when conducting the risk assessment.

7.1 Risk Factors

The following main risk factors associated with driving for work have been identified by the European Transport Safety Council (ETSC), RSA and must be considered by the Manager when carrying out the risk assessments in consultation with their employees:

1. Speeding
2. Alcohol and drugs
3. Seat belts
4. Driver fatigue
5. Distracted Driving
7.1.1 Speeding

All drivers must always be aware of their speed and judge the appropriate speed for the vehicle taking into account:
- driving conditions
- other users of the road
- current weather conditions
- all possible hazards
- speed limits

When travelling at higher speed, drivers have less time to identify and react to what is happening around them and it takes longer to stop. Drivers must know the speed limit on the roads they are using and on the class of vehicle they are driving.

7.1.2 Alcohol and Drugs

It is the responsibility of all employees to report for duty in a fit manner free from all intoxicants that may pose a threat to their own safety, that of their colleagues or other road users. Where medication has been prescribed / sourced over the counter for legitimate use, employees should ascertain from the prescribing Doctor / Pharmacist if there are any possible side effects which may interfere with the safe operation of a vehicle. Alcohol consumption and drug misuse is not permitted during working hours including rest or lunch breaks or during periods of on call.

The consumption of alcohol and drugs (including some over the counter and prescription drugs) impairs judgement, makes drivers over confident and more likely to take risks. It slows reaction times, increases stopping distances, affects judgement of speed and reduces the field of vision.

Drivers are more likely to have impaired driving the ‘morning after’ alcohol consumption which can lead to hazardous driving. It is important to remember that it takes 1 hour for the body to process 1 unit of alcohol. (RSA & HSA, 2012)

The HSE encourages employees who are concerned about their own intoxicant use to seek assistance and counselling.

The presence of Drug and Alcohol Misuse and Dependence condition requires the employee to inform both management and the National Driver Licence Service. The presence of such a condition should prompt a management referral to local Occupational Health Services where the employee will be medically assessed for fitness to resume driving for the organisation. (RSA, 2015)

7.1.3 Seat belts

Seat belts must be worn by all drivers and passengers when a vehicle is being driven. The driver is responsible to make sure that all passengers, including rear seat passengers wear seat belts on every journey, no matter how short. This applies to all vehicles.

In keeping with the Road traffic Act 1994, Part III section 2 the use of seatbelts in the rear salon of an ambulance is compulsory in all forward facing seats. While occupying a rear facing seat seatbelts are required to worn.

Drivers of vehicles carrying passengers seated in wheelchairs must ensure that the wheelchair and its occupant are fully secured by means of appropriate wheel clamps and seat belt.
7.1.4 Driver fatigue

Fatigue is a major contributing cause of fatal and serious injury vehicle collisions and incidents. Drivers are most likely to feel sleepy when driving:

- On long journeys and monotonous roads
- Between 2am and 6am
- Between 2pm and 4pm
- After having less sleep than normal
- After use of intoxicants
- After taking medicines which cause drowsiness. (RSA, 2015)

If a member of staff is concerned about their driving hours, journeys or schedules, this should be discussed with the Line Manager. If appropriate or requested, consult with Occupational Health.

7.1.5 Distracted driving

Use of technology while driving
The use of a hand-held device while driving is not permitted.

Using a mobile phone while driving (even a hands free model), drivers are four times as likely to be involved in motor collisions and accidents involving serious injury than drivers who do not use mobile phones. (SCA, 2015).

Under current legislation, the use of a hands free device is permitted for calls but not recommended by the State Claims Agency, Road Safety Authority or Health and Safety Authority. Drivers can be prosecuted for dangerous driving, careless driving or driving without due care and attention if found using hands free equipment. Line Managers must risk assess the provision of hands free devices prior to sanctioning purchase of same.

In the case of drivers of emergency vehicles such as ambulances and rapid response vehicles covered by the exemptions under the Road Traffic Act 2006, Section 3, Subsection 2 for the use of telecommunication equipment in the course of their duty, transmission/reception of messages should be kept to a minimum and should be engaged in only when it is safe to do so.

The use of personal entertainment systems through earphones e.g. personal radios, MP3 player etc should be avoided.

Sat Nav / GPS systems should not be interfered with while driving; drivers should pull over where safe to do so in order to make the necessary changes.

Other distractions
Eating, drinking, smoking, are all distractions to the main driving task.

7.1.6 Other factors which should be taken into consideration include:
- Transportation of clients
- Transport of dangerous goods e.g. specimens, clinical waste, medical gases and chemicals that are subject to dangerous goods regulations
- Adverse weather conditions
• Breakdowns
• Vehicle maintenance
• Driving at night
• Driving in remote / high risk areas
• Emergency procedures for dealing with incidents
• Parking
• Reversing
• Types of journeys
• Blue Light Journeys.

Further information on risk factors can be obtained at the following link.

7.2 Risk Assessment

Managing driving for work forms a core part of the HSE’s overall health and safety management system with a focus on the hazards and identified risk factors associated with the Driver, the Vehicle, and the Journey. Managers must ensure that the risks associated with driving for work are considered and documented within their departmental risk assessments.

The outcome of the risk assessments should determine what if any additional control measures are required. Further guidance on the risk assessment process is detailed in Appendix 1.

7.3 Considerations on referral to and/or advice from Occupational Health

7.3.1 Considerations for assessing fitness to drive

The aim of determining fitness to drive is to achieve a balance between minimising any driving-related road safety risks for the individual and the community posed by the drivers’ permanent or long term injury or illness, and maintaining the driver’s ability to drive and minimising the impact on their employment.

7.3.2 Considerations for Group 1 Licence Holders

The medical standards for Group 1 drivers have been outlined in the RSA (2015) Slainte agus Tiomaint Medical Fitness to Drive Guidelines.

There is no statutory routine medical assessment for Group 1 drivers.

Any emerging or new medical concerns with Group 1 drivers should be referred to the local Occupational Health Service through the Management Referral Process. (HSE, 2009)
7.3.3 Considerations for Group 2 Licence Holders

Group 2 vehicle crashes may present a severe threat to passengers, other road users and residents adjacent to a road. Such crashes present potential threats in terms of weight and height, spillage of chemicals, fire and other significant property damage. Group 2 drivers are also more likely to spend longer time on the road, thus increasing the likelihood of a motor vehicle crash. Therefore in order to reduce to a minimum the risk of an adverse incident due to the driver’s long term injuries or illnesses, the medical fitness standards for Group 2 drivers are more stringent. (RSA, 2015)

The medical standards for Group 2 drivers have been outlined in the RSA (2015) Slainte agus Tiomaint Medical Fitness to Drive Guidelines.

The medical review period for Group 2 drivers is 1-3 years depending on the outcomes of the Health Assessment.

Any worsening or new medical concerns with Group 2 drivers should be referred to the local Occupational Health Service through the Management Referral Process. (HSE, 2009 Managing Attendance Policy and Procedures)

7.3.4 Exemptions for Emergency Vehicles

Employees who are permitted to drive in ‘blue light’ circumstances irrespective of vehicle category should comply with the same medical standards as those with a Group 2 licence. In the case of some medical conditions, a higher medical standard has been applied to ‘blue light’ drivers for other reasons. (e.g. the inability to schedule predictable meal breaks, long working shifts etc.)

7.4 Information, Training and Instruction

A training needs assessment must be undertaken to ensure that drivers receive specific HSE vehicle familiarisation as required. This should include a review of driving activities and an assessment of any associated risks arising from these activities. A training record must be retained.

7.5 Incident Management

All accidents, incidents, near misses must be reported, and managed in accordance with the HSE Safety Incident Management Framework 2018. Reporting of incidents should be done using the appropriate National Incident Report Form. (NIRF)

8.0 Implementation

Implementation of this Policy forms an integral part of the Safety Management System and is underpinned by effective consultation, communication, supervision, monitoring, audit and review.

9.0 Revision and Audit

This policy will be reviewed every three years, or when legislation or best practice dictates. Implementation of this Policy shall be audited periodically at national level.
10.0 References
RSA (2015) Slainte agus Tiomaint: Medical Fitness to Drive- Chapter 6- Guidelines on Drug and Alcohol Misuse and Dependence

Bibliography
HSE (2018) Safety Incident Management Framework
HSE (2014) National Financial Regulation, Travel and Subsistence NFR-05
HSE Corporate Safety Statement
Health and Safety Executive, (2014) Driving at Work -Managing work-related road safety
Road Traffic Act, 1961
The Office of Emergency Planning (2015) Be Winter Ready

Useful websites and links
http://www.hse.ie/eng/staff/safetywellbeing/informationadvisoryteam/riskforms/
Appendix I  Risk Assessment Process

The Risk Assessment Process comprises of the following four steps:

Step 1 - Identify the Hazard
Step 2 - Identify the Risks associated with the hazard
Step 3 - Assess (i.e. Rate) the risks
Step 4 - Identify any additional control measures (if any) required (i.e. evaluate and treat the risks)

1. Identify the hazard

The first step in safeguarding safety, health and welfare is to identify the hazards associated with driving for work under the following headings:

The Driver: consideration should be given to the driver’s age, experience, training, judgement, stress / fatigue, health and fitness, alcohol and or drugs.

The Vehicle: consideration should be given to its road worthiness, distractions such as mobile phones, the driver’s familiarity with the vehicle, the loads to be carried, the needs of the passenger and the condition of the vehicle and the vehicles safety conditions.

The Journey: consideration should be given to road types (e.g. accident rates are lowest on motorways and dual carriageways), distance time allocated to travelling, the time of travel including high risk hours such as morning, evening or rush hour, weather conditions, speed limits and the driver’s familiarity with the route.

2. Identify the risk associated with hazards

Decide who might be harmed and how. This will usually be the driver, but it might also include passengers, other road users and /or pedestrians. Also consider whether there are any groups who may be particularly at risk such as those new to the job and those driving long distances and working long hours.

3. Assess (Rate) the Risks

The next step in the process is to rate the risk associated with the hazard (risk analysis). Rating of risk is carried out taking account of existing control measures.

Control measures include all measures put in place to eliminate or reduce the risk and include policies, procedures, processes, guidelines and engineering controls, training, emergency arrangements, preventative maintenance controls, protocols etc.

For detailed guidance on likelihood and impact scoring refer to HSE Integrated Risk Management Policy, 2017
4. **Identify any Additional Control Measures that are required (Risk Evaluation and Treatment)**

Depending on the risk rating and a review of the adequacy of the current controls in place, an evaluation must be made as to what further (if any) preventative measures are required. This must be considered in line with the General Principles of Prevention.

**The General Principles of Risk Prevention**\(^1\) are as follows:

- The avoidance of risks.
- The evaluation of unavoidable risks.
- The combating of risks at source.
- The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing their effect on health.
- The adaptation of the place of work to technical progress.
- The replacement of dangerous articles, substances or systems of work by non-dangerous or less dangerous articles, substances or systems of work.

**Communicate and Consultation**

Communication and consultation in relation to the risk assessment process is essential and should occur throughout the process. This may be part of the formal communication arrangements of the health and safety committee.

**Monitoring and Review**

The risk assessment must be documented and reviewed annually or more often in light of changes to work practices or when new equipment is introduced.

Steps must be taken to periodically review the effectiveness of current control measures in place. This should include the review of incidents and the auditing of safe systems of work. Performance indicators should be regularly analysed to measure progress.

Appendix II

Amendment of section 87 of Act of 2010 — exemptions for emergency vehicles.

Section 87 of the Act of 2010 is amended by substituting for subsection (1) the following:
“(1) Requirements under the Road Traffic Acts 1961 to 2010 relating to vehicles and requirements, restrictions and prohibitions relating to the driving and use of vehicles, other than those provided under sections 49, 50, 51A, 52 and 53 of the Principal Act, sections 12, 13 and 15 of the Act of 1994 and sections 4, 5, 11, 12 and 14 of this Act, do not apply to —
(a) the driving or use by a member of the Garda Siochana, an ambulance service (provided by a pre-hospital emergency care service provider recognised by the Pre-Hospital Emergency Care Council established by the Pre-Hospital Emergency Care Council ( Establishment) Order 2000 (S.I. No. 109 of 2000)) or a fire brigade of a fire authority (within the meaning of the Fire Services the Fire Services Act 1981) of a vehicle in the performance of the duties of that member,
or
(b) a person driving or using a vehicle under the direction of a member of the Garda Siochana, where such use does not endanger the safety of road users.”.
# Appendix 3 Sample Risk Assessment

## Health & Safety Risk Assessment Guidance

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<th>Ref: CF:005:04</th>
<th>RE: Guidance on Completion of General Risk Assessment Form</th>
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<td>Issue date:</td>
<td>October 2017</td>
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<tr>
<td>Review date:</td>
<td>October 2019</td>
</tr>
<tr>
<td>Author(s):</td>
<td>National Health &amp; Safety Function</td>
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</tbody>
</table>

**Legislation:**

Under Section 19 of the Safety, Health and Welfare at Work Act, 2005 and associated Regulations, it is the duty of the employer to identify the hazards and assess the associated risks in the workplace. All risk assessments must be in writing and the necessary control measures to eliminate or minimise the risks documented and implemented.

**Note:**

- It is responsibility of local management to implement any remedial actions identified.
- The following provides an explanation on how to complete a General Risk Assessment Form.
# Health and Safety General Risk Assessment Form

**Division:** Insert Division e.g. Mental Health Division / Acute Hospital

**Source of Risk:** Document the sources of the risk e.g. Risk assessment, Audit, Inspection, Report result of incident

**H/G/CHO/NAS/Function:** Insert as appropriate

**Primary Impact Category:** Choose the Primary risk category from the HSE Impact Table i.e. Harm to a Person / Compliance

**Hospital Site/Service:** Insert name of site / Service

**Risk Type:** Choose whether it is **Strategic** (most commonly identified at corporate / senior Mgt level) OR **Operational** (most commonly identified at service delivery level). (delete as appropriate)

**Dept/Service Site:** Insert name of ward / department e.g St Marys Ward

**Name of Risk Owner (BLOCKS):** Insert the name of the person with responsibility to assess and manage the risk in line with organisational policy i.e. normally the Line Manager of Service/Area.

**Date of Assessment:** Insert date of risk assessment

**Unique ID No:** Assign a number for each risk assessment

**Signature of Risk Owner:** As above

**Risk Co-Ordinator N/A**

**Risk Assessor(s):** Insert names of those completing the risk assessment

## HAZARD & RISK DESCRIPTION

Identify the hazard and describe who might be harmed and how, where and when.

Detail the current control measures to include all measures put in place to eliminate or reduce the risks and include engineering controls, policies, procedures, protocols, guidelines (clinical and non-clinical), training, emergency arrangements, preventative maintenance controls etc. When examining existing control measures, consider the adequacy, method of implementation and level of effectiveness in eliminating or minimising risk to the lowest practicable level.

## EXISTING CONTROL MEASURES

Detail the measures necessary to eliminate or further reduce the level of risk.

In line with Schedule 3 of the Safety, Health and Welfare at Work Act, 2005 consider the hierarchy of controls:

- Elimination/substitution/engineering/administrative/PPE

Consider the interim and long term measures.

## ADDITIONAL CONTROLS REQUIRED

Detail the measures necessary to eliminate or further reduce the level of risk.

In line with Schedule 3 of the Safety, Health and Welfare at Work Act, 2005 consider the hierarchy of controls:

- Elimination/substitution/engineering/administrative/PPE

Consider the interim and long term measures.

## ACTION OWNER

Enter the name(s) of the responsible person(s) for implementation of each control measure.

## DUE DATE

Enter the date by which implementation of the additional controls to mitigate the risk are due.

## INITIAL RISK RATING

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Impact</th>
<th>Initial Risk Rating</th>
</tr>
</thead>
</table>

Each of the risk should be assigned a risk status:

- **Open**, i.e. additional controls have been identified as necessary
- **Monitor**, i.e. existing controls are deemed adequate to manage the risk but these need to be periodically reviewed
- **Closed**, i.e. that the risk no longer exists e.g. where an unsuitable premises is replaced by a suitable one

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Rating of risk is carried out taking account of existing control measures. Please refer to HSE Risk Assessment Tool for assignment of likelihood and impact scores and the rating of risk.
# Health and Safety General Risk Assessment Form

<table>
<thead>
<tr>
<th>Division:</th>
<th>Source of Risk:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HG/CHO/NAS/Function:</td>
<td>Primary Risk Category:</td>
</tr>
<tr>
<td>Hospital Site/Service:</td>
<td>Risk Type:</td>
</tr>
<tr>
<td>Dept/Service Site:</td>
<td>Name of Risk Owner (BLOCKS):</td>
</tr>
<tr>
<td>Date of Assessment:</td>
<td>Signature of Owner:</td>
</tr>
<tr>
<td>Unique ID No:</td>
<td>Risk Coordinator:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>HAZARD &amp; RISK DESCRIPTION</th>
<th>IMPACTS/VULNERABILITIES</th>
<th>EXISTING CONTROL MEASURES</th>
<th>ADDITIONAL CONTROLS REQUIRED</th>
<th>PERSON RESPONSIBLE FOR ACTION</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver – risk of accident / injury to driver, passenger, pedestrians and other road users due to: Drivers experience Distraction from clients Lone Working</td>
<td>Interruption in service</td>
<td>Drivers Experience: Have appropriate licence and insurance Induction for vehicle familiarisation Driver Distraction Individual client RA completed Client RA reviewed prior to journey Emergency response protocol (refer to SOP) Mobile phone for emergencies provided — use not permitted whilst driving</td>
<td>Ongoing Monitoring</td>
<td>Line Manager All relevant employees</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INITIAL RISK</th>
<th>RESIDUAL RISK</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Likelihood</td>
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</thead>
<tbody>
<tr>
<td>Driver – risk of accident / injury to driver, passenger, pedestrians and other road users due to: Driver’s experience Distraction from clients Lone Working</td>
<td>Interruption in service</td>
<td>Driver Distraction cont Sat Nav set prior to journey Lone Working Staff inducted in lone working Lone worker risk assessment completed Lone working arrangements in place All incidents reported and managed in line with local arrangements</td>
<td>Ongoing Monitoring</td>
<td>Line Manager All relevant employees</td>
<td>Ongoing</td>
</tr>
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<td></td>
<td></td>
<td>Likelihood Impact Residual Risk Rating</td>
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</table>

HSP:003:00 HSE Safe Driving for Work Policy 22
## Health and Safety General Risk Assessment Form

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Vehicle – Use of vehicle to transport clients with complex needs resulting in injury to staff / clients</td>
<td>Interruption in service</td>
<td>Vehicle appropriately adapted to meet client needs Individual client RA completed and reviewed prior to each journey Emergency response protocol in place (refer to SOP) Mobile phone provided in case of emergencies – Use not permitted while driving All staff trained in manual handling</td>
<td>Ongoing Monitoring</td>
<td>Line Manager All relevant employees</td>
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<tbody>
<tr>
<td>Vehicle – Use of vehicle to transport clients with complex needs resulting in injury to staff / clients</td>
<td>Interruption in service</td>
<td>Scheduling / Servicing Vehicle maintained in accordance with manufacturers recommendations NCT completed as appropriate Pre-checks completed prior to journey commencement Relevant staff inducted on pre-checks as part of their vehicle familiarisation.</td>
<td>Ongoing Monitoring</td>
<td>Line Manager All relevant employees</td>
<td>Ongoing</td>
</tr>
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HSP:003:00 HSE Safe Driving for Work Policy
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</tr>
</thead>
<tbody>
<tr>
<td>Journey – Risk of psychosocial injury e.g. stress due to:</td>
<td>Interruption in service</td>
<td>Appropriate route planning in advance</td>
<td>Ongoing Monitoring</td>
<td>Line Manager All relevant employees</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Unfamiliar route</td>
<td></td>
<td>Driving styles modified to suit road / visibility conditions – allow extra breaking distance, drive more slowly etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driving in inclement weather</td>
<td></td>
<td>Extra travel time planned for journeys Unnecessary journeys avoided Emergency response protocol in place (Refer to SOP) Emergency pack provided to include blankets, torch, drinks etc</td>
<td></td>
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</tbody>
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</tbody>
</table>
## Appendix IV  Step-by-Step Procedure for Policy Implementation

<table>
<thead>
<tr>
<th>Director of HR in relation to Occupational Safety and Health</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ensure this policy is reviewed and updated as appropriate</td>
<td>HSE Corporate Safety Statement Section 2.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Health and Safety Function</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Review and revise this Policy three yearly or following any significant change in the matters to which it relates, whichever is the soonest</td>
<td>HSE Corporate Safety Statement Section 2.9</td>
</tr>
<tr>
<td>• Provide Occupational Safety and Health support</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Directors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ensure arrangements are in place for identifying, evaluating managing, monitoring and auditing the risks associated with work related road safety</td>
<td>6.2.1</td>
</tr>
<tr>
<td>• Ensure the necessary resources are provided for implementing this Policy</td>
<td>6.2.2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistant National Directors, Hospital Group Chief Executive Officers, Chief Officers Community Health Organisations</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>• Ensure there are adequate and appropriate arrangements in place for the successful implementation, monitoring, evaluation, audit and review of this Policy throughout their respective areas of responsibility</td>
<td>6.3.1</td>
</tr>
<tr>
<td>• Ensure necessary resources are allocated and are available for the implementation of this Policy</td>
<td>6.3.2</td>
</tr>
<tr>
<td>• Integrate performance indicators in relation to work related road safety</td>
<td>6.3.3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Senior Managers and Line Managers</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>• Ensure that all hazards and the risks associated with driving for work are identified and assessed, and appropriate measures put in place to eliminate, control or minimise the risk</td>
<td>6.4.1</td>
</tr>
<tr>
<td>• Ensure this Policy is brought to the attention of, and implemented by all employees and others as appropriate</td>
<td>6.4.2</td>
</tr>
<tr>
<td>• Where there are legitimate reasons for concern on occupational health grounds seek occupational health assistance</td>
<td>6.4.3</td>
</tr>
<tr>
<td>• Monitor and review the risk assessment and systems of work following an incident while driving at work</td>
<td>6.4.4</td>
</tr>
<tr>
<td>• Ensure procedures are in place in the event of an accident / incident and brought to the attention of all drivers</td>
<td>6.4.5</td>
</tr>
<tr>
<td>• Ensure all accidents, incidents and near misses are reported and managed in accordance with the HSE Safety Incident Management Framework 2018</td>
<td>6.4.6</td>
</tr>
<tr>
<td>• Take cognisance of this policy when relevant contracts are being awarded</td>
<td>6.4.7</td>
</tr>
<tr>
<td>• Take cognisance of the HSE 2014 National Financial Regulation, Travel and</td>
<td>6.4.8</td>
</tr>
</tbody>
</table>
**Subsistence NFR-05 and any other relevant HSE Circulars**

- Refer any medical concerns about drivers to the local Occupational Health Service 6.4.9
- Audit local implementation of this Policy 6.4.10

**HSE Vehicles**

- Ensure approval for those driving a HSE vehicle is based on a number of factors to include: driver’s age, experience, training/competency, judgement, fitness to work (Ref State Claims Agency ( 2015) State Indemnity and Driving for Work – Motor Guidance) 6.4.11
- Ensure drivers receive specific familiarisation on HSE vehicle 6.4.12
- Provide information, training and instruction as appropriate 6.4.13
- Provide Personal Protective Equipment (PPE) as appropriate 6.4.14
- Monitor and review driver performance following receipt of penalty points while driving a HSE vehicle 6.4.15
- Ensure that all HSE vehicles, other vehicles leased / hired for use by the HSE and vehicle equipment provided by the HSE are fit for use, serviced and appropriate records maintained 6.4.16
- Ensure that where Services transport service users appropriate risk assessments are conducted and controls implemented 6.4.17
- Reserve the right to request sight of a person’s driving licence 6.4.18

**Employee**

- Take reasonable care to protect their safety, health and welfare and that of others 6.5.1
- Adhere to and apply this Policy, local procedures and safe systems of work and any associated risk assessments and risk controls 6.5.2
- Adhere to the rules of the road and speed limits unless the employee is entitled to avail of the exemptions outlined in section 87 of the Road Traffic Act 2010 (Refer to Appendix 2). In such circumstances a dynamic risk assessment must be applied 6.5.3
- Co-operate with their employer or any other person as appropriate 6.5.4
- Not engage in improper conduct or behaviour or place anyone at risk whilst driving 6.5.5
- Attend training as appropriate 6.5.6
- Use safety equipment or PPE provided, or other items provided for their safety, health and welfare at work 6.5.7
- Ensure they are fit to drive at all times and aware of the implications which alcohol / illegal substances, medication and fatigue could have for driving safely 6.5.8
- Respond truthfully to questions from the health professional regarding their health history and status and the likely impact on their driving ability, including disclosure of drug or alcohol dependence 6.5.9
- Adhere to prescribed medical treatment and monitor and manage their conditions and any adaptations with on-going consideration of their fitness to drive 6.5.10
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<table>
<thead>
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<tbody>
<tr>
<td>Notify the Line Manager of any change in their medical status that may impact their ability to drive</td>
<td>6.5.11</td>
</tr>
<tr>
<td>Comply with requirements of their licence as appropriate including periodic medical reviews</td>
<td>6.5.12</td>
</tr>
<tr>
<td>Adhere to the procedures in place in the event of an accident or incident</td>
<td>6.5.13</td>
</tr>
<tr>
<td>Report to the Line Manager as soon as is practicable:</td>
<td>6.5.14</td>
</tr>
<tr>
<td></td>
<td>6.5.14</td>
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<tr>
<td></td>
<td>6.5.14</td>
</tr>
<tr>
<td>Drivers driving their own vehicle must</td>
<td>6.5.15</td>
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<td>6.5.15</td>
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<td>6.5.15</td>
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<tr>
<td>Employees must not:</td>
<td>6.5.15</td>
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<td>6.5.15</td>
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<td></td>
<td>6.5.15</td>
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<tr>
<td>Interfere with, misuse or damage anything provided for securing the safety, health and welfare of those at work</td>
<td>6.5.15</td>
</tr>
</tbody>
</table>
Appendix V

HSE Safe Driving For Work Policy
Implementation Plan

Implementation of this Policy forms an integral part of the Safety Management System and is underpinned by effective consultation, communication, supervision, monitoring, audit and review. The following flowchart illustrates the day to day implementation steps.

- Human Resources Employee Relations Advisory Service (ERAS)
  - Develop & disseminate the Policy

- National Directors
  - Disseminate Policy
  - Facilitate implementation in line with section 6.2
  - Provide necessary resources

- Senior Managers
  - AND’s, Hospital Group CEO’s, CO’s
  - Community Health Organisations
  - Disseminate the Policy
  - Facilitate implementation in line with section 6.3
  - Ensure necessary resources are allocated

- Responsible Person (Ward/Department/Service Manager)
  - Read and disseminate the policy
  - Facilitate implementation in line with section 6.4

- Employees
  - Adhere to and apply this policy, local procedures, & safe systems of work and any associated risk assessments and risk controls

- Successful implementation of the HSE Safe Driving for Work Policy
Appendix VI

Membership of the HSE Safe Driving for Work Policy Subgroup

Margo Leddy, National Health and Safety Manager (Policy Team) Chairperson
Brid Cooney, Assistant National Health & Safety Advisor (Policy Team)
Dr Lynda Sisson, Consultant in Occupational Medicine
Mellany Mc Loone, HR Manager - National Social Care Division
Pauline Bryan, Primary Care Reimbursement Scheme
Tom Brady, Education and Competency Assurance Officer, National Ambulance Service
Marie Nolan, National Health & Safety Advisor (Policy Team)