Policy

Skanska UK

Policy title: Management of Occupational Road Risk

1 Policy

Skanska UK is committed to achieving continual improvement in standards of health and safety at work and seeks to reduce the risks to its drivers whilst they are driving to and from their place of work and during the course of their work. Skanska UK is also committed to reducing the number of road accidents and incidents which occur as a consequence of its undertakings.

To achieve this aim, Skanska UK will help to improve road safety by:

- Promoting awareness of Occupational Road Risk throughout the company and its Supply Chain
- Proactively managing Road Risk
- Assessing vehicle suppliers, including reviews of their maintenance capability and performance
- Assessing drivers’ fitness, conducting in-house HGV driver medicals in accordance with licensing requirements and introducing mandatory eye tests for all drivers of HGVs every 6 months.
- Undertaking driver assessment and familiarisation relative to type of vehicle
- Promoting measures to combat fatigue through journey planning, overnight stays, car-sharing, alternative modes of transport and alternative methods of interaction e.g. conference calling
- Ensuring compliance with requirements of daily and weekly defect reporting procedures for commercial vehicles
- Investigating road traffic accidents in accordance with escalation processes
- Carrying out DVLA driving licence checks on all drivers of company vehicles recipients of car allowance and occasional users who are reimbursed for mileage. Commercial drivers will be subject to licence checks every 3 months with all other drivers being subject to a licence check every 6 months, or more frequently depending on risk level.
- Undertaking annual checks of insurance, vehicle registration and MOT documents of persons receiving a car allowance, with payments being triggered by Fleet services on receipt of compliant documentation
- Implementing Management Systems for recording vehicle allocation to drivers
- Undertaking driver Risk Assessments and implementing a programme of risk reduction based on the results, following road traffic incidences or breaches of legislation
- Briefing drivers on policy and manuals for commercial and car drivers during their induction
• Reviewing environmental impact during the implementation of this policy
• Regularly monitoring and reviewing the MORR policies and procedures
• Providing adequate resources to deliver the above

1.1 Responsibilities

The Managing Directors/Functional Managers shall be responsible for review of their business operating requirements against this policy and its implementation within their area of responsibility.

Line Managers shall be responsible for ensuring that the company MORR policy is adhered to within their area of responsibility.

Employees will:

• Comply with all MORR policies and procedures
• Report concerns and incidents
• Cooperate with monitoring
• Attend and complete appropriate training and assessments as required

Occupational Road Risk shall be assessed, monitored and reviewed using the following methods:

• Driving Licence checks relative to penalty points
• All drivers will be given a Drivers Induction upon joining the company and a refresher every three years
• All drivers will complete an Occupational Road Risk assessment upon joining the company which will be repeated at 3-year intervals and upon change of circumstance
• Results of Risk Assessments will be collated and categorised by risk level with priority training being given to those facing the highest risks
• Skanska will record mileages, incidents, traffic violations, penalties and associated costs and review training and operational needs accordingly
• Skanska will provide training relative to the risks faced by its drivers
• Skanska will communicate changes to Occupational Road Risk to all employees
Procedure
Skanska UK
Procedure title: Protecting Vulnerable Road Users

1 Introduction and context

The purpose of this policy is to provide consistent control in the protection of vulnerable road users across all Skanska UK Operating Units. This will be achieved through Operating Units demonstrating documented compliance with the requirements of this policy.

Every year there are a large number of road traffic incidents involving HGV’s (heavy goods vehicles over 3.5 tonnes) and a disproportionate number of these are construction vehicles. This has led to construction related initiatives in the form of both FORS (Fleet Operators Recognition Scheme) and CLOCS (Construction Logistics and Cyclist Safety Scheme), both of which are designed to support vulnerable road users by developing standards for construction logistics.

Skanska has been involved in the development of both of these schemes and is in full support of their shared vision;

To fundamentally change the way the construction industry manages work related road safety by focussing on three areas;

- Improve vehicle safety through design and maintenance of safer new vehicles and fitting of appropriate safety equipment to existing vehicles
- Addressing the imbalance in the construction industry by ensuring road safety is considered as important as site safety
- Encouraging wider adaptation of best practice across the construction industry

In line with Skanska’s commitment to improving the management of road related risk, and the work of both FORS and CLOCS, Skansa commits to the following (where the project is under Skanska control):

- Ensuring a site specific traffic management plan and risk assessment is in place, communicated and implemented
- Ensuring suitable vehicle routes have been identified and that this route accounts for vulnerable road users
- Ensuring that suitable waiting/parking areas have been identified
- Ensure that agreed routes are communicated to suppliers and contractors and are briefed during inductions

Skanska requires that all parties who bring vehicles to a Skanska location will;

- Operate in line with the sites traffic management plan and use designated routes to access site and relevant booking systems, where advised
in addition, organisations who operate a fleet of HGV's will;

- Be Signed up to the CLOCS ‘Memorandum of Understanding’ and become a CLOCS champion to show their commitment to the Standard and the measures to be taken to improve the management of road related risk
- Partake in vehicle and compliance checks at site locations in line with the CLOCS Standard
- Hold UK wide FORS Silver accreditation covering all operating centres

1.1 Additional information

Additional information:
FORS website: http://www.fors-online.org.uk/cms/
CLOCS website: http://www.clocs.org.uk/

1.2 Skanska Guidance

- An overview of FORS and CLOCS requirements (EHS009 G01)
- A comparison of previous FORS standard and the revised FORS standard (EHS009 G02)
- Vehicle requirements poster (EHS009 G03)
Compliant vehicles entering Skanska sites should have...

- **Mirrors**: Fitted to all vehicles where they can be mounted with no part of the mirror being less than 2 meters from the ground.

- **Rear warning sign**: For vulnerable road users.

- **Reversing alarm**: Recommended – not mandatory but risk assess to identify risks during reversing.

- **Close proximity sensors and blind-spot camera**: Lenses can also be used.

- **Left turn warning**: Indicator warning is both visible and audible.

- **Reversing camera**: Recommended – not mandatory but required to eliminate blind spots.

- **Side under-run guards**: For vulnerable road users – visible on both sides.

All vehicles over 3.5 tonnes arriving must comply to the CLOCS and FORS standards for blind-spot minimisation.

To find out more please visit clocs.org.uk or fors-online.org.uk
<table>
<thead>
<tr>
<th>Requirement</th>
<th>CLOCS Standard</th>
<th>Bronze FORS Revised Standard</th>
<th>Silver FORS Revised Standard</th>
<th>Gold FORS Revised Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicable vehicles</strong></td>
<td>All vehicles</td>
<td>All vehicles</td>
<td>All vehicles</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Exemptions</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Applicable to subcontractors</strong></td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td><strong>Traffic routing</strong></td>
<td>All vehicles</td>
<td>All vehicles</td>
<td>All vehicles</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Collision reporting</strong></td>
<td>All vehicles</td>
<td>All vehicles</td>
<td>All vehicles</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Compliance monitoring</strong></td>
<td>All vehicles</td>
<td>All vehicles</td>
<td>All vehicles</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Audit process</strong></td>
<td>All vehicles</td>
<td>All vehicles</td>
<td>All vehicles</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Mirrors</strong></td>
<td>Class VI mirror</td>
<td>Fitted to all vehicles where they can be mounted with no part of the mirror being less than 2 meters from the ground</td>
<td>Fitted to all vehicles where they can be mounted with no part of the mirror being less than 2 meters from the ground</td>
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</tr>
<tr>
<td><strong>Camaera/sensor driver alerts</strong></td>
<td>Reversing camera</td>
<td>Recommended for vehicles up to 3.5 tonnes, however requirement to eliminate blind spots</td>
<td>Recommended – not mandatory, however requirement to eliminate blind spots</td>
<td>Recommended – not mandatory, however requirement to eliminate blind spots</td>
</tr>
<tr>
<td><strong>Reversing alarm</strong></td>
<td>Recommended – not mandatory</td>
<td>Risk assess where risks identified from vehicle manoeuvring</td>
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<td>Risk assess where risks identified from vehicle manoeuvring</td>
</tr>
<tr>
<td><strong>Left turn warning</strong></td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td><strong>Blind spot elimination</strong></td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td><strong>Rear warning sign for cyclists</strong></td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td><strong>Side under-run guards</strong></td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td><strong>Driver checks</strong></td>
<td>Initial check with DVLA, rechecked on a regular basis depending on number of points held</td>
<td>Checked by a competent person (not DVLA), prior to driving and then at least every 6 months</td>
<td>Licence verified with DVLA, assessed against risk rating scale to determine frequency of future checks</td>
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</tr>
<tr>
<td><strong>Eye sight</strong></td>
<td>No specified requirement – however fleet operators must meet the standard of an approved independent fleet management audit, such as FORS</td>
<td>Checked prior to starting work and at least every 6 months</td>
<td>Checked prior to starting work and at least every 6 months</td>
<td>Checked prior to starting work and at least every 6 months</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>Progressive training to have an appropriate mix of theoretical and e-learning training specifically covering vulnerable road users</td>
<td>Ensure that drivers and line managers undergo approved progressive training and continued professional development with particular attention to the safety of vulnerable road users</td>
<td>Progressive training to have an appropriate mix of theoretical and e-learning training specifically covering vulnerable road users</td>
<td>Evidence provided to show initiatives and interventions implemented at FORS Silver are effective and contributing to operational improvements</td>
</tr>
<tr>
<td><strong>Practical</strong></td>
<td>No requirement for an on-cycle hazard awareness element. Requirement for sufficient qualified, trained and experienced staff to be in place</td>
<td>Progressive training shall also include the use and limitations of supplementary vehicle safety equipment and on cycle hazard awareness</td>
<td>Evidence provided to show initiatives and interventions implemented at FORS Silver are effective and contributing to operational improvements</td>
<td></td>
</tr>
</tbody>
</table>

*Overview of FORS and CLOCS requirements.*
## Guidance – Comparison of previous FORS standards with revised FORS standards

<table>
<thead>
<tr>
<th>Requirement</th>
<th>CLOCS requirement</th>
<th>Previous FORS Standard Companies accredited, or registered prior to 9 July 2014 and audited up to the 13 October 2014</th>
<th>Revised FORS Standard Companies registered after 9 July 2014 and all audits after 13 October 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bronze</td>
<td>Silver</td>
<td>Gold</td>
</tr>
<tr>
<td>Operators to achieve and maintain FORS accreditation (or equivalent)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Drivers to undertake approved training VBU safety e.g. Safe Urban Driving (SUD)</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drivers have licence checks at regular intervals through DVLA</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Collision reports</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Bear prominent signage on the back of vehicle[1]</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class VI ‘front close proximity’ mirrors fitted to exempt vehicles</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side guards fitted to exempt vehicles</td>
<td>✓</td>
<td>To have plans to fit</td>
<td>To have plans to fit</td>
</tr>
<tr>
<td>Blind spot minimisation e.g. close proximity blind spot warning system and vision aid</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Shaded if only applicable to vehicles over 3.5 tonnes.

[1] Vehicles over 3.5 tonnes ONLY. No longer mandating or enforcing cycle stickers on the back of vans or vehicles below 3.5 Tonnes. This was agreed with Cycle Safety Working Group stakeholders in June 2014.