



FAST FACT, REF FF:017:02

HSE SAFE DRIVING FOR WORK POLICY 2023

FAST FACT, REF FF:017:02

FAST FACTS provide a brief overview of various health and safety topics to support our managers, employees, safety representatives and others. Additional information, if required, is available by visiting our website at: www.hse.ie/safetyandwellbeing. Why not bring this to your Safety Committees/Departmental Meeting for discussion?

This FAST FACT provides a brief overview of the **HSE Safe Driving for Work Policy 2023**. The policy can be downloaded [here](#).

DID YOU KNOW THAT

Driving for work involves a risk not only for the driver, but also for passengers, service users being transported and members of the public, such as pedestrians and other road users. Although drivers are mainly responsible for how they drive, employers have a key role to play in managing and influencing the drivers, the use of their vehicle and their journey to increase safety when driving for work. (RSA, 2010).

DEFINITION (AS PER POLICY)

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

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.

PURPOSE

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.

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.

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.

KEY HEALTH AND LEGISLATION

[Safety, Health and Welfare at Work Act, 2005](#)

[The Safety Health and Welfare at Work \(General Application\) Regulations, 2007](#)



MANAGER'S KEY ROLES AND RESPONSIBILITIES

- Ensure that adequate and appropriate arrangements are in place to implement, disseminate and communicate this Policy.
- Ensure risk assessments (to include the identification of those who drive for work) for their area of responsibility are completed and reviewed in consultation with employees and appropriate measures to eliminate, minimise or control the risk implemented.
- Ensure that employees read and sign that they have read and understand the Policy.
- Ensure procedures are in place in the event of an incident and brought to the attention of all drivers.
- Ensure that all incidents are reported and managed in accordance with the [HSE Incident Management Framework](#).

EMPLOYEE'S KEY ROLES AND RESPONSIBILITIES

- Adhere to this Policy and any other relevant HSE policies/circulars, local procedures and safe systems of work and any associated risk assessments and controls.
- 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.
- Not engage in improper conduct or behaviour or place anyone at risk whilst driving.
- Notify the line manager of any change in their medical status that may impact their ability to drive.

Detailed Roles and Responsibilities are documented in the HSE Safe Driving for Work Policy 2023. This includes responsibilities associated for both HSE vehicles and private vehicles.

DYNAMIC RISK ASSESSMENT

It is recognised that situations can change rapidly and the associated risks can also change. In these situations employees have to make operational decisions based on risks which cannot necessarily be foreseen e.g. a defect with a vehicle identified from a visual check, adverse weather conditions, etc. This process is referred to as a dynamic risk assessment and involves the employee continually identifying hazards, assessing risk and taking appropriate action to eliminate or reduce risk.

RISK ASSESSMENT PROCESS

In line with legislative requirements it is the responsibility of managers to assess the risks associated with driving for work and implement identified control measures. The safe driving for work risk assessment can be used to cover a whole service or an individual member of staff. The Risk Assessment form can be downloaded [here](#).

The risk assessment process for a given task comprises of the following **FOUR STEPS** which are detailed in Part A , Section 2.0 Risk Assessment Process HSE Safe Driving for Work Policy 2023.

Step 1 - Identify the **Hazard** associated with the work activity

Step 2 - Identify the **Risks (Driver, Vehicle and Journey)** associated with the hazard

Step 3 - **Assess** and Rate the Risk

Step 4 - Identify any **additional control measures**.

SUPPORTING DOCUMENTATION

[Safe Driving for Work Handbook](#)

[Safe Driving for Work –Worked Example Risk Assessments](#)