



## HSE Safe Driving for Work Policy 2023

Is this document a:

Policy  Procedure  Protocol  Guideline

Title of PPPG Development Group:	Safe Driving for Work Policy Development Group	Presented to the National Joint Council:	19.06.2023
Approved by:	<i>Anne Marie Gray</i>	Consultation with the Trade Unions completed:	26.07.2023
Reference Number:	HSP:003:01		
Version Number:	V2		
Publication Date:	September 2023		
Date for revision:	September 2026		
Electronic Location:	<a href="https://healthservice.hse.ie/staff/health-and-safety/driving-for-work/">https://healthservice.hse.ie/staff/health-and-safety/driving-for-work/</a>		

Version	Date approved	List section numbers changed	Author
V2	August 2023	The policy was revised in line with the National PPPG Framework 2016	NHSF
V2	August 2023	Part A Introduction developed	NHSF
V2	August 2023	2.0 Risk Assessment Process reviewed and expanded	NHSF
V2	August 2023	Inserted section 3.0 Monitoring and Periodic Review	NHSF
V2	August 2023	Inserted section 4.0 Communication and Notification of Risk	NHSF
V2	August 2023	Reviewed and revised section 5.0 Guidance on Risk Reduction Measures (formally Risk Factors)	NHSF

V2	August 2023	Reviewed and revised section 6.0 Information, Instruction and Training	NHSF
V2	August 2023	Section 7.0 Incident Management inserted link for State Claims Agency	NHSF
V2	August 2023	Section 8.0 Roles and Responsibilities aligned to Corporate Safety Statement	NHSF
V2	August 2023	Part B Developed in line with the National PPPG Framework	NHSF

## Table of Contents

### Part A

1.0	Introduction	5
2.0	Risk Assessment Process	5
	Figure 1 Risk Assessment Process	6
	Table 1 Driving for Work Factors	6
	Table 2 Risk Assessment Steps	7
3.0	Monitoring and Periodic Review	8
4.0	Communication and Notification of Risk	9
5.0	Guidance on Risk Reduction Measures	9
6.0	Information, Instruction and Training	13
7.0	Incident Management	13
8.0	Roles and Responsibilities	14
Appendices to Part A		
Appendix IA	Amendment of section 87 of Act of 2010	18

### Part B

1.0	Initiation	19
	1.1 Purpose	19
	1.2 Policy Statement	19
	1.3 Scope	19
	1.4 Objectives	20
	1.5 Outcomes	20
	1.6 Policy Development Group	20
	1.7 Approval Governance Group	20
	1.8 Supporting Evidence	20
	1.9 Glossary of Terms/Definitions/Abbreviations	20
2.0	Development of the PPPG	21
	2.1 Literature Review Question	21
	2.2 Literature Search Strategy	22
	2.3 Method of appraising evidence	23
	2.4 Recommendations	23
	2.5 Resources necessary to implement the PPPG recommendations	23
3.0	Governance and Approval	23
4.0	Communication and Dissemination	23
5.0	Implementation	23
6.0	Monitoring, Audit and Evaluation	24
7.0	Revision/Update	24
8.0	References	25

## 9.0 Appendices to Part B

Appendix IB	Signature Sheet	27
Appendix IIB	Membership of the Policy Development Group	28
Appendix IIIB	Membership of the Approval Governance Group	29
Appendix IVB	Glossary of Terms/Definitions/Abbreviations	30
Appendix VB	Implementation Plan	33
Appendix VIB	Audit Checklist for the Implementation of the HSE Safe Driving for Work Policy 2023	34

## Part A:

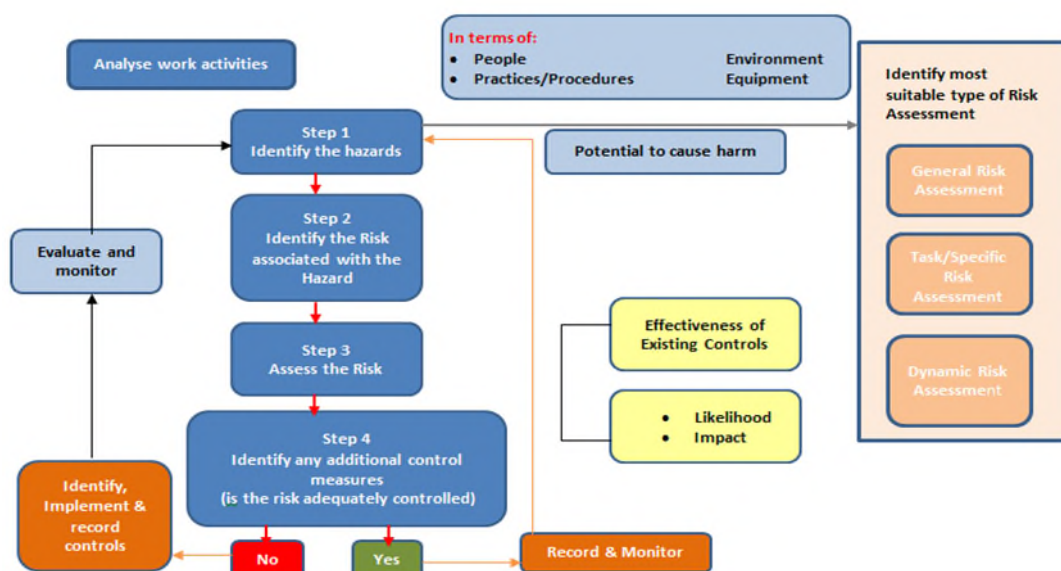
### 1.0 Introduction

- 1.1** The HSE recognises that due to the nature of work and services provided some staff are required to drive within the course of their work. In this regard, managing safe driving for work forms a core part of the HSE's overall health and safety management system to ensure the safety of those who drive for work by reducing related risks and putting in place appropriate measures.
- 1.2** 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
- 1.3** 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 the 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).
- 1.4** Section 19 of the [Safety, Health and Welfare at Work Act 2005](#), requires the employer to undertake a risk assessment to identify the hazards, assess the risks with driving for work and put in place all reasonably practicable measures to ensure that work related journeys are safe, staff are fit and competent and arrangements are in place to ensure vehicles are in a safe condition.
- 1.5** For some employees their main job involves driving for work, while for others driving may only form part of their job and be carried out occasionally. Regardless of its frequency managers must ensure that the risks associated with driving for work are considered and documented within their departmental risk assessments.

### 2.0 Risk Assessment Process

- 2.1** In line with legislative requirements and safety management practice, it is the responsibility of managers to identify hazards associated with driving for work, assess the risks and implement identified control measures.
- 2.2** The safe driving for work risk assessment can be used to cover a whole service or for an individual member of staff.

The risk assessment process is summarised in Figure 1 below.



**Figure 1. Risk Assessment Process**

For further guidance on how to complete a risk assessment, refer to [GD:004 Guideline Document Completion of Occupational Safety and Health Risk Assessments](#)

### 2.2.1 Analyse the work activities

Risk assessments for work-related driving should follow the same principles as risk assessments for any other work activity. It is important to identify what can cause harm to employees and others when undertaking driving for work activities. When carrying out your safe driving for work risk assessment you need to take into account a range of factors, including those listed in Table 1. Conducting this risk assessment requires employee (or their representatives) participation and consultation, as they have first-hand experience of what happens in practice.

Table 1 below outlines a number of factors which should be considered when commencing the risk assessment process.

**Table 1. Driving for Work Factors**

Driving for Work Factors	<ul style="list-style-type: none"> <li>• Is it necessary to drive? Can remote communication be used instead?</li> <li>• Are employees driving HSE vehicles?</li> <li>• Are employees driving their own vehicles in the course of their work?</li> <li>• Has additional training/instruction for HSE vehicles been considered?</li> <li>• What journeys have to be taken by our employees? (Distance, time of day etc.)</li> <li>• Are there organisational factors/pressures?</li> <li>• What are we asking employees to do apart from driving?             <ul style="list-style-type: none"> <li>○ Is the employee transporting dangerous goods?</li> <li>○ Is the employee transporting service users/passengers?</li> </ul> </li> </ul>
--------------------------	---

## 2.2.2 Risk Assessment Steps

**Table 2. Risk Assessment Steps**

<p><b>Step 1:</b> Identify the hazard</p>	<p>Hazard: Driving for Work</p>
<p><b>Step 2:</b> Identify the risks associated with Driving for Work</p>	<p><b>The Driver</b>, consider;</p> <ul style="list-style-type: none"> <li>• Driver's age</li> <li>• Experience</li> <li>• Appropriate licence</li> <li>• Training</li> <li>• Stress/fatigue</li> <li>• Health and fitness (to include any existing or emerging disabilities/impairments)</li> <li>• Alcohol and or drugs</li> <li>• Driving history (to include penalty points for those driving HSE vehicles)</li> <li>• Seat belt use</li> <li>• Distracted driving (eating, drinking, etc.)</li> <li>• Vulnerable groups including lone workers and new employees</li> </ul> <hr/> <p><b>The Vehicle</b>, consider;</p> <ul style="list-style-type: none"> <li>• Distractions such as mobile phones, in-vehicle technology</li> <li>• The drivers familiarity with the vehicle</li> <li>• The loads to be carried, including the transport of dangerous goods e.g. specimens, clinical waste, medical gases and chemicals that are subject to dangerous goods regulations</li> <li>• Securing materials/loads for transport</li> <li>• Transportation of clients /service users (the needs of the passenger)</li> <li>• Parking/Reversing</li> <li>• Vehicle condition and maintenance</li> <li>• Emergency procedures for dealing with incidents including breakdowns</li> <li>• Ergonomic factors including ability to adjust seat, mirrors etc.</li> </ul> <hr/> <p><b>The Journey</b>, consider;</p> <ul style="list-style-type: none"> <li>• Road types (e.g. accident rates are lowest on motorways and dual carriageways)</li> <li>• Distance time allocated to travelling</li> <li>• The time of travel including high risk hours such as morning, evening or rush hour</li> <li>• Weather conditions, in particular inclement weather conditions</li> <li>• Speed limits</li> <li>• The driver's familiarity with the route</li> <li>• Driving at night/in the hours of darkness</li> <li>• Driving in remote / high risk areas</li> <li>• Traffic and congestion</li> <li>• Types of journeys</li> <li>• Blue light journeys</li> <li>• Vulnerable road users (including pedestrians and cyclists)</li> </ul> <p><b>Note:</b> Further information on risk factors can be found in the <a href="#">Safe Driving for Work Handbook (hsa.ie)</a></p>

<p><b>Step 3:</b> Assess the risk</p>	<p>The next step is to:</p> <ol style="list-style-type: none"> <li>(1) Identify and document the existing control measures and</li> <li>(2) Assess and rate the risk associated with the hazard taking into account any existing control measures</li> </ol> <p>The likelihood and impact will depend on the control measures already in place, how effective they are, the experience, knowledge and skill of the employee(s) undertaking the task, the system of work and the available resources.</p> <p>Other contributory factors that should be considered include:</p> <ul style="list-style-type: none"> <li>• information from the review of incidents that have occurred</li> <li>• audits and inspections that have been undertaken</li> </ul> <p>Based on consideration of the above factors, a numerical scoring should be applied.</p> <p>The HSE has adopted a standardised approach to the assignment of likelihood and impact scores and the rating of risk i.e. the <a href="#">HSE Risk Assessment Tool</a>.</p>
<p><b>Step 4:</b> Identify any additional control measures</p>	<p><b>Section 5.0 Guidance on Risk Reduction Measures</b> provides evidence based guidance on control measures to assist in minimising the risks associated with driving for work.</p>

### 2.2.3 Dynamic Risk Assessment

Employees have a responsibility under health and safety legislation to take reasonable care of themselves and to cooperate with their employer. 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.

Dynamic risk assessments (undocumented) are not a substitute for a documented risk assessment. However, it is acknowledged that it is not always possible to identify all hazards where the working environment is outside the employers' control. Any concerns must be reported to the line manager at the earliest opportunity and the safe driving for work risk assessment reviewed and updated as appropriate.

### 3.0 Monitoring and Periodic Review

Once control measures have been introduced, implement a process for the regular monitoring and evaluation of effectiveness to ensure the desired outcomes are achieved. This should be proactive to include audits/workplace inspections, analysing local performance indicators, and reactive following an incident.

In line with Section 19 (3) of the Safety, Health and Welfare at Work Act, 2005 risk assessments must be reviewed where:

- (a) There has been significant change in the matters to which they relate
- (b) There is another reason to believe they are no longer valid

Examples include: when new procedures, new equipment, technology or personnel are introduced.

It is best practice and HSE policy, to review risk assessments at least annually.



## 4.0 Communication and Notification of Risk to Risk Register

Where it is not possible to complete all actions identified due to resources or other constraints, appropriate actions are required to be communicated in line with local agreed routes and processes for the communication, notification and escalation of risk. In the interim the risk will be required to be managed and monitored so far as is reasonably practicable at local level<sup>1</sup>.

## 5.0 Guidance on Risk Reduction Measures

A number of risk factors, listed below, have been identified by the European Transport Safety Council (ETSC) and RSA. To support managers in carrying out their risk assessments in consultation with their staff, evidence based guidance on minimising these risk factors associated with driving for work activities has been provided.

Risk Factors

- Speeding
- Alcohol and drugs
- Seatbelts
- Driver fatigue
- Distracted Driving
- Journey planning and alternative ways of working

### 5.1 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.

### 5.2 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, passengers, service users been transported 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)

---

<sup>1</sup> HSE, (2023), HSE Enterprise Risk Management Policy and Procedures 2023  
HSP:003:01 HSE Safe Driving for Work Policy

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

The presence of a 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, 2022)

### **5.3 Seat belts**

Seat belts must be worn<sup>2</sup> by all drivers and passengers when a vehicle is being driven. The driver is responsible for ensuring that all passengers, including rear seat passengers wear seat belts on every journey, no matter how short. This applies to all vehicles.

The use of seatbelts in the rear salon of an ambulance is compulsory in all seats.

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, seat belt and/or seat belt extenders. Any extension to the seat belt should not damage or otherwise interfere with the safe operation of the seat belt system. Seat belt extenders should meet all requirements as outlined by the Road Safety Authority, further information can be found [here](#).

### **5.4 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, 2022)

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.

### **5.5 Distracted driving**

#### **5.5.1 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. (The Royal Society for the Prevention of Accidents ROSPA, 2018)

Under current legislation, the use of a hands free device is permitted for calls but not recommended by the 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.

---

<sup>2</sup> Exemption includes if the person holds a certificate from a registered medical practitioner excusing them from having to wear a seat belt or if they are wearing a disabled person's belt. (S.I. No. 240/2006 - European Communities, Compulsory use of Safety Belts and Child Restraint Systems in Motor Vehicles, Regulations 2006)

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 and 2022, 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 as they can cause distraction and prove dangerous when driving. The RSA advise that if using a personal or in-car system, it should be played at a volume that does not distract or prevent the driver from hearing emergency sirens or car horns.

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. For further information on safe use of Sat Nav please refer to the [Safe Driving for Work Handbook](#).

### **5.5.2 Other distractions**

Eating, drinking, smoking, are all distractions to the main driving task and should be avoided.

## **5.6 Journey planning and alternative ways of working**

The planning and management of journeys plays a fundamental part in influencing work related road risk. Inadequate planning can result in poor driver behaviour, speeding and driver fatigue. Journeys should be reviewed to minimise the need to travel and assess whether the activity can be undertaken in a different way, such as telephone, email or video conferencing.

Employers can take proactive steps to help ensure employee journeys are safer. The following is a non-exhaustive list of key considerations which should be taken into account as far as is reasonably practicable where travel is deemed necessary.

- All journeys and routes are planned, including public transport journeys.
- The work schedule is realistic and allows sufficient time to complete journeys safely ensuring that drivers are not under pressure to drive at unsafe speeds.
- Ensure drivers will not be put at risk from fatigue caused by driving excessive distances without incorporating adequate rest/breaks.
- Arrangements are in place to check travel and weather reports before travelling.
- For HSE vehicles ensure the completion of vehicle pre-checks and emergency procedures including breakdown have been clearly communicated.
- The driver travelling unaccompanied (i.e. a lone worker).
- All employees who drive for work must satisfy themselves that prior to any journey the vehicle they are driving is fit for its purpose and roadworthy.

Ensuring that journey planning allows sufficient time for drivers to complete their journeys (including rest breaks, foreseeable weather and traffic conditions) safely, is critical. Those responsible for journey planning or scheduling have a responsibility to take all such considerations into account, as far as is reasonably practicable (Driving at work, Managing work – related road safety, Health and Safety Executive, UK, 2003). Any concerns a staff member may have surrounding journey arrangements should be raised with their line manager as soon as possible.

---

Further guidance on risk reduction can be obtained at the following resources;

[Safe Driving for Work Handbook](#)

[Vehicle Safety Pre-Checks - Health and Safety Authority \(hsa.ie\)](#)

[Employer Resources | RSA Driving For Work](#)

---

## **5.7 Considerations on referral to and/or advice from Occupational Health**

### **5.7.1 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.

### **5.7.2 Considerations for Group 1 Licence Holders**

The medical standards for Group 1 drivers have been outlined in the [RSA \(2022\) Slainte agus Tiomaint Medical Fitness to Drive Guidelines](#).

Prospective employees should be identified as 'Group 1 drivers' in the Pre-Placement Health Assessment.

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)

### **5.7.3 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, 2022)

The medical standards for Group 2 drivers have been outlined in the [RSA \(2022\) Slainte agus Tiomaint Medical Fitness to Drive Guidelines](#).

Prospective employees should be identified as 'Group 2 drivers' in the Pre-Placement Health Assessment.

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

Any emerging or new medical concerns with Group 2 drivers should be referred to the local Occupational Health Service through the Management Referral Process. ([HSE, 2009 \(revised 2014\) Managing Attendance Policy and Procedures \(hse.ie\)](#))

#### **5.7.4 Licence holders driving 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.)

Prospective employees should be identified as 'Group 2 drivers' in the Pre-Placement Health Assessment.

### **6.0 Information, Instruction and Training**

The [Safety, Health and Welfare at Work Act 2005](#) (Section 9 and Section 10), requires employers to ensure that employees receive appropriate information, instruction, training and supervision relevant to the risks associated with their tasks which include driving for work activities.

The risk assessment will assist the manager in the identification of any information, instruction or training which is appropriate to their employee and the service.

Training for safe driving for work may include drivers receiving specific HSE vehicle familiarisation and undertaking advanced driver training. While training is recognised as an important preventative control measure, it must be supported by appropriate supervision, a robust risk assessment process, effective communication and consultation with employees, documented safe systems of work, on-going review and learning from incidents, and sharing of information between services and employees. These are all equally important measures that must be considered with regard to managing the safety, health and welfare of employees who drive for work.

### **7.0 Incident Management**

All incidents must be reported, and managed in accordance with *the [HSE Incident Management Framework](#)*. Reporting of incidents should be completed using the appropriate National Incident Report Form (NIRF) and/or ePoint of occurrence where available.

Where a staff member is driving for work in their own private vehicle (and thus in receipt of travel /subsistence expenses) and they are involved in an incident they should report to their insurer and report the incident to their line manager at the earliest opportunity to ensure that the incident is managed in accordance with the [HSE Incident Management Framework](#).

For good practice guidance on what to do in the event of an incident refer to SCA-AF-01 State indemnity confirmation DSA vehicle approval form:

[SIG-04-04-Delegated-State-Authority-Vehicles.pdf \(stateclaims.ie\)](#)

## **8.0 Roles and Responsibilities**

### **8.1 Chief Executive Officer (CEO)**

The CEO has overarching responsibility to ensure, so far as is reasonably practicable the safety, health and welfare at work of all employees and others affected by the HSE activities by:

- 8.1.1** Ensuring the development of and compliance with this Policy.
- 8.1.2** Delegating operational responsibility for the day-to-day discharge of statutory duties under the [Safety, Health and Welfare at Work Act, 2005](#) to the Executive Management Team, Senior Management Team, Extended Senior Management Team, Senior Managers, Local Senior Managers and Line Managers for all matters within their control.

### **8.2 Senior Managers e.g. Hospital Group Chief Executive Officers, Chief Officers Community Health Organisations, Chief Ambulance Officers, Assistant National Directors Corporate Services**

- 8.2.1** Ensure there are adequate and appropriate arrangements in place for the successful implementation, monitoring, evaluation and audit of this Policy throughout their respective areas of responsibility.
- 8.2.2** Ensure necessary resources are allocated and are available for the implementation of this Policy.
- 8.2.3** Integrate performance indicators e.g percentage of HSE vehicle inspections completed in relation to implementation of this Policy.

### **8.3 Local Senior Managers e.g. Hospital GM, Heads of Service, Directors of Nursing, Directors of Midwifery**

- 8.3.1** Ensure that all employees are aware of and implement this Policy.
- 8.3.2** Ensure that the hazards and risks to employees associated with driving for work are identified and assessed, and appropriate measures are put in place to eliminate, control or minimise the risk.
- 8.3.3** Ensure that risk assessments are undertaken in a written format and form part of the site/service safety statement.
- 8.3.4** Ensure there is a process in place for the line manager to communicate and notify risks that cannot be managed locally onto the appropriate service risk register while managing the risk as far as is reasonably practicable. (Refer to Section 4.0 Communication and Notification of Risk).
- 8.3.5** Ensure that employees are provided with appropriate information, instruction and training to support the implementation of this Policy.
- 8.3.6** Identify the resources required to implement this Policy.
- 8.3.7** Ensure that incidents involving those who drive for work are reported and managed in accordance with [HSE Incident Management Framework](#).
- 8.3.8** Monitor and review the effectiveness of preventative procedures and measures.
- 8.3.9** Audit the implementation of this Policy.
- 8.3.10** Provide assurances through respective governance structures that the policy is being effectively implemented, monitored and audited.

## 8.4 Line Managers

General responsibilities of line managers are documented in the local Site/Service Safety Statement and hence are not reproduced here (refer to said document for further information). However, the integral role of the line manager in assessing and reducing risks associated with driving for work in day-to-day procedures and processes is emphasised here:

- 8.4.1 Ensure that adequate and appropriate arrangements are in place to implement, disseminate and communicate this Policy.
- 8.4.2 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.
- 8.4.3 Ensure that employees read and sign that they have read and understand the Policy.
- 8.4.4 Ensure that where risks cannot be managed locally, they are notified and communicated onto the appropriate risk register and prioritised for action while managing the risk as far as is reasonably practicable. (Refer to Section 4.0 Communication and Notification of Risk).
- 8.4.5 Conduct regular reviews of arrangements to ensure that all measures are effective and continue to meet the requirements of driving for work activities.
- 8.4.6 Ensure that those who drive for work receive information, instruction, training and supervision relevant to their role.
- 8.4.7 Where medical concerns about drivers are identified, refer employees to the Occupational Health Department (OHD).
- 8.4.8 Taking cognisance of other related policies as appropriate e.g. HSE National Financial Regulation, Travel and Subsistence NFR 05 and any other relevant HSE Circulars.
- 8.4.9 To be aware of the range of employee support services available and advise employees of the services/supports available to them.
- 8.4.10 Ensure procedures are in place in the event of an incident and brought to the attention of all drivers.
- 8.4.11 Ensure that all incidents are reported and managed in accordance with the [HSE Incident Management Framework](#).
- 8.4.12 Audit implementation of this Policy.

### In addition for HSE vehicles only

- 8.4.13 Ensure approval is obtained prior to driving.
- 8.4.14 Ensure drivers receive specific vehicle familiarisation prior to driving.
- 8.4.15 Provide information, instruction and training as appropriate.
- 8.4.16 Provide Personal Protective Equipment (PPE) as appropriate.
- 8.4.17 Monitor and review driver performance following receipt of penalty points while driving a HSE vehicle.
- 8.4.18 Ensure that all HSE vehicles, other vehicles leased/hired<sup>3</sup> for use by the HSE and vehicle equipment provided by the HSE are fit for use, serviced and appropriate records maintained.
- 8.4.19 Ensure that where services transport service users appropriate risk assessments are conducted and controls implemented.
- 8.4.20 Reserve the right to request sight of a person's driving licence.

---

<sup>3</sup> Leased/hired vehicles should have the appropriate SCA-AF-02 indemnity approval form which is available from local HSE Finance Department  
HSP:003:01 HSE Safe Driving for Work Policy

**Note:** All HSE vehicles have the benefit of State indemnity cover. Evidence of State indemnity, including the relevant indemnity disc, is available from local HSE Finance Department. Employees using privately owned vehicles on work-related business must contact their motor insurance provider and inform them that they will be driving for work. Further information on State indemnity cover for driving HSE vehicles and/or privately owned vehicles for work related business is available at <https://stateclaims.ie/learning-events/state-indemnity-guidance-use-of-motor-vehicles>.

## **8.5 Employee Responsibilities**

- 8.5.1** Take reasonable care of their own safety, health and welfare and that of others.
- 8.5.2** 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.
- 8.5.3** 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 I). In such circumstances a dynamic risk assessment must be applied.
- 8.5.4** Co-operate with their employer or any other person as appropriate.
- 8.5.5** Not engage in improper conduct or behaviour or place anyone at risk whilst driving.
- 8.5.6** Attend training as appropriate.
- 8.5.7** Use safety equipment or PPE provided, or other items provided for their safety, health and welfare at work.
- 8.5.8** Undertake dynamic risk assessments prior to and during all work related driving activities (see section 2.2.3).
- 8.5.9** 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.
- 8.5.10** Respond truthfully to questions from the health professional regarding their health history and status (including disclosure of drug or alcohol dependence) and the likely impact on their driving ability.
- 8.5.11** Adhere to prescribed medical treatment and monitor and manage their conditions and any adaptations with on-going consideration of their fitness to drive.
- 8.5.12** Notify the line manager of any change in their medical status that may impact their ability to drive.
- 8.5.13** Comply with requirements of their licence as appropriate including periodic medical reviews.
- 8.5.14** Adhere to the procedures in place in the event of an incident. Report to the line manager as soon as is practicable:
  - Incidents while driving for work.
  - Any injury or illness or anything that may affect their ability to drive.
- 8.5.15** 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.
- 8.5.16** 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/Certificate of Road Worthiness (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:

- 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.

**Appendix IA 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 19 PT.5 S.23 [NO. 3] Road Traffic Act 2014. [2014.] 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 Síochána, 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 Síochána, where such use does not endanger the safety of road users.”.

## 1.0 Initiation

### 1.1 Purpose

- 1.1.1** 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.
- 1.1.2** 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.

***Note: This Policy supersedes the HSE Policy on Safe Driving for Work 2018. Individual services may develop local Guidelines and/or Standard Operation Procedures to support implementation and on-going monitoring of this Policy***

### 1.2 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.*

**Note:** An Equality Impact Assessment (EQIA) has been undertaken with the HSE Diversity, Equality and Inclusion Team and EQIA Expert Panel. The assessment found that the implementation of and compliance with this Policy is unlikely to have a negative impact on any HSE employee on the nine grounds of discrimination.

### 1.3 Scope

- 1.3.1** 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.
- 1.3.2** 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 1.2.

Section 38 and Section 39 agencies are required to adopt or develop a Policy which is consistent with this Policy.

### **1.3.3 Out of Scope**

The Policy does not include commuting to and from the normal place of work unless in receipt of expenses such as travel and subsistence during the period of use.

## **1.4 Objectives**

**1.4.1** To review and update the HSE Safe Driving for Work Policy in line with any identified legislative changes and evidence based practices.

**1.4.2** To outline clear roles and responsibilities for persons involved in driving for work and those who have responsibility for persons driving for work.

**1.4.3** To provide advice on the risk assessment process and guidance on risk reduction measures and evidence based practice which is aimed at minimising the risks associated with driving for work.

## **1.5 Outcomes**

**1.5.1** A safer driving culture for employees and others who fall under the scope of this policy.

**1.5.2** Clear roles and responsibilities of responsible persons are clearly outlined as part of this Policy.

**1.5.3** There is clear guidance on risk reduction measures and evidence based practice which is aimed at minimising the risks associated with driving for work.

## **1.6 Policy Development Group**

Members of the HSE Safe Driving for Work Group can be found in Appendix IIB of this Policy. Conflict of Interest Declaration Forms were signed by members of the Policy Development Group and are retained on file by the National Health and Safety Function (NHSF), Policy Team.

## **1.7 Approval Governance Group**

Members of the Approval Governance Group can be found in Appendix IIIB of this Policy.

## **1.8 Supporting Evidence**

**1.8.1** The following legislation is pertinent and was referred to during the development of this Policy:

- Safety, Health and Welfare at Work Act, 2005 and associated Regulations.
- Road Traffic Act, 1961 and subsequent amendments.

**1.8.2** The following Policy is pertinent and was referred to during the development of this Policy:

- HSE Policy and Guidance on Lone Working.

## **1.9 Glossary of Terms/Definitions/Abbreviations**

Refer to Appendix IVB of this Policy.

## 2.0 Development of the PPPG

### 2.1 Literature Review Question

The objective of the literature review is to identify any legislative updates, establish current evidence and best practice in relation to safe driving for work to include:

a) To review the definition of “driving for work”

Both the HSA and RSA (2010) define driving for work as any person who drives on a road as part of their work either in:

- A vehicle provided by their employer; or
- Their own vehicle and receives an allowance or payment from their employer for distances driven.

b) Identify the trends and patterns in published statistics relating to “work related road collisions” within the Healthcare setting

Data on the trends and patterns of published statistics in an Irish and international healthcare context was not available. From the published research accessed the following data was identified.

It must be noted that gaining a full picture of work related road collisions in the EU is challenging due to differing definitions, variety of data sources and underreporting([Tapping the potential for reducing work-related road deaths and injuries \(PIN Flash 33\) | ETSC](#)).

It is simply not known how many road traffic collisions are work-related, nor how many work-related fatalities occur in road traffic collisions. A number of key risk groups have emerged including; those who are driving for work, those who work on the side of the road, and non-workers whose deaths occur as a result of a work-related driving activity (also known as bystanders). Estimated rates in individual countries show great variation. Worldwide estimates suggest that between a quarter and a third of all road fatalities involve someone driving for work.

The ETSC estimates that 40% of all road traffic fatalities are work related. It is also argued that road accidents while at work account for between 20 to 40% of all work fatalities in the majority of industrialised countries (IOSH, 2016).

In Ireland and the UK, persons commuting for work are not included in work-related fatalities. The Road Safety Authority (RSA) compiles driving for work statistical data derived from collision records transferred from An Garda Síochána (AGS).

For the period of 2016-2021 the following findings for driving for work were noted;

- 8% of all Driver fatalities on Irish roads involved driving for work.
- 12% of all serious driver injuries, where medical attention is required involve journeys for work purposes.
- Driving for work accounts for 22% of fatal collisions where at least one person is killed as a result of the collision (RSA ,2022).

c) To review current evidence in relation to risk factors

From a review of the available literature it was established that those who drive for work are influenced by a number of factors that impact on their driving style including fatigue, distractions, stress and time pressure to meet deadlines or delivery times and traffic and road conditions (Broughton, Baughan, Pearce, Smith, and Buckle, 2003).

According to Khan and Lee (2019) the driver's attention is seen as the key element to be maintained in order to ensure safe driving is practised. In the same piece of research, key driving behaviours are summarised into three categories of distraction, fatigue and aggressive driving. Aggressive driving includes types of improper behaviour that is not necessarily practised by an unhealthy or fatigued driver, such as speeding, rapid acceleration, harsh braking and not using indicators when turning. These key driving behaviours have been classified as contributing factors in more than 90% of total accidents.

Iversen and Rundmo (2004), detail that inexperience is also a factor that contributes to crashes and fatalities. Newly licensed or novice drivers are less able to assess hazards in the traffic environment yet, despite their inexperience, they perceive their risk of being in a crash as lower than that of their peers or older drivers. Research has also recognised that organisational pressure can have an impact on driver's behaviour and understanding what influences a driver's decision-making helps in reducing occupational road risk. ([RoSPA Workplace Safety](#)).

Evidence based research has been incorporated into the provided guidance on risk factors associated with driving for work ,which can be found in Part A Section 2.0 and Section 5.0.

d) Establish current evidence and best practice in relation to minimising the risks associated with driving for work

According to the accessed road safety literature there is a growing view that creating a proactive 'driving safety culture', influenced by corporate policies, processes and procedures, is fundamental to improving occupational road safety.

Organisational factors such as management commitment, communication, work pressures and other distractions such as mobile phone use can have a major impact on driver safety. Many studies have shown that driver attitude and behaviour are also important determinants of the likelihood of collision involvement. It appears however, these factors have less of an impact on risk of collision than other factors such as mileage, hours driven etc. This suggests that as well as driver improvement, organisations should strive as part of a safety culture to reduce exposure to collisions as far as possible through better journey planning, alternative ways of working such as tele and video-conferencing and trip coordination. (Darby, Murray, and Raeside, 2009)

Evidence based research has been incorporated into the provided guidance on minimising the risk associated with driving for work, which can be found in Part A Section 5.0.

## **2.2 Literature Search Strategy**

A literature review was undertaken by the Policy Development Group. The search terms used included 'driving for work' , 'driving for work hazards', 'driving for work risks' , 'healthcare and driving for work' , 'management of driving for work', 'best practice and driving for work', 'risk reduction and driving for work', 'driving and risk factors', 'driving for work risks in healthcare', and 'types of incidents related to driving for work.

Search dates were confined from 2000 to 2022.

Websites accessed included the following: Health and Safety Authority (HSA), Health and Safety Executive (HSE UK), Road Safety Authority (RSA) and the European Transport Safety Council ([ETSC | European Transport Safety Council](#)).

The literature accessed was predominately legislation, articles, commentaries and health organisation policies and guidance.

### **2.3 Method of appraising evidence**

The process outlined in this document is based on a review of the relevant legislation, relevant publications and articles as outlined in section 1.8.

### **2.4 Recommendations**

The Policy Development Group reviewed the results from the literature search. The evidence supported the objectives as outlined in Section 1.4.

The key recommendations include:

- 1) A risk management strategy is adopted as the most effective approach in minimising the risks associated with driving for work in the health and social care setting.
- 2) To provide a clear definition for driving for work.

These recommendations have informed the revision of this Policy as set out in Part A of this document.

### **2.5 Resources necessary to implement the PPPG recommendations**

This Policy revision requires local senior managers and line managers to review existing practices and procedures to ensure they are aligned with the requirements as set out in this Policy.

## **3.0 Governance and Approval**

Formal governance for this Policy is provided by the National Director of Human Resources (see Appendix IIIB). The PPPG Checklist for developing Non-Clinical PPPGs was signed prior to approval and is retained on file by the NHSF, Policy Team.

## **4.0 Communication and Dissemination**

The Policy will be disseminated by the National HR Directorate for immediate implementation by relevant services, in line with the agreed HSE protocol and is available on <https://healthservice.hse.ie/staff/health-and-safety/health-and-safety-helpdesk/>

## **5.0 Implementation**

### **5.1 Managers (Responsible Persons)**

Managers (Responsible Persons) are responsible for implementation of this Policy to include the identification of responsible person(s), specifying the necessary actions and timeframes for implementation within their areas of responsibility (Please refer to Part A, Section 8.0 for detailed roles and responsibilities).

### **5.2 Education and Training**

Refer to Part A, Section 6.0.

## **6.0 Monitoring, Audit and Evaluation**

- 6.1** Managers are required to monitor and audit the implementation of this Policy within their area of responsibility using the audit checklist in Appendix VIB and maintain evidence of same.
- 6.2** Implementation of this Policy shall be audited periodically at national level and by the National Health and Safety Function.

## **7.0 Revision/Update**

This Policy shall be reviewed at national level every three years or earlier if circumstances require it.



## 8.0 References

Boufous, S. and Williamson, A., 2006. Work-related traffic crashes: A record linkage study. *Accident Analysis & Prevention*, 38(1), pp.14-21

Broughton, J., Baughan, C., Pearce, L., Smith, L. and Buckle, G., 2003. Work-related road accidents

Darby, P., Murray, W. and Raeside, R., 2009. Applying online fleet driver assessment to help identify, target and reduce occupational road safety risks. *Safety Science*, 47(3), pp.436-442

### [RoSPA Workplace Safety](#)

European Transport Safety Council (ETSC), 2010. Preventing Road Accidents and Injuries for the Safety of Employees, Work Related Road Safety Management Programmes

Health and Safety Executive, Uk (2003) Driving at work – Managing work –related road safety

IOSH (2016) BAO, C.M.C.M.B. and FFPHMI, M.M.P., Fatal collisions on the road and safety and health

Iversen, H. and Rundmo, T., 2004. Attitudes towards traffic safety, driving behaviour and accident involvement among the Norwegian public. *Ergonomics*, 47(5), pp.555-572

Khan, M.Q. and Lee, S., 2019. A comprehensive survey of driving monitoring and assistance systems. *Sensors*, 19(11), p.2574.

RSA and HSA, (2010)

[https://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Work\\_Related\\_Vehicles/Safe\\_Driving\\_for\\_Work\\_Employer\\_Guide.html](https://www.hsa.ie/eng/Publications_and_Forms/Publications/Work_Related_Vehicles/Safe_Driving_for_Work_Employer_Guide.html)

RSA & HSA, (2012) Safe Driving for Work, Drivers Handbook, version 1.0

RSA 2022 Slainte agus Tiomaint: (Group 1 and 2 Drivers) Medical Fitness to Drive Guidelines

### [State Indemnity Guidance - Use of Motor Vehicles - State Claims Agency](#)

SIG 04: Use of motor vehicles by Delegated State Authorities [SIG-04-04-Delegated-State-Authority-Vehicles.pdf \(stateclaims.ie\)](#)

SIG 05: Use of private vehicles for business purposes [SIG-05-04-Use-of-Private-Vehicles-for-Business-Purposes.pdf \(stateclaims.ie\)](#)

The Royal Society for the Prevention of Accidents (ROSPA), Road Safety Fact Sheet, Mobile Phones and Driving Factsheet, July 2018

## **9.0 Appendices to Part B**


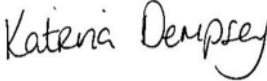
Appendix IB	Signature Sheet
Appendix IIB	Membership of the Policy Development Group
Appendix IIIB	Membership of the Approval Governance Group
Appendix IVB	Glossary of Terms/Definitions/Abbreviations
Appendix VB	Implementation Plan
Appendix VIB	Audit Checklist for the Implementation of the HSE Safe Driving for Work Policy 2023



**Appendix IIB Membership of the Policy Development Group**

Tom Brady	Education and Competency Assurance Officer, National Ambulance Service (representing National Ambulance Service)
Aoife O' Neill	Business Manager, Quality and Patient Safety, HSE Acute Operations (representing Acute Operations)
Marion Sweeney	Health and Safety Advisor, CHO1 (representing the Health and Safety Officers)
Adrian Ahern	Person in Charge/Director of Nursing at Leopardstown Park Hospital (representing Voluntary Healthcare Agencies Risk Management Forum)
Margaret Sorohan	National Human Resources Lead, Mental Health, Community Operations (representing Community Operations)
Elaine Sheridan	Administrative Support, National Health and Safety Function (Policy Team)
Martina Reilly	Administrative Support, National Health and Safety Function (Policy Team)
Laura Regan	National Health and Safety Advisor (Policy Team)
Chairperson: Margo Leddy	National Health and Safety Manager (Policy)

**Appendix IIIB      Membership of the Approval Governance Group**

Anne Marie Hoey, National Director HR	Signature:  Date: 18/08/2023
Katrina Dempsey Head of National Health and Safety Function	Signature:  Date: 17.08.2023

## Appendix IVB Glossary of Terms/Definitions/Abbreviations

Term	Definition
<b>CRW</b>	Certificate of Road Worthiness
<b>Driver</b>	A person who drives on behalf of the HSE
<b>Driving for Work</b>	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: <ul style="list-style-type: none"> <li>• A HSE vehicle, or</li> <li>• Their private vehicle, receiving travel expenses from the HSE</li> </ul>
<b>Dynamic Risk Assessment</b>	Dynamic Risk Assessment is a continuous assessment of risk in changing circumstances
<b>Employee</b>	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.  <i>(Ref <a href="#">Safety, Health &amp; Welfare at Work Act, 2005</a>)</i>
<b>Employer</b>	In relation to an employee: <ol style="list-style-type: none"> <li>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,</li> <li>Includes a person (other than an employee of that person) under whose control and direction an employee works, and</li> <li>Includes where appropriate the successor of the employer or an associated employer of the employer.</li> </ol> <i>(Ref <a href="#">Safety, Health &amp; Welfare at Work Act, 2005</a>)</i>
<b>Fit for use</b>	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.
<b>Group 1 Licence Holders</b>	In the context of <a href="#">Sláinte and Tiomáint – Medical Fitness to Drive Guidelines</a> Group 1 Licences holders are drivers of the following categories A, A1, A2, AM, B, BE, or W i.e. motorcycles, cars and tractors (with or without trailers)
<b>Group 2 Licence Holders</b>	In the context of <a href="#">Sláinte and Tiomáint – Medical Fitness to Drive Guidelines</a> 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)
<b>Health Professional</b>	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.  <i>(Ref <a href="#">RSA (2022) Sláinte and Tiomáint – Medical Fitness to Drive Guidelines (Group 1 &amp; 2 Drivers)</a>)</i>

<b>Incident</b>	<p>An event or circumstance which could have, or did lead to unintended and/or unnecessary harm. Incidents include adverse events which result in harm; near misses which could have resulted in harm, but did not cause harm, either by chance or timely intervention; and staff or service user complaints which are associated with harm.</p> <p>Incidents can be clinical or non-clinical and include incidents associated with harm to:</p> <ul style="list-style-type: none"> <li>• patients, service users, staff and visitors</li> <li>• the attainment of HSE objectives</li> <li>• ICT systems n data security e.g. data protection breaches</li> <li>• the environment</li> </ul> <p><a href="#">(Ref HSE Incident Management Framework, 2020)</a></p>
<b>Intoxicant</b>	<p>Section 2 of <a href="#">the Safety, Health and Welfare At Work Act (2005)</a> defines intoxicant as including “<i>alcohol and drugs or any combination of drugs or of drugs and alcohol.</i>” It includes prescribed and non-prescribed drugs.</p> <p><a href="#">(Ref Safety, Health &amp; Welfare at Work Act, 2005)</a></p>
<b>Intoxicant Misuse</b>	<p>For the purpose of this Policy Intoxicant Misuse is defined as: Any use of an intoxicant which causes a risk:</p> <ul style="list-style-type: none"> <li>• to those covered under the scope of this document</li> <li>• to the work activities of the HSE,</li> <li>• to service users and / or</li> <li>• the public at a HSE place of work</li> </ul>
<b>Place of Work</b>	<p>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.</p> <p><a href="#">(Ref Safety, Health &amp; Welfare at Work Act, 2005)</a></p>
<b>PPE</b>	<p>“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”.</p> <p><a href="#">(Ref Safety, Health &amp; Welfare at Work (General Application) Regulations, 2007)</a></p>
<b>Temporary Employee</b>	<p>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.</p> <p><a href="#">(Ref Safety, Health &amp; Welfare at Work Act, 2005)</a></p>
<b>Vehicle Pre-check</b>	<p>Driver daily walks around check to identify obvious vehicle defects and ensure all vehicles are in a roadworthy condition.</p>

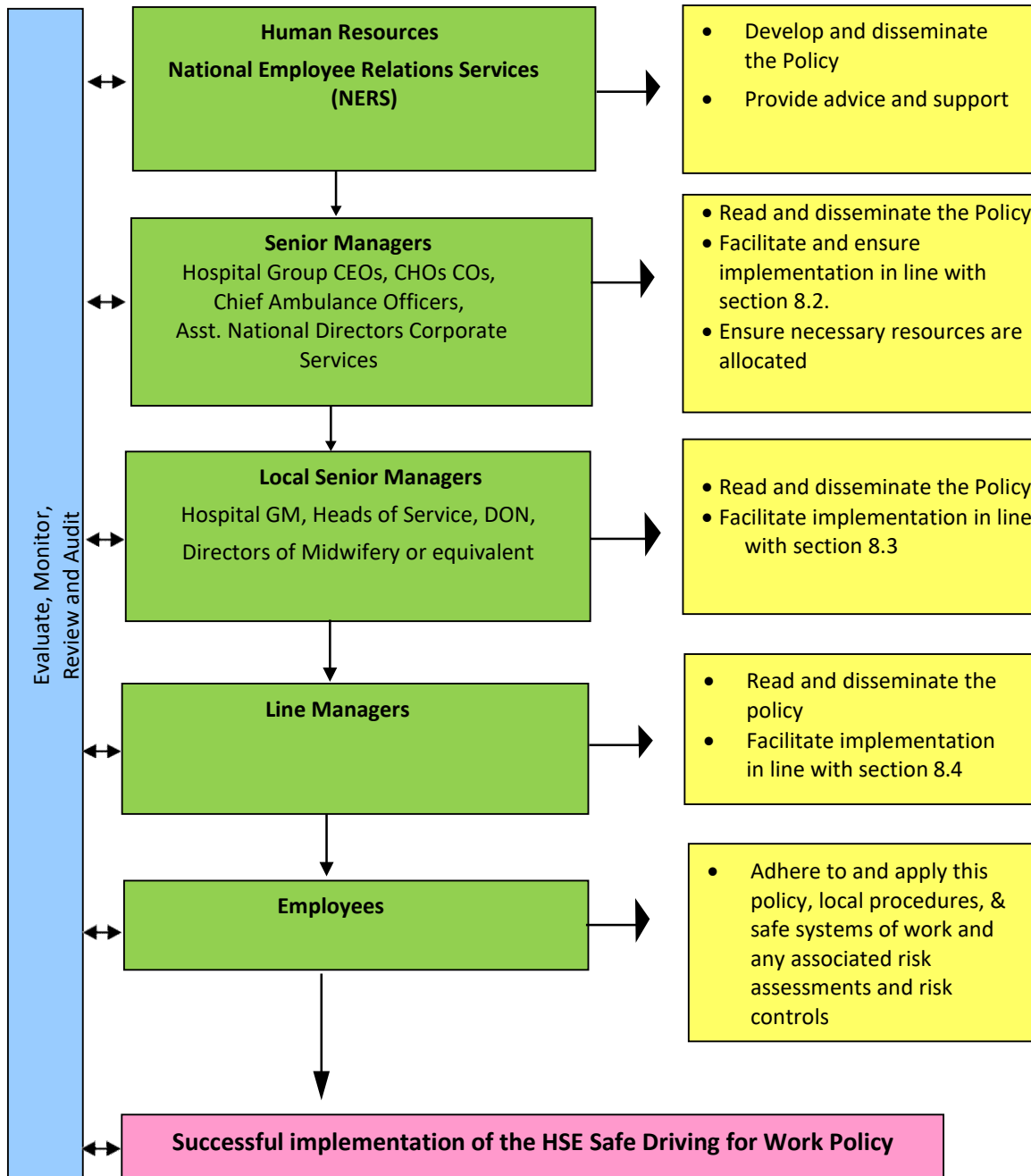
## Abbreviations

<b>Term</b>	<b>Definition</b>
<b>DSA</b>	Delegated State Authority
<b>ETSC</b>	European Transport Safety Council
<b>HSA</b>	Health and Safety Authority
<b>HSE</b>	Health Service Executive
<b>NAS</b>	National Ambulance Service
<b>NCT</b>	National Car Testing
<b>PPE</b>	Personal Protective Equipment
<b>RSA</b>	Road Safety Authority
<b>SHWW Act</b>	Safety, Health and Welfare at Work Act, 2005
<b>SCA</b>	State Claims Agency



## Appendix VB Implementation Plan

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



**Appendix VIB Audit Checklist for the Implementation of the HSE Safe Driving for Work Policy 2023**

	<b>Audit Checklist Questions</b>	<b>Policy Clause</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Action Required</b>	<b>Action Owner</b>	<b>Timeframe</b>
1	Is there a system in place for the appropriate circulation/communication of this Policy to all employees?	8.2 8.3 8.4						
2	Does each relevant department / unit have access to this Policy?	8.0						
3	Have safe driving for work risk assessments been carried out in consultation with employees in line with the risk assessment process outlined in Figure 1?	2.0						
4	Have identified control measures been implemented?	2.0 5.0						
5	Have control measures been evaluated to determine their effectiveness?	3.0						
6	Where identified risks cannot be managed are they communicated and notified onto the relevant risk register for action?	4.0						
7	Have employees received the relevant information, instruction and training as identified through risk assessment?	6.0						
8	Are roles and responsibilities for safe driving for work communicated to all identified responsible persons?	8.0						
9	Is there a system in place for the safe management of HSE vehicles to include, approval for those driving HSE vehicles, specific vehicle familiarisation and PPE as appropriate?	6.0 8.4						
10	Is there a system in place to refer any medical related driver concerns to Occupational Health?	5.7						
11	Is there a system in place to ensure incidents are managed and reported in line with the HSE Incident Management Framework?	7.0						
12	Is there a system in place to monitor compliance with this Policy?	3.0 8.0						