



Going Home Safely Policy

J Swingler Transport consider that nothing is so important that it cannot be done safely. Careless and hazardous methods of mounting and/or accessing vehicles can cause injury to the individual and other persons around or risk damage to the load or vehicle.

All personnel involved (operative, driver, passenger) with the use of vehicles are considered within the risk assessments and controls to protect their safety.

As a minimum, clear instruction should support unfamiliar persons (i.e. Passengers) when visiting yard or accessing/leaving a vehicle. :

- Before climbing into a cab or onto a trailer, look/use the steps and grab handles;
- Maintain three points of contact and climb the steps facing the cab or trailer;
- Do not attempt to operate any controls until you are in the correct position to do so. E.g., Do not turn the keys in the ignition whilst standing outside the cab
- Look for hazards in the cab before stepping inside. A previous driver could have left something which could jam the controls or injure you;
- Don't try to climb into the cab whilst holding items in your hands. Place items on the cab floor & move them when you have climbed up;
- All persons in cab, must be seated on dedicated seats. I.e. If only two seats exist only two persons may occupy. **Seatbelts always worn when engine is running.**
- **Before moving your vehicle check for operatives, pedestrians and other road users in your vicinity, is it safe to move off?**
- When parking, leave enough room to open the door, without causing a hazard.
- Always look outside the cab before opening the door, anyone/anything there?
- Before climbing down from the cab, ensure engine is switched off and brake on
- Climb down facing the cab and maintain three points of contact. Do not jump;
- If leaving the vehicle remove your litter as practical. It can cause a hazard.

Accessing a trailer bed should only be done, if necessary, by steps or ramps at the rear. Do not jump up or down from the trailer. Make sure any integral steps are stowed before moving off.

When moving around the yard on foot, be aware of vehicle movements, wear hi-vis clothing and ensure you make eye contact with the driver to allow them to be aware of your location.

Do not walk behind a reversing vehicle at any time.

A handwritten signature in black ink, appearing to read 'Anthony Thompson', is written over a horizontal line.

Signed: _____
Anthony Thompson
Proprietor

BMS 018	Rev 2	2 January 2024
Reviewed Michelle Woodward		Renewal due Jan 2025