

SHE ALERT

Ref No.	GP SA 2019 001	Signature	<i>Dr Shaun Davis</i>
Date	7 th January 2019	Name	Dr Shaun Davis
Topic	Vehicle Roll-away	Risk Rating	High
Audience	All RMG Delivery and Collection Drivers	Completion Date	8 th January 2019

Overview

This alert reinforces the mandatory controls required when parking vehicles, to eliminate all vehicle roll-away incidents. All drivers must adopt these standards to prevent future incidents.

Vehicle roll-away can cause serious injury or even fatality, and drivers could place themselves at risk of prosecution of a serious motoring offence and/or disciplinary action if they fail to comply with the following controls.

Key Message

- There are three controls required to fully secure a vehicle so that it does not roll away:
 - ALWAYS** apply the handbrake firmly – do not press the button when applying the handbrake.
 - ALWAYS** leave the vehicle in a low gear – use first gear if facing uphill or on level ground, and use reverse if facing downhill.
 - ALWAYS** turn the wheels – if a kerb is present turn away from it when facing uphill, and towards it if downhill. If there is no kerb turn towards the point of least danger (usually the side of the road).

THINK H.I.T. – Handbrake on, In gear, Turn wheels

- The handbrake is the main control to hold the vehicle when parked, but if this fails then the other two will usually prevent any serious consequences.
- THINK** – what do you want the vehicle to do if the handbrake fails? Observations and accident investigations show that drivers generally do apply the handbrake but do not leave the vehicle in gear or turn the wheels. When a driver makes an error applying the handbrake or the handbrake fails, the vehicle is then free to roll away.
- The Highway Code refers to hills but vehicles do not need to be on a hill to roll away. A slight incline or even just an uneven road surface can be enough to start a vehicle moving. It is important that these controls are **ALWAYS** applied, even on level ground.
- If you suspect your vehicle handbrake is faulty, the vehicle must be taken out of service and booked into your Royal Mail Fleet Workshop immediately, using the PMT1 process.
- DO NOT** try to physically stop a rolling vehicle.



Handbrake On ✓



In Gear ✓



Turn Wheels ✓



DO NOT try to stop a rolling vehicle

Key Actions

1	Cascade this alert to all RMG drivers, ensuring that drivers absent from work receive it on their return.
2	Ensure all drivers complete the knowledge check below and achieve 100% pass rate. All boxes must be ticked in each of the answers.
3	Keep records of all drivers receiving this alert
4	Display a copy of this alert in all units
5	Conduct random checks to ensure compliance with this requirement
6	Confirm above actions by completing the task within your February SHE calendar

Rollaway Knowledge Test

Tick all boxes that apply



When facing uphill, do you

<input type="checkbox"/>	Fully apply the handbrake
<input type="checkbox"/>	Place in forward gear
<input type="checkbox"/>	Turn the wheels



When facing downhill, do you

<input type="checkbox"/>	Fully apply the handbrake
<input type="checkbox"/>	Place in reverse gear
<input type="checkbox"/>	Turn the wheels



On level ground, do you

<input type="checkbox"/>	Fully apply the handbrake
<input type="checkbox"/>	Leave in forward gear
<input type="checkbox"/>	Turn the wheels

Name		Employee No.	
Manager		Pass/Fail	

Rollaway Knowledge Test

Tick all boxes that apply



When facing uphill, do you

<input type="checkbox"/>	Fully apply the handbrake
<input type="checkbox"/>	Place in forward gear
<input type="checkbox"/>	Turn the wheels



When facing downhill, do you

<input type="checkbox"/>	Fully apply the handbrake
<input type="checkbox"/>	Place in reverse gear
<input type="checkbox"/>	Turn the wheels



On level ground, do you

<input type="checkbox"/>	Fully apply the handbrake
<input type="checkbox"/>	Leave in forward gear
<input type="checkbox"/>	Turn the wheels

Name		Employee No.	
Manager		Pass/Fail	