



نظام الشارقة للسلامة والصحة المهنية
Occupational Safety & Health Sharjah

حكومة الشارقة
هيئة الوقاية والسلامة
Government of Sharjah
Prevention And Safety Authority



Guideline

Safe Driving

OSHJ-GL-10

Table of Contents

1	Introduction	2
2	Purpose and Scope	2
3	Definitions and Abbreviations	2
4	Responsibilities	3
4.1	Entity Responsibilities	3
4.2	Employee Responsibilities	3
5	Guidelines	4
5.1	Risk Assessment.....	4
5.2	Drivers.....	5
5.2.1	Driving in Workplaces	5
5.2.1.1	Reversing	5
5.2.1.2	Signalling.....	6
5.2.1.3	Parking	6
5.2.1.4	Coupling and Uncoupling	6
5.2.1.5	Loading and Unloading	6
5.2.1.6	Tipping.....	7
5.2.1.7	Overturning.....	7
5.3	Vehicles.....	7
5.4	The Environment.....	8
5.4.1	Public Roads	8
5.4.2	Traffic Routes Within Workplaces	8
5.4.2.1	Permanent Traffic Routes	9
5.4.2.2	Temporary Traffic Routes	9
5.4.2.3	Visibility	9
5.4.2.4	Lighting.....	9
5.4.2.5	Signage	9
5.4.3	Speed	9
5.4.3.1	Public Roads	10
5.4.3.2	Workplace Roads.....	11
5.4.4	Climate Conditions	11
6	Training	11
7	Emergency Preparedness and Response	12
8	References.....	12
9	Document Amendment Record	13

1 Introduction

Road traffic safety refers to the methods and measures used to prevent road users from being killed or seriously injured. Typical road users include: pedestrians, cyclists, motorists, vehicle passengers and passengers of public transport.

Safe driving includes any employee who drives a vehicle as part of their work. Safe driving includes driving vehicles on public roads and within workplaces with permanent and temporary traffic routes.

Safe driving includes the following elements:

- The driver;
- The vehicle;
- The environment.

2 Purpose and Scope

This Guideline document has been developed to provide information to entities to assist them in complying with the requirements of the Occupational Safety and Health System in Sharjah.

To achieve compliance in the Emirate of Sharjah, all entities are required to demonstrate a standard of compliance which is equal to or higher than the minimum acceptable requirements outlined in this Guideline document.

These guidelines apply to all entities who have employees that drive and is applicable to:

- Vehicles owned and managed by the entity;
- Vehicles owned by a third party and leased or rented by the entity;
- Employees using their own vehicle for work related activities and/or receiving a transport allowance from the entity.

All employees that drive are subject to UAE Federal Traffic Law and the requirements of the Occupational Safety and Health System in Sharjah.

3 Definitions and Abbreviations

Entities: Government Entities: Government departments, authorities or establishments and the like in the Emirate.

Private Entities: Establishments, companies, enterprises and economic activities operating in the Emirate in general.

Risk: Is the combination of likelihood of the hazard causing the loss and the severity of that loss (consequences).

Risk Assessment: The systematic identification of workplace hazards and evaluation of the risks associated. This process takes existing control measures into account and identifies and recommends further control measures where required.

Hazard: Anything that has the potential to cause harm or loss (injury, disease, ill-health, property damage etc).

Competence:	The combination of training, skills, experience and knowledge that a person has and their ability to apply all of them to perform their work.
Driver:	An employee who drives a vehicle as part of their work activities.
Vehicle:	Any means in or by which someone travels or something is carried, moved or placed and includes cars, motor bikes, trucks, coaches/buses, mobile plant or any other commercial vehicle.
Safe Driver:	A driver who is alert, control their vehicle speed, maintain a safe distance, always drive to the road and weather conditions and are ready to take action at any time.
HGV:	Heavy Goods Vehicle.
Workplace:	A place that the entity allocates for the performance of the work. This term shall also include the employees' resting places, their accommodation and similar places that the entity allocates to his employees.
Manufacturer's Manual:	The instructions, procedures and recommendations provided by the manufacturer to ensure the safe operation, maintenance and repair of the equipment.

4 Responsibilities

4.1 Entity Responsibilities

- Undertake risk assessments to identify all significant hazards, assess the risks to employees safety and provide adequate control measures to reduce risk;
- Ensure employees who drive vehicles on UAE public roads and within workplaces are trained and competent to drive safely and have a valid driving licence for the vehicle they drive;
- Ensure that all vehicles are insured;
- Provide vehicles that are regularly maintained and safe to use;
- Ensure drivers are not intoxicated with any substance or medication that could impair decision making and/or the safety of others when driving;
- Provide resources to ensure the vehicles used are fit for purpose.

4.2 Employee Responsibilities

- Not endanger themselves or others;
- Follow precautionary control measures to ensure driving is performed safely and without risk to health;
- Cooperate with the entity and receive safety information, instruction, supervision and training;

- Report any activity or defect relating to driving which they know is likely to endanger the safety of themselves or that of any other person.

5 Guidelines

Driving involves risks for the employee, other employees, members of the public and other vehicle users. Employees who drive as part of their work, include but not limited to:

- Drivers of heavy goods vehicle (HGV) and light goods vehicles (LGV);
- Coach, bus and taxi drivers;
- Couriers and delivery drivers;
- Agriculture and construction equipment drivers/operators;
- Emergency services drivers;
- Mobile plant and special purpose vehicles drivers/operators;
- Garage mechanics and vehicle recovery drivers/operators.

Further information on other workplace transportation including mobile plant can be found in OSHJ-GL-01: Mobile Plant.

5.1 Risk Assessment

The entity should identify and assess risks associated with driving and implement effective control measures to reduce risks to employees who could be affected by driving activities. Managing risks for safe driving is based on three key areas:

- The driver;
- The vehicle;
- The environment, including travel routes.

An effective risk assessment will take into account the following factors, including but not limited to:

- Driving;
- Speed;
- Journey management;
- Vehicle requirements;
- Members of the public;
- Contractors;
- Dealing with breakdowns and emergencies;
- Dealing with collisions or incidents;
- Safety equipment provided in and for the vehicle;

- Health fitness of the driver.

The entity should consult with drivers, as this can help to decide on the most effective way to control these risks. Once control measures have been decided the entity must then communicate with the employee and provide information, instruction, supervision and training where necessary.

Monitoring and review of driving safety should be regularly conducted by the entity to ensure procedures are implemented and effectively maintained.

Further information on identifying hazards and how to conduct risk assessments can be found in OSHJ-CoP-01: Risk Management and Control.

5.2 Drivers

The entity should ensure drivers are competent by:

- Validating the driving licences while recruiting and periodically afterwards;
- Evaluating that drivers have the specified levels of skill and expertise required to drive the vehicle they use safely;
- Providing required training to enhance driver competency.

The entity should ensure drivers are fit and healthy to drive safely, including but not limited to:

- Drivers undergo a medical examination, which includes eyesight and other health requirements;
- Arrangements are made for drivers that require medication which can impair their driving ability, this could include change in shifts, reduced work load, information on medication impacting on driving;
- Arrangements should be made to avoid driver fatigue, including restricting driving to not exceed 12 hours in any 24 hour period, taking breaks every two hours whether the driver feels fatigued or not and ensuring drivers are aware of the dangers of sleep deprivation or tiredness and what they should do if they start to feel tired;
- Encourage drivers to report any health concerns.

5.2.1 Driving in Workplaces

5.2.1.1 Reversing

The entity should ensure reversing is reduce to a minimum wherever possible, workplaces are organised to reduce reversing by using a one way system. Where reversing is necessary control measures, include but not limited to:

- Install barriers to prevent vehicles entering areas where people are moving;
- Plan and clearly mark designated reversing areas;
- Keep people away from reversing areas and operations;
- Use portable radios or similar communication systems, where necessary;
- Increase the drivers' ability to see people walking;

- Install equipment on vehicles to help the driver and people, for example reversing alarms, flashing beacons and proximity-sensing devices.

5.2.1.2 Signalling

A competent person can be used to guide drivers and to ensure reversing areas are free of people, the entity should ensure that:

- Only trained employees are used;
- They are clearly visible to drivers at all times;
- A clear and recognised system is adopted;
- They stand in a safe position throughout the reversing operation.

5.2.1.3 Parking

The entity should ensure parking areas are clearly indicated and there should be separate parking areas for commercial and private vehicles. There should also be designated areas where commercial vehicles can be loaded and unloaded.

When vehicles are parked, their parking brakes should always be applied. Drivers should never leave an HGV unattended without ensuring both the vehicle and the trailer are securely braked, the engine is switched off and the key to the vehicle has been removed.

Where identified as a result of risk assessment and where the parking design is suitable, reverse parking may be required to assist drivers to leave the parking area quickly.

5.2.1.4 Coupling and Uncoupling

The entity should ensure coupling and uncoupling areas are well lit, with firm and level surfaces. Drivers should be properly trained and have their work monitored to ensure they follow a safe system of work, including the use of vehicle and trailer parking brakes as appropriate.

5.2.1.5 Loading and Unloading

To minimise the risks to those involved in loading and unloading, information should be provided on the nature of the load and how it should be properly loaded, secured and unloaded. This information should accompany the load and be available to those involved in the loading, transportation and unloading activities. The loading and unloading area should be:

- Clear of traffic and people not involved in the activity;
- On firm level ground;
- Segregated from other work areas;
- Clear of overhead cables, pipes, or other obstructions.

Vehicles and trailers must have their brakes applied and all stabilisers are in the correct position before loading or unloading. Throughout loading and unloading there should be a safe place where drivers can wait.

The entity should ensure control measures are in place to prevent vehicles being driven off during either loading or unloading at loading bays.

5.2.1.6 Tipping

Vehicles can overturn during tipping operations, to reduce the risk of overturning the entity and drivers should ensure:

- Tipping is carried out on level ground;
- The truck unit and trailer of articulated vehicles are aligned;
- Wheel stops are used where possible;
- The tailgate is released and secured before tipping;
- No people are present in the tipping area;
- There are no overhead obstacles, for example power lines.

5.2.1.7 Overturning

To reduce the risk of vehicles overturning, the entity and drivers should consider the following, including but not limited to:

- Vehicle suitability;
- The condition and slope of the surface;
- The operating speed of the vehicle;
- Traffic routes that avoid sharp bends;
- The nature and positioning of the load.

5.3 Vehicles

The entity should ensure that vehicles are safe for their intended use and purpose, including but not limited to:

- Research and study when procuring vehicles, which ones are most suitable for the work activities and for the safety and health of employees and the public;
- Check that vehicles have driver aids and other safety devices where appropriate, including reversing alarms, proximity sensors and reverse cameras;
- Check that privately owned vehicles are not used for work purposes, unless serviced in line with the manufacturer's manual, insured for business use and has a valid test certificate in place;
- Check that drivers and passengers would be adequately protected in an incident;
- Check that vehicles do not exceed their maximum load weight.

The entity should ensure the following, including but not limited to:

- Vehicles are maintained in a safe condition;
- Daily vehicle checks are carried out;

- Planned preventative maintenance is carried out in accordance with the manufacturer's manual;
- Tyres and windscreen wipers are inspected regularly and replaced as necessary;
- Procedures are in place for reporting defects, which are then rectified promptly;
- Maintenance and repairs are carried out using genuine parts in accordance with manufacturer's manual;
- That unsafe vehicles shall not be driven.

The entity shall record and retain maintenance records.

The entity should ensure that drivers health is not being put at risk, and should:

- Take account of ergonomic considerations before buying or leasing vehicles;
- Involve drivers in decisions about the seating design of specialised vehicles;
- Provide drivers with guidance on good posture and where appropriate how to position the seat correctly.

5.4 The Environment

5.4.1 Public Roads

The entity should plan transportation routes and consider the following factors, including but not limited to:

- Can safer routes be used which are appropriate for the type of vehicle;
- Planning routes in consultation with drivers, such as taking into account any height restrictions, turning areas or one-way systems for HGV vehicles;
- That working schedules are realistic and allow enough time to complete the route safely taking into account peak traffic times, loading or unloading times and any other potential delays;
- That drivers are not pressured to complete routes in adverse weather conditions such as high winds, flooding of roads, fog, sandstorm and know who to contact if they need to cancel a journey.

5.4.2 Traffic Routes Within Workplaces

A well designed and maintained workplace with suitable segregation of vehicles and people will reduce the risks of vehicle related incidents. The most effective way of ensuring people and vehicles move safely in the workplace is to provide separate walkways for people and dedicated vehicle traffic routes.

If complete segregation is not possible, the entity should provide clearly marked walkways and vehicle routes including barriers and signage. Where walkways and vehicle traffic routes cross, the entity should ensure they are clearly marked using measures such as dropped kerbs, barriers, deterrent paving etc, to help direct people to the appropriate crossing points.

The entity should ensure a one way system for vehicles is provided to reduce the need for vehicles to reverse, wherever possible.

5.4.2.1 Permanent Traffic Routes

The general principles for safe traffic routes, include but not limited to:

- Ensure routes are wide enough for the safe movement of the largest vehicle;
- Ensure surfaces are suitable for the vehicles and the people using them;
- Avoid steep slopes;
- Avoid sharp corners and blind bends;
- Keep routes clear of obstructions;
- Make sure routes are clearly marked and signposted;
- Keep routes properly maintained.

5.4.2.2 Temporary Traffic Routes

Temporary workplaces, often have routes for vehicles and people that change as work progresses. These routes should be marked and where possible, these routes should comply with the same basic standards as for the permanent traffic routes listed in 5.4.2.1 above.

5.4.2.3 Visibility

Visibility should be adequate for drivers to see hazards and people to see vehicles. Adequate visibility for drivers is related to vehicle speed and the distance needed to stop or change direction safely. Where sharp or blind bends cannot be avoided fixed mirrors should be provided and kept clean and aligned at all times.

5.4.2.4 Lighting

The entity should provide adequate lighting in the workplace, particularly in areas where:

- Vehicles manoeuvre, or people and vehicles move in close proximity to each other;
- Loading and unloading takes place.

Lighting should be consistent to ensure there are no sudden changes in lighting levels which may lead to drivers being unable to see or glaring by poorly installed lighting.

5.4.2.5 Signage

The entity should place signage for drivers and people in a workplace which should be the same as those used on public roads, wherever a suitable sign exists. They should be well positioned and kept clean.

Where driving is likely to be carried out in the dark, illuminated or reflective signs should be used.

5.4.3 Speed

Speed has been identified as a key risk factor in road traffic injuries, influencing both the risk of a road crash as well as the severity of the injuries that result from driving incidents.

5.4.3.1 Public Roads

The public road are controlled and monitored by the police department. A number of speed control measures have been identified to be effective in the management and control of vehicle speed, including but not limited to:

- Setting and enforcing speed limits are two of the most effective measures in reducing road traffic injuries;
- Speed cameras are a highly effective means of reducing road crashes;
- Traffic-calming measures have been widely used to reduce crash frequency. These include the installation of physical speed-reducing measures, such as roundabouts, vertical changes in the road, such as speed bumps, horizontal changes in the road such as road narrowing or rumble strips;
- The transition from high-speed to low speed roads can create areas of high risk for vehicle incidents, such as where vehicles exit motorways, slower-speed zones and roundabouts.

Speed Blindness

Drivers who are driving at high speeds and for long periods of time are prone to speed blindness. Speed blindness occurs where the driver may find it difficult to judge what speed they are travelling at, and it feels as if they are driving slower than they really are. This may cause the driver to misjudge distances, reduce the speed too little or pull off the road when they need to brake at a road exit. If the road is wide and straight, the driver will have less sensory information to interpret and the risk of speed blindness will increase.

Control measures to reduce the risk of speed blindness, include but not limited to:

- Frequently checking the vehicle speedometer, especially when braking to make a turn;
- Ensure drivers maintain a safe distance at all times;
- Get in lane early and observe speed restrictions on road exits.

Speed Tunnel Effect

Tunnel vision occurs when driving at high speeds. The drivers visual scanning range gets narrower and their ability to detect objects at the side of the road can become impaired. This can be very dangerous as the driver may not see hazards arising from their periphery vision.

Control measure to reduce the risk of tunnel vision, include but not limited to:

- The driver remains alert and maintains an active gaze;
- The driver takes regular breaks to avoid tiredness and driving stress;
- Drivers should avoid taking medication which can impair driving ability.

The entity should provide drivers with information on speeding hazards and their consequences on public roads, by conducting periodic training and awareness programmes. The entity should establish internal procedures for encouraging employees to report speed violations.

It is recommended that entities install a vehicle monitoring system in all the vehicles to ensure the appropriate monitoring and recording of the speed violations.

5.4.3.2 Workplace Roads

The entity should install fixed traffic control measure such as speed bumps or chicanes to reduce vehicle speed. Speed limits can also be used, but they need to be appropriate, properly enforced and, where possible, consistent across the workplace.

To assess an appropriate speed limit, consider the route layout and its usage. Lower speeds will be appropriate where people are present or where vehicles share a traffic route.

5.4.4 Climate Conditions

Adverse weather conditions are an added risk to the road users and can include: rain and flooding; fog; strong winds and dust storms; extreme hot weather; driving toward the sun.

These conditions may present safety risks to the driver, including but not limited to:

- Reduced visibility;
- Reduced ability to control the vehicle;
- Reduced traction;
- Increased time and space required to bring the vehicle to a stop.

6 Training

The entity should ensure drivers are adequately trained in languages and in a format that employees understand, including but not limited to:

- Driver induction training;
- Driver refresher training for drivers;
- Driver assessment on a periodic basis, including the requirement for refresher training;
- Defensive driving, where required.

The entity should provide training to drivers on safety, including but not limited to:

- How to conduct routine safety checks, including lights, tyres, wheels and reporting of any faults;
- How to use safety equipment, including seat belts and head restraints;
- Emergency procedures to be followed in the event of an incident;
- Procedures to be followed in case of vehicle breakdown;
- Information related to road hazards, the risks and necessary precautions in place to minimise risk;
- Effects of intoxication or medication that could impair decision making or affect the safety of others;

- Risks of using a mobile phone while driving.

Periodic refresher training should be conducted to ensure employees competency is maintained, including but not limited to:

- Where training certification has expired;
- Where identified as part of a training needs analysis;
- Where risk assessment findings identify training as a measure to control risks;
- Where there is a change in legal requirements;
- Where incident investigation findings recommend refresher training.

The entity must record and maintain accurate training records of OSH training provided to employees.

More information on training can be found in OSHJ-GL-26: Training and Competence.

7 Emergency Preparedness and Response

The entity should have procedures for emergencies, this may include vehicle breakdown, traffic incident or medical emergency. The entity should ensure that drivers know what to do in an emergency, and drivers should know how to:

- Report road traffic incidents or emergencies to emergency services;
- Report breakdowns to the entity and support services;
- Deal with emergencies, driver safety and the safety of passengers should always take priority;
- Position the hazard warning triangle to alert other road users;
- Road traffic incidents must be reported to police and internally to the entity.

Further information on developing an emergency plan can be found in OSHJ-CoP-18: Emergency Preparedness and Response.

8 References

OSHJ-CoP-01: Risk Management and Control

OSHJ-CoP-18: Emergency Preparedness and Response

OSHJ-GL-01: Mobile Plant

OSHJ-GL-26: Training and Competence

9 Document Amendment Record

TITLE	Safe Driving		
DOCUMENT AMENDMENT RECORD			
Version	Revision Date	Amendment Details	Pages Affected
1	15 SEP 2021	New Document	N/A