

From: Martha Convie

Sent: 24 October 2022 16:48

Subject: VIRTUAL TOOLBOX TALK: Driving Safely - To all Cleaning & Property Services Colleagues Who Regularly Drive Company Vehicles

INTERNAL COMMUNICATION: VIRTUAL TOOLBOX TALK: Driving Safely - To all Cleaning & Property Services Colleagues Who Regularly Drive Company Vehicles

Good Afternoon,

Hope you are well and reason you have received this email is that you have been identified as a McSence colleague who regularly drives a company vehicle. To increase all our awareness, please can you review the HSE information below...

[Workers who drive or ride for work – your health and safety \(hse.gov.uk\)](https://www.hse.gov.uk/workers-drive-ride-for-work-your-health-and-safety/)

In summary, as a driver you have the following Health and Safety responsibilities:

- You have a duty to take reasonable care for your own health and safety and that of other people who may be affected by your actions at work, for example make sure you don't drive tired or tell your employer if you are taking medication that may affect your ability to drive
- You must co-operate with your employment business and the end user where you are working, including participating in any necessary health and safety training and instruction
- It is your responsibility to use any vehicle provided in line with the training you receive, and to inform the person that provided the vehicle if it is damaged
- You must carry out checks as required to make sure your vehicle is safe to use on the road, is serviced, insured and has a valid MOT

Also please click on the link below for more information about driving safely

[Speed Campaign - Road Safety Scotland](#)

[Using mobile phones when driving | Police.uk \(www.police.uk\)](#)

[Microsoft Word - Group Vehicle Handbook \(mcsence.co.uk\)](#)

[HSE website](#) and links below:

- HSE – Asbestos Essentials - <http://www.hse.gov.uk/pubns/guidance/a0.pdf>
- HSE – Lifting Equipment at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg290.htm>
- HSE – Manual Handling at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg143.htm>
- HSE – Working at Height – Safe Use of Ladders - <http://www.hse.gov.uk/pubns/indg455.pdf>
- HSE - COSHH - <https://www.hse.gov.uk/coshh/basics/whatdo.htm>
- HSE – COVID-19 - <https://www.gov.scot/coronavirus-covid-19/>

STAFF ZONE is a bespoke intranet for all McSence colleagues with company information in one place and to access this click on this [McSence | Home | McSence](#) and enter password staffzone123

Any feedback is most welcome and going forward we will be sharing more of this information on a regular basis.

Warmest regards, Martha

Martha Convie

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