



After completing many risk assessments around working at height, the following policy has been put into place. Failure to comply will lead to disciplinary action. These rules have been put in place to protect your health and safety and must be followed.

When entering and exiting the cab of any vehicle you are to do so using both hands whilst empty, do not enter or exit the vehicle while holding any items in your hands.

You must use the handles and steps provided and do so facing into the cab whether entering or exiting, never jump out of the cab, always use the step when getting in and out. Ensure the step and foot space is clear and clean of anything that might be of hazard, this includes any spills that might cause you to slip. To ensure the floor and step stay in a safe condition, ensure your boots are clean always.

**When entering or exiting the bed of the vehicle to avoid risk of falling from the bed of the vehicle follow these rules and guidance.**

- Do not climb onto the bed of the vehicle unless you have to, pull items closer to the edge and lift with assistance (when safe to do so).
- When securing or un-securing the load, you must open both side curtains to attach and detach the straps, eliminating the need to climb on.
- You must wear your safety boots, ensuring they have good grip and free from mud or other substances that may cause you to slip.
- When on the vehicle bed (when necessary) always stand on a level secure surface, do not stand on pallets, rubbish or anything loose or the load itself.
- If you need to gain access to the vehicle bed, always use the retractable ladder or steps attached to the vehicle whilst using the hand grips. Whilst making sure the side curtains are closed to minimize the risk of falling.
- **NEVER** be on the back of any vehicle when it is in motion or with the engine on.

Failing to adhere to these rules will lead to disciplinary action or termination of contract.

This policy will be kept under review to ensure that it continues to meet its aims.

**This policy applies to all employees of CP Transport Solutions LTD.**

Signed

Daniel Peach – Company Director

Date: 06.09.17