

POLICY

M5 Communication

Main Author	Reviewer	Reviewer	Approver
Michel Mauricio	Liam O'Meara	Michel Mauricio	Tom Barrett

REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

GRADEWELL

CONSTRUCTION AND PLANT HIRE

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Requirement

To communicate fleet management policies and procedures to all staff involved in the fleet operation.

Policy

The Company ensures that staff (either directly or indirectly) involved in the fleet operation are aware and have knowledge of the policies and procedures relevant to the FORS Standard. The company communicates operational information and organisational policies and procedures through a staff/driver handbook and supporting documentation.

Communications include the responsibilities relevant to drivers and staff involved in the fleet operation as outlined in the following documents:

- Policies and procedures listed at requirement M1
- Risk assessments listed at requirement M8

Any changes in the fleet operation or its policies and procedures are communicated. We use:

- Method statements
- Safe systems of work
- Toolbox talks
- Verbal briefings
- Bulletins
- Memos, letters and notices
- What's app group or similar

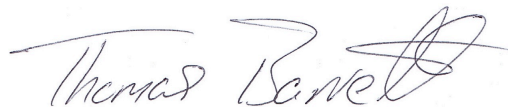
All information is communicated in a format that is readily accessible and easily understood by drivers and operational staff.

Following communications, staff/drivers will sign a declaration to state they have understood the contents of the Driver Handbook and intend to fully comply with its instructions.

Notice board contents

- H&S policy
- Vulnerable Road User Policy
- Data including
- Collision rates
- Fuel consumption figures
- Important travel or route possible route issues
- Memos including signature spaces for drivers to put their names
- FORS information
- Copy of fleet insurance

Thomas Barrett – Director

A handwritten signature in black ink that reads "Thomas Barrett". The signature is written in a cursive style with a large, stylized initial 'T'.