

POLICY

D6 Health And Eyesight

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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

Contents

Requirement	3
Policy	3
Eye sight Procedure	4
Sickness	4
Medical conditions	5
Drug and Alcohol Best practice.....	6
Failed Drug & Alcohol Test procedure	7

Requirement

To require that drivers are fit to drive, are not impaired and meet the minimum eyesight standard for driving.

Policy

The Company ensures that drivers maintain a level of skill and ability to exercise proper control of vehicles and interact safely with other road users. And we are committed to comply with all statutory duties on health and safety to ensure that drivers are fit to drive, are not impaired and meet the minimum eyesight standards for driving.

Drivers reporting for work must not have consumed alcohol in such quantities that they are still over the legal limit and not be taking medicines, or any other substance, that could impair their ability to drive. Drivers reporting for work must be rested and whilst at work will not drive, or continue to drive, whilst feeling tired. Drivers must notify the Company if they have any tiredness issues and follow the Company procedure if it is not safe to continue driving.

This includes:

Minimum medical standards for driving:

- Illness and prescribed and over-the counter medication
- Health effects of driving such as posture and in-cab air quality
- Impairment through drugs and alcohol
- Fatigue-related illnesses such as sleep apnoea
- Mental health problems such as stress, depression and anxiety
- Minimum vision standards for driving and the use of glasses and contact lenses
- A driver health and fitness declaration
- Driver eyesight checks and tests

A driver eyesight check requires drivers (with glasses or contact lenses, if required) to read a vehicle number plate made after 1 September 2001 from a distance of 20 metres, or a suitable alternative check.

The frequency of eyesight checks should be dependent on the individual and operating conditions but must be conducted:

- Pre-employment or the start of a specific contract
- Every six months
- After involvement in a blameworthy road traffic collision

Any driver failing an eyesight check must be referred to an optician for an eyesight test.

A procedure must be in place for drivers to inform management of any health or eyesight condition that affects driving ability and to inform DVLA of reportable medical conditions that affect driving entitlement.

Eye sight Procedure

The eyesight check will to be conducted by a member of the transport team or person responsible for health and safety.

- Driver eyesight should be tested by an optician following an eyesight check failure, incident or near-miss.
- Drivers' eye sight is checked at the assessment stage and every 6 months there after by reading a new style number plate at a distance of 20 metres
- Eyesight tests will be recorded using the eye sight test record form
- Eye sight test dates will be added to the planner so to check at a glance when drivers are due their check
- Eyesight must be checked at an optician following an eyesight check failure, incident or near-miss.

Records of eyesight checks must include the:

- Driver's name
- Date
- Name of the person supervising the check
- Vehicle registration plate used
- Outcome of the check
- Details of any follow-on actions

Sickness

If a driver is unable to attend work for any reason, they must inform their line manager prior to the start of shift. They must give an indication of when they expect to return to work. If you are unable to speak personally to their line manager, you must leave a message with the office giving details of when you may be contacted. If drivers are sick or unable to attend a shift that commences outside of normal office hours, then you must call your line manager in any case.

Medical conditions

The following rules apply:

- You must be medically fit to drive
- Drivers are not impaired through drink or drugs
- Drivers meet driver licence/medical requirements
- Drivers are to notify the company of any fitness issues which, may affect their ability to drive.
- Drivers to report any medical conditions that have changed or to list prescribed/over the counter medication being taken.
- The company will record and register changes in driver medical condition using the Driver changes in medical condition register form

It is an offence for a person to drive on a road any vehicle otherwise than in accordance with a licence authorising them to drive it. It is also an offence for a person to cause or permit another person to drive it.

Any change in health that could affect your entitlement to drive must be reported including:

- Epilepsy
- Fits or blackouts
- Repeated attacks of sudden disabling giddiness (*dizziness that prevents you from functioning normally*)
- Diabetes controlled by insulin
- An implanted cardiac pacemaker
- An implanted cardiac defibrillator (ICD)
- Persistent alcohol abuse or dependency
- Persistent drug abuse or dependency
- Parkinson's disease
- Narcolepsy or sleep apnoea syndrome
- Stroke, with any symptoms lasting longer than one month, recurrent 'mini strokes' or TIAs (Transient Ischaemic Attacks)
- Any type of brain surgery, severe head injury involving inpatient treatment, or brain tumour
- Any other chronic (long term) neurological condition
- A serious problem with memory or episodes of confusion
- Severe learning disability
- Serious psychiatric illness or mental ill-health
- Total loss of sight in one eye
- Any condition affecting both eyes, or the remaining eye only (not including short or long sight or colour blindness)
- Any condition affecting your visual field (*the surrounding area you can see when looking directly ahead*)
- Any persistent limb problem for which your driving has to be restricted to certain types of vehicles or those with adapted controls

Also, for vocational licences:

- Angina, other heart conditions or heart operation
- Diabetes controlled by tablets
- Visual problems affecting either eye
- Any form of stroke, including TIAs (Transient Ischaemic Attacks)

If any of the above affects you, you will inform the office as soon as possible. You must also inform the DVLA by writing to the: Drivers Medical Group, DVLA, Swansea SA99 1TU (the appropriate medical questionnaires can be downloaded from www.direct.gov.uk/driverhealth). Failure to do so is a criminal offence punishable by a fine of up to £1,000. You will inform the office of any road traffic incidents, convictions, endorsements or disqualifications that occur, which could affect your entitlement to drive as soon as possible.

Drug and Alcohol Best practice

A drugs and alcohol procedure is in place that includes the actions to take on suspecting driver impairment through drugs or alcohol.

If drug and alcohol testing is conducted:

- Pre-employment or the start of a specific contract check
- Routinely, randomly or unannounced checks
- After involvement in a road traffic collision, incident or near-miss check

Legislation to be aware of

- **Health and Safety at Work Act 1974 - section 2** - places a duty on an employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of their employees
- **Management of Health and Safety at Work Regulations 1999** - places a duty on an employer to assess the risks to the health and safety of employees. This means an employer can be prosecuted if they knowingly allow an employee to continue working while under the influence of alcohol or drugs and their behaviour places the employee themselves or others at risk
- **Misuse of Drugs Act 1971** - makes it an offence for someone to knowingly permit the production, supply or use of controlled drugs on their premises except in specified circumstances (for example drugs prescribed by a doctor).

Although not applicable to all workplaces, these two Acts also put obligations on employers and workers

- **Road Traffic Act 1988** - states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs must be guilty of an offence
- **Transport and Works Act 1992** - makes it a criminal offence for certain workers to be unfit through drugs and/or drink while working on railways, tramways and other guided transport systems.

Any person suspected of either accepting a, or reporting for, a turn of duty whilst under the influence of any illicit drug, prescription drug or alcohol will be subject to a disciplinary procedure

Disclosures (both personal and third party) made to the company will be treated in the strictest confidence.

Any person volunteering information on their own misuse of drugs or alcohol will be offered support and encouraged to contact and/or be referred to an organisation which can offer ongoing counselling, support and treatment.

Any person who undertakes such counselling, support and treatment will be allowed to return to non-driving duty subject to the results of drugs and alcohol screening, and may be further subjected to a regime of ongoing screening until such time as the company is satisfied that they no longer represent an increased risk to themselves, colleagues and/or other road users.

Failed Drug & Alcohol Test procedure

If a driver fails a drug and alcohol screening test, they will be subject to the following:

For alcohol tests:

- If they have commenced work, their employment will be terminated without notice.
- If they have not commenced work (i.e. are subject to a pre-start screening test), they will be stood down without pay for 24 hours and issued a Written Warning.

For drug tests:

The driver will be stood down with pay pending confirmation of the initial positive test.

For confirmed drug tests:

- If they had commenced work, their employment will be terminated without notice
- If they had not commenced work (i.e. are subject to a pre-start screening test), the following will apply:
 - They will be stood down without pay until such time as they produce a clear result at their own cost and will be issued a Written Warning.

If they do not return to work with a clear drug result within 1 month, their employment will be terminated.

If they test positive again for either a drug or alcohol screening test within 12 months or they refuse, attempt to avoid, or falsify a drug or alcohol test, their employment will be terminated.

The Company is under no obligation to provide pre-start testing.

All personnel who feel that they have been unfairly treated, or who maintain that they did not consensually misuse any drug or alcohol are permitted to appeal against and disciplinary action taken against them but will be suspended from duty pending the results of such an appeal.

All personnel are liable to Drugs and Alcohol Screening to be undertaken by a medical practitioner nominated by the Company to ensure they are free from the influence of any drug or alcohol. All personnel must submit where required, to such screening in the following circumstances:

Pre-Employment: prior to employment,

Unannounced Random: whenever required at unspecified intervals and with no prior notice or warning;

For Cause: as required and directed when there is reasonable cause or concern that an individual is not compliant with the stipulated requirements for Drugs and Alcohol or if an individual is involved in an accident, incident or near miss.

Refusal to submit to Drugs and Alcohol Screening where required will be regarded as providing a positive result and will be reported to the Traffic Commissioner's office.

The results of any Drug and alcohol Screening will be sent directly to the company and an official Certificate of the results will be passed to the individual screened.

The policy, procedures and records relevant to fitness to drive and eyesight standards must be:

- Documented and reviewed in accordance with requirement M1
- Retained in accordance with requirement M2
- Communicated in accordance with requirement M5
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Thomas Barrett – Director

