

# Safety Bulletin No. 01/2017

## SECURITY OF VEHICLES

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Issued by	<b>Vincent Cranny, Head of Health, Safety &amp; Environment</b>
Applicable to	<b>All vehicle drivers</b>

A Jointers van was stolen recently whilst it was left unattended with the engine running and the key in the ignition. This incident exposed the members of staff and the general public to serious health and safety risks, which could have easily been prevented.

Every member of staff who drives a vehicle on behalf of the company is required to ensure that the security of the vehicle is paramount if we are to avoid any further incidents of this nature.

In certain circumstances vehicle engines on the commercial fleet may need to be left running whilst unattended e.g. to power potable lighting and other equipment.

The steps that **MUST** be taken however before a vehicle engine can be left running are as follows:

1. A dynamic risk assessment must be taken to determine if it is suitable to leave the engine running. If in any doubt the engine should always be off, the vehicle locked and the keys kept secure by the driver. If additional power is required then a mobile generator should be used. Whilst undertaking the risk assessment staff must consider the location and local conditions and ensure that the vehicle will not pose any danger to people or property.
2. The vehicle must always be parked appropriately and adjacent to the work position with the handbrake applied. The rule of thumb will be that the vehicle will be within 10 metres of the working zone and **NEVER** out of sight.
3. If a run-lock device is fitted then this should be activated.
4. The doors must always be locked.
5. If no run-lock system is fitted a crook lock must be applied to the steering wheel & doors locked using a spare key.
6. No vehicle should be left unlocked when unattended.

In the event that a defect occurs on the run-lock system this **MUST** be reported on a vehicle defect note to your maintenance provider ASAP and revert to using crook locks and spare keys until the repair is completed.

Cars should never be left unattended with the engine running or the keys in the ignition.

For more information on drivers responsibilities please refer to the Electricity North West drivers handbook.



**Safety**

