



GENERAL MOTOR VEHICLE SAFETY POLICY

NWH Group Limited
Reviewed- January 2026

1. Purpose

The purpose of this policy is to ensure the safe operation of motor vehicles by NWH Group employees, minimising the risk of accidents and injuries. This policy outlines the procedures for training, operating standards, reporting incidents, cargo securement, driver responsibilities, distracted driving, and vehicle inspections.

2. Scope

This policy applies to all employees assigned to operate motor vehicles on behalf of NWH Group.

3. Definitions

Impairment: A condition in which an employee's physical or mental abilities are reduced, affecting their ability to operate a vehicle safely.

Incident: Any event involving a motor vehicle that results in damage or injury.

Distracted Driving: Operating a vehicle while engaging in activities that divert attention away from driving, such as using a mobile phone or other electronic devices.

4. Responsibilities

Managers and Supervisors: Ensure compliance with this policy, provide necessary training, and monitor procedure adherence

Employees: Adhere to this policy, report any incidents, and participate in training programmes.

Human Resources: Maintain training records and provide support for the implementation of this policy.

5. Training for Vehicle Operators

Initial Training: All employees assigned to operate motor vehicles must complete an initial training programme covering safe driving practices, defensive driving techniques, and company-specific procedures.

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Refresher Training: Annual refresher training will be provided to ensure employees remain knowledgeable about safe driving practices and any updates to company policies.

Specialised Training: Additional training will be provided for employees operating specialised vehicles or equipment.

6. Prohibition Against Impaired Driving

Substances: Employees are prohibited from operating motor vehicles while under the influence of alcohol, drugs, or any substances that impair their ability to drive.

Fatigue: Employees must not operate vehicles if they are fatigued or suffering from decreased mental capacity. Adequate rest must be taken before driving.

Reporting Impairment: Employees must report any condition or use of substances that may impair their ability to drive to their supervisor immediately.

7. Reporting Motor Vehicle Incidents

Immediate Reporting: Any motor vehicle incident must be reported to the supervisor immediately, regardless of severity.

Documentation: An incident report must be completed and submitted in accordance with company procedures and requirements.

Investigation: All incidents will be investigated to determine causes and prevent recurrence.

8. Safe Securement and Storage of Cargo

Securement Procedures: All cargo must be secured appropriately and stored to prevent movement during transport.

Regular Checks: Drivers must perform regular checks of cargo securement throughout the journey to ensure it remains secure.

Compliance: Securement practices must comply with all relevant legal and regulatory requirements.

9. Driver Responsibilities

Pre-Use Inspection: Drivers must conduct a pre-use inspection of their vehicle to ensure it is in safe operating condition. This includes checking tyres, brakes, lights, and fluid levels.

Defects Reporting: Any defects or issues identified during the inspection must be reported and addressed before the vehicle is operated.

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Compliance: Drivers must adhere to all road laws, company policies, and safety regulations while operating vehicles.

10. Distracted Driving

Prohibition on Mobile Devices: Use of mobile phones or electronic devices while operating a motor vehicle is strictly prohibited unless using a hands-free system.

Focus on Driving: Drivers must remain focused on driving and avoid engaging in activities that could distract them from operating the vehicle safely.

11. Vehicle Inspections and Record Maintenance

Regular Inspections: All vehicles must undergo regular inspections in accordance with company procedures and legal requirements.

Record Keeping: Detailed records of vehicle inspections, maintenance, and repairs must be maintained and made available for review.

Compliance: Inspections and record-keeping practices must comply with all relevant requirements.

12. Review and Continuous Improvement

This policy will be reviewed annually and updated as necessary to ensure its effectiveness. Feedback from employees and supervisors will be incorporated to improve vehicle safety procedures.

13. Communication

This policy will be communicated to all employees and will be available on the company's intranet and notice boards

Signed:

Date: 15/01/2025

Gavin Money

Managing Director

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