

Lothian is committed to managing all of its operations to ensure the health, safety and wellbeing of all employees, contractors and visitors.

To manage Workplace Transport effectively, there are three key areas we consider:

Safe Site – Segregation, Traffic routes, Speed, Lighting, Parking and Reversing etc.

Safe Vehicles – Maintenance, Warning systems, Mirrors etc.

Safe Employees – Competence, Training, Fitness to operate, Safety procedures etc.

Even with these and all the other measures we have in place, it's impossible to eliminate the risk completely when vehicles and pedestrians operate in close proximity.

Because of this we are introducing improvements to our Traffic Management Procedures.

We are amending our Personal Protective Equipment (PPE) Hi Vis and Use of Mobile Phones policies to ensure continuity across all sites!

Everyone is being issued with a Hi Vis vest which must be worn at **ALL** times in **ALL** areas where traffic movements are likely if you are not wearing Hi Vis overalls. This includes the following areas:

- **In all parking areas** travelling to and from your vehicle
- **In the yard** travelling to and from your bus/work area
- **On the garage floor** travelling to and from your bus/work area



Please remember, existing safety measures in the garages must still be followed, such as:

- Using the designated walking routes and pedestrian crossing points when travelling around garages
- Walking up/down the line of buses and not around the front/back or directly across main traffic routes, wherever possible
- NOT using mobile phones and/or earphones in any area where traffic movement are likely

In addition to the circumstances above, engineering colleagues must also ensure Hi Vis is worn correctly as per VR3 training course when attending breakdowns or incidents on the public highway.



TBT 56 - Hi Vis



I have received a Hi vis vest and understand the following:

- It must be worn in the garage in all areas where traffic movements are likely when not wearing Hi Vis overalls e.g., car or bus parking areas inside and out in the yard;
- Hi Vis clothing must be worn correctly during all breakdown or incidents on the public highway

I understand that I have a duty to cooperate with the Company on matters of Health and Safety and shall wear Hi Vis clothing where required.

By signing this acknowledgement, you are confirming that you understand the content.

Employee to complete in block capitals

NAME: NUMBER:

GARAGE: JOB TITLE:

SIGN: DATE:

COPY TO FILE