



## Mobile phones and driving

### *What is the law?*

You can only use your mobile when you're driving if you are phoning 999 or 112, or if it is another type of emergency.

It is an offence to hold a mobile phone in your hand or support it with another part of your body, for example between your head and shoulder, when you are driving.



If the Gardaí charge you for this offence you will get a fixed charge notice of €60. If you pay the fixed charge you will get two penalty points. If you choose not to pay the fixed charge and are then convicted in court you will get four penalty points and a fine of up to €2,000.

Using a hands-free kit with your phone is not illegal, but it will stop you concentrating for a short time when you use your mobile phone and this puts other people using the road at risk. You could be prosecuted for dangerous driving, careless driving or driving without due care and attention because of this and you could also have your licence endorsed or even lose your licence.

The safety of the vehicle you are driving is **YOUR** responsibility so please take our advice...

### **Don't use your mobile phone and drive!**

Source: [www.rsa.ie](http://www.rsa.ie)

## Driver CPC update

The Road Safety Authority will have an information booklet available in July which will give more details on the Drivers CPC.

The booklet will be available on the RSA website [www.rsa.ie](http://www.rsa.ie). If you wish to get a copy of the information booklet or have any queries you can contact the RSA, CPC Unit on 096 25015 or by e-mail [cpc@rsa.ie](mailto:cpc@rsa.ie).

## CTAI has moved:

The Community Transport Association of Ireland has moved its office to Clones, Co. Monaghan.

### *New contact details*

4 Fortview

Clones,

Co. Monaghan

Tel/Fax: 047 20959

E-mail: [info@communitytransport.ie](mailto:info@communitytransport.ie)

Website: [www.communitytransport.ie](http://www.communitytransport.ie)

## Keep your diary free:

- \* The CTAI Conference 2008 will be held in September, details to follow shortly.
- \* The Access & Mobility Exhibition will take place on Friday 20th & Saturday 21st of June at the Main Hall, RDS, Dublin 4. Access to all areas is free of charge. Further details are available on [www.accessandmobility.ie](http://www.accessandmobility.ie).
- \* Access 2008, CTA UK annual event will be held from 28th to 30th October inclusive at Manchester Central (formerly GMEX).

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# Health and Safety Authority

## Safety Toolkit and Short Guide to General Application Regulations 2007

### ***What does the Toolkit contain?***

The Safety Toolkit contains guidance on the General Application Regulations 2007 and provides a practical tool kit to help achieve a safer workplace. It covers the main requirements of the Regulations and is aimed specifically at small and micro businesses.

### ***What is the objective of the Toolkit?***

The objective of the Toolkit is to provide guidance on the prevention of accidents or ill health at work and to provide a practical tool towards a safer workplace. It covers the main requirements of the regulations and is aimed specifically at small and micro businesses. It is not intended as a legal interpretation of the legislation. Legal advice should be sought where required.

### **What can the Toolkit do for me?**

The Toolkit is intended to help you to monitor and improve standards of safety, health and welfare at work and It will assist you towards complying with the law.

- \* Use the checklists to monitor how you're doing.
- \* Make any required improvements.
- \* If necessary, investigate further to find out what you need to do and set a timescale for achieving it.
- \* Use the Action Date column to show when action taken.

### ***Where do I go for additional information?***

The Health and Safety Authority's website [www.hsa.ie](http://www.hsa.ie) contains a large amount of additional information. Most of the information on the website can be accessed free-of-charge.

The website has detailed guides on each section of these Regulations. Each guide contains advice on where to find further information.

The Health and Safety Authority's Workplace Contact Unit (WCU) is a helpdesk resource for employers, employees and the public.

You can contact the WCU through;

- \* Locall: 1890 289 389 (Monday to Friday, 9am to 5pm)
- \* Fax: 01 614 7125
- \* Email: [wcu@hsa.ie](mailto:wcu@hsa.ie)
- \* Write to: Workplace Contact Unit,  
Health and Safety Authority,  
Metropolitan Building,  
James Joyce Street,  
Dublin 1.

# Community Transport Association of Ireland Training

The Community Transport Association of Ireland can offer training specifically for the community transport sector whether your organisation is a national organisation, part of the Rural Transport Programme, a specialised transport group or a group that owns a mini-bus.

Accredited trainers can travel to your organisation to carry out the training at a time that suits your organisation or if you have only a small number of personnel to train we can organise the training to be completed at a venue close by.

All our training can be adapted to suit your organisations needs.

A sample of the training provided by the CTAI is listed below

## **An introduction to a Safety Management Systems for Community Transport Organisations to OHSAS 18001 Standard**

This is a one day training course that will take the Managers, Co-ordinators and Management Committees of community transport groups through all aspects of the OHSAS 18001 standard with practical information, tools and training material. During this training the following questions will be answered;

- \* What is OHSAS 18001?
- \* How do I apply it?
- \* Who is responsible?
- \* What records do I need to keep?

There will also be practical advice and guidance on introducing OHSAS reporting to sub contracted operators and drivers.

This training will allow Managers / co-ordinators to complete an internal audit to assess the current systems that are in place and evaluate their compliance with OHSAS 18001 and other legislative requirements, and how to develop an action plan to address outstanding issues and report to the Organisation's Management Committee.

## **Social Audit**

Social auditing is the process whereby an organisation can account for and report on its social performance based on verified evidence. It assesses the social impact and ethical behaviour of an organisation in relation to its aims and those of its stakeholders.

The essence of social auditing is listening and taking account of what others have to say about what we have done and what they would like us to do so that future social performance can be improved in a way that is inclusive, participatory, transparent and measurable.

## **First Aid – Basic & Occupational**

Basic First aid course is ideal to equip participants with a basic knowledge of what to do in an emergency situation. This one day course can be tailor made to satisfy the needs of the participants.

Occupational First Aid is a Health and Safety Authority (HSA) approved course run over 3 days. Occupational first aid training is required by law under The Safety, Health and Welfare at Work (General Application) Regulations 2007.

# Community Transport Association of Ireland Training

## **Minibus Emergency & Evacuation Procedures**

This is a one day course and deals with the issues surrounding evacuation of a passenger laden minibus, due to fire, accident or breakdown.

The first part of the course deals with the theory aspects of evacuating a minibus and the causes with the second part of the course dealing with practical demonstrations and role play evacuations of a minibus filled with theatrical smoke.

A minimum 4 and a maximum 8 participants on each course



## **Minibus Driver Awareness Scheme (MiDAS)**

MiDAS is the Minibus Driver Awareness Scheme is a 2-3 day course (depending on numbers) which promotes a nationally recognised standard for the assessment and training of minibus drivers. It is a membership based scheme that has been designed to enhance minibus driving standards and promote the safer operation of minibuses.

A minimum 4 and a maximum 8 participants on each course

## **Passenger Assistant Training Scheme (PATS)**

PATS – Passenger Assistant Training Scheme is a 1½ day course and is designed for anyone who has care or supervision of passengers travelling by road – in cars, taxis, minicabs, minibuses or large buses. The aim of PATS is to improve safety standards for people who need assistance, care and supervision on the move.

A minimum 4 and a maximum 8 participants on each course

## **MiDAS for Car & MPV**

MiDAS Car & MPV provides the opportunity for organisations operating smaller vehicles, or voluntary car schemes, to deliver the same level of training to their drivers as MiDAS gives to minibus drivers, including regular refresher training

It follows the same modular format, providing drivers with the information they need to provide safe and comfortable transport for their passengers. There is additional training for those who may be driving accessible MPV's and passenger assistance training for those who may be transporting passengers with disabilities in saloon cars. There is also an on-road element, where drivers undertake an 'Observed Drive' during which they can demonstrate the skills learned in the classroom

MiDAS Car & MPV recognises that some members may have drivers using their own vehicles and for this reason the organisation has the option to 'opt out' of the Observed Drive.