




Bangladesh Power Development Board

**INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018
STANDARDS)**

PROCEDURE FOR DEFENSIVE DRIVING

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1. Purpose

This procedure establishes the requirements to be followed for safeguarding the lives of the employees of BPDB and pedestrian by following defensive driving tactics.

2. Scope

This procedure is applied to all employees and contractors of Bangladesh Power Development Board (BPDB) which must be adhered to both on site and off site.

3. Terms and Definition

None

Abbreviations

BPDB – Bangladesh Power Development Board

4. Roles and Responsibility

N/A

5. Procedures

5.1 PAYING ATTENTION

The number one over-arching cause of traffic collisions is inattention and distraction. Almost every collision involves one or both of these two related errors. When behind the wheel, driving is the number one task. It is the responsibility of the driver to keep the ton of metal, rubber and glass pointed safely down the road without hitting a person or an object. It will not be possible if the driver is daydreaming, eating something, or chatting away on his cell phone. Paying attention is the first and most important way the driver can shoulder that critical responsibility.


5.2 NOT SPEEDING

Speeders like to say that speeding doesn't "cause" collisions. Speeding (driving at a speed higher than is safe for conditions) leaves the driver with less reaction time and distance than may need to avoid a crash. An honest, intelligent person has to come to the conclusion that the cause of such a crash is the excessive speed. Speed also increases the risk of serious injury in a crash. "Speed not reasonable and prudent" is the most common measurable element in traffic collisions. Maximum allowable speed in side the plant is 25Km/hr.

5.3 USING THE TWO-SECOND RULE

About 40% of all collisions are rear-ending collisions. This can be avoided by maintaining distance. This rule is so basic rule of driving. It always must be kept in mind that two seconds distance is the minimum—three or four is better. The distance should

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be stretched out whenever possible, because sometimes two seconds isn't enough. This technique can be used in heavy traffic when it is most important.

5.4 NOT TO DRIVE IMPAIRED

The driver is never to drive when he is drunk. He must wait at least two hours if a single hint of drinking is visible. The driver must never use cell phone while driving. If emergency, the driver can use hands free device to attain any call.

5.5 USING SAFETY EQUIPMENT

Today's automobile is the safest vehicle ever produced for ground transportation. The driver should take advantage of its safety features. All the passengers including driver must wear safety belts. The use of safety belts alone can typically cut the rate of injury and death in traffic collisions by about 50%.

5.6 RESPONSIBILITIES

It is the responsibility of all BPDB employees, contractors, visitors and employee's drivers to follow the rules of defensive driving to preserve life.

Company owned vehicle must be driven by trained and qualified person, and all incident should be reported duly during vehicle is using company purpose.

5.7 TRAINING

Employees, contractors, and drivers should have training and valid driving license to drive any vehicle on road and driving license holder and management authorized trained employee are allowed to drive vehicle inside the plant.

5.8 TRAVEL RELATED RISK

Employees of BPDB who are traveling for company interest should choose good transport, follow defensive driving techniques as specified, and take all precautions to avoid travel related risks. Incidents related to such travel should be reported. It will also include travelling home to office and office to home in personal vehicle.

6. Reference

ISO 45001:2018 Standard

7. Appendix

None

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8. Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

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