

Work Place Transport Checklist

This checklist has been designed as an aid to help you in assessing workplace transport hazards within your business. This checklist is purely produced to start you thinking of what hazards / controls you have at the premise. The lists are **NOT** exhaustive and there maybe hazards / controls that have not been covered.

THIS CHECKLIST IS NOT A RISK ASSESSMENT

Name of business:-	
Nature of business:-	
Address:-	
Name of person completing:-	Date:-

	Section 1 – SAFE SITE	Yes	No
1	Are vehicles and pedestrians kept safely apart?		
2	Are there suitable pedestrian crossing points?		
3	Are there suitable parking areas for all parking needs?		
4	Do the vehicle routes avoid sharp or blind bends?		
5	Is a one way system used on all vehicle routes within the workplace? If not can this be achieved?		
6	Are traffic routes wide enough?		
7	Do they have firm and even surfaces?		
8	Are they free from obstructions and other hazards?		
9	Are they well maintained?		
10	Are the roadways marked where necessary?		
11	Are road signs as set out in the highway code used where necessary?		

Section 2 - SAFE VEHICLE		Yes	No
1	Have suitable vehicles and attachments been chosen for the tasks they actually carry out?		
2	Do they have suitable external mirrors and additional aids where necessary to provide the greatest visibility when manoeuvring?		
3	Are they provided with horns, lights, etc as necessary?		
4	Do they have seats and restraints where necessary, that are safe and comfortable for the people using them?		
5	Do the drivers carry out basic safety checks before using vehicles?		
6	Is there a regular preventative maintenance programme for each vehicle carried out at set mileages?		
7	Where vehicles are lifting people or materials, there is a need for a thorough examination – is this taking place?		

Section 3 - SAFE DRIVER		Yes	No
1	Do you check the previous experience of your drivers and test them to make sure that they are competent?		
2	Do you provide training on how to do the job and information about particular hazards, site rules, etc		
3	Do you have a planned programme of refresher training for drivers and other employees?		
4	Do your drivers drive with care, obeying site rules etc?		
5	Are your employees working safely when loading/unloading etc?		
6	Are you sure there is no risk of accidents caused by tiredness as a result of working long hours? ?		
7	Do managers and supervisors routinely challenge and investigate unsafe behaviour		
8	Do managers and supervisors set a good example, such as wearing hi visibility vests?		
9	Have you made certain people responsible for detecting, investigating and correcting unsafe behaviour?		

As stated at the start of the checklist the list is not exhaustive and there will be other hazards/ controls at your workplace.

If you require further guidance or would like an advisory visit please contact:-

Safety & Environment
Community & Neighborhood Services
South Holland District Council

(01775) 761161 ext 4756