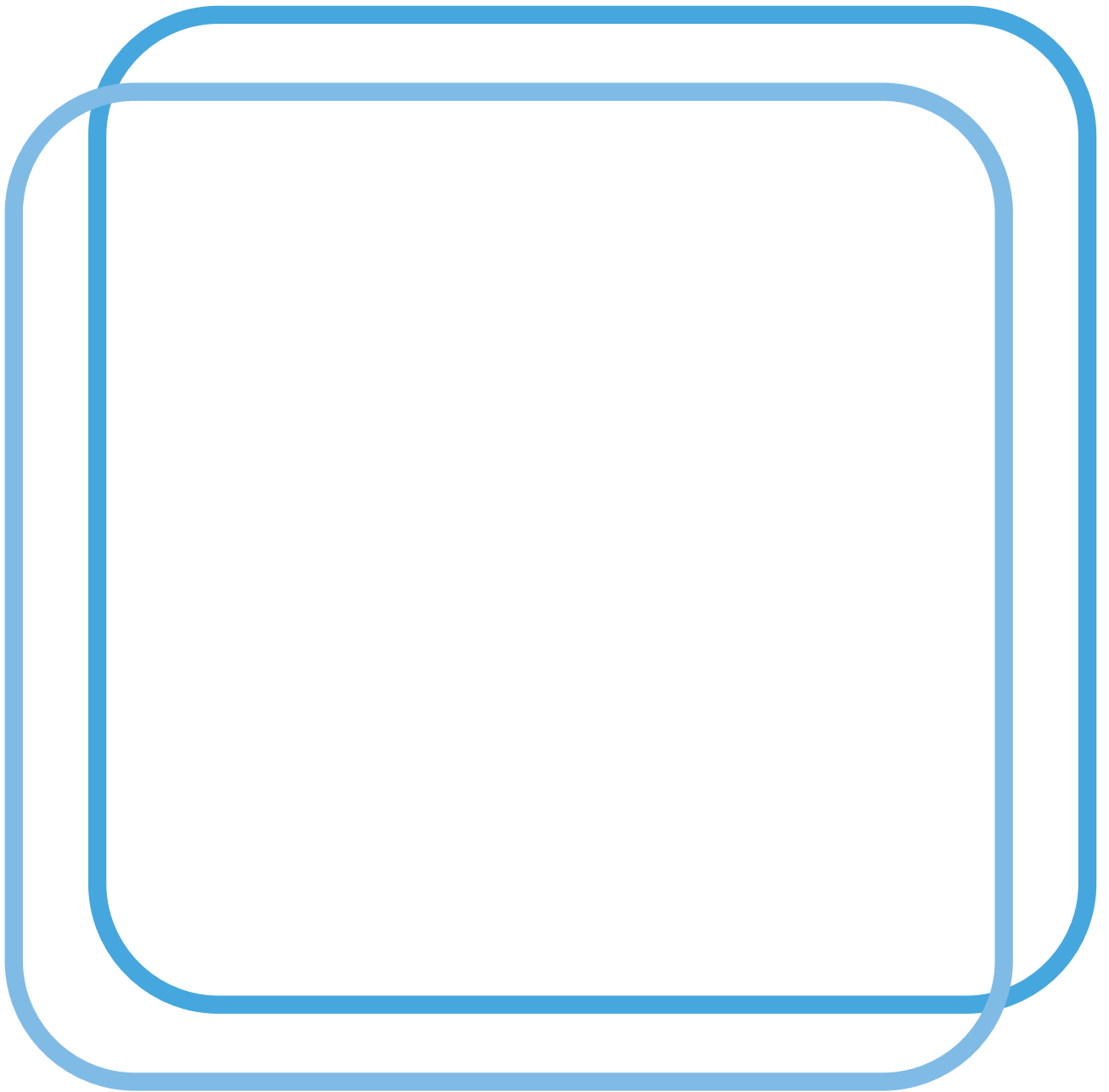


Workplace Transport



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Safer Business - Better Health

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Introduction

What is regarded as Workplace Transport?	Workplace Transport means any vehicle or piece of mobile equipment that is used by employers, employees, self-employed people or visitors in any work setting (apart from	travelling on public roads) It covers a wide range of vehicles, from cars, vans, lorries and lift trucks.
Why focus on Workplace Transport?	Every year approximately 50 people are killed in workplace transport related accidents. In addition there are more than 1500 major injuries (i.e. accidents which	result in: broken bones, amputations etc) and around 3500 injuries that cause people to be absent from work for more than 3 days.
What does the law say?	<p>The Management of Health and Safety at Work Regulations require employers and self-employed people to assess the risks to workers and anyone else, for example members of the public, who may be affected by the work activities being undertaken.</p> <p>There are also a number of other specific legal duties that are applicable to workplace transport, however, the principal legal duty placed upon employers is, so far as is reasonably practicable, to</p>	<p>provide and maintain safe systems of work, and to take precautions to ensure the health and safety of all workers in the workplace and members of the public who might be affected by their activities.</p> <p>A further breakdown of specific duties such as those required under the Lifting Operations and Lifting Equipment Regulations can be found in other sections of this pack.</p>

Where do I start on Workplace Transport Risk Assessments?

Accidents involving workplace transport are often caused by failures in several different areas. When you assess how well workplace transport risks are being controlled, you should look at the following areas in particular:

Safe Site

Check to see:

- Whether the site has well defined traffic routes, that are free from obstructions and have a firm and even surface
- That every effort has been made to separate pedestrians from vehicles
- That there are safe crossing places for pedestrians to get across vehicle routes
- That if possible there is a one-way system
- That reversing is kept to a minimum and where it occurs controls are in place to protect pedestrians e.g. trained banksman, reversing vehicle alarms etc.

Safe Vehicles

Check to see that:

- There is an effective maintenance programme for steering and braking systems and for vehicle lights, mirrors etc.
- Reversing aids, roll over protection systems and driver restraints have been fitted where they are appropriate
- Where vehicles are lifting people or materials, a thorough examination of the lifting equipment, slings etc. is being carried out and records kept.

Safe Drivers

Check to see:

- That drivers behaviour is supervised and that drivers are trained, competent and where necessary authorised to use the vehicle/equipment
- That you can provide evidence of driver training records.

On the following page is a checklist to help you get you started.

Work Place Transport Checklist

This checklist has been designed as an aid to help you in assessing Work Place Transport hazards within your business. This can be used in conjunction with the risk assessment sheet to help identify possible hazards.

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

	Section 1	Yes	No
	SAFE SITE		
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	Yes	No
	SAFE VEHICLE		
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	Yes	No
	SAFE DRIVER		
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 their car on the site, 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?		
10	Do you have a system authorise drivers to operate specific vehicles after being trained, eg: fork lift trucks.		

NOTE

This checklist has been produced to start you thinking of what hazards/controls you have at the premise. The list is not exhaustive and there maybe hazards/controls that have not been covered.