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## Workplace Transport Safe Working Practices

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Every year about 70 people are killed in workplace transport- related accidents. In addition there are more than 1,000 major injuries (i.e. accidents which result in broken bones, amputations etc) and around 5,000 injuries that cause people to be off work for more than three days.

Alongside the personal distress caused by an accident, a relatively minor accident (for example, one which results in an employee being off work for only a few days) is likely to cost around £3,500, and a major accident around £30,000. Most of this cost is usually borne by the employer.

Most transport-related accidents involve people being hit or run over by moving vehicles, people falling from vehicles, people being struck by objects falling from vehicles (usually part of the load) or being injured as a result of vehicles overturning. However, the underlying causes are usually found in **poor management control**. In other words, management often fails to provide safe systems of work, or fail to ensure that safe systems are followed, usually through too little information, instruction, training or supervision. **The majority of transport-related accidents are preventable.**

All employees have a legal duty to take care of their own and others' health and safety and to co-operate with management in meeting their obligations. Employees need to recognize this responsibility and act accordingly.

### MANAGING THE RISKS

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (MHSW) requires employers 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. Both the Health and Safety at Work etc Act 1974 and legislation covering particular hazards or sectors of work require that appropriate preventive and protective measures should be taken in the light of the risks identified.

These requirements apply to all work activities, including those involving transport, e.g. driving, loading, sheeting, maintenance.

Sooner or later new vehicles are likely to be introduced or traffic routes changed, or the nature of the work activities relating to vehicles may change, possibly leading to new hazards. Where there is a new hazard, the risk assessment will need revision. In any case, it is good practice to review the risk assessment from time to time (at least annually or if circumstances change), to check that it is still relevant.

Further advice on risk assessment can be obtained from the risk assessment section of the health and safety manual and the health and safety team. Risk assessors must be trained.

### **ORGANISING FOR SAFETY**

To secure and maintain a safe workplace and safe working practices, Directors/Managers need to ensure that everyone at the workplace, from senior management to individual employees, is aware of their individual responsibilities for safety, and acts accordingly.

Establishing a positive safety culture involves:

- (a) Control
- (b) Communication
- (c) Co-operation
- (d) Competence.

Further advice on health and safety management can be obtained from the managing health and safety risks section of the health and safety manual and from the health and safety team. Those with responsibilities for managing health and safety must be trained.

### **A SAFE WORKPLACE**

The Workplace (Health, Safety and Welfare) Regulations 1992 place various duties on employers and those in control at workplaces.

Regulation 17 relates to the organisation of traffic routes and requires that:

- (a) *every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner;*
- (b) *traffic routes in a workplace, shall be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.*

*Traffic routes shall not satisfy the requirements of the above paragraph unless suitable measures are taken to ensure that.*

- (i) *pedestrians or, as the case may be, vehicles may use a traffic route without causing danger to the health or safety of persons at work near it,*
- (ii) *there is sufficient separation of any traffic route for vehicles from doors or gates or from traffic routes for pedestrians which lead onto it, and;*
- (iii) *where vehicles and pedestrians use the same traffic route, there is sufficient separation between them; and*

- (c) *all traffic routes shall be suitably indicated where necessary for reasons of health or safety.*

### **Design and layout of road systems**

The following good practice is recommended wherever possible:

- a) Plan traffic routes to give the safest route between places where vehicles have to call.
- b) Make traffic routes wide enough for the safe movement of the largest vehicle permitted to use them, including visiting vehicles. They should also be wide enough to allow vehicles to pass oncoming or parked vehicles safely without leaving the route. One-way systems or restrictions on parking should be introduced where necessary. Any restrictions should be clearly indicated. On traffic routes in existence before 1 January 1993, where it is not practical to widen the road, passing places or traffic management systems should be provided as necessary.
- c) Avoid traffic routes passing close to vulnerable items like fuel or chemical tanks or pipes, or any open and unprotected edge from which vehicles could fall or where they could become unstable, unless the item or edge is adequately protected. Also, do not allow vehicles to pass close to anything that is likely to collapse or be left in a dangerous state if hit, unless it is adequately protected.
- d) Ensure that there are safe areas for safe loading and unloading (see *Loading bays*, below).
- e) Avoid sharp or blind bends on vehicle routes wherever possible. Where they are unavoidable, consider measures such as one way systems, or the use of mirrors to improve vision. One-way systems can also be useful to avoid the need for vehicles to reverse.
- f) Road junctions and road/rail crossings should be kept to a minimum, and be clearly signed and marked to show right of way. At rail crossings right of way must be in favour of trains, since even at low speeds they cannot stop easily.
- g) Make entrances and gateways wide enough; where possible there should be enough space to accommodate a second vehicle which may have stopped for any reason without causing obstruction.
- h) Set sensible speed limits and clearly signpost them on vehicle routes. Where necessary, use suitable speed retarders, for example road humps or bollards to restrict the width of road. A warning sign or a mark on the road should always precede these. Arrangements should be made where necessary to avoid forklift trucks having to pass over road humps (unless the fork lift truck is a type which can negotiate them safely).
- i) Give prominent warning of any limited headroom, both in advance and at the obstruction itself. Any potentially dangerous obstructions such as overhead electric cables or pipes containing flammable or hazardous chemicals etc need to be protected, ie using goal posts, height gauge posts or barriers.
- j) Where possible, mark and signpost the routes on open manoeuvring areas or yards. A signaller (banksman) may be needed to supervise vehicle movements.

- k) Where necessary, provide screens or other protection for people who are at risk from exhaust fumes, or to protect people from materials which could fall from vehicles.
- l) Restrict vehicle access where high-risk substances are stored, for example places where liquid petroleum gas is delivered and stored and where vehicles are refueled.

### **Pedestrians**

The following good practice should be followed wherever possible.

- a) Provide separate routes or pavements for pedestrians, to keep them away from vehicles.
- b) Where needed, provide suitable barriers or guard rails at entrances to and exits from buildings, and at the corners of buildings, to prevent pedestrians walking straight on to roads.
- c) If traffic routes are used by both pedestrians and vehicles, they should be wide enough to allow vehicles to pass pedestrians safely. On traffic routes in existence before 1 January 1993 where it is not practical to make the whole route wide enough, passing places or traffic management systems should be provided. Routes used by vehicles such as fork lift trucks inside buildings should be indicated by lines drawn on the floor to inform pedestrians;
- d) Where pedestrian and vehicle routes cross, appropriate crossing points should be provided and used. Crossing points should be suitably marked and signposted. Where necessary, barriers or rails should be provided to prevent pedestrians crossing at particularly dangerous points and to direct them to designated crossing places. At crossing places where there is a high volume of traffic, the provision of traffic lights or suitable bridges or subways should be considered.
- e) Pedestrians should be able to see clearly in all directions at crossing points.
- f) Where crowds of people are likely to walk on to roadways, for example at the end of a shift, consideration should be given to stopping vehicles from using the routes at these times.
- g) Separate vehicle and pedestrian doors should be provided in premises, with vision panels on all doors.
- h) On routes used by automatic, driverless vehicles and also by pedestrians, steps should be taken to ensure that vehicles do not trap pedestrians. The vehicles should be fitted with safeguards to minimise the risk of injury. Sufficient clearance should be provided between the vehicles and pedestrians, and care should be taken to ensure that fixtures along the route do not create trapping hazards.
- i) If the public have access to the premises, for example to visit a farm or factory shop, the public access point should be as near as possible to the shops etc, and where possible separate from work activities. Routes to be used by the public should be clearly signposted.

### **Parking areas**

Wherever practical, suitable and sufficient parking areas should be provided for all vehicles using the workplace - both for work-related vehicles and private cars, motorcycles and pedal cycles. The type of parking area will depend on what vehicles are used at the workplace (including visiting vehicles), where they go and what they are used for.

Parking areas should be situated in safe locations. For example, drivers leaving parked vehicles should not have to cross potentially dangerous work areas. Wherever possible, they should be on level ground, have a firm, even surface and safe means of access and exit. They need to be clearly signposted to ensure that employees and visiting drivers can see where to park their vehicles. Parking areas usually need to be well lit.

### **Loading bays**

Loading bays should, as far as possible, be situated in safe and suitable locations, for example adjacent to marshalling areas so that vehicles can be maneuvered easily, or near sheeting areas.

Loading bays should be provided with at least one pedestrian exit point from the lower level. Wide loading bays usually need at least two exit points, one at each end. Alternatively, a refuge can be provided to prevent people being struck or crushed by vehicles.

The edges of loading bays will need to be marked clearly. Where there is a danger of people falling off them, loading bays may need to be fenced, e.g. by secure guard-rails (designed so that goods can be passed safely over or under them). If fencing is not practical, alternative safeguards may be needed.

It may also be necessary to provide protection against adverse weather conditions.

### **Construction of roads**

Regulation 12 of the Workplace (Health, Safety and Welfare) Regulations 1992 requires that;

*"every traffic route in a workplace shall be of a construction such that the floor or surface of the traffic route is suitable for the purpose for which it is used"*.

Regulation 12(3) requires that;

*"so far as is reasonably practicable, traffic routes shall be kept free from obstructions and from any article or substance which may cause a person to slip, trip or fall"*.

Wherever possible, roads should be constructed of tarmacadam, concrete or other suitable material. They should have firm and even surfaces, and be properly drained.

Excessive gradients should be avoided. Steep gradients should be properly signposted. If possible, gradients should be avoided in areas where lift trucks and other similar plant are required to operate, unless they are designed to operate on gradients.

### **Lighting**

Regulation 8 of the Workplace (Health, Safety and Welfare) Regulations 1992 requires that;

*"every workplace shall have suitable and sufficient lighting"*.

All roads, maneuvering areas and yards should be adequately lit, with particular attention being given to areas near junctions, buildings, plant, pedestrian areas, and places where there is regular movement of vehicles or mobile plant. Glare from the sun can sometimes be a problem for drivers, and measures may be needed to avoid this (eg sun visors). Measures may also be needed to avoid strong variation of light between the inside and outside of premises.

### **Roadsigns**

Regulation 17(4) of the Workplace (Health, Safety and Welfare) Regulations 1992 requires that;

*"all traffic routes shall be suitably indicated where necessary for reasons of health and safety".*

In the first place it may be useful to provide a plan of the workplace, at the entrance and at other appropriate points, indicating vehicle routes, one-way systems etc. This would be particularly useful at workplaces, which have visiting drivers. Adequate signposting should be provided at relevant parts of the workplace so that drivers do not go the wrong way.

Potential hazards on traffic routes may need to be indicated by suitable warning signs. Such hazards may include sharp bends, junctions, crossings, blind corners, steep gradients, or roadworks. Suitable road markings and signs may also be needed to alert drivers to restrictions on the use of traffic routes. Road signs used to warn or inform should comply with the design prescribed by The Traffic Signs Regulations and General Directions 1994 and set out in the *Highway code*.

Similar signs may be necessary to inform pedestrians of hazards and the routes they should use.

Where signs have to be visible at night, they will need to be illuminated, luminescent or use reflectors.

### **Temporary workplaces and unprepared roadways**

Temporary workplaces, e.g. construction sites and forestry operations, often have routes for vehicles and pedestrians which change as the work progresses. It is important that these routes, including any intended changes, are carefully planned to ensure where possible that they comply with the same basic safety standards applicable to permanent routes i.e. the standards set by regulation 17 of the Workplace (Health, Safety and Welfare) Regulations. It is important to ensure that all drivers and pedestrians know which routes they may or may not use.

Many workplaces, eg construction sites, quarries, farms etc contain 'unprepared' routes - unsurfaced roads or open ground for vehicle traffic. These routes should, as far as possible, conform to the same basic standards applying to, 'prepared' (usually tarmac) roadways, ie they should be suitable for their purpose, have firm and even surfaces, be properly drained, and should avoid excessive gradients.

Temporary roadways and unprepared routes can increase the risk of accidents, for example vehicles overturning on uneven ground, or drivers being unsure which route to take where there are no road markings (eg on gravel roads).

Consequently, there will usually need to be an increased emphasis on:

- (a) driver competence, particularly in dealing with hazards encountered on unprepared routes;
- (b) the provision of information and instruction for drivers, particularly if they are not familiar with the temporary roadways;
- (c) safe systems of work and traffic management, for example use of temporary road signs and traffic lights where necessary; and
- (d) supervision of drivers, vehicle activities and other employees.

An increased emphasis on preventive checks may also be necessary to ensure that vehicles do not develop faults while working on unprepared roadways.

Safety banks may be needed on some routes to prevent vehicles running over open edges, or to indicate a safe route. It is recommended that a bank should have a minimum height of 1.5 metres or half the wheel diameter of the largest vehicle using the route, whichever is the greater, and a cross-sectional area large enough to allow a vehicle's speed/impact to be absorbed. Alternatively, if large rocks are used to form a safety bank, the rocks will need to be of sufficient height and mass to absorb the impact.

#### **VEHICLE SAFETY**

Regulation 4 of the Provision and Use of Work Equipment Regulations 1998 requires that:

- a) *"every employer shall ensure that work equipment [which includes vehicles] is so constructed or adapted as to be suitable for the purpose for which it is used or provided,*
- b) *in selecting work equipment, every employer shall have regard to the working conditions and to the risks to the health and safety of persons which exist in the premises or undertaking in which that work equipment is to be used, and any additional risk posed by the use of that work equipment, and*
- c) *every employer shall ensure that work equipment is only used for operations, and under conditions for which, it is suitable"*

#### **Design of vehicles**

The design of vehicles used on public roads is the subject of detailed legislation. The overall standard of vehicles used in workplaces should be at least the same as for use on public roads. For some particularly hazardous workplaces and work activities, for example at construction sites, there may be a need for higher standards or additional safety features.

Where appropriate, the following design features are considered to be particularly important for vehicles used at the workplace:

- a) A high degree of stability under working conditions;
- b) A safe means of access to and exit from the cab and other parts of the vehicle;
- c) Suitable and effective service and parking brakes;
- d) Windscreens with wipers, and external mirrors to provide optimum all-round visibility. Closed-circuit TV may be appropriate for some vehicles where the driver has a very restricted rear view and the risk of injury is high;

- e) A horn, vehicle lights, reflectors, reversing lights and possibly other warning devices (eg rotating beacons, reversing alarms);
- f) Suitable painting and markings to make the vehicle conspicuous;
- g) The provision of seats, and seat belts where necessary, that are safe and allow for driver comfort;
- h) Guards on dangerous parts of the vehicle (eg power take-offs, chain drives, exposed exhaust pipes);
- i) Driver protection from adverse weather conditions, and also protection from an inhospitable working environment, eg low temperatures, dirt, dust, fumes, and excessive noise and vibration;
- j) Driver protection to prevent injury in the event of an overturn, and to prevent the driver being hit by falling objects.

### **Privately owned vehicles**

Managers can regulate the use of privately owned vehicles by;

- a) restricting their routes;
- b) providing clearly signposted parking areas, wherever possible away from main routes and dangerous areas; and
- c) enforcing speed limits. In addition, it should be made clear to all employees that driving in the workplace calls for the same standards as on public roads, and often requires even more skill and care.

### ***Maintenance***

#### **The workplace**

Regulation 5 of the Workplace (Health, Safety and Welfare) Regulations 1992 requires that;

*"the workplace shall be maintained in an efficient state, in efficient working order and in good repair"*.

'Efficient' in this context relates to health, safety and welfare (not productivity or economy).

Regulation 12(3) requires that;

*"every floor in a workplace and the surface of every traffic route shall be kept free from obstructions"*.

To comply with these requirements the following measures should be taken:

- a) Materials which fall on to the road from vehicles and elsewhere and may present a danger should be removed as soon as possible;
- b) Roadways should be maintained to provide good grip for vehicles (for example, they should be scarified if too smooth, gritted or sanded if slippery, and kept free of oil, grease and other debris);
- c) Signs and lighting should be kept clean and well maintained so that they are visible at all times;
- d) Road markings should be renewed when worn; and
- e) Pot-holes should not be allowed to develop (if found they should be repaired promptly).

Where maintenance work has to be carried out on or near roads, vehicle traffic should be kept away from those doing the work. This may involve the use of cones or barriers, or closing the road or route to traffic. Warning signs and speed limits should be used where appropriate.

### **Vehicles**

Regulation 6 of the Provision and Use of Work Equipment Regulations 1998 requires;

*"every employer to ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair".*

It is important that vehicles are maintained so that they remain mechanically sound. The extent and complexity of maintenance will vary enormously, from basic safety checks by the driver before using the vehicle (eg checking that the tyres are properly inflated) to regular preventive maintenance inspections carried out at predetermined intervals of time or mileage.

To help identify defects which may occur while the vehicle is in use, the driver will need instruction or training on carrying out appropriate checks, and reporting any defects found. Managers may find it helpful to provide drivers with a list of daily checks for their vehicles.

Planned preventive maintenance is also needed to prevent failures occurring while the vehicle is in use. Special attention needs to be paid to the:

- a) braking system;
- b) tyres;
- c) steering;
- d) mirrors and any fittings that enable the driver to see clearly;
- e) windscreen washers and wipers;
- f) warning signals; and
- g) any specific safety systems, e.g. control interlocks to prevent unintended movement of the vehicle and/or the equipment it carries.

The extent and frequency of preventive maintenance should not be less than the vehicle manufacturer's instructions.

Wherever relevant, the following precautions should be taken during vehicle maintenance:

- a) Brakes should be applied and, where necessary, wheels chocked. Engines should always be started and run with brakes on and in neutral gear;
- b) Raised bodies should be suitably propped or supported;
- c) A means of restraining wheels, such as a tyre cage, should be used when inflating tyres on split rim wheels;
- d) Tyres should be removed from wheels before welding, cutting or heating work begins on a wheel or wheel-rim fitted with a tyre, even if the tyre is deflated;
- e) Beware of the risk of explosion when draining and repairing fuel tanks, and from battery gases. Fuel tanks should never be drained or filled when the equipment is hot or in a confined space, nor should they be drained over a pit;
- f) Care should be taken to avoid short-circuiting batteries. Batteries should be charged in well-ventilated areas. Suitable personal protective equipment should be provided and used for handling battery acid;
- g) Measures should be taken to avoid maintenance personnel breathing asbestos dust from brake and clutch lining pads.

Only people who have received the relevant information, instruction and training should carry out Maintenance work.

### ***Selection and training of drivers and other employees***

Regulation 13 of the Management of Health and Safety at Work Regulations 1999 requires that;

*"employers shall:*

- a) in entrusting tasks to employees, take into account their capabilities as regards health and safety, and*
- b) ensure that employees are provided with adequate health and safety training on being recruited into the employer's undertaking and on being exposed to new or increased risks at the workplace".*

### **Selection of drivers**

With a few exceptions, people in the UK must be aged 17 or over and have passed a driving test before they can drive vehicles on public roads. Drivers of large or heavy goods vehicles must, with certain exceptions, be aged 21 or over and have passed the appropriate test. It is recommended that the same or, where necessary, higher standards are applied to people employed to drive vehicles at the workplace.

Drivers should be capable of operating the vehicle and related equipment safely, and should receive instruction and training as appropriate. They will need a mature and reliable attitude to be capable of performing their duties responsibly and carefully.

Managers should never allow anyone who is unfit through drink or drugs to drive any vehicle.

Where the workplace has contractors or visiting drivers, the site operator/manager will usually need to take measures to ensure that they are competent to carry out their duties responsibly and carefully - most likely by obtaining assurances or evidence from the drivers or their employers (see *Contractors, visiting drivers and shared workplaces*, below).

### **Training**

A recent study of deaths and injuries involving site dumpers showed that about one third of the drivers had little experience of driving the vehicle they had been operating, and had received no training at all. Less than half their employers had bothered to check the drivers' competence.

Training needs will depend on an individual's previous experience and the type of work they will be doing. The risk assessment should help determine the level and amount of training needed for each type of work. Training needs will usually be greatest when drivers and other employees are newly recruited.

It is essential to check what experience individuals have of the vehicles they will be using and the work they will be doing and, where appropriate, to check that the information they give is true. For example, employers will usually need to check that references to training schemes etc are supported by certificates. Information, instruction and training provided by the employer can then cover aspects of the individuals' work activities which may be unfamiliar to them.

It is likely that training will need to cover:

- a) general information about the job, for example the layout of the workplace routes, how and where to report faults or hazards, and accident reporting procedures;
- b) training and/or checks to ensure that individuals can carry out their work duties safely. For a driver this is likely to include information and instruction on how to operate the vehicle, information about particular hazards, speed limits, the appropriate parking and loading areas etc. It may be necessary to test trainees on site, even when they produce evidence of previous training or related work experience. It is important to check that trainees understand the information and instruction that they receive; and information on the management structure and level of supervision that will apply, and the penalties that will be imposed should they fail to comply with instructions and safe working practices.

It is important to stress to individuals the risks associated with unsafe working practices, for example driving too fast, turning too sharply or driving on unsafe gradients. They should be instructed to drive and carry out other vehicle related work activities in a responsible and careful manner. The standard of driving in workplaces should be at least the same as that required on public roads, and in many cases higher. Particular attention will usually need to be given to instructing younger people, as they are more likely to be unfamiliar with a work environment.

A planned programme of refresher training will usually be necessary for all drivers and other employees to ensure their continued competence. Also, changes in the work environment or in work activities may mean that drivers or other employees are exposed to new or different risks, requiring further information, instruction or training.

Training is particularly important for maintenance and repair work, as these are a major source of injuries and fatalities. In a study of 56 deaths during vehicle repair work over a three-year period: nine were caused by vehicles falling from jacks or ramps (axle stands or wheel chocks had not been used); five were by electrocution; four from tyres bursting; seven from fire or explosion; and seven from the inadvertent movement of a vehicle part. All these deaths could have been avoided if the staff had been properly trained and had used safe systems of work.

### ***Contractors, visiting drivers and shared workplaces***

#### **Contractors/sub-contractors**

Where contractors or sub-contractors are employed at the workplace, site operator/manager will need to take measures to ensure that their activities fit into the overall workplace activities without adding undue risks. More detailed information can be obtained from the guidance document on the control of contractors in section 2 of the health and safety manual.

The site operator/manager should check the suitability of the contractor and, through the contractor, any sub-contractor, in terms of health and safety standards. Check for example:

- a) that the contractor selects and trains employees to the required standards and that they are suitably competent;
- b) that on previous contracts the contractor has complied with safe working practices. Where possible, check the contractor's accident and ill-health record; and
- c) that the contractor's vehicles are suitable for their intended purpose and are, and will continue to be, properly maintained. Some employers inspect contractors' vehicles before allowing them to operate on site; others insist on a mechanic's inspection report covering

essential safety components. It may also be necessary to carry out spot checks to ensure that vehicles remain safe until the work is finished.

Nevertheless, contractors should be in no doubt that they are responsible for their own employees and their activities.

The site operator/manager will need to provide the contractor with appropriate health and safety information in relation to the work to be carried out (i.e. information about the workplace, the routes to be used, the vehicles and equipment on site, particular hazards, and other employees on site, including other contractors, visiting drivers etc) so that the work can be done safely and in compliance with safe working practices.

The contractor will also need to be made fully aware of the penalties that will be imposed (usually as a result of breach of requirements in the contract) if standards are not maintained or if there is a failure to comply with safe working practices. It is important to maintain a system of adequate supervision of the contractor's work.

Authorisation systems have proved to be a useful way of controlling the work activities of contractors and sub-contractors. Licences to operate on site are issued for specified periods, and then only renewed if contractors have satisfactorily met the relevant safety standards.

When a contractor engages sub-contractors, the contractor can clearly use similar checks and supervision to exercise control over the subcontractors. The site operator will usually need evidence from the contractor that adequate controls over sub-contractors are in place.

### **Visiting drivers**

Some of the checks previously mentioned will also apply to visiting drivers. It is important to ensure that visiting drivers are aware of the layout of the workplace, the route they need to take, and relevant safe working practices, eg for parking and unloading. Take account of the fact that delivery drivers may visit the site rarely, and may only be on site for a short time. It may also be necessary to allow visiting drivers access to a rest room with lavatory and washing facilities.

The site operator/manager should liaise and co-operate as necessary with the employers of visiting drivers to co-ordinate the measures they (the site operator/manager) need to take to comply with their health and safety responsibilities, for example to provide safe access to a vehicle for loading or unloading.

### **Shared premises**

Regulation 11 of the Management of Health and Safety at Work Regulations 1999 requires that;

*'Where two or more employers share a workplace (whether on a temporary or a permanent basis) each such employer shall:*

- a) co-operate with the other employers concerned so far as is necessary to enable them to comply with their health and safety duties;*
- b) take all reasonable steps to co-ordinate the measures they take to comply with their legal duties; and*
- c) take all reasonable steps to inform the other employers concerned about the risks to their employees' health and safety as a result of their work activities".*

This obligation also applies to self-employed people engaged in work activities at a shared workplace.

The form of co-ordination adopted will depend on the circumstances, but all employers and self-employed people involved will need to satisfy themselves that the measures they take to comply with their legal duties are adequate.

Normally the site operator/manager controls the worksite, and in such cases will take responsibility for coordinating the measures, primarily through discussion and by obtaining information from the smaller employers and seeking their agreement to the site-wide arrangements which have been established. All other employers have a responsibility to co-operate.

Where there is no employer in overall control, individual employers and self-employed people will need to find a way of agreeing joint arrangements, for example by appointing a health and safety coordinator. Appointing a health and safety supervisor or co-ordinator is likely to be the most effective way of ensuring co-operation and co-ordination; and, exchanging information efficiently to enable all employers to comply with their health and safety duties.

### ***Checklist***

The following checklist is intended as a guide to indicate the areas that employers should look at when trying to identify the hazards associated with vehicle activities; and, assessing whether existing precautions are adequate or whether more precautions are needed. It also gives some commonsense ideas for reducing the risk. The checklist will not necessarily be comprehensive or relevant for all work situations.

<b>WORKPLACE TRANSPORT SAFETY CHECKLIST</b>		
<b><i>The workplace</i></b>		
<b>Check that the layout of routes is appropriate for the vehicle and pedestrian activities at the workplace.</b> For example:		
Are vehicles and pedestrians kept safely apart?	Yes / No / N.A.	
Are there suitable pedestrian crossing points on vehicle routes?	Yes / No / N.A.	
Are there suitable parking areas for all parking needs?	Yes / No / N.A.	
Do the vehicle routes avoid sharp or blind bends?	Yes / No / N.A.	
Is there scope for introducing a one-way system on vehicle routes within the workplace to reduce the risk of collisions?	Yes / No / N.A.	
<b>Check that vehicle traffic routes are suitable for the type and quantity of vehicles that use them.</b> For example:		
Are they wide enough?	Yes / No / N.A.	
Are they well constructed, i.e. do they have firm and even surfaces?	Yes / No / N.A.	
Are they free from obstructions and other hazards?	Yes / No / N.A.	
Are they well maintained?	Yes / No / N.A.	
<b>Check that suitable safety features are provided where appropriate.</b> For example:		
Are roadways marked where necessary, e.g. to indicate the right of way at road junctions?	Yes / No / N.A.	
Is there a need for direction signs, speed limit signs and, where applicable, signs such as <i>Give way, No entry etc?</i>	Yes / No / N.A.	
Is there a need for features such as fixed mirrors to provide greater vision at blind bends, road humps to reduce vehicle speeds, or barriers to keep vehicles and pedestrians apart?	Yes / No / N.A.	
<b><i>The Vehicles</i></b>		
<b>Check that vehicles are safe and suitable for the work for which they are being used.</b> For example:		
Do they have suitable and effective service and parking brakes?	Yes / No / N.A.	
Do they have windscreens with wipers, and suitable external mirrors to provide optimum all-round visibility?	Yes / No / N.A.	
Are they provided with horns, lights, reflectors, reversing lights and other safety features as necessary?	Yes / No / N.A.	
Do they have seats and, where necessary, seat belts that are safe and provide driver comfort?	Yes / No / N.A.	
Are these guards on dangerous parts of the vehicles, e.g. power takeoffs, chain drives, exposed exhaust pipes?	Yes / No / N.A.	
Do drivers need protection against bad weather conditions, or against an unpleasant working environment, ie the cold, dirt, dust, fumes, and excessive noise and vibration?	Yes / No / N.A.	
Is there a safe means of access to and exit from the cabs and other parts that need to be reached?	Yes / No / N.A.	
Is there a safe means of access to and exit from the cabs and other parts that need to be reached?	Yes / No / N.A.	
Is there a need for driver protection against injury in the event of an overturn, and to prevent the driver being hit by falling objects?	Yes / No / N.A.	

<b>Check that the vehicles are subject to appropriate maintenance procedures.</b> For example:		
Do the drivers carry out basic safety checks before using vehicles?	Yes / No / N.A	
Is there a regular preventive maintenance programme for each vehicle, carried out at predetermined intervals of time or mileage?	Yes / No / N.A	
<b><i>Drivers and other employees</i></b>		
<b>Check that your selection and training procedures ensure that your drivers and other employees are capable of performing their work activities safely and responsibly.</b> For example:		
Do you check the previous experience of your drivers and test them to ensure they are competent?	Yes / No / N.A	
Do you provide training on how to perform the job, and information about particular hazards, speed limits, the appropriate parking and loading areas etc?	Yes / No / N.A	
Do you have a planned programme of refresher training for drivers and other employees to ensure their continued competence?	Yes / No / N.A	
<b>Check what your drivers and other employees actually do when undertaking their work activities.</b> For example:		
Do your drivers drive with care, e.g. use the correct routes, drive within the speed limit and follow any other site rules?	Yes / No / N.A	
Do they park safely and in safe locations?	Yes / No / N.A	
Are your employees using safe working practices, e.g. when loading/unloading, securing loads, carrying out maintenance etc?	Yes / No / N.A	
Are your drivers and other employees having to rush to complete their work on time, or is there a risk of accidents caused by fatigue as a result of excessive working hours?	Yes / No / N.A	
<b>Check, in consultation with your employees, that your level of management control/supervision is suitable.</b> For example:		
Are your supervisors, drivers and other employees, including contractors and visiting drivers, aware of the site rules and aware of their responsibilities in terms of maintaining a safe workplace and safe working practices?	Yes / No / N.A	
Is everyone at the workplace supervised and held accountable for their responsibilities, and is a clear system of penalties enforced when employees, contractors etc: fail to maintain standards?	Yes / No / N.A	
<b><i>Vehicle activities</i></b>		
<b>Check that the need for REVERSING manoeuvres is kept to a minimum, and where reversing is necessary that it is undertaken safely and in safe areas.</b> For example:		
Is there scope for introducing one-way systems on routes to reduce the need for reversing manoeuvres?	Yes / No / N.A	
Can you exclude non-essential personnel from areas where reversing is common?	Yes / No / N.A	
Is there a need to clearly identify and mark, 'reversing areas' to be clear to both drivers and pedestrians?	Yes / No / N.A	
Is there a need for a signaller (banksman) to direct reversing vehicles?	Yes / No / N.A	
Are there external side-mounted and rearview mirrors on the vehicles to provide optimum all-round visibility?	Yes / No / N.A	
Do the vehicles have reversing alarms?	Yes / No / N.A	

<b>Check that drivers take care when PARKING their vehicles, including their own private cars, and they park in safe locations.</b> For example:		
Do your drivers use the designated parking areas?	Yes / No / N.A	
Do they always ensure that their vehicles and trailers are braked and secured before leaving them parked?	Yes / No / N.A	
<b>Check that LOADING AND UNLOADING rations are carried out safely.</b> For example:		
Are loading/unloading operations carried out in an area away from passing traffic, pedestrians and others not involved in the loading/unloading operation?	Yes / No / N.A	
Are loading/unloading activities carried out using safe systems of work on ground using safe systems of work that is flat, firm and free from pot-holes?	Yes / No / N.A	
Are the vehicles braked and/or stabilized, as appropriate, to prevent unsafe movements during loading and unloading operations?	Yes / No / N.A	
Is loading/unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable?	Yes / No / N.A	
Are checks made to ensure that loads are secured and arranged so that they cannot move about, eg slide forward if the driver has to brake suddenly, or slide off if the vehicle has to negotiate steep inclines?	Yes / No / N.A	
Are there checks to ensure that vehicles are not loaded beyond their capacity?	Yes / No / N.A	
<b>Check that TIPPING operations are carried out safely.</b> For example:		
Do visiting drivers report to the site manager for any relevant instructions prior to commencing tipping operations?	Yes / No / N.A	
Are non-essential personnel excluded from tipping areas?	Yes / No / N.A	
Are tipping operations undertaken on ground that is level and stable, and at a location free from overhead hazards such as power lines, pipework etc?	Yes / No / N.A	
Where sites are not level and stable, are the tipping faces safe for vehicles involved in tipping operations, e.g. compacted and with no significant side slopes?	Yes / No / N.A	
Is there a need for suitably sized wheel-stop where vehicles need to reverse prior to tipping?	Yes / No / N.A	
Are tailgates released prior to tipping, and removed when necessary?	Yes / No / N.A	
Do drivers check that their loads are evenly distributed across the vehicle prior to commencing tipping operations?	Yes / No / N.A	
Are the drivers sufficiently experienced to anticipate loads sticking?	Yes / No / N.A	
Do drivers always ensure that the body is completely empty, and drive no more than a few metres forward to ensure the load is clear?	Yes / No / N.A	
<b>Check that SHEETING AND UNSHEETING operations are carried out safely.</b> For example:		
Are sheeting and unsheeting operations carried out in safe parts of the workplace, away from passing traffic and pedestrians and sheltered from strong winds and bad weather?	Yes / No / N.A	
Are the vehicles parked on level ground, with their parking brakes on and the ignition key removed?	Yes / No / N.A	

Are gloves, safety boots and, where necessary, eye and head protection provided, and used by those engaged in the sheeting/unsheeting operations?	Yes / No / N.A	
Is there scope for using proprietary sheeting systems to avoid the need for manual sheeting?	Yes / No / N.A	
Where manual sheeting is unavoidable;		
Is there a system in place which avoids the need for a person to climb on the vehicle or load, i.e. by providing a platform from which loads can be sheeted?	Yes / No / N.A	
Additional comments;		