

Workplace Transport Checklist

This checklist can be used as an aid in assessing and controlling workplace transport hazards. The checklist is not an exhaustive list of items to be addressed and will not necessarily be comprehensive for all work situations.

Management of Workplace Transport Safety	Yes	No	Action Required
Have workplace transport risks been assessed?			
Is the assessment documented?			
Are there documented site rules?			
Are the rules brought to the attention of all relevant people – employees, drivers, pedestrians, visitors, contractors, customers etc?			
Is there a documented traffic plan, including a site map, in place?			
Is there a report system in place for workplace transport accidents, incidents and near misses?			
Are unsafe behaviours challenged and investigated and is appropriate action taken?			
Do managers and supervisors lead by example - follow site rules etc.?			
Where applicable, is there adequate co-operation with other employers and landlords to ensure workplace transport safety?			
Are employees and other relevant people provided with instruction, information and training in relation to workplace transport hazards?			
Is there adequate supervision to ensure that workplace transport safety standards are maintained?			
Can non-Irish nationals understand the rules and procedures?			

The Workplace (continued)	Yes	No	Action Required
Is the access into the workplace visible and safe?			
Do visitors know where to go on entering the site?			
Are vehicle traffic routes marked and signposted where necessary, for example indicating the right of way at road junctions, speed limits, etc?			
Are there suitable parking areas for all parking needs?			
Are vehicles and pedestrians kept safely apart?			
Are there suitable pedestrian traffic routes both internally and externally?			
Are there suitable vehicle traffic routes?			
Are all traffic routes (pedestrian & vehicle) wide enough?			
Are all traffic routes (pedestrian & vehicle) well constructed and maintained?			
Are all traffic routes free from obstructions and other hazards?			
If present, are unavoidable permanent obstructions on traffic routes, clearly highlighted and visible?			
Is there scope for introducing a one-way system on vehicle traffic routes to reduce the risk of collision?			
Do drivers have to reverse large vehicles in small spaces?			
If reversing is carried out on site, is there scope to eliminate reversing?			
If reversing cannot be eliminated, are reversing areas clearly marked and identified?			
<p>Is there a need for features such as:</p> <ul style="list-style-type: none"> ▲ Barriers to keep vehicles and pedestrians apart? ▲ Fixed mirrors to provide greater vision for example, at bends? ▲ Traffic calming measures such as road humps to reduce vehicle-speeds? 			

The Workplace (continued)	Yes	No	Action Required
<p>Are the following clearly visible, clean and well maintained:</p> <ul style="list-style-type: none"> ▲Traffic routes? ▲Signage? ▲Road markings? ▲Lighting? ▲Mirrors? 			
<p>Is there adequate warning, such as signage, at the interface of the workplace with public areas?</p>			
<p>Are lighting arrangements adequate:</p> <ul style="list-style-type: none"> ▲Internally? ▲Externally? ▲On vehicles? 			
<p>Is lighting appropriately placed so that it does not:</p> <ul style="list-style-type: none"> ▲Dazzle drivers? ▲Create shadows? 			
<p>Is loading and unloading carried out away from:</p> <ul style="list-style-type: none"> ▲Passing vehicles? ▲Pedestrians? ▲Overhead electrical power lines? ▲Overhead structures? 			
<p>Is the surface of the loading and unloading area:</p> <ul style="list-style-type: none"> ▲Clearly marked? ▲Flat? ▲Firm? ▲In good condition? 			
<p>Where loading bays are longer than the width of five vehicles, are appropriate numbers of exits or safe refuge points in place?</p>			
<p>Is there a designated safe area for drivers during loading and unloading procedures?</p>			
<p>Are refuse skips located away from electrical power lines?</p>			

The Vehicles (Assess each vehicle individually)	Yes	No	Action Required
<p>Are the vehicles and attachments:</p> <ul style="list-style-type: none"> ▲ Suitable for the task they are carrying out? ▲ Compatible with one other? 			
<p>Are vehicles purchased or leased with all the recommended safety features?</p>			
<p>Do vehicles have good direct visibility?</p>			
<p>Are extra visibility aids required?</p>			
<p>Are vehicles provided (as necessary) with:</p> <ul style="list-style-type: none"> ▲ Horns? ▲ Lights? ▲ Reflectors? ▲ Reversing lights? ▲ Alarms? ▲ Flashing beacons? 			
<p>Are drivers protected (as necessary) against:</p> <ul style="list-style-type: none"> ▲ Impact? ▲ Rollover? ▲ Falling objects? ▲ Hazardous environments such as cold, fumes, dust, excessive noise or vibration? 			
<p>Are there guards on dangerous parts of the vehicles (for example, power take offs, chain drives, exposed exhaust pipes)?</p>			
<p>Is there a safe means of access to and exit from the cabs or other parts of the vehicle that need to be reached?</p>			
<p>Are vehicle surfaces where people may walk, for example, the fifth wheel area, slip resistant?</p>			
<p>Do drivers carry out basic safety checks before using the vehicle?</p>			

The Vehicles (continued)	Yes	No	Action Required
Is there a regular preventative maintenance programme in place for each vehicle?			
Is there a vehicle defect report system in place?			
Are statutory thorough examinations carried out as required, such as the yearly examination requirement for tailboard goods lift and forklift trucks?			
Are maintenance records and thorough examination reports kept and available for inspection?			
Is the manufacturer's instruction book available for all vehicles?			

The Driver	Yes	No	Action Required
Are all drivers trained and qualified to drive the vehicles they operate?			
Are drivers qualifications checked?			
Are drivers assessed to ensure their competency?			
Is on the job training provided including information about the task, specific hazards and site rules?			
Is refresher training provided (especially if there is a lapse in safe vehicle driving standards)?			
Is there a driver authorisation system in place?			
Is there a vehicle key control system in place?			
Is there a driver's handbook (or other suitable equivalent) outlining the relevant policies and procedures?			

The Driver (continued)	Yes	No	Action Required
Do drivers: <ul style="list-style-type: none"> ▲ Drive with care? ▲ Use the correct routes? ▲ Drive within the speed limits? ▲ Follow site rules? 			
Is information about the workplace provided to visiting drivers?			
Is this information provided in advance of the driver's arrival at the workplace?			
Do employees and other personnel working in areas where there is vehicular traffic, wear High Visibility clothing?			
Do drivers wear seatbelts, where provided?			
Do drivers wear appropriate slip resistant footwear?			

Safe System of Work	Yes	No	Action Required
Are there documented safe systems of work in place, for example for: <ul style="list-style-type: none"> ▲ Loading and unloading? ▲ Coupling and uncoupling? ▲ Maintenance? ▲ Working at height on vehicles? ▲ Securing of loads? 			
Are vehicles braked, chocked and/or stabilised as appropriate, to prevent unwanted or unsafe vehicle movement during loading and unloading?			
Are systems in place to prevent premature vehicle departure/ unscheduled departure?			
Are systems in place to prevent trailers tipping?			
Is loading and unloading carried out so far as possible, that the load is spread evenly to avoid the vehicle or trailer becoming unstable?			

Safe System of Work (continued)	Yes	No	Action Required
Are checks in place to ensure that the vehicle: ▲ Is not overloaded? ▲ Loads are adequately secured and stable and cannot move if the vehicle brakes or negotiates steep inclines?			
Are there systems in place to deal with vehicles that arrive on site with insecure loads?			
Do employees know and follow the safe systems of work?			
Does the job design affect the way employees and drivers carry out the job, for example is there adequate time to complete the task?			

Comments	
Signed:	Date: