

Workplace Transport

Introduction

This information sheet gives employers and employees practical advice on workplace transport and on how to eliminate or reduce the risk of harm or damage occurring.

What is workplace transport?

Workplace transport involves the use of vehicles and mobile plant or machinery within a workplace. It includes a wide range of vehicles such as cars, motorbikes, delivery vans, large goods vehicles and forklift trucks.

What do I have to do as an employer?

Transport hazards including vehicles must be identified and risk assessed. Vehicles provided for use in the workplace should be suitable for the task, have a safe means of access to and from the vehicle and must be maintained in a safe condition.

When selecting vehicles or mobile work equipment, you must consider the work conditions, the characteristics and hazards in the workplace and the specific hazards posed by the use of the chosen vehicle. There are specific requirements in relation to maintenance, inspection and testing of certain vehicles.

How do I carry out a risk assessment for workplace transport?

To control workplace transport risks, the workplace, the vehicle and the driver must be appropriately managed.

Assessing and managing the workplace

When assessing the workplace think about the movement of vehicles and pedestrians. Plan traffic routes that consider the work activities, the traffic type, and the volume and circulation of vehicle and pedestrian traffic. Take account of vehicles that visit the workplace e.g. delivery vans, HGVs, couriers, tankers, emergency vehicles, forklift trucks, visitor and employee vehicles. Remember to include pedestrian traffic such as employees, other people's employees, visitors and contractors.

All traffic entering the workplace must be directed and controlled where possible.

Vehicle Traffic Routes

- > Review access and entry into the workplace.
- > Control pedestrians and vehicles entering the site e.g. using barriers or access gates.
- > Check that drivers have adequate visibility and that it is not affected by landscaping, especially at junctions.
- > Eliminate the need for reversing where possible. Consider one way systems and drive-through loading and unloading areas or turning points.

- > Keep traffic routes away from hazardous areas and entrances or doorways used by pedestrians. Avoid sharp or blind bends and steep slopes on traffic routes. If blind spots or sharp bends cannot be avoided, provide mirrors to improve vision.
- > Check overhead for height restriction such as overhead electrical cables and put up warning signs.
- > Keep traffic routes free of obstructions as far as possible. Clearly mark those that are unavoidable and provide impact protection e.g. on lamp posts, pipe work and columns.

Pedestrians

- > Separate pedestrians from vehicles e.g. by using separate footpaths or walkways.
- > Provide pedestrian crossing points which have good visibility for both the driver and the pedestrian. Barriers or rails can direct pedestrians to crossing points and stop pedestrians crossing at blind spots.
- > Provide barriers at entrances and exits of buildings to stop pedestrians walking directly into traffic.
- > Provide separate vehicle and pedestrian entrances, with vision panels on all doors.
- > Consider prohibiting or limiting vehicle traffic in busy pedestrian areas.
- > Provide safe areas for drivers whilst vehicles are being loaded.

Signs and Road Markings

- > Mark and signpost all vehicle and pedestrian traffic routes both internally and externally. Mark or signpost information e.g. restricted / no parking areas, pedestrian crossings, traffic lanes, directions, junctions, stop lines, changes in gradient, kerbs, bollards, speed limits and sharp bends.



All road signs should comply with the Department of Transport Traffic Signs Manual.

- > All signs must be easy to understand e.g. use pictograms.
- > Check that signs and markings are clearly visible at both day and night, when wet or dry and that artificial lighting does not affect visibility. Use reflective or illuminated signs where work is carried out outside of daylight hours.
- > Place signs in locations that allow people time to see and understand them and take appropriate action.
- > Place signs at the workplace entrance to indicate the main site rules e.g. traffic routes, speed limits.

Lighting

- > Provide lighting on all traffic routes and in yard areas, without causing a risk of glare.

Traffic Control/Speed

- > Put in place appropriate speed limits for the workplace. Different areas of the site may require different speed limits.
- > Monitor and enforce the speed limit once in place e.g. CCTV can assist in measuring speed between two fixed points.
- > Consider measures to limit vehicle speed e.g. using rumble strips, speed humps. Make sure they are clearly visible – they may need to be well-lit and / or reflective.

Parking

- > If space allows, well-lit parking spaces should be provided for vehicles using the workplace.
- > Work and private vehicles should be separated if possible.
- > Loading and unloading should be carried out in a designated area away from overhead obstructions.

Housekeeping and Maintenance

- > Regularly clean and maintain all vehicle and pedestrian traffic routes, markings, lighting, mirrors and signs.
- > Keep pedestrian footpaths clear of materials that may cause slips, trips or falls such as mud or ice.
- > Provide spill kits and written procedures for dealing with spills.

Assessing and managing vehicles

- > If purchasing a vehicle or mobile work equipment, check that they are safe and suitable for their purpose and do not create an additional hazard when introduced into the workplace. The vehicle and mobile work equipment must be the correct type and size for the work activities and the workplace. Consult with vehicle drivers and operators prior to the selection and purchase of any workplace transport.
- > Make sure that there is a safe means of access to the cab and any other parts of the vehicle that employees may need to get to, and that there is safe, comfortable seating.



- > Make sure that dangerous parts such as exposed exhaust pipes, chain drives and power take off (PTO) shafts are adequately guarded and that the guards are maintained in good working order.
- > Drivers should be able to see clearly all around their vehicle. If visibility is limited, have extra visibility aids fitted e.g. mirrors, CCTV.

- > Make sure vehicle attachments are suitable for the task, compatible with the vehicle and regularly checked for wear and tear.
- > Make sure that safety features such as horns, lights (including reversing lights) and seatbelts are provided and maintained. Alarm systems that sound if the driver attempts to leave the vehicle without applying the handbrake should also be considered.
- > Make sure that the steering and braking systems are suitable and effective.
- > Check that the vehicle is capable of taking the full weight and size of everything that it may be required to carry and that drivers are protected against possible shifting loads. Anchor points must be provided for securing loads properly.
- > Raised vehicle bodies must be securely propped using a prop designed to carry the vehicle weight.
- > Adequately maintain vehicles and mobile work equipment throughout their working life and keep records. Keep the manufacturer's instruction handbook for the lifetime of the vehicle or mobile work equipment and make it available to drivers, operators and maintenance staff.
- > Drivers / operators should be trained to carry out basic safety checks before each use of their vehicle. Basic safety checks would normally include checking tyres, windscreen wipers, washers, lights, indicators and warning devices. Make sure drivers know how to report defects promptly, and make sure they are fixed promptly.
- > Vehicles should be kept clean in order to ensure good visibility for the driver and also to help detect any loose, worn or defective parts.
- > Thorough examination(s) by a competent



person are legally required for certain types of vehicles and work equipment e.g. tailboard goods lift and forklift trucks must be thoroughly examined every 12 months.

- > Regular preventative maintenance, in accordance with the manufacturer's recommendations, should be carried out at set intervals. All repairs, modifications, maintenance and servicing must be carried out by a competent person.

Assessing and managing vehicle drivers and operators

- > Select employees as drivers / operators by evaluating their age, attitude, experience, driving record and physical fitness.
- > Train and authorise drivers. Keep written

- records of all training and authorisations. Make sure that drivers have adequate instruction, training and information to operate the vehicle(s) and any attachments that they use.
- > When selecting contractors to carry out workplace transport operations on your behalf obtain relevant safety documentation such as method statements, safety statements and training records in advance so that they can be reviewed.
 - > Provide contractors with copies of site rules, maps, directions, hazard information and requirements for personal protective equipment in advance of their arrival on site.
 - > If using owner operators, specify your company standards for the vehicle safety features such as mirrors, CCTV and seatbelts.
 - > Hold briefings for regular customers and contractors in order to familiarise them with your workplace and your traffic management system.
 - > Induction training for new employees should include information about traffic route layouts, who is authorised to drive, particular hazards, speed limits and parking procedures.
 - > Drivers must be trained in safe driving practices, basic safety checks, proper use of safety features, how to report defects, how to secure loads and how to access and egress vehicles safely.
 - > Provide drivers with a driver's handbook which details the safe systems of work and provides all the site and company policies and rules relevant to driving.
 - > Provide personal protective equipment (PPE) where appropriate e.g. high-visibility jackets, safety boots and gloves.
 - > Monitor drivers, and challenge and investigate unsafe behaviours.

