



Workplace Transport

Every year about 70 people are killed and more than 1000 seriously injured in workplace transport related accidents. Commonly accidents involve people being hit or run over by vehicles such as fork lift trucks, cars, lorries, vans, grounds maintenance equipment and so on. Managers, workers and even members of the public can be at risk from the hazards presented by the movement of vehicles in your workplace, be it a supermarket, builders suppliers, warehouse, sports ground, etc.

Following the simple but essential steps below should help you to control the risks associated with transport, of whatever kind, used in your workplace. You may find them useful as a safety checklist.

1 Risk Assessment

To begin with identify the hazards associated with vehicle activities. These activities might include the arrival and departure of vehicles, their movement within the workplace, loading and unloading of goods, etc. and the hazards could include danger of:

- people being struck or run over by vehicles
- people falling from vehicles
- people being struck by objects falling from vehicles
- overturning vehicles

Next decide if the risks are well enough controlled, and if not, what you need to do. Consider Steps 2 to 8

2 The Workplace

Ensure that the design and layout of the workplace enables you to separate vehicles and pedestrians as much as possible. Provide one way traffic systems which are clearly marked using direction, give way and no entry signs and avoid sharp or blind bends on vehicle routes.

3 Reversing

Try to eliminate the need for reversing and where this is not possible ensure a safe system of work is provided, e.g. identify and mark "reversing areas" so that they are obvious, exclude pedestrians from these areas and fit audible warning devices and flashing beacons to vehicles. If a person is used to guide the vehicle ensure that there is a system of work which avoids the need to stand behind the vehicle, involves clear agreed hand signals and where drivers are instructed to STOP if the guide goes out of view at all.

4 Traffic Control Features

Where appropriate provide traffic control features such as clearly marked pedestrian crossing points, mirrors at blind corners, speed ramps to reduce vehicle speed (especially close to pedestrian points) and pedestrian barriers (especially at exits onto traffic routes). Ensure good visibility for drivers, by providing mirrors, effective lighting, and consider other aids such as reflective lenses in rear windows and CCTV. Always inform visiting drivers of your traffic management system.

5 Loading and unloading

Ensure loading and unloading operations are carried out in areas away from passing traffic and pedestrians. The ground to these areas should be flat, firm and free from pot holes. All vehicles should be braked and stabilised to prevent unsafe movements during loading and unloading. No vehicle should be loaded beyond its rated capacity or beyond the legal limit of gross weight. The floor of the vehicle should always be checked to ensure that it is safe to load. Loads should be properly secured or arranged so that they are safe for both transportation and unloading, e.g. so that they do not slide forward in the event of the driver having to brake suddenly. Provide a safe system of work for unloading, which clearly defines the roles and responsibilities of both delivery and site staff.





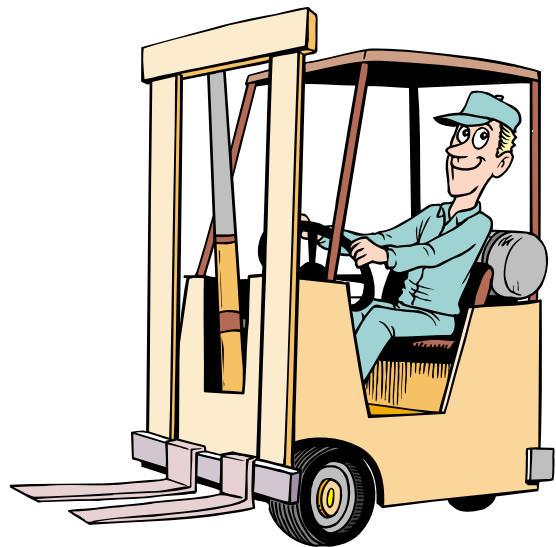
6 Vehicles

Make sure that vehicles at your workplace are safe and suitable for the work for which they are being used by ensuring that they are provided with horns, lights, reflectors, reversing lights, seat belts, etc. Ensure there are safe systems of work for activities such as coupling/uncoupling trailers, covering and uncovering vehicle loads and accessing the top of vehicles, e.g. oil and petrol tankers.

Put in place arrangements for the regular maintenance of all vehicles, particularly for braking and steering mechanisms. Develop a system for reporting defects and for ensuring remedial work is carried out. Ensure tail lifts are designed to British Standards 6109 and 5304, that they are examined by a competent person annually and that the safe working load is not exceeded.

7 Drivers

Restrict the driving of all vehicles to those who are trained and authorised. Provide training on how to do the job and information about particular hazards. Develop a planned programme of refresher training for drivers and other employees involved with workplace transport. Check that your drivers drive with care, e.g. use the correct routes, drive within the speed limits, obey load limits, follow site rules and do not drive excessive hours while at work. Provide high visibility clothing for all those people working in areas associated with vehicle movement.



8 Parking

Ensure that suitable designated parking areas are provided for all parking needs, e.g. for employees own private cars, for cars and vehicles belonging to members of the public and for work related vehicles (both permanent and visiting). These areas should be clearly laid out and of suitable size for the number and type of vehicles likely to use them. All workplace parking should be carefully monitored to ensure that drivers take care when parking their vehicles, that they use the designated parking areas and that their vehicles are effectively braked and secured before being left unattended.

case study

A customer was seriously injured whilst visiting a local timber and building supply company when his van was hit by a fork lift truck, the forks pierced the side of the van and trapped him for over an hour.

■ For Further Information:

Workplace Transport Safety
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