

Workplace Transport - Site Inspection Checklist

- The following checklist is intended as a guide to indicate the areas that employers should look at when doing a risk assessment
- The checklist will not necessarily be comprehensive or relevant for all work situations
- If the answer is 'No' the note reference in the question will indicate where further advice can be found

Part 1 - The site

1. Check that the layout of routes is appropriate *(note 1 refers)*

- Are vehicles and pedestrians kept safely apart? Yes No
- Are there suitable pedestrian crossing points on vehicle routes? Yes No
- Are there suitable parking areas for all vehicles? Yes No
- Do the vehicle routes avoid sharp or blind bends? Yes No
- Can a one-way system be used on vehicle routes within the workplace? Yes No

2. Check that vehicle traffic routes are suitable for the type and quantity of vehicles which use them *(note 1 refers)*

- Are they wide enough? Yes No
- Do they have firm and even surfaces? Yes No
- Are they free from obstructions and other hazards? Yes No
- Are they well maintained? Yes No

3. Check that suitable safety features are provided where appropriate *(note 1, 2, 3, 4 refers)*

- Are roadways marked where necessary, eg to indicate the right of way at road junctions? Yes No
- Are road signs as used in the Highway Code used where necessary? Yes No
- Are 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 provided where necessary? Yes No
- Do you have written site rules for workplace transport? Yes No
- Do visiting drivers report at the entrance for instructions before entering the site? Yes No

Part 2 - The vehicles

4. Check that vehicles are safe and suitable for the work for which they are being used *(note 1, 5, 6, 7 refers)*

- Have suitable vehicles and attachments been selected for the tasks which are actually undertaken? Yes No
- Do they have effective service and parking brakes? Yes No
- Do they have suitable external mirrors and additional aids where necessary eg CCTV, etc to provide optimum visibility when manoeuvring? Yes No
- Are they provided with horns, lights, reflectors, reversing lights and other safety features as necessary? Yes No
- Do they have seats and seatbelts where necessary? Yes No
- Are there guards to prevent access to dangerous parts of the vehicles, eg power take-offs, chain drives, exposed exhaust pipes? Yes No
- Do drivers have protection against bad weather conditions, or against an unpleasant working environment, ie the cold, dirt, dust, fumes and excessive noise and vibration? Yes No

Part 2 - The vehicles (cont'd)

Is there a safe means of access to and exit from, the cabs and other parts that need to be reached?

Yes No

Is driver protection against injury in the event of an overturn, and measures in place to prevent the driver being hit by falling objects, provided where necessary?

Yes No

5. Check that the vehicles are subject to appropriate maintenance procedures (note 1, 8 refer)

Do the drivers carry out basic safety checks before using vehicles?

Yes No

Is there a regular preventive maintenance programme for each vehicle, carried out at predetermined intervals of time or mileage?

Yes No

Where vehicle attachments lift people or materials there is a need for thorough examination, is this taking place?

Yes No

Part 3 - Drivers and other employees

6. Check that your selection and training procedures ensure that your drivers and other employees are capable of performing their work activities safely and responsibly (note 1, 9 refer)

Do you check the previous experience of your drivers and assess them to ensure they are competent? (NB for fork lift truck driving, see Approved Code of Practice)

Yes No

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

Do you have a planned programme of refresher training for drivers and others to ensure their continued competence?

Yes No

7. Check what your drivers and other employees actually do when undertaking their work activities (note 1, 3, 10, 11, 12 refer)

Do drivers drive with care, eg use the correct routes, drive within the speed limit and follow any other site rules?

Yes No

Do they park safely and in safe locations?

Yes No

Are your employees using safe working practices, eg when loading/unloading, securing loads, carrying out maintenance, etc?

Yes No

Do your drivers and other employees have enough time to complete their work without rushing or working excessive hours?

Yes No

Do managers routinely challenge and investigate unsafe behaviours they may come across?

Yes No

Do they set a good example, for instance by obeying vehicle/pedestrian segregation instructions, and by wearing high visibility garments where needed?

Yes No

8. Check, in consultation with your employees, that your level of management control/supervision is adequate (note 1, 3, 13 refer)

Are your supervisors, drivers and others, 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

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

Are adequate steps taken to detect any unsafe behaviour of drivers of site vehicles, visiting vehicles and pedestrians, to investigate any underlying reasons, and to correct unsafe behaviours?

Yes No

Have nominated individuals been made responsible for detecting, investigating and correcting unsafe behaviours?

Yes No

Part 4 - Vehicle activities

9. Check that the need for REVERSING is kept to a minimum, and where reversing is necessary that it is undertaken safely and in safe areas (note 1, 14 refer)

Is there a one-way system on routes to reduce the need for reversing manoeuvres? Yes No

Have you excluded non-essential personnel from areas where reversing is common? Yes No

Have you identified and marked 'reversing areas' to be clear to both drivers and pedestrians? Yes No

Are there external side-mounted and rear-view mirrors on the vehicles to provide optimum visibility? Yes No

Have additional visibility aids, eg CCTV been fitted to vehicles to eliminate or reduce blindspots during any unavoidable reversing? Yes No

If you can't do the above and you need a banksman to direct reversing vehicles, are they adequately trained and visible? Yes No

10. Check that drivers take care when PARKING their vehicles, including their own private cars, and that they park in safe locations (note 1, 10 refer)

Do your drivers use the designated parking areas? Yes No

Are parking brakes always used on trailers and tractive units? Yes No

Do they always ensure that their vehicles and trailers are braked and secured before leaving them parked? Yes No

11. Check that there are safe systems for LOADING AND UNLOADING operations (note 1, 3, 6, 8, 11 refer)

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

Is there liaison between the site occupier and duty holders who deliver or pick up goods? Yes No

Are the load(s), the delivery vehicle(s) and the handling vehicle(s) compatible with each other? Yes No

Is appropriate lifting equipment available for (un)loading vehicles? Yes No

Are loading/unloading activities carried out on ground that is flat, firm and free from potholes? Yes No

Are the vehicles braked and/or stabilised, as appropriate, to prevent unsafe movements during loading and unloading operations? Yes No

Are lorry drivers and others in a safe place away from the vehicle while loading is carried out? Yes No

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

Are there checks to ensure that vehicles are not loaded beyond their capacity? Yes No

Has the need for people to go on the load area of the vehicle been eliminated where possible? (see also question 12) Yes No

12. Check that SHEETING AND UNSHEETING operations are carried out safely (note 1, 15 refer)

Do you use ground based sheeting methods? Yes No

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

Are the vehicles parked on level ground, with their parking brakes on and the ignition key removed? Yes No

Part 4 - Vehicle activities (cont'd)

Are gloves, safety boots and, where necessary, eye and head protection provided, and used by those engaged in the sheeting/unsheeting operations?

Yes No

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, ie by providing a platform from which loads can be sheeted?

Yes No

13. Check that TIPPING operations are carried out safely (note 1, 16 refer)

Do visiting drivers report to the site manager for any relevant instructions prior to commencing tipping operations?

Yes No

Are non-essential personnel excluded from tipping areas?

Yes No

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

Where sites are not level and stable, are the tipping faces safe for vehicles involved in tipping operations, eg compacted and with no significant side slopes?

Yes No

Are suitably sized wheel-stops provided where vehicles need to reverse prior to tipping?

Yes No

Are tailgates released or removed when necessary?

Yes No

Do drivers check that their loads are evenly distributed across the vehicle prior to commencing tipping operations?

Yes No

Are the drivers sufficiently experienced to anticipate loads sticking?

Yes No

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

References

- Note 1** Workplace Transport Safety: Guidance for employers HSG 136 HSE Books 1995 ISBN 0 7176 0935 9
- Note 2** The Highway Code Department for Transport ISBN 0 11552290 5
- Note 3** Delivering Safely (free download at HSE Website <http://www.hse.gov.uk/workplacetransport/information/cooperation.htm>)
- Note 4** Safe unloading of steel stock Leaflet INDG 313 HSE Books 2000
- Note 5** HSE Information Sheet MISC 241 Fitting and use of restraining systems on lift trucks
- Note 6** Avoiding falls from vehicles INDG 367 HSE
- Note 7** HSE Information Sheet MISC 175 Retro fitting roll-over protective structures
- Note 8** Simple guide to the Lifting Operations and Lifting Equipment Regulations Leaflet INDG 290 HSE Books 1999
- Note 9** Rider-operated lift trucks: operator training Approved Code of Practice HSE Books L117
- Note 10** Parking large goods vehicles safely: Guidance for drivers on coupling and uncoupling large goods vehicles (LGVs), Leaflet INDG 312 HSE Books 2000
- Note 11** Code of Practice - Safety of Loads on Vehicles (third edition) Department of Transport ISBN 0 11552547 5 (free download at website: www.dft.gov.uk)
- Note 12** Driving at work Leaflet INDG 382 HSE Books 2003
- Note 13** Health and safety in road haulage Leaflet HSE Books 2003
- Note 14** Reversing vehicles Leaflet INDG 148 HSE Books 1993
- Note 15** Sheeting and unsheeting (free download at HSE Website <http://www.hse.gov.uk/workplacetransport/information/sheeting.htm>)
- Note 16** Tipping (free download at HSE Website <http://hse.gov.uk/workplacetransport/information/tipping.htm>)

Other references

- Note 17** Five steps to risk assessment INDG 163 (rev 1) Leaflet HSE Books 1999
- Note 18** Designing for Deliveries Freight Transport Association 1998 ISBN 0 90299166 3