

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	<input type="checkbox"/>	No	<input type="checkbox"/>
Are there suitable pedestrian crossing points on vehicle routes?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are there suitable parking areas for all vehicles?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do the vehicle routes avoid sharp or blind bends?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Can a one-way system be used on vehicle routes within the workplace?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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	<input type="checkbox"/>	No	<input type="checkbox"/>
Do they have firm and even surfaces?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are they free from obstructions and other hazards?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are they well maintained?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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	<input type="checkbox"/>	No	<input type="checkbox"/>
Are road signs as used in the Highway Code used where necessary?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have written site rules for workplace transport?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do visiting drivers report at the entrance for instructions before entering the site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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	<input type="checkbox"/>	No	<input type="checkbox"/>
Do they have effective service and parking brakes?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do they have suitable external mirrors and additional aids where necessary eg CCTV, etc to provide optimum visibility when manoeuvring?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are they provided with horns, lights, reflectors, reversing lights and other safety features as necessary?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do they have seats and seatbelts where necessary?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are there guards to prevent access to dangerous parts of the vehicles, eg power take-offs, chain drives, exposed exhaust pipes?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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	<input type="checkbox"/>	No	<input type="checkbox"/>

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 | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Have you excluded non-essential personnel from areas where reversing is common? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Have you identified and marked 'reversing areas' to be clear to both drivers and pedestrians? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Are there external side-mounted and rear-view mirrors on the vehicles to provide optimum visibility? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Have additional visibility aids, eg CCTV been fitted to vehicles to eliminate or reduce blindspots during any unavoidable reversing? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If you can't do the above and you need a banksman to direct reversing vehicles, are they adequately trained and visible? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

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 | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Are parking brakes always used on trailers and tractive units? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Do they always ensure that their vehicles and trailers are braked and secured before leaving them parked? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

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 | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Is there liaison between the site occupier and duty holders who deliver or pick up goods? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Are the load(s), the delivery vehicle(s) and the handling vehicle(s) compatible with each other? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Is appropriate lifting equipment available for (un)loading vehicles? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Are loading/unloading activities carried out on ground that is flat, firm and free from potholes? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Are the vehicles braked and/or stabilised, as appropriate, to prevent unsafe movements during loading and unloading operations? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Are lorry drivers and others in a safe place away from the vehicle while loading is carried out? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 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 | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Are there checks to ensure that vehicles are not loaded beyond their capacity? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Has the need for people to go on the load area of the vehicle been eliminated where possible? (see also question 12) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

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

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| Do you use ground based sheeting methods? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 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 | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Are the vehicles parked on level ground, with their parking brakes on and the ignition key removed? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

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