

## Checklist for Duty Holders Site Inspection – Workplace Transport Checklist

The following checklist has been prepared as a guide to what employers should consider when trying to reduce the risk from vehicles in the workplace. It will not necessarily be comprehensive for all work situations.

If the answer to a question is 'No', the references under the section heading indicate where further advice can be found.

If the question is not relevant to your workplace leave the boxes blank.

### **1 MANAGEMENT AND SUPERVISION OF WORKPLACE TRANSPORT RISK.**

See references 1, 2, 3, 4, 5

<b>Check, in consultation with your employees, that your level of management control/supervision is adequate</b>	
Are site rules documented and distributed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are your supervisors, drivers and others, including contractors and visiting drivers, aware of the site rules? Are they aware of their responsibilities in terms of helping to maintain a safe workplace and environment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has a risk assessment been completed for all workplace transport hazards?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the level of supervision sufficient to ensure that safe standards are maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are sanctions applied when employees, contractors, etc., fail to maintain these standards?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are adequate steps taken to detect unsafe behaviour of drivers of both site and visiting vehicles as well as pedestrians? Are the underlying reasons investigated to correct unsafe behaviours?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there good co-operation and liaison on health and safety matters between your staff and those who collect or deliver goods?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Check what your drivers and other employees actually do when undertaking their work activities</b>	
Do drivers drive with care, e.g., use the correct routes, drive within the speed limit and follow any other site rules?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do your drivers and other employees have enough time to complete their work without rushing or working excessive hours? Do you monitor "job and finish" work to ensure drivers are not rushing to cut corners?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are your employees using safe work practices, e.g., when (un)coupling, (un)loading, securing loads, carrying out maintenance etc.?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do managers and supervisors routinely challenge and investigate unsafe behaviours they may come across?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do managers and supervisors set a good example, for instance by obeying vehicle/pedestrian segregation instructions, and by wearing high visibility garments where these are needed?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 2 SITE LAYOUT AND INTERNAL TRAFFIC ROUTES.

See references 1, 2, 6, 7, 8, 9, 10

<b>Check that the layout of routes is appropriate</b>	
Are the roads and footways suitable for the types and volumes of vehicular traffic and pedestrian traffic using them?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are vehicles and pedestrians kept safely apart?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where necessary are there suitable pedestrian crossing places on vehicle routes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a safe pedestrian route that allows visiting drivers to report for instructions when entering the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there adequate numbers of suitable parking places for all vehicles and are they used?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a properly designed and signed one-way system used on vehicle routes within the workplace?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the level of lighting in each area sufficient for the pedestrian and vehicle activity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Check that vehicle traffic routes are suitable for the type and quantity of vehicles, which use them.</b>	
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"/>
Do vehicle routes avoid sharp or blind bends?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Check that suitable safety features are provided where appropriate.</b>	
Are roadways marked where necessary, e.g. 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, installed 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"/>

### 3 VEHICLE SELECTION AND SUITABILITY

See references 1 and 2.

<b>Check that vehicles are safe and suitable for the work for which they are being used.</b>	
Have suitable vehicles and attachments been selected for the tasks which are actually undertaken?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do vehicles have good direct visibility or devices for improving vision where reversing can't be eliminated and where significant risk still remains e.g. external and side mirrors; vision aids such as CCTV; sensing device?	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 effective service and parking brakes?	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, e.g. 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"/>
Is there a safe means of access to and exit from, the cabs and other parts that need to be reached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are surfaces, where people walk on vehicles, slip resistant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
Are operators involved or consulted on vehicle selection?	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### 4 VEHICLE MAINTENANCE

See references 1 and 2.

<b>Check the level of vehicle maintenance is adequate.</b>	
Is there a regular preventative maintenance programme for every vehicle, carried out at predetermined intervals of time or mileage? E.g. in accordance with manufacturer's instructions	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a system for reporting faults on the vehicle and associated equipment and carrying out remedial work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where vehicle attachments lift people or objects, are thorough examinations undertaken by a competent person (e.g. your insurance company)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do the drivers carry out basic safety checks before using the vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### 5 VEHICLE MOVEMENTS

See references 1 and 2.

<b>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.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have drive-through, one-way systems been used, wherever possible to reduce the need for reversing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where reversing areas are needed are they marked to be clear to both drivers and pedestrians?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are non-essential personnel excluded from areas where reversing occurs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If risk assessment shows site controls cannot be improved further and you need a banksman to direct reversing vehicles, are they adequately trained and visible?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 6 UN(LOADING) ACTIVITIES

See references 1, 2, 4, 11, 12)

<b>Check that there are safe systems for LOADING and UNLOADING operations.</b>	
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"/>
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"/>
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 parking brakes always used on trailers and tractive units to prevent unwanted movement, eg when coupling vehicles?	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 systems in place to prevent trucks driving away while they are still being (un)loaded?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are lorry drivers and others kept in a safe place away from the vehicle while (un)loading is carried out?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a safe area marked where drivers can observe loading (if necessary)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the need for people to go on to the load area of the vehicle been eliminated where possible and if not is safe access provided and used?	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"/>
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 checks made to ensure the load is adequately secured in line with the Department for Transport Code of Practice and not loaded beyond their capacity before the vehicle leaves the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 7 DRIVER COMPETENCE

See references 1, 2, 13.

<b>Check that your selection and training procedures ensure that your drivers and other employees are capable of performing their work activities safely and responsibly.</b>	
Do drivers possess the necessary licences or certificates for the vehicles they are authorised to drive e.g. FLT's, shunt vehicles, site dumpers etc.?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you check the previous experience of your drivers and assess them to ensure they are competent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you provide site specific training on how to perform the job, and information about particular hazards, speed limits, the appropriate parking and loading areas, etc.?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a planned programme of refresher training for drivers and others to ensure their continued competence?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 8 (UN)SHEETING

See references 1, 2

<b>Check that sheeting and unsheeting operations are carried out safely</b>	
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"/>
Are gloves, safety boots and, where necessary, eye and head protection provided, and used by those engaged in the sheeting/unsheeting operations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where manual sheeting is unavoidable, is there a system in place which avoids the need for a person on to climb on the vehicle or load, ie by providing a platform from which loads can be sheeted?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 9 TIPPING

See references 1, 2

<b>Check that tipping operations are carried out safely</b>	
Do visiting drivers report to the site manager for any relevant instructions prior to commencing tipping operations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are non-essential personnel excluded from tipping areas?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are tipping operations undertaken on ground that is level and stable, and a location free from overhead hazards such as power lines, pipework, etc?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where sites are not level and stable, are the tipping faces safe for vehicles involved in tipping operations, eg compacted and no side slopes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are suitably sized wheel-stops provided where vehicles need to reverse prior to tipping?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are drivers clear about when tailgates should be released or removed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do drivers check that their loads are evenly distributed across the vehicle prior to commencing tipping operations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the drivers sufficiently experienced to anticipate loads sticking?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>

## References:

- a. Workplace Transport Safety: Guidance for employers HSG 136 HSE Books 2005
- b. ISBN 0-7176-6154-7
- c. Workplace transport safety: an overview Leaflet INDG 199(rev1) HSE Books 2005
- d. Five steps to risk assessment INDG 163 (rev 2) Leaflet HSE Books 2006
- e. HSE Information Sheet WPT06 Delivering Safely - free download at HSE Website
- f. Health and safety in road haulage INDG379 Leaflet HSE Books 2003
- g. The Highway Code. Department for Transport 2004 ISBN 0-11-5526986
- h. Designing for Deliveries Freight Transport Association 1998 ISBN 0 90299166 3  
(£80 to members £100 to non-members from FTA phone 01892 526171)
- i. Lighting at work HSG 38 HSE Books 1997
- j. Safety Signs and Signals – Guidance on the Regulations L64 HSE Books 1996
- k. The Traffic signs Regulations and general directions 2002
- l. Code of Practice: Coupling or uncoupling & parking of large goods vehicle trailers  
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Engineers (SOE), 22 Greencoat Place, London, SW1P 1PR phone 020 7630 1111  
website: [www.soe.org.uk](http://www.soe.org.uk)
- m. Code of Practice - Safety of Loads on Vehicles (third edition) 2002 Department of
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- o. [http://www.dft.gov.uk/stellent/groups/dft\\_roads/documents/page/dft\\_roads\\_506864.pdf](http://www.dft.gov.uk/stellent/groups/dft_roads/documents/page/dft_roads_506864.pdf)
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