

Loss Prevention Standards – Casualty Classes

Workplace Transport Safety

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A range of hazards can arise when vehicles are used in the workplace. Eliminating these hazards will improve operational efficiency and provide a safer environment for employees to work.



Introduction

‘Workplace transport’ refers to any activity involving vehicles used in a workplace. This excludes vehicles driven on public roads unless the vehicle is being loaded or unloaded on a public road adjacent to a workplace. Common hazards associated with workplace transport include:

- Individuals being struck by a vehicle
- Items or individuals falling from vehicles
- Individuals becoming trapped between vehicles



Risk Assessments

A workplace transport risk assessment is an important part of an organisation’s loss prevention strategy. It will assist in identifying potential hazards from vehicles such as forklift trucks, vans and cars, allowing corrective actions to be implemented. Assessments should be recorded and conducted on a regular basis, including:

- **Every time there’s a significant change to the premises, layout, or equipment**
- Following any incident
- **Annually, if there’s been no reason to review in the meantime**

As well as undertaking a risk assessment, regular inspections can help to ensure that the premises remain safe on a day-to-day basis. Individuals undertaking risk assessments and inspections should be competent, suitably trained, and familiar with the location, its hazards, and operations.

Records

The results of each regular inspection and assessment should be suitably recorded and retained for future use. The findings should be shared with appropriate staff to make them aware of any relevant hazards, required controls and areas of non-compliance. Any remedial actions identified should be completed without delay and recorded.

Checklist

A generic Workplace Transport Safety checklist in Appendix 1 which you can tailor to your own organisation.

Specialist Partner Solutions

Aviva Risk Management Solutions can offer access to a wide range of risk management products and services at preferential rates via our network of Specialist Partners.

For more information please visit:

[Aviva Risk Management Solutions – Specialist Partners](#)

Sources and Useful Links

- [Vehicles at Work](#) – Health and Safety Executive (HSE)
- [A Guide to Workplace Transport Safety: HSG136](#) – HSE
- [Workplace Transport Safety – A Brief Guide: INDG199](#) – HSE
- [Rider-operated Lift Trucks: Operator Training and Safe Use – Approved Code of Practice and Guidance:L117](#) – HSE
- [Site Inspection – Workplace Transport Checklist](#) - HSE

Additional Information

To find out more, please visit [Aviva Risk Management Solutions](#) or speak to one of our advisors.

Email us at riskadvice@aviva.com or call 0345 366 6666*

*Calls may be recorded and/or monitored for our joint protection.

Appendix 1: Workplace Transport Safety Checklist



Location	
Date	
Completed by (name and signature)	

	Workplace Transport Safety Checklist	Y/N	Comments
1.	<p>Site layout:</p> <ul style="list-style-type: none"> • Are vehicles and pedestrians kept apart? • Are there designated pedestrian crossing points on all vehicle routes? • Are there suitable designated parking areas for staff and visitors? • Are there suitable assigned loading bays and reversing areas? • Are there any designated one-way systems on vehicle routes? • Are all site access points co-ordinated effectively? • Is there a safe route to the office for visiting drivers undertaking deliveries? • Are skips and bins located away from busy traffic routes? • Are vehicle maintenance areas situated away from main traffic routes? • Are refuelling and recharging areas stationed away from main traffic routes? • Are vehicle washers positioned away from main traffic routes? 		
2.	<p>Vehicle routes and yard areas:</p> <ul style="list-style-type: none"> • Are all vehicle routes: <ul style="list-style-type: none"> ○ of appropriate size for all types of vehicles? ○ free from obstructions, potholes, and other hazards? ○ regularly inspected and maintained? • Do all vehicle routes have: <ul style="list-style-type: none"> ○ any junctions, sharp bends, or blind corners – and are these clearly designated? ○ firm, level, even surfaces of suitable construction to support the weight of loads passing over them, with adequate grip for vehicles? • Is there a formal system of traffic flow and vehicle routing that minimises the need for vehicle reversing, and areas where there'll be pedestrian/vehicle interaction? Where appropriate, is this system reinforced by suitable signage and other traffic 		

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	<p>control measures such as traffic lights, gates, flow plates or barriers?</p> <ul style="list-style-type: none"> • Do roadways and yard areas drain freely? • Are gullies and drains regularly inspected and cleared of debris? • Is there a formal system for snow clearance and deploying rock salt or grit to roadways and yard areas during winter months? • Are vulnerable items of plant and equipment adjacent to traffic routes adequately protected from vehicle impact? • Are there suitable measures to prevent vehicles falling from raised roadways, ramps, and weighbridges? 		
3.	<p>Safety features:</p> <ul style="list-style-type: none"> • Is there a formal speed limit on site and/or in specific areas? Is it enforced? • Are there any additional safety features provided such as speed humps or fixed mirrors? Are they clearly marked and maintained in good condition? • Are all warning signs and road markings clean, legible, and suitably positioned? • Is there a programme of regular repainting of road markings? • Are all work areas adequately lit? • Are there any pedestrian doorways which lead directly onto vehicle routes? Are they provided with guard rails, barriers, and/or warning signs? 		
4.	<p>Employees:</p> <ul style="list-style-type: none"> • Do all employees: <ul style="list-style-type: none"> ○ wear hi-visibility clothing whilst on site (with signs displayed around the premises stating this rule)? ○ adhere to pedestrian walkways when moving around the site? ○ refrain from using mobile phones or other similar devices whilst moving in areas where vehicles operate? ○ wear suitable footwear when working in areas where vehicles operate? 		

5.	<p>Third parties:</p> <ul style="list-style-type: none"> • Do visiting drivers receive instructions and information regarding the site prior to their arrival? • Are all visitors and delivery drivers asked to report to reception upon arrival on site? Are signs displayed stating this on all site entrances? • Do employees know that any unauthorised personnel should be taken to the reception area? • Are children and animals prohibited from the site unless authorised? Are visitors aware that they are responsible for any children and animals they bring onto site? • Are safety rules and instructions provided in a format accessible for visiting drivers whose first language is not English? • Do all visitors wear hi-visibility clothing whilst on site? • Is there provision for visitors who do not have suitable Personal Protective Equipment (PPE)? 		
6.	<p>Training, experience, and health:</p> <ul style="list-style-type: none"> • Are all vehicle operators, including temporary or agency staff, deemed competent? Are they authorised to drive appropriate company vehicles? • Are certificates and driving licences regularly inspected? Are copies retained on file? • Are all visiting drivers and contractors assessed for competency? • Are instructions on how to perform each vehicle operation on site provided? • Is information provided on safe operating procedures and potential hazards? • Is there a planned programme of refresher training for all vehicle operators to ensure their continued competence? • Is there a suitable assessment of a driver's health prior to being given authorisation to drive, including periodic assessment in accordance with nationally published guidance? 		

7.	<p>Driver behaviour:</p> <ul style="list-style-type: none"> • Do all vehicle operators drive with due care and attention and adhere to the traffic management signs whilst on site? • Do drivers make good use of the warning horn when working in areas where there may be pedestrians? • Do all vehicle operators make use of the designated areas such as parking and loading? • Do vehicle operators follow the site's safe operating procedures? Does this include rules for wearing seat belts, and the prohibition of mobile phone use while driving? • Are vehicles always left in a safe and secure condition with keys removed? • Are vehicle operators supervised by management on site? Are safety rules enforced by local management? 		
8.	<p>Suitability of vehicles:</p> <ul style="list-style-type: none"> • Have vehicles been appropriately specified, taking into account their working environment and the nature of the loads they will handle? • Are vehicles fitted with flashing beacons, audible reversing warnings, cameras, or other reversing aids? • Are all vehicles fitted with suitable braking and lighting systems? • Do all vehicles have suitable means of access and egress? • Are all vehicles fitted with suitable operator protection devices, such as: <ul style="list-style-type: none"> ○ safety cabs? ○ weather protection? ○ Roll-Over Protective Structures (ROPS)? ○ Falling-Object Protective Structures (FOPS)? • Are all moving parts suitably guarded, including chain or belt drives? • Do vehicles have suitable operator restraints fitted, such as seat belts? • Are devices fitted to prevent the vehicle from being operated without the driver at the controls? • Are suitable attachments provided for lift trucks where awkward loads are handled? Have lift trucks been de-rated when such attachments are used? 		

9.	<p>Inspection and maintenance:</p> <ul style="list-style-type: none"> • Are all vehicles inspected on a daily basis, or before each use by the operator? • Is a suitable checklist used to ensure consistency of inspection? • Are faults and defects always reported immediately to management? Is a suitable system implemented to prevent use of the vehicle where safety-critical defects are identified? • Are windscreen wipers, mirrors, and lights in good condition and working order? • Are all vehicle operator seats kept in good condition? • Are all vehicles regularly maintained and serviced at appropriate intervals? Are suitable records retained, including documentation of the rectification of identified faults and defects? • Are statutory examinations of vehicles and ancillary lifting equipment carried out? 		
10.	<p>Loading and unloading:</p> <ul style="list-style-type: none"> • Are all loading and unloading operations carried out in designated areas? Are the designated areas firm, level and free from hazards such as overhead cables and trees? • Are suitable measures adopted to prevent vehicle driveaway during loading and unloading? • Where loading docks are used, are suitable extending dock levellers provided? Are these subject to periodic inspection and maintenance? • Are there suitable measures to prevent falls from the dock or vehicle during loading and unloading? • Where appropriate, do loading areas provide a suitable refuge or exit point for individuals who may become trapped? • Are suitable measures deployed to prevent the loads shifting during transit? • Are all loads checked before leaving site to ensure they are even, stable, and secure? • Are there appropriate procedures in place for the securing and unloading of curtain-sided vehicles? Are employees suitably trained? • Are suitable procedures in place for re-evaluating the safe methods of unloading vehicles where goods have shifted in transit? Are employees suitably trained? • Are there measures to prevent interaction with site vehicles and visiting drivers during the loading and unloading process? • Are clear protocols established, determining who has control of the vehicle and trailer during various stages of loading and unloading? • Are vehicles and trailers suitably parked and stabilised to prevent unexpected movement? 		

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	<ul style="list-style-type: none"> • Are adequate procedures in place for the use of tail lifts? Are employees suitably trained? • Do scheduling teams plan to avoid busy periods of deliveries and collections with shift changeovers, when there will be an increase in the numbers of individuals arriving and leaving the site? 		
11.	<p>Reversing:</p> <ul style="list-style-type: none"> • Are all reversing manoeuvres carried out in designated areas? • Are suitable wheel-stops, reversing guides, floor markings, and mirrors provided? • Are non-essential personnel always excluded from areas where reversing takes place? • Are suitably trained signallers, banksmen or reversing assistants used to support with reversing where required? 		
12.	<p>Coupling and uncoupling:</p> <ul style="list-style-type: none"> • Are there suitable procedures in place for the coupling and uncoupling of semi-trailers? Are employees suitably trained, and do they understand: <ul style="list-style-type: none"> ○ the rules for the application of parking brakes during coupling and uncoupling? ○ general safety precautions to be adopted? • Do coupling and uncoupling activities take place on firm ground, in well-lit areas? • Is there safe access to the fifth wheel of tractive units? 		
13.	<p>Refuelling and recharging:</p> <ul style="list-style-type: none"> • Does the refuelling of diesel, petrol or LPG-powered vehicles take place outside or in a well-ventilated area? • Have adequate precautions been taken to minimise the risks: <ul style="list-style-type: none"> ○ of fire? ○ to the environment? ○ arising from manual handling? ○ electric shock? ○ during refuelling and recharging? • Are suitable procedures in place for refuelling and recharging tasks? Are employees suitably trained? 		

14.	<p>Order picking:</p> <ul style="list-style-type: none"> • Do trucks used for high-level order picking feature devices to prevent the operator exiting the cradle whilst in an elevated position? • Are there suitable emergency arrangements to safely return employees to ground level, should they become stuck at an elevated height? • Do low-level order pickers used for second-level picking feature a suitable step-up and handrail? 		
15.	Additional comments:		

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