

Assessing and managing vehicle drivers and operators

- Carefully select, train and authorise drivers. Keep written records of training provided and authorisations granted. Ensure that drivers have adequate instruction, training and information to operate the vehicles and any attachments that they use
- Select employees who have the correct safe attitude to workplace transport and have the ability to perform the job in a responsible, competent manner. Appropriate selection will require an evaluation of age, experience, driving record, physical fitness and maturity
- When selecting contractors to carry out workplace transport operations on your behalf, investigate their attitude to health and safety. Obtain relevant safety documentation such as method statements, safety statements and training records in advance so that they can be reviewed
- If using contract owner drivers, specify your company standards for vehicle safety features such as mirrors, CCTV and seat belts
- Hold briefings for regular customers and contractors in order to familiarise them with your workplace and your traffic management system
- Provide contractors with copies of site rules, maps, directions, hazard information and requirements for personal protective equipment in advance of their arrival on site
- Provide induction training for new employees which should include information about traffic route layouts, who is authorised to drive and information about particular hazards
- Provide on the job training and information about workplace policies such as speed limits and parking procedures
- Ensure that drivers are trained in safe driving practices, basic safety checks, proper use of safety

features and how to report defects. Ensure drivers are trained in how to safely secure loads and how to access and egress vehicles safely

- Provide the driver with a driver's handbook which details the safe systems of work and provides all the site and company policies and rules relevant to driving
- Provide appropriate personnel protective equipment (PPE); e.g High-Visibility jackets, safety boots or gloves, where appropriate
- Ensure that there is adequate control of drivers including visiting drivers. Ensure they drive at appropriate speeds for the site conditions and that authorised drivers do not lend keys to unauthorised drivers. Monitor whether drivers are following the site rules and challenge and investigate unsafe behaviour and systems of work



Workplace Transport

Introduction

This information sheet gives employers and employees practical advice on workplace transport and on how to eliminate or reduce the risk of harm or damage occurring. Every year people are killed or seriously injured in accidents involving workplace transport. Accidents that do not involve personal injury can result in damage to property, plant and equipment and the vehicle itself.

What is workplace transport?

Workplace transport involves the use of vehicles and mobile plant/machinery within a workplace boundary including temporary workplaces such as construction sites. It includes a wide range of vehicles such as cars, motorbikes, delivery vans, large goods vehicles and forklift trucks. Very few places of work do not encounter some form of workplace transport.

What do I have to do as an employer?

Employers have a responsibility to carry out a written risk assessment. As part of the risk assessment, transport hazards including vehicles must be identified and assessed. Vehicles provided should be suitable for the task, maintained in a safe condition and have safe access to and egress from the vehicle.

When selecting vehicles or mobile work equipment, the employer must take account of the specific work conditions and the characteristics and hazards in the workplace and the specific hazards posed by the use of the chosen vehicle. You should also be aware that there are specific requirements in relation to maintenance, inspection and testing of certain vehicles.



What do employees have to do?

Employees also have responsibilities in relation to preventing accidents by:

- Protecting their own health and safety and that of anyone who may be affected by what they do or don't do
- Co-operating with their employer in relation to managing workplace transport safely
- Not being under the influence of any intoxicant to the extent that they could be a danger to themselves or others
- Not engaging in any improper conduct or behaviour that could endanger themselves or others
- Participating in health and safety training
- Making proper user of all equipment and machinery, including personal protective equipment, provided and not misusing same
- Reporting any defects in the place of work, equipment, etc.

How do I carry out a risk assessment for workplace transport?

To effectively control workplace transport risks, the workplace, the vehicle and the driver must be appropriately managed. In conducting the risk assessment, the workplace itself must be evaluated with respect to the movement of vehicles and pedestrians and adequate control measures must be put in place to eliminate or reduce any risks found.



Assessing and managing the workplace

When assessing the workplace and planning traffic routes consider the work activities, the traffic type, and the volume and circulation of vehicle and pedestrian traffic. Take account of commercial vehicles such as delivery vans, large goods vehicles, courier vehicles and tankers that visit the workplace. Consider vehicles that may infrequently, if ever, visit the workplace, e.g. emergency vehicles.

Include internal vehicles such as forklift trucks, visitor and staff vehicles which may include cars, motorbikes and bicycles. Remember to include pedestrian traffic

such as employees, other people's employees, visitors and contractors. All traffic entering the workplace must be directed and controlled as far as practicable.

Outlined below are some of the features of the workplace which need to be evaluated during the risk assessment process.

Vehicular Traffic Routes

- Review access and entry into the site
- Control pedestrians and vehicles entering the site, e.g. by the use of barriers or access gates
- Ensure that drivers have adequate visibility to enable them to see hazards. Check that landscaping does not affect visibility especially at junctions. Take account of left hand drive vehicles which may visit your workplace. These vehicles may have different lines of visibility

- Eliminate the need for reversing, where possible. Consider one way systems and drive through loading and unloading areas or turning points

- Avoid traffic routes passing close to hazardous areas such as chemical storage tanks. Keep routes away from entrances or doorways used by pedestrians. Avoid sharp or blind bends and steep slopes on traffic routes. If blind spots or sharp bends cannot be avoided, provide mirrors to improve vision

- Look at areas where height clearance or height restriction may be an issue such as overhead electrical cables or pipelines. Remember visiting vehicles to your site may have varying height clearance

- Keep routes free of obstructions, but where unavoidable ensure that they are clearly marked. Provide impact protection for vulnerable parts of the workplace such as lamp posts, pipe work and columns

Pedestrians

- Separate pedestrians from vehicles. Provide obvious separate footpaths or walkways for pedestrians
- Provide pedestrian crossing points which have good visibility for both the driver and the pedestrian.

Consider the provision of barriers or rails to direct pedestrians to designated crossing points and prevent pedestrians crossing at blind spots

- Provide barriers at entrances and exits to buildings to prevent pedestrians walking directly into traffic. Provide separate vehicle and pedestrian entrances into buildings, with vision panels on all doors
- At busy periods for example lunch time and the start and finish of the working day, consider prohibiting or limiting vehicular traffic in the areas that will encounter pedestrians
- Provide safe areas for drivers whilst vehicles are being loaded

Signage and Road Markings

- Mark and signpost all vehicular and pedestrian traffic routes both internally and externally. Mark or signpost information such as any restricted/no parking areas, pedestrian crossings, traffic lanes, directions, junctions, stop lines, changes in gradient, kerbs, bollards, route edges, limited head space areas, speed limits and sharp bends
- All road signage should comply with the Department of Transport Traffic Signs Manual
- All signage must be clearly understood, use pictograms where possible
- Check that signs and markings are clearly visible at both day and night, when wet or dry and that artificial lighting does not affect visibility. Use reflective or illuminated signage where work is carried out outside of daylight hours
- Place signage in appropriate locations so that people have time to see and understand the signs and take appropriate action. Place appropriate signage at the workplace entrance to indicate the main site rules, e.g. traffic routes, speed limits

Lighting

- Provide appropriate lighting on all traffic routes and yard areas
- Ensure that the lighting does not cause a risk of glare to vehicle drivers

Traffic Control/Speed

- Put in place appropriate speed limits for the site. Different areas of the site may require different speed limits

- Monitor and enforce the speed limit once in place e.g. CCTV can assist in measuring speed between two fixed points
- Consider limiting vehicle speed using traffic calming measures e.g. rumble strips, speed humps. Ensure that any traffic calming measures are clearly visible and, if appropriate, well lit and/or reflective

Parking

- Adequate numbers of safe, well lit and suitably designed parking spaces should be provided for all parking needs and vehicles using the workplace. On site parking should enable separation between work and private vehicles
- Ensure loading and unloading is carried out in a designated area away from overhead obstructions

Housekeeping and Maintenance

- Regularly clean and maintain all vehicular and pedestrian traffic routes, lighting, mirrors, signage and route markings
- Ensure that pedestrian footpaths are kept clear of obstructions like shrubbery and materials that may cause slips, trips or falls such as mud or ice
- Provide emergency spill kits and documented procedures in the event of spillages



Assessing and managing vehicles

In conducting the workplace transport risk assessment, the vehicles and mobile work equipment in use in the workplace must be evaluated and assessed.

- If purchasing a vehicle or mobile work equipment, assess them to ensure that they are safe and suitable for their purpose and do not create an additional hazard when introduced into the workplace. The vehicle and mobile work equipment must be the correct type and size for the work activities and the workplace. Consult with employees, especially vehicle drivers and operators prior to the selection, purchase or assessment of any workplace transport

- Ensure there is a safe means of access to the cab and any other parts of the vehicle that may need to be accessed, and that there is safe, comfortable seating

- Ensure that dangerous parts such as exposed exhaust pipes, chain drives, power take off (PTO) shafts are adequately guarded and the guards are maintained in good working order

- Drivers should be able to see clearly all around their vehicle. If visibility is limited, specify extra visibility aids, e.g. mirrors, CCTV

- Ensure vehicle attachments are suitable for the task, compatible with the vehicle and regularly checked for wear and tear

- Ensure that appropriate standard safety features such as horns, lights (including reversing lights) and seatbelts are provided and maintained as required. Alarm systems that sound if the driver attempts to leave the vehicle without applying the handbrake should also be considered

- Ensure that the steering and braking systems are suitable and effective

- Ensure that the vehicle is capable of taking the full weight and size of everything that it may be required to carry and that adequate driver protection against possible shifting loads is provided. Ensure that adequate anchor points are provided for securing loads properly



- Ensure raised vehicle bodies are adequately and securely propped using a prop designed to carry the vehicle weight

- Ensure that the vehicles and mobile work equipment are adequately maintained throughout their working life and that maintenance records are kept. Retain the manufacturer's instruction handbook for the life time of the vehicle or mobile work equipment. Ensure that the handbook is readily accessible to the drivers, operators and maintenance staff

- Drivers and operators are usually the first people to notice when a vehicle defect develops. Drivers should carry out basic safety checks prior to driving their vehicle. Basic safety checks would normally include checking tyres, windscreen wipers, washers, lights, indicators and warning devices. A simple checklist may be of assistance in conducting the checks.

- Ensure that drivers have adequate instruction, information and training to perform such checks. Put a defect reporting system in place and ensure defects are fixed promptly

- Appropriate procedures should be in place to ensure that vehicles are kept clean in order to ensure good visibility for the driver and also to facilitate detection of any loose, worn or defective parts

- Thorough examinations by a competent person may be legally required for certain types of vehicles and work equipment. For example, e.g. tailboard goods lift and forklift trucks (if not used to lift persons) must be thoroughly examined every 12 months

- Regular preventative maintenance, in accordance with the manufacturer's recommendations, should be planned and carried out at predetermined intervals. All repairs, modification, maintenance or servicing must be carried out by a competent person