**Workplace Transport Checklist**

Notes:

* This checklist indicates the areas that managers should look at when identifying the hazards associated with vehicle activities and assessing whether existing precautions are adequate or whether more precautions are needed.
* This checklist is not exhaustive and should be used as a complement to the general risk assessment. For sheeting and tipping activities guidance is given on HSG136.

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| **Assessor’s name** |  | **Manager’s name** |       |
| **Location / Site** |  | **Date of assessment** |       |
| **Other documentation relevant to this assessment:**  |
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| **Safety Features** | **Yes** | **No** | **N/A** |
| Are site rules documented and distributed? | [ ]  | [ ]  | [ ]  |
| Are employees, 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? | [ ]  | [ ]  | [ ]  |
| Has a risk assessment been completed for all workplace transport hazards? | [ ]  | [ ]  | [ ]  |
| Is the level of supervision sufficient to ensure that safe standards are maintained? | [ ]  | [ ]  | [ ]  |
| Are sanctions applied when employees, contractors etc. fail to maintain these standards? | [ ]  | [ ]  | [ ]  |
| Are adequate steps taken to detect unsafe behaviour of drivers of the site and visiting vehicles as well as pedestrians? Are the underlying reasons investigated to correct unsafe behaviours? | [ ]  | [ ]  | [ ]  |
| Is there good co-operation and liaison on health and safety matters between your staff and those who collect or deliver goods? | [ ]  | [ ]  | [ ]  |
| Do your drivers and other employees have enough time to complete their work without rushing or working excessive hours? Do you monitor “task and finish” work to ensure drivers are not rushing to cut corners? | [ ]  | [ ]  | [ ]  |
| Do managers and supervisors routinely challenge and investigate unsafe behaviours they may come across? | [ ]  | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  | [ ]  |
| Do the vehicle routes avoid sharp or blind bends? | [ ]  | [ ]  | [ ]  |
| If not, are fixed mirrors in place to provide greater vision at blind bends? | [ ]  | [ ]  | [ ]  |
| Are appropriate speed restrictions in place? | [ ]  | [ ]  | [ ]  |
| Are speed retarders (i.e. humps) in place where necessary? | [ ]  | [ ]  | [ ]  |
| Are suitable road signs installed? | [ ]  | [ ]  | [ ]  |
| Are warnings of limited headroom/hazardous obstacles in place - both in advance and at the obstruction itself where required? (eg overhead electrical cables).  | [ ]  | [ ]  | [ ]  |
| Is a properly designed and signed one-way system used on vehicle routes within the workplace? | [ ]  | [ ]  | [ ]  |
| If not, is there scope for introducing a one-way system on vehicle routes within the workplace to reduce the risk of collisions? | [ ]  | [ ]  | [ ]  |
| Are the roads and footways suitable for the types and volumes of vehicular traffic and pedestrian traffic using them? | [ ]  | [ ]  | [ ]  |
| Are they well-constructed, i.e. do they have firm and even surfaces? | [ ]  | [ ]  | [ ]  |
| Are they free from obstructions and other hazards? | [ ]  | [ ]  | [ ]  |
| Are flammable or hazardous chemicals adequately shielded from vehicle movement?  | [ ]  | [ ]  | [ ]  |
| Is there a safe pedestrian route that allows visiting drivers to report for instructions when entering the site? | [ ]  | [ ]  | [ ]  |
| Are barriers in place to keep vehicles and pedestrians apart? | [ ]  | [ ]  | [ ]  |
| Are there suitable pedestrian crossing points on vehicle routes? | [ ]  | [ ]  | [ ]  |
| Is there access for wheelchair users (ramps where necessary)? | [ ]  | [ ]  | [ ]  |
| Is the level of lighting in each area sufficient for the pedestrian and vehicle activity? | [ ]  | [ ]  | [ ]  |
| Do you provide suitable, well maintained, high visibility clothing for people permitted in the area? | [ ]  | [ ]  | [ ]  |
| Are there adequate numbers of suitable parking places for all vehicles and are they used? | [ ]  | [ ]  | [ ]  |
| **Vehicle movements** | **Yes** | **No** | **N/A** |
| Where reversing areas are needed are they clearly marked and is this obvious to both drivers and pedestrians? | [ ]  | [ ]  | [ ]  |
| Are non-essential personnel excluded from areas where reversing occurs? | [ ]  | [ ]  | [ ]  |
| If risk assessment shows site controls cannot be improved further and you need a reversing assistant or a ‘banksman’ to direct reversing vehicles, are they adequately trained and visible? | [ ]  | [ ]  | [ ]  |
| **Drivers and other employees** | **Yes** | **No** | **N/A** |
| Do you check the previous experience of (employees) drivers and test them to ensure they are competent? | [ ]  | [ ]  | [ ]  |
| Do you provide training on how to perform the job, and information about particular hazards, speed limits, the appropriate parking and loading areas etc? | [ ]  | [ ]  | [ ]  |
| Do you have a planned programme of refresher training for drivers and other employees to ensure their continued competence? | [ ]  | [ ]  | [ ]  |
| Do your drivers drive with care, e.g. use the correct routes, drive within the speed limit and follow any other site rules? | [ ]  | [ ]  | [ ]  |
| Do they park safely and in the designated locations? | [ ]  | [ ]  | [ ]  |
| Are your employees using safe systems of work, e.g. when loading/unloading, securing loads, carrying out maintenance etc.? | [ ]  | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  | [ ]  |
| **The vehicles** | **Yes** | **No** | **N/A** |
| Do vehicles have good direct visibility or devices for improving vision where reversing can not be eliminated and where significant risk still remains e.g. external and side mirrors; vision aids such as CCTV; sensing device? | [ ]  | [ ]  | [ ]  |
| Have suitable vehicles and attachments been selected for the tasks which are actually undertaken? | [ ]  | [ ]  | [ ]  |
| Are they provided with horns, lights, reflectors, reversing lights and other safety features as necessary? | [ ]  | [ ]  | [ ]  |
| Do they have effective service and parking brakes? | [ ]  | [ ]  | [ ]  |
| Do they have seats and seatbelts where necessary? | [ ]  | [ ]  | [ ]  |
| Are surfaces, where people walk on vehicles, slip resistant? | [ ]  | [ ]  | [ ]  |
| Is there a safe means of access to and from the cabs and other parts that need to be reached? | [ ]  | [ ]  | [ ]  |
| Is driver protection against injury provided in the event of an overturn?  | [ ]  | [ ]  | [ ]  |
| Are measures in place to prevent the driver being hit by falling objects?  | [ ]  | [ ]  | [ ]  |
| Are drivers involved or consulted on vehicle selection? | [ ]  | [ ]  | [ ]  |
| Are there guards on dangerous parts of the vehicles, e.g. power take-offs, chain drives, exposed exhaust pipes? | [ ]  | [ ]  | [ ]  |
| Do drivers need protection against an unpleasant working environment, i.e. the cold, dirt, dust, fumes and excessive noise and vibration? | [ ]  | [ ]  | [ ]  |
| Do the drivers carry out basic safety checks before using vehicles? | [ ]  | [ ]  | [ ]  |
| **Electric Vehicles** | **Yes** | **No** | **N/A** |
| Has the Guidance for [Electric Vehicle (EV) Charging in the Workplace](https://staffinfo.southampton.gov.uk/health-and-safety/health-and-safety-information/health-and-safety-guidance-documents/) been reviewed and arrangements put in place accordingly? | [ ]  | [ ]  | [ ]  |
| Are suitable fire safety arrangements in place as per the Guidance? | [ ]  | [ ]  | [ ]  |
| Has a suitable and sufficient risk assessment been carried out by a competent person as per the Guidance | [ ]  | [ ]  | [ ]  |
| Have staff been advised of the risks and how to charge vehicles safely, as per the risk assessment, as applicable? | [ ]  | [ ]  | [ ]  |
| **Vehicle maintenance** | **Yes** | **No** | **N/A** |
| Is there a regular preventative maintenance programme for every vehicle, carried out at predetermined intervals of time or mileage (e.g. in accordance with manufacturers’ instructions)? | [ ]  | [ ]  | [ ]  |
| Are records kept of all maintenance work and any repairs carried out on the vehicles? | [ ]  | [ ]  | [ ]  |
| Is there a system for reporting faults on the vehicle and associated equipment and carrying out remedial work? | [ ]  | [ ]  | [ ]  |
| Where vehicle attachments lift people or objects, are thorough examinations undertaken by a competent person (e.g. your insurance company)? | [ ]  | [ ]  | [ ]  |
| **Vehicle activities – loading and unloading** | **Yes** | **No** | **N/A** |
| Are loading/unloading operations, where possible, carried out in an area away from passing traffic, pedestrians and others not involved in the operation? | [ ]  | [ ]  | [ ]  |
| Are the load(s), the delivery vehicle(s) and the handling vehicle(s) compatible with each other? | [ ]  | [ ]  | [ ]  |
| Are loading/unloading activities carried out using safe systems of work on ground that is flat, firm and free from pot-holes? | [ ]  | [ ]  | [ ]  |
| Are parking brakes always used on trailers and tractive units to prevent unwanted movement, e.g. when coupling vehicles? | [ ]  | [ ]  | [ ]  |
| Are the vehicles braked and/or stabilised, as appropriate, to prevent unsafe movements during loading and unloading operations? | [ ]  | [ ]  | [ ]  |
| Are lorry drivers and others kept in a safe place away from the vehicle while loading/unloading is carried out? | [ ]  | [ ]  | [ ]  |
| Is there a safe area marked where drivers can observe loading (if necessary)? | [ ]  | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  | [ ]  |
| Is appropriate lifting equipment available for loading/unloading vehicles? | [ ]  | [ ]  | [ ]  |
| Is loading / unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable? | [ ]  | [ ]  | [ ]  |
| Are checks made to ensure the load is adequately secured in line with the Department for Transport Code of Practice and that vehicles are not loaded beyond their capacity before leaving the site? | [ ]  | [ ]  | [ ]  |
| **Comments:** |
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