

## STFC Workplace Transport Safety Checklist

|                     |  |
|---------------------|--|
| <b>Location(s):</b> |  |
|---------------------|--|

|           | <b>Areas for consideration</b>   | <b>Y/N</b> | <b>Commentary</b> |
|-----------|--|------------|-------------------|
|           | <b>Layout of Site</b>  |            |                   |
| <b>1</b>  | Are vehicles and pedestrians kept apart?   |            |                   |
| <b>2</b>  | Are there designated pedestrian crossing points on all vehicle routes?   |            |                   |
| <b>3</b>  | Are there suitable designated parking areas for staff/visitors etc.?   |            |                   |
| <b>4</b>  | Are there suitable assigned loading bays/reversing areas etc.?   |            |                   |
| <b>5</b>  | Are there any designated one-way systems on vehicle routes?  |            |                   |
| <b>6</b>  | Are all site access points/entrances co-ordinated effectively?   |            |                   |
| <b>7</b>  | Is there a safe route to the office/reception area for visiting drivers undertaking deliveries?  |            |                   |
| <b>8</b>  | Are skips and bins located away from busy traffic routes?  |            |                   |
| <b>9</b>  | Are vehicle maintenance areas situated away from main traffic routes?  |            |                   |
| <b>10</b> | Are refuelling and recharging areas stationed away from main traffic routes?   |            |                   |
| <b>11</b> | Are vehicle washers positioned away from main traffic routes?  |            |                   |
|           | <b>Suitability of Vehicle Routes/Yard Areas</b>  |            |                   |
| <b>12</b> | Are they of appropriate size for all types of vehicles?  |            |                   |
| <b>13</b> | Do they have firm, level, even surfaces of suitable construction to support the weight of loads passing over them, with adequate grip for vehicles?  |            |                   |
| <b>14</b> | Are they free from obstructions, potholes and other hazards?   |            |                   |
| <b>15</b> | Are they regularly inspected and maintained?   |            |                   |
| <b>16</b> | Are there any junctions/sharp bends/blind corners etc., and are they clearly designated?   |            |                   |
| <b>17</b> | Is there a formal system of traffic flow and vehicle routing that minimises the need for vehicle reversing and areas where there will be pedestrian/vehicle interaction? Where appropriate, is this system re-enforced by suitable signage and |            |                   |

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|-----------|--|------------|-------------------|
|           | other traffic control measures such as traffic lights, gates, flow plates or barriers?   |            |                   |
| <b>18</b> | Do roadways and yard areas drain freely?   |            |                   |
| <b>19</b> | Are gullies and drains regularly inspected and cleared of debris?  |            |                   |
| <b>20</b> | Is there a formal system for snow clearance and deploying rock salt or grit to roadways and yard areas during winter months?                                   |            |                   |
| <b>21</b> | Are vulnerable items of plant and equipment adjacent to traffic routes adequately protected from vehicle impact?   |            |                   |
| <b>22</b> | Are there suitable measures to prevent vehicles falling from raised roadways, ramps and weighbridges?  |            |                   |
|           | <b>Safety Features</b>   |            |                   |
| <b>23</b> | Is there a formal speed limit on site and/or in specific areas, and if so are such speed limits enforced?  |            |                   |
| <b>24</b> | Are there any additional safety features provided such as speed humps, fixed mirrors etc., and if so are they clearly marked and maintained in good condition? |            |                   |
| <b>25</b> | Are all warning signs and road markings clean, legible and suitably positioned?  |            |                   |
| <b>26</b> | Is there a programme of regular re-painting of road markings?  |            |                   |
| <b>27</b> | Is all work areas adequately lit?  |            |                   |
| <b>28</b> | Are there any pedestrian doorways which lead directly onto vehicle routes, and if so are they provided with guard rails/barriers/warning signs?                |            |                   |
|           | <b>Pedestrians</b>   |            |                   |
|           | Do all employees:  |            |                   |
| <b>29</b> | Wear hi-visibility clothing whilst on site, and are signs displayed around the premises stating this?  |            |                   |
| <b>30</b> | Adhere to pedestrian walkways when moving around the site?   |            |                   |
| <b>31</b> | Refrain from using mobile phones or other similar devices whilst moving in areas where vehicles operate?   |            |                   |
| <b>32</b> | Wear suitable footwear when working in areas where vehicles operate?   |            |                   |
|           | <b>Employees</b>   |            |                   |

|           | <b>Areas for consideration</b>   | <b>Y/N</b> | <b>Commentary</b> |
|-----------|--|------------|-------------------|
|           | Do all employees:  |            |                   |
| <b>34</b> | Wear hi-visibility clothing whilst on site, and are signs displayed around the premises stating this?  |            |                   |
| <b>35</b> | Adhere to pedestrian walkways when moving around the site?   |            |                   |
| <b>36</b> | Refrain from using mobile phones or other similar devices whilst moving in areas where vehicles operate?   |            |                   |
| <b>37</b> | Wear suitable footwear when working in areas where vehicles operate?   |            |                   |
|           | <b>Third Parties</b>   |            |                   |
| <b>38</b> | Do visiting drivers receive instructions and information regarding the site prior to their arrival?  |            |                   |
| <b>39</b> | Are all visitors/delivery drivers asked to report to reception upon arrival to site, and are there signs displayed stating this on all site entrances? |            |                   |
| <b>40</b> | Do employees know that any unauthorised personnel should be taken to the reception area?   |            |                   |
| <b>41</b> | Are children and pets/animals prohibited from being brought onto site unless authorised?   |            |                   |
| <b>42</b> | Are visitors aware that they are responsible for children and pets/animals which they bring onto site?   |            |                   |
| <b>43</b> | Are safety rules and instructions for visiting drivers provided in a format that they can be understood, by those whose first language is not English? |            |                   |
| <b>44</b> | Do all visitors wear hi-visibility clothing whilst on site?  |            |                   |
| <b>45</b> | Is there provision for visitors arriving without suitable Personal Protective Equipment?   |            |                   |
| <b>46</b> | <b>Drivers - Training, Experience and Health</b>   |            |                   |
| <b>47</b> | Are all vehicle operators (including temporary/agency staff) deemed competent, and are they authorised to drive appropriate company vehicles?          |            |                   |
| <b>48</b> | Do certificates/driving licences get regularly inspected and are copies retained on file?  |            |                   |
| <b>49</b> | Are all visiting drivers/contractors assessed for competency?  |            |                   |
| <b>50</b> | Are instructions provided to individuals regarding how to perform each vehicle operation on site?  |            |                   |
| <b>51</b> | Is information provided on safe operating procedures, potential hazards etc.?  |            |                   |

|           | <b>Areas for consideration</b>  | <b>Y/N</b> | <b>Commentary</b> |
|-----------|---|------------|-------------------|
| <b>52</b> | Is there a planned programme of refresher training for all vehicle operators to ensure their continued competence?  |            |                   |
| <b>53</b> | 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? (This should include as a minimum a simple eyesight check, for example using a Snellen chart.) |            |                   |
|           | <b>Driver Behaviours</b>  |            |                   |
| <b>54</b> | Are vehicle operators supervised by management whilst on site, and are safety rules enforced by local management?   |            |                   |
| <b>55</b> | Do drivers make good use of the warning horn when working in areas where there may be pedestrians?  |            |                   |
| <b>56</b> | Do all vehicle operators make use of the designated areas such as parking, loading etc.?  |            |                   |
| <b>57</b> | Do vehicle operators follow the site's safe operating procedures? ( <i>This should specifically include rules for the wearing of seat belts whilst operating vehicles, and the prohibition of mobile phones whilst driving.</i> )   |            |                   |
| <b>58</b> | Are vehicles always left in a safe and secure condition with keys removed?  |            |                   |
| <b>59</b> | Do all vehicle operators drive with due care and attention and adhere to the traffic management signs whilst on site?   |            |                   |
|           | <b>Suitability of Vehicles</b>  |            |                   |
| <b>60</b> | Have vehicles been appropriately specified to take account of their working environment and the nature of the loads they will handle?   |            |                   |
| <b>61</b> | Are vehicles fitted with flashing beacons, audible warning of reversing and where necessary, cameras or other reversing aids?   |            |                   |
| <b>62</b> | Are all vehicles fitted with suitable braking and lighting systems?   |            |                   |
| <b>63</b> | Do all vehicles have suitable means of access/egress?   |            |                   |
| <b>64</b> | Are all vehicles fitted with suitable operator protection devices such as safety cabs, weather protection, Roll-Over Protective Structures (ROPS) or Falling-Object Protective Structures (FOPS)?   |            |                   |
| <b>65</b> | Have lift trucks been de-rated when such attachments are used?  |            |                   |

|    | <b>Areas for consideration</b>   | <b>Y/N</b> | <b>Commentary</b> |
|----|--|------------|-------------------|
| 66 | Are all moving parts suitably guarded (e.g. chain/belt drives etc.)?   |            |                   |
| 67 | Do vehicles have suitable operator restraints fitted (e.g. seat/lap belts)?  |            |                   |
| 68 | Are devices fitted to prevent the vehicle from being operated without the driver being at the controls?  |            |                   |
| 69 | Are suitable attachments provided for lift trucks where awkward loads are handled?   |            |                   |
|    | <b>Inspection and Maintenance</b>  |            |                   |
| 70 | Are all vehicles inspected on a daily basis/before each use by the operator?   |            |                   |
| 71 | Is a suitable checklist used to ensure consistency of inspection?  |            |                   |
| 72 | Are fault/defects always reported immediately to management with a suitable system implemented to prevent use of the vehicle where safety critical defects are identified? |            |                   |
| 73 | Are windscreen wipers, mirrors, lights etc. in good condition and working order?   |            |                   |
| 74 | Are all vehicle operator seats kept in good condition?   |            |                   |
| 75 | Are all vehicles regularly maintained and serviced at appropriate intervals and suitable records retained?   |            |                   |
| 76 | Are the rectification of identified faults and defects demonstrable within the documentation?  |            |                   |
| 77 | Are statutory examinations of vehicles and ancillary lifting equipment carried out?  |            |                   |
|    | <b>Loading/Unloading</b>   |            |                   |
| 78 | Are all loading and unloading operations carried out in designated areas, which are firm, level and free from hazards (e.g. overhead cables, trees etc.)?                  |            |                   |
| 79 | Are suitable measures adopted to prevent vehicle drive-away during loading and unloading?  |            |                   |
| 80 | Where loading docks are used, are suitable extending dock levellers provided and are these subject to periodic inspection and maintenance?                                 |            |                   |
| 81 | Are there suitable measures to prevent falls from the dock or vehicle during loading and unloading?  |            |                   |
| 82 | Where appropriate, do loading areas provide a suitable refuge or exit point for individuals who may become trapped?  |            |                   |

|    | <b>Areas for consideration</b>   | <b>Y/N</b> | <b>Commentary</b> |
|----|--|------------|-------------------|
| 83 | Are suitable measures deployed to prevent the loads shifting during transit?   |            |                   |
| 84 | Are all loads checked before leaving site (e.g. even, stable, secure etc.)?  |            |                   |
| 85 | Are there appropriate procedures in place including trained employees, for the securing and unloading of curtain-sided vehicles?   |            |                   |
| 86 | Are there suitable procedures in place including trained employees, for re-evaluating the safe methods of unloading vehicles where goods have shifted in transit?  |            |                   |
| 89 | Are there measures to prevent interaction with site vehicles and visiting drivers during the loading and unloading process?  |            |                   |
| 90 | Are clear protocols established determining who has control of the vehicle and trailer during various stages of loading and unloading?   |            |                   |
| 91 | Are vehicles/trailers suitably parked/stabilised so as to prevent unexpected movement?   |            |                   |
| 92 | Are adequate procedures in place including trained employees, for the use of tail lifts?   |            |                   |
| 93 | 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?   |            |                   |
|    | <b>Reversing</b>   |            |                   |
| 94 | Are all reversing manoeuvres carried out in designated areas?  |            |                   |
| 95 | Are suitable wheel-stops/reversing guides/floor markings/mirrors etc. provided?  |            |                   |
| 96 | Are non-essential personnel always excluded from areas where reversing takes place?  |            |                   |
| 97 | Are suitably trained 'signallers', 'banksmen' or 'reversing assistants' used to support with reversing where required?   |            |                   |
|    | <b>Coupling/Uncoupling</b>   |            |                   |
| 98 | Are there suitable procedures in place including trained employees, for the coupling and uncoupling of semi-trailers? ( <i>Employees must understand the rules for the application of parking brakes during coupling and uncoupling, as well as other general safety precautions to be adopted during this activity.</i> ) |            |                   |
| 99 | Do coupling and uncoupling activities take place on firm ground, in well-lit areas?  |            |                   |

|   | Areas for consideration  | Y/N | Commentary |
|---|--|-----|------------|
| 100   | Is there safe access to the 5 <sup>th</sup> wheel of tractive units?   |     |            |
|   | <b>Refuelling and Recharging</b>   |     |            |
| 101   | 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: <ul style="list-style-type: none"> <li>• Minimise the risks of fire during refuelling and recharging?</li> <li>• Minimise the risks to the environment during refuelling?</li> <li>• Minimise manual handling risks during refuelling and recharging?</li> <li>• Minimise the risks of electric shock during recharging?</li> </ul> |     |            |
| 102   | Are there suitable procedures in place including trained employees, for refuelling and recharging tasks?   |     |            |
|   | <b>Further Comments:</b>   |     |            |
| <b>Date:</b>  |  |     |            |
| <b>Completed by:</b><br>(name, job title & signature) |  |     |            |

This checklist was developed from a combination of that in HSG136 and HSE inspector inspection pack (TIPS) for workplace transport, see below:

<https://www.hse.gov.uk/workplacetransport/checklist/index.htm>

<https://www.hse.gov.uk/workplacetransport/wtchk1.pdf>

<https://www.hse.gov.uk/foi/internalops/fod/inspect/index.htm>