

Workplace Transport Inspection aide-memoir - FLT's

Check history to identify significant non compliance &/or threats. **Don't** enter dangerous/unsafe areas or without appropriate PPE. Consider all potential risks (duty holders, workplace activities & areas). Always carry warrant & council pass.

Company details; Person interviewed: Tel: Fax: Email:	Head Office; CEO/Company Secretary: Tel: Fax: Email:
All letters will be sent via email to above address unless request a hardcopy posted	
Email?	Y N
Main activity	No. of employees M: F:

Director Leadership	Access to competent H&S advice		
Board - committed to H&S, review - performance, targets, benchmarking, significant working arrangement changes Employees - competent, advice available, consulted System for completing RAs	In-house:		
	External:		
	Competence	Training?	Proportionate

Inspection date & time	Requirement	Regulation
Workplace Transport		
Current Employers Liability Insurance	Displayed/electronically (08 update)	Emp Liab (Comp. Ins.) Act '69
Risk Assessments (If no serve IN)	5+ = written	Management Regs99 -Reg 3
Number of FLT's		
Make/Model/Serial Nos:		
What type of FLT (LPG/Battery/Diesel)	Industrial Reach, Counterbalance, Rough terrain, Side Loader, Telescopic Handler, Pedestrian Pallet/Stacker Truck Diesel/LPG/Battery	LOLER 98 – Reg 9
Names of Trained FLT Operators (If no, serve IN)		
Date of last LOLER Thorough Examination Report (If not within last 12 months, serve IN)	Tested every 6/12mths. SWL Maintain in good condition 'dead man' controls, guards, access Use right tools, keep clear at inflation	LOLER 98 – Reg 9
Documented SSoW / Staff Handbooks for activities and equipment (Y/N)	5+ = written or very high risk	Management Regs99 -Reg 3
SSoW (vehicular/pedestrian segregation - organisation of traffic routes/Loading Bays/Crossings/use of signage) (Y/N)	Competent to do task	Workplace HS Welfare Regs 17
Use of Marshalls / Banksmen (Y/N)	Competent to do task	Management Regs 99 – 5 & 7
PPE (high viz, footwear, gloves) (Y/N)	PPE Regs 1992	Social Security (Claims & Payments) Regs 79
Use of WT on the Public Highway (Y/N)	DVLA enforcement	
If used on Public Highway are they displaying a Numberplate? (Y/N)		
Vehicle Pre-checks / Post-checks for hazard reporting (Y/N)	Competent to do task	PUWER 98 – Reg 6
Is equipment CE marked (Y/N)	Trading Standards	PUWER 98 – Reg 23
Do operators know the FLT Load Rating (Y/N)		
Battery charging facility & ventilation (Y/N)	As manufacturer instructions, no metal jewellery	Workplace HS Welfare Reg 5
Accident / Incident Reporting (Y/N)	DPA book/phone no. Social Security (Claims & Payments) Regs 79	

Notes:

1 **HEALTH & SAFETY DOCUMENTATION**

- (a) Current Employers Liability Insurance
- (b) Documented Risk Assessments (where there are 5+ employees)
- (c) Documented SSoW / staff handbooks specifically for workplace transport safety
- (d) Documented staff training records for workplace transport competency
- (e) Do drivers have the necessary licences/certificates for the vehicles they operate
- (f) Documented vehicle pre-checks, and defect reporting
- (g) DVLA vehicle registration for WT use on public highway
- (h) If there are self employed persons, do they hold appropriate insurance cover

2 **FIRST AID**

- (b) Are there qualified first aiders
- (b) Are the first aid boxes contents suitable & sufficient
- (c) Is first aid/refresher training undertaken

3 **ACCIDENT & INCIDENT RECORDING & REPORTING**

- (a) Is a BI510 Accident Book kept
- (b) Does everyone understand RIDDOR reporting
- (c) Have HSE been notified of reportable accidents

4 **MANUAL HANDLING OF LOADS (where applicable)**

- (a) Are staff trained in correct lifting techniques
- (b) Are manual handling assessments undertaken for higher risk activities
- (c) Are employees trained in correct lifting posture
- (d) Is refresher training provided

5 **STORAGE**

- (a) Are items stored safely and securely
- (b) Is a foot stool or step ladder provided to retrieve items at high level
- (c) Is the ladder or foot stool maintained in good condition
- (d) If stored on mezzanine floors, is there sufficient edge-protection

6 **WORK EQUIPMENT/VEHICLE SAFETY**

- (a) Is equipment in good working order and clean
- (b) Is there a planned preventative maintenance programme in place
Where vehicle attachments lift people or objects, are LOLER thorough examinations carried
- (c) out by a competent person
- (d) Is there a system for reporting faults on the vehicle, and remedial work
- (e) Are maintenance records available
- (f) Is the equipment CE marked
- (g) Do vehicles have sounders, flashing lights, reverse lights/warnings, and do they work

7 **SAFETY SIGNS**

- (a) Are appropriate safety signs displayed for workplace activities
- (b) Do signs comply with Health and Safety (signs and signals) Regulations 1996
- (c) Are traffic routes permanently marked
- (d) Are signs displayed to prevent entry by unauthorised persons
- (e) Is there a back-up supply for illuminated signs

8 **HOISTS**

- (a) Are hoists inspected every six months by a competent person
- (b) Are inspection records kept on the premises

- (c) Is the safe working load (SWL) clearly visible on each hoist
- (d) Are all chains, ropes and lifting tackle subject to test and thorough examination prior to use
- (e) Are all chains, ropes and lifting tackle examined every 6 months
- (f) Are records kept for above
- (g) Are all emergency stops clearly visible on lifting equipment
- (h) Are emergency controls easily accessible
- (i) Has adequate training been provided to all employees in the safe use of lifting equipment

9 **BATTERY CHARGING**

- (a) Precautions in place to prevent contact with battery acid
- (b) Safe guards to prevent risk of explosion from hydrogen during battery charging/recharging
- (c) Protective face visor/mask/goggles, gloves, aprons provided where there is risk of splashing
- (d) Battery removed from vehicle before charging
- (e) Charging area well ventilated (Natural/ Mechanical)
- (f) Electric equipment and other sources of ignition kept well away
- (g) Signs displayed "No Smoking" and "No Naked Lights"

10 **SPECIFIC PPE**

- (a) High visibility vests, fleeces, jackets, coats
- (b) Gloves if carrying out manual handling
- (c) Footwear, to protect from falling objects
- (d) Safety helmets/bump-caps if risk assessment identifies a need

11 **SSoW FOR DRIVER SAFETY**

- (a) Are supervisors, drivers and others, including contractors and visiting drivers, aware of the site rules and their responsibilities to help maintain a safe workplace and environment
- (b) Has a risk assessment been carried out for all workplace transport hazards
- (c) Is previous experience of drivers checked, making sure references to training schemes and other qualifications are supported by certificates
- (d) Are drivers assessed to ensure they are competent
- (e) Is site-specific training provided on how to perform the job, inform them of hazards, speed limits, appropriate parking and loading areas etc
- (f) Is there a planned programme of reassessment and refresher training for drivers for continued competence
- (g) Is the level of supervision sufficient to ensure that safe standards are maintained
- (h) Are penalties applied when employees, contractors etc fail to maintain these standards
- (i) Are there adequate steps to detect and correct any unsafe behaviour of drivers of both on-site and visiting vehicles, as well as pedestrians
- (j) Are the underlying reasons for unsafe behaviour investigated
- (k) Is there good co-operation and liaison on health and safety matters between your employees and those who collect or deliver goods
- (l) Do drivers drive with care, eg use the correct routes, drive within the speed limit and follow any other site rules
- (m) Do drivers and other employees have enough time to complete their work without rushing or working excessive hours
- (n) Do employees use safe work practices, eg when (un)coupling, (un)loading, securing loads, or carrying out maintenance
- (o) Do managers and supervisors set a good example, eg by obeying vehicle/ pedestrian segregation instructions, and by wearing high-visibility clothing where needed
- (p) Do drivers and other employees wear any personal protective equipment provided and use any safety equipment provided

12 **SSoW FOR LOADING BAYS**

- (a) Who is in overall control of the loading bay
- (b) Do more than one company use the loading bay
- (c) Is entry to the loading bay controlled? How?
- (d) Is there any supervision of the area? Who by?
- (e) Does the risk assessment cover the loading bay?
- (f) Are deliveries scheduled? Out-of-hours?
- (g) What size vehicles access the loading bay?
- (h) Do passenger carrying vehicles use the loading bay?

- (i) Is there separation of pedestrian and vehicle traffic routes? How?
- (j) Is there access to the loading area by office workers? Are there any controls?
- (k) Are any other activities carried out in this area? e.g. refuse storage
- (l) Is there any equipment, such as bailers or compactors, in this area?
- (m) Who is responsible for:- a) operation / use? b) repair /maintenance?
- (n) Are service records in order?
- (o) Are there any lifts or other mechanical aids provided for loading / unloading?
- (p) Who is responsible for:- a) operation / use? b) repair /maintenance?
- (q) Is safe working load indicated?
- (r) Are any load safety devices necessary included on the platform?
- (s) Are service records in order?
- (t) Are loading arrangements satisfactory?
- (u) Is there any storage of fuel or LPG or other flammable substances in the vicinity?
- (v) Is there adequate lighting, drainage, ventilation?
- (w) Are any changes in level highlighted? Edge protection necessary to platforms / lifts etc?
- (x) Housekeeping?

13 **SSoW FOR VEHICULAR / PEDESTRIAN TRAFFIC**

- (a) Are vehicle and pedestrians kept safety apart
- (b) Where necessary, are there suitable pedestrian crossing places on vehicle routes
- (c) Is there a safe pedestrian route to allow visiting drivers to report for instruction when entering the site
- (d) Is there a properly designed and signed one-way system used on vehicle routes, to reduce the need for reversing
- (e) Where reversing areas are needed, are they suitably marked/sign-posted, and clear to both drivers and pedestrians
- (f) Are non-essential people excluded from areas where vehicle reverse
- (g) If banksmen/marshals required, are they adequately trained and visible
- (h) Are there adequate number of suitable and safe parking places for all vehicles and are they used
- (i) Is the level of lighting in each area sufficient for pedestrian and vehicle activity
- (j) Are vehicle traffic routes wide enough
- (k) Do vehicle traffic routes have firm and even surfaces
- (l) Are routes free from obstructions and other hazards
- (m) Are routes well maintained
- (n) Do they avoid sharp/blind bends
- (o) Do drivers always make sure the body is completely empty, and drive no more than a few metres forward to ensure the load is clear.
- (p) Is there a system of maintenance in place for the tipper and the tipping mechanism