**London Borough of Wandsworth – Workplace Transport Safety Checklist 2018**

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| **Managing and supervising workplace transport safety** |
| Are your 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? |  |
| Has a risk assessment been carried out for all workplace transport hazards? |  |
| Is the level of supervision sufficient to ensure that safe standards are maintained? |  |
| Are penalties applied when employees, contractors etc fail to maintain these standards? |  |
| Do employers take adequate steps to detect and correct any unsafe behaviour of drivers of both on-site and visiting vehicles, as well as pedestrians? |  |
| Do employers make sure the underlying reasons for unsafe behaviour are investigated?  |  |
| Is there good co-operation and liaison on health and safety matters between employees and those who collect or deliver goods?  |  |
| Do drivers drive with care, eg use the correct routes, drive within the speed limit and follow any other site rules? |  |
| Do drivers and other employees have enough time to complete their work without rushing or working excessive hours? |  |
| Do managers and supervisors set a good example, eg by obeying vehicle/ pedestrian segregation instructions, and by wearing high-visibility clothing where needed? |  |
| Do drivers and other employees wear any personal protective equipment provided and use any safety equipment provided? |  |
| **Comments:** |  |

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| **Site Layout and Internal Traffic Routes** |
| **Check that the layout of routes is appropriate** |
| Are vehicles and pedestrians kept safely apart? |  |
| Where necessary, are there suitable pedestrian crossing places on vehicle routes? |  |
| Is there a safe pedestrian route that allows visiting drivers to report for instructions when entering the site? |  |
| Is there a properly designed and signed one-way system used on vehicle routes within the workplace? |  |
| Are there adequate numbers of suitable and safe parking places for all vehicles and are they used? |  |
| Is the level of lighting in each area sufficient for the pedestrian and vehicle activity? |  |
| **Comments:** |  |

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| **Check that vehicle traffic routes are suitable for the type and quantity of vehicles which use them** |
| Are they wide enough? |  |
| Do they have firm and even surfaces? |  |
| Are they free from obstructions and other hazards? |  |
| Are they well maintained? |  |
| Do they avoid sharp or blind bends? |  |
| **Comments:** |  |

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| **Check that suitable safety features are provided where appropriate** |
| Are roadways marked where necessary, eg to indicate the right of way at road junctions? |  |
| Are road signs, as used in the Highway Code, installed where necessary? |  |
| Are features such as fixed mirrors (to provide greater vision at blind bends), road humps (to reduce vehicle speeds), or barriers (to keep vehicles and pedestrians apart) provided where necessary? |  |
| **Comments:** |  |

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| **Vehicle Movements** |
| **Check that the need for reversing is kept to a minimum and, where reversing is necessary, that it is carried out safely and in safe areas** |
| Have drive-through, one-way systems been used wherever possible to reduce the need for reversing? |  |
| Where reversing areas are needed, are they suitably marked or signposted to be clear to both drivers and pedestrians? |  |
| Are non-essential people excluded from areas where vehicles reverse? |  |
| If there is no alternative and you have to use a banksman to direct reversing vehicles, are they adequately trained and visible?  |  |
| **Comments:** |  |

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| **Loading/unloading Activities** |
| **Check that there are safe systems for loading and unloading operations** |  |
| Are loading/unloading operations carried out in an area away from passing traffic, pedestrians and others not involved in the loading/unloading operation? |  |
| Are the load(s), the delivery vehicle(s) and the handling vehicle(s) compatible with each other? |  |
| Are loading/unloading activities carried out on ground that is flat, firm and free from potholes? |  |
| Are the vehicles braked and/or stabilised, as appropriate, to prevent unsafe movements during loading/unloading operations? |  |
| Are systems in place to prevent vehicles driving away while they are still being (un)loaded? |  |
| If drivers need to observe loading, is there a clearly marked, safe area for them to do this? |  |
| Has the need for people to go onto 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 (un)loading 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 loads are adequately secured and arranged so that they cannot move about? |  |
| Are checks made to make sure vehicles are not loaded beyond their capacity before they leave the site?  |  |
| **Comments:** |  |

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| **Work at Height on Vehicles** |
| **Check that suitable and effective measures are in place to prevent falls from vehicles** |
| Do employers avoid work at height where it is reasonably practicable to do so, eg by doing work from the ground? |  |
| Where work at height cannot be avoided, do employers prevent falls using an existing safe place of work or the right type of equipment, eg a suitable platform or a gantry with guard rails? |  |
| Where the risk of a fall cannot be eliminated, do employers minimise the distance and consequences of a fall, eg using a personal fall-protection system? |  |
| Are surfaces slip-resistant where people need to walk on vehicles? |  |
| **Comments:** |  |

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| **Vehicle selection and suitability** |
| **Check that vehicles are safe and suitable for the work for which they are being used** |  |
| Have suitable vehicles and attachments been selected for the tasks which are actually carried out? |  |
| Is there a safe means of access to and from the cabs and other parts that need to be reached? |  |
| Is a suitable working platform and edge protection provided where necessary? |  |
| Do they have suitable external mirrors and additional aids (eg CCTV) where necessary to provide the greatest visibility when manoeuvring? |  |
| Do they have horns, lights, reflectors, reversing lights and other safety features as necessary? |  |
| Do they have effective service and parking brakes? |  |
| Do they have seats and seat restraints where necessary that are safe and comfortable for users? |  |
| Are there guards to prevent access to dangerous parts of the vehicles, eg power take-offs, chain drives, exposed exhaust pipes? |  |
| Are drivers protected against bad weather conditions, or an unpleasant working environment, eg the cold, dirt, dust, fumes and excessive noise and vibration? |  |
| Is suitable driver protection against injury provided where necessary if there is an overturn? |  |
| Is suitable driver protection provided where necessary to prevent them being hit by falling objects? |  |
| Are operators involved with or consulted on vehicle selection? |  |
| **Comments:** |  |

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| **Vehicle Maintenance** |
| **Check that vehicles are maintained properly** |
| Is there a regular preventative maintenance programme for every vehicle, carried out at set times or mileage (eg in accordance with manufacturer’s instructions)? |  |
| 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 carried out by a competent person? |  |
| Do drivers carry out basic safety checks before using the vehicle? |  |
| **Comments:** |  |

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| **Driver competence** |
| **Check that your selection and training procedures ensure your drivers and other employees are capable of performing their work activities safely and responsibly** |
| Do drivers have the necessary licences or certificates for the vehicles they are authorised to drive? |  |
| Do employers check the previous experience of your drivers, making sure references to training schemes and other qualifications are supported by certificates? |  |
| Do employers assess them to ensure they are competent? |  |
| Do employers provide site-specific training on how to perform the job, and information about particular hazards, speed limits, the appropriate parking and loading areas etc? |  |
| Do employers have a planned programme of reassessment and refresher training for drivers and others to ensure their continued competence? |  |
| **Comments:** |  |