

# SAFETY

# CONVERSATION

## Topic: Workplace Transport

### WHAT YOU'RE GOING TO LEARN

This safety conversation will make you aware of the importance of ensuring that vehicle movements around your site are conducted in a safe and controlled manner. You will learn what you can do to keep yourself, your colleagues and anyone else on site safe.

### HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Know how to make sure vehicle movements are safe.
- Understand why is important to keep vehicles and pedestrians separated.

### WHAT YOU NEED TO KNOW

#### What does workplace transport mean?

Workplace transport is the movement and operation of all vehicles at a site. This includes cars, vans, heavy goods vehicles etc being used off the public highway, as well as use of other vehicles such as forklift trucks, telehandlers, buggies, tractors and mobile cranes.

#### Why is this important?

Unsafe movement of any vehicle around site can result in serious injuries and fatalities, especially where there is inadequate separation of vehicle and pedestrian traffic.

#### How do we ensure workplace transport is safe?

The same basic safety standards that are required on a public road are expected on site, and workplace transport must meet the required legal standards.

All site vehicles should have a recorded weekly safety check, but as a driver, you should also carry out a basic pre-use check whenever using a vehicle.

Where possible pedestrians should be separated from vehicle movements, by implementing pedestrian walkways and suitable crossing points. Signage should be installed at blind spots where drivers cannot see pedestrians and vice versa.

Ideally one-way traffic routes should be available for delivery vehicles to avoid the need for reversing. Where this is not an option, a qualified bankman should assist with reversing manoeuvres.

To prevent falling loads from causing injuries, it is important that loads are always secured and within the maximum load limit. Overloaded vehicles can tip over, especially if travelling over unsuitable ground, such as soft surfaces, uneven ground, slopes etc, causing injuries to drivers and pedestrians in the area.

#### Do

- Make sure visiting delivery drivers receive adequate safety information,
- Maintain vehicles in good condition and report any faults,
- Report road damage, such as potholes, and obstructions,
- Always check vehicles loads are secure and within the vehicle's load capacity,
- Be aware of your surroundings and traffic movements, always stay well clear of vehicles manoeuvring,
- Adhere to site speed limits and safety rules, such as sounding horns or using hazard lights,
- Adjust your driving to the weather and road conditions, and the vehicle load.

#### Don't

- Cut corners or exceed site speed limits,
- Use your phone whilst walking or driving around site,
- Operate any vehicle that you have not been trained and authorised to use,
- Permit pedestrians to come too close to vehicles.



### BE MINDFUL

- Concentrate when driving any vehicle around a site and pay attention to the road surface, other vehicles as well as pedestrians.
- Be aware of your surroundings and any vehicles when walking around site – don't let your phone distract you and don't rush.

### SPEAK OUT

- Report any damage to road surfaces, obstructions, or other hazards.
- Make your manager aware of any vehicle faults and do not drive a vehicle that is not safe.

### GET INVOLVED

- If you see an unsecure load being transported, make the driver aware.
- If you are trained to do so, assist with reversing manoeuvres.
- If someone is doing a task unsafely politely stop them and offer to help them.

### YOUR VALIDATION

- What should you do at the start of the day before using a vehicle?
- Is it ok to take an urgent call whilst driving a vehicle slowly within the site?

### MORE INFORMATION

- OPS04 Driving Whist on Company Business Risk Assessment
- OPS07 Light Utility Vehicles RA
- OPS08 Rider Operated Lift Truck RA
- OPS13 Workplace Transport RA



see



CARE



SHARE