



# Workplace Transport – Risk Assessment and Control Measures

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## Workplace transport

1. Why workplace transport is a HSE priority area
2. The significant risks
3. HSE guidance
4. Risk assessment
5. The practical considerations around vehicle and pedestrian separation



## Why is Workplace Transport a Health and Safety Executive priority area?

The HSE estimates that there are around 5000 incidents a year involving workplace transport and 50 deaths

Simply put uncontrolled interactions between pedestrians and workplace transport don't usually end well for the pedestrian!

- Tesco fined £1.6m after driver reversed into a member of the public
- DHL fined £2m over worker's death
- Waste firm worker killed by runaway lorry



## Significant risks

- Reversing/manoeuvring vehicles
- Pull-away incidents
- FLTs and other rider operated MHE colliding with people or building structures
- Overturning of FLTs
- Lack of understanding of site systems
- Lack of adequate maintenance of the site and equipment



## Guidance

HSE website: [www.hse.gov.uk/workplacetransport/index.htm/](http://www.hse.gov.uk/workplacetransport/index.htm/)

### Specific guidance:

- L117 Rider-operated lift trucks. Operator training and safe use. ACoP and guidance
- INDG462 Lift-truck training. Advice for employers
- INDG547 Use lift-trucks safely. A brief guide for operators
- HSGG136 A guide to workplace transport safety
- L64 Safety Signs and Signals. Guidance on Regulations

All freely available to download from the HSE website

Check whether any associations you may be a member of have any sector-specific guidance (FTA, IOSH)



## Risk assessment

Essential to any workplace transport system you may have

If done well enables you to objectively identify significant hazards and to quantify the risks allowing risk elimination or mitigation controls to be put in place and monitored

Guidance available from the HSE website:

*Site inspection: Workplace transport checklist*



## Conducting a site-specific workplace transport risk assessment

Use a plan of the site to mark pedestrian and vehicle routes but always walk the site

Look at how the site operates – are vehicles and the operation distinctly different inside the and outside? If yes do a separate assessment for both

Look at traffic flows from the point-of-view of someone unfamiliar with the site both pedestrian and driver. Think about foreign drivers in LHD cabs

Look at short cuts and cut-throughs (ask the workforce)

Make sure controls are practicable and can be implemented (consult the workforce)

Review regularly – normal risk assessment parameters: set a time limit and then review earlier if necessary

# WORKPLACE TRANSPORT ASSESSMENT

Number: 753 Winsford	Activity: Workplace Transport Assessment External	Completed by: DF	Date Completed: 13/10
<b>Risk Rating:</b> HIGH/MEDIUM/ <u>LOW</u> Risks that are unacceptable Risks that have no control Measures Risks that have control measures	Review Date: October 2020	Reference Number: WHS – WPTE-v1	Uncontrolled if printed refer to Intranet for latest version

WORKPLACE						Situation Adequate?	Ac
OUT LAYOUT OF ROUTES IS APPROPRIATE							
Total number of vehicles employed on site at any one time? Retail Trade Wholesale Trade	Enter Estimate			1x site shunter full time		Y	N
	>8			> 5 Despatch yard > 2 goods inward yard			
	>15			> 10 Despatch yard > 4 goods inward yard			
Example-				<i>Existing Control Measures</i>			
Vehicles and pedestrians kept safely apart?	Y	N	N/A	Designated pedestrian routes Barrier separation as required Restricted access to site by security Signage & designated pedestrian walkways with crossings		Y	N
Are there suitable pedestrian crossing points on the routes?	Y	N	N/A	Marked crossing points throughout the site with warning signage where appropriate Adequate lighting internally and externally		Y	N
Are there suitable parking areas for all parking?	Y	N	N/A	Car Parking for all colleagues & separate visitors parking area Adequate parking area for trailers when not on loading bays		Y	N
Do the vehicle routes avoid sharp or blind spots?	Y	N	N/A	Good driver field of vision – site restricted to 5 mph for all vehicles One Way System in operation with minimal reversing required in goods inward and outward yards		Y	N
Is a one way system used on vehicle routes within the workplace, where this can be achieved?	Y	N	N/A	Yes all LGV operations follow one way system – exception is allowed minimal reversing as necessary for the goods inward and outward		Y	N





## Practical considerations

- Lift trucks and rider-operated MHE
- Pedestrian safety
- Delivery vehicles
- Safe unloading and loading
- Pull-away prevention

## Lift trucks and rider-operated MHE



Makes users that you are using the right equipment for the task  
Users must be trained, authorised and licensed; regular refresher training  
Floor surface, slopes and inclines  
Lighting  
Fumes and battery charging  
Training and instruction for pedestrians  
Hi-vis  
Mixing pedestrians with FLT and MHE  
Observational programmes: praise and coaching



## Pedestrians

How do people move safely around the site?

- Designated routes – clearly marked and not obstructed
- Barriers
- Lighting
- Keeping clear of manoeuvring vehicles
- Hi-vis
- Crossing points
- Training and instruction
- Observations



## Delivery vehicles

- Site rules
- Signage/leaflets
- Visiting/Foreign drivers
- Clear directional indicators — one-way
- Road markings
- Site speed limit
- Lighting
- Route from cab to office



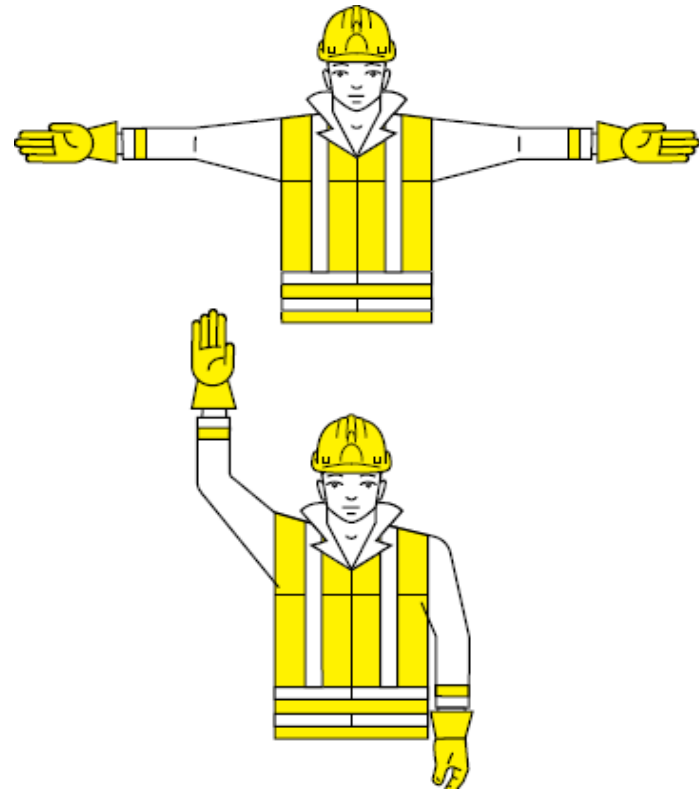
## Safe unloading and loading

Basic considerations:

Banksmen and other pedestrians

When can operations safely commence?

- Vehicle parked
- Parking brake applied/trailer brake applied
- Engine off
- Driver out of cab/key capture





## **Pull-away prevention**

Bay identification

Bay traffic lights

Key capture

Immobilising trailers

Safe access to the trailer

Releasing trailers – safe indicators









