

# SAFETY IS YOUR RESPONSIBILITY



LEEDS  
CITY COUNCIL



Environmental  
Health Services

## WORKPLACE TRANSPORT

As an employer or person in charge of a place of work it is **YOUR** responsibility to ensure the health and safety of anyone on the premises. This includes employees, contractors, customers and visitors.

### WORKERS AT RISK FROM VEHICLES

Every year about 70 people are killed in accidents involving vehicles such as vans, lorries and fork lift trucks in the workplace. Thousands more, including workers and members of the public, are seriously injured at workplaces by vehicles. In addition to the distress and suffering caused, such accidents can result in very high financial costs to the business involved.

In an attempt to reduce the numbers of deaths and injuries, as well as the economic costs related to transport accidents in the workplace, the Governments' Health and Safety Commission has made workplace transport hazards a priority. This means that health and safety inspectors visiting workplaces will pay particular attention to on-site vehicle risks and that any accidents or incidents involving vehicles on site are more likely to be closely investigated.

Workplace transport accidents usually involve one or more of the following -

- People being struck or run over by moving vehicles
- People falling from vehicles
- People being struck by items falling from a vehicle (e.g. the load)
- Vehicles overturning

Other accidents can involve people being trapped between two vehicles or a vehicle and a stationary object, falling from delivery tailgates and fork trucks falling from loading bays.

Cars and other types of vehicle are very common at workplaces – think of your own workplace and the vehicles that move to, from or within it. Unfortunately, familiarity can lead to complacency until a serious accident actually happens. Employers and employees often do not recognise that vehicle activities can be very dangerous and need to be managed properly. ALL transport accidents in the workplace are preventable.

**Top tips for action overleaf →**

## TOP TIPS FOR ACTION

Below are some tips for employers to take action to reduce risks. Remember that if you share a workplace or delivery yard, then you must take joint responsibility for the health and safety of everyone on the premises and will need to co-operate with your neighbours to achieve this.



### **1. Seat restraints for fork trucks.**

Did you know that from December 2002 most forklift trucks by Law **must** have seat belts? Lift trucks and similar mobile work equipment will need to be fitted with seat restraints to help prevent operators being crushed in the event of an overturning accident. If you need more details on how this might affect you contact the Health and Safety Team at Environmental Health Services – details are given below.

### **2. Check the layout of the workplace.**

Are vehicles and pedestrians kept apart e.g. with barriered walkways? Are there any sharp corners or blind bends? Could a one-way system for vehicles be introduced?

### **3. Check the suitability of traffic routes.**

Are traffic routes suitable? Are they wide enough, properly surfaced, free from obstructions and well maintained?

### **4. Check what safety features are in place.**

Are roadways and rights of way at junctions clearly marked? Are there - speed limit & direction signs? - Mirrors to improve vision at corners? - Humps to control speed?

### **5. Vehicle maintenance.**

Check that the vehicles are up to the job. Do they have – effective brakes? - Horns, lights, reflectors, reversing warnings? - Any dangerous parts? Is there safe access to and from the vehicle? Is maintenance properly carried out?

### **6. Training and competence.**

Use selection and training to make sure drivers and others are capable of performing their health and safety duties. Monitor and manage what employees and others actually do. Are safe driving rules and other safety procedures followed? Do work schedules cause rushing and poor practice?

### **7. Eliminate the need for reversing.**

Eliminate reversing wherever possible and, if it is unavoidable, ensure the area is clear of all non-essential personnel.

### **8. Safe loading and unloading procedures.**

Make sure that loading and unloading operations are carried out safely. Is it done away from passing traffic and pedestrians? Is it done on flat and stable ground with the vehicle properly braked? Is the load stable, properly secured, distributed and within the vehicle's capacity?

#### Case Study

A temporary employee finished his shift and was leaving his workplace. He crossed in front of doors used by vehicles and collided with a truck coming through the doorway, injuring his arm. The employee had received no information on the workplace hazards or how to avoid them. There was no demarcation of vehicle and pedestrian routes. The driver could not see the worker on the other side of the doors. The site operator is responsible for identifying hazards, assessing risks and taking steps to reduce them so that they are as low as reasonably practicable. This accident could and should have been avoided.

**For further advice on workplace transport safety issues or any other aspect of health and safety, you can contact the Health and Safety section of Environmental Health Services on (0113) 24-77791 or [env.health@leeds.gov.uk](mailto:env.health@leeds.gov.uk)**

#### **Recommended reading for employers.**

The Health and Safety Executive publication "Workplace Transport Safety – guidance for employers. (HSG 136)". Available from HSE books (01787 881165 or at [www.hsebooks.co.uk](http://www.hsebooks.co.uk)) for £7.50.