



## Managing Workplace Transport

### Risk Management Guidance

#### Introduction

Workplace transport refers to any type of mobile equipment or vehicle that is utilized by employees, employers, visitors, or self-employed individuals, excluding those that are operated on public roads. This can encompass a wide range of machinery, such as pallet trucks, forklift trucks, cranes, hoists, industrial trucks, mobile elevating work platforms (MEWPs), trailers, and tractors among others.

Workplace transport is often associated with the movement of heavy goods vehicles or fork lift trucks but it includes employees driving their own vehicles (cars/motorcycles) at their place of work e.g. parking in an employee car park or delivery drivers dropping-off a parcel to your premises.

Everyone who accesses a workplace is at risk from workplace transport.

#### The Issues

Workplaces can often be busy sites utilising outside storage areas with limited space resulting in vehicle and pedestrian interactions being unavoidable. This can also be the case for premises such as indoor warehousing facilities where fork lift trucks manoeuvre through areas of racking where other pedestrians are also required to work.

According to statistics from the Health and Safety Executive (HSE) website ([www.hse.gov.uk/statistics](http://www.hse.gov.uk/statistics)), workplace transport is involved in over 5000 accidents annually, with approximately 50 of these resulting in fatalities. Protector Insurance has encountered various causes of injury, related to workplace transport, including individuals falling from vehicles, being hit or crushed by moving vehicles, and being struck or crushed by loads during loading or unloading procedures.

Various factors can impact the risks associated with workplace transport, including inadequate risk assessment and planning, insufficient training, reduced visibility, inadequate maintenance practices, unsafe speeds, and ineffective communication.

To mitigate the risks associated with workplace transport, it is important to conduct a thorough risk assessment, provide adequate training, regularly inspect and maintain equipment, enhance visibility, establish clear communication protocols, implement speed limits, and consider using alternative loading and unloading methods. These measures can help to create a safer working environment and minimize the risk of accidents and injuries.

## Next Steps

This document outlines some of the key steps that can help to reduce the likelihood of workplace transportation hazards. Additionally, a complementary checklist is provided alongside this guidance for reference.

### Conduct a Risk Assessment

Conducting a workplace transport risk assessment is crucial for identifying potential hazards related to workplace transport activities and implementing control measures to manage those risks. The assessment process involves identifying hazards, evaluating risks, determining control measures, implementing those measures and recording and reviewing the findings regularly. Employees and safety representatives should be involved in the process, and seeking advice from logistics teams or transport suppliers may also be helpful.

It is essential to record and review the findings of the risk assessment and the control measures implemented. Regular reviews of the assessment and control measures should be conducted, particularly whenever changes occur in the workplace or work activities. It is also imperative to involve employees and safety representatives in the risk assessment process as they perform day-to-day operations and are most familiar with potential hazards and risks associated with their work activities.

### Select Suitable Work Equipment

Selecting and maintaining workplace transport equipment according to relevant UK legislation and industry standards is a key factor to ensuring safety. This involves considering the tasks and workplace environment and selecting the most suitable equipment based on capacity and specifications. Compliance with relevant regulations such as *PUWER and LOLER\** should also be checked.

Additionally, evaluating training and support needs for employees operating the equipment is crucial, including providing appropriate training and ongoing support for safe operation and maintenance, such as driving safely in different weather conditions and maintaining control of the vehicle in case of skid\*\*.

*\*Workplace transport should comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), which require that equipment is suitable for its intended use, is maintained in a safe condition, and is operated only by trained and competent personnel.*

*\*\*The HSE specifies that workplace transport tyres should be appropriate for the type of surface on which they will be used and that the slip resistance should be at least 0.5 in dry conditions and 0.35 in wet conditions. Employers should ensure that the workplace is free from any hazards that may cause workplace transport to skid or slip, such as wet or oily floors.*

### Develop Safe Systems of Work

Develop and implement policies, procedures\*, and training programs for workplace transport activities to ensure employees understand safety requirements. Include vehicle inspection and maintenance, speed limits, pedestrian and vehicle segregation, loading/unloading, and emergency procedures.

Communicate policies and provide training covering safe driving practices, hazard identification, and Personal Protective Equipment. Monitor compliance and take corrective action, review and update policies regularly, and seek professional advice for complex or high-risk activities.

*\*The Approved Code of Practice for the Management of Health & Safety at Work Regulations 1999 provides a recommended method for managing risk, but this method is not mandatory or prescriptive. This means there is some flexibility in how you choose to manage risk, as long as you can demonstrate that your chosen approach is effective.*

## Training and Supervision

To ensure that workplace transport equipment is operated safely, it's crucial to provide workers with appropriate training and supervision. Developing a training program that is tailored to the specific needs of your workplace and covers the safe operation of the equipment used is essential. This training should not only address the general principles of safe operation but also take into account any specific risks or hazards associated with the equipment used in your workplace.

All workers who operate workplace transport equipment, including both new and experienced employees (who have not received formal training), should participate in this training program. The program should include both theoretical and practical components, allowing workers to develop a comprehensive understanding of the equipment and its safe operation.

In addition to training, it's important to offer supervision to workers operating workplace transport equipment. Supervision may include regular inspections of equipment, observation of workers during operation, and ongoing feedback and coaching. This helps to ensure that workers are using the equipment safely and correctly and allows any issues or concerns to be identified and addressed promptly.

Regularly reviewing and monitoring the effectiveness of your training and supervision program is also critical to ensuring ongoing safety. This involves taking into account feedback from workers and any changes in the workplace or equipment used. Adjustments may need to be made to the training and supervision program to ensure that it continues to meet the needs of your workplace and effectively manages the risks associated with workplace transport equipment.

## Maintaining Equipment

Regular inspection and maintenance of workplace transport equipment by competent individuals are essential to ensure its safety. Differentiation between workplace transport vehicles and road-worthy vehicles is important to ensure appropriate inspections, maintenance, and testing in compliance\* with relevant regulations and manufacturer's recommendations.

A comprehensive maintenance program should be developed for each type of workplace transport equipment. Regular maintenance tasks, such as cleaning, lubrication, and inspection of key components, should be included in the program. Maintenance tasks should be scheduled\*\* based on usage patterns, manufacturer's recommendations, and any specific risks or hazards.

Responsibilities for maintaining workplace transport equipment should be assigned to specific individuals or teams with the necessary skills, knowledge and tools to carry out the tasks effectively. Regular inspections of workplace transport equipment should also be conducted, including visual inspections of key components and functional testing.

Any issues or defects identified during inspections should be addressed promptly, such as repairing or replacing components, adjusting settings, or providing additional training to workers. Records of all maintenance and inspection activities, including dates, responsible persons, and actions taken, should be kept to track maintenance tasks, identify patterns or trends, and demonstrate compliance.

*\*Workplace transport vehicles, such as forklift trucks, cranes, and hoists, are subject to regular thorough examination and inspection as required by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Pressure systems, including compressed air systems and steam boilers, used at work are subject to periodic examination and inspection as required by the Pressure Systems Safety Regulations 2000 (PSSR).*

*\*\*Manufacturers of workplace transport and road-worthy vehicles provide guidance on maintenance and inspection requirements in their user manuals, which should be followed to ensure safe operation.*

## Safe Pedestrian Access

Safe pedestrian access is necessary for ensuring workplace safety. It is important to identify pedestrian traffic areas such as corridors, aisles, walkways, and entrances/exits and clearly mark them with appropriate signage, floor markings, and barriers.

Suitable lighting\* should be provided to help prevent accidents and to make it easier for pedestrians to see potential hazards. Pedestrian traffic areas should be kept clear of clutter and obstacles to avoid tripping hazards. Regular inspections and maintenance of walking surfaces should be conducted to ensure they are free of defects that may cause tripping or slipping\*\*.

Employees should be trained on safe pedestrian practices and encouraged to exhibit safe behaviour such as walking instead of running, not using mobile devices while walking, and using designated crossings.

*\* The Chartered Institution of Building Services Engineers [CIBSE] is a reputable source for information on recommended LUX levels for different types of workplaces. Their website is [www.cibse.org](http://www.cibse.org).*

*\*\* The HSE recommends flooring surfaces in the workplace have a minimum coefficient of friction (COF). The COF is a measure of slip resistance, and it indicates the level of friction between two surfaces. Note that the recommended slip coefficient requirements in the UK may vary depending on the type of industry or workplace and employers should also consider other factors when selecting flooring surfaces for their workplace, such as the type of work being performed, the amount of foot traffic, and the presence of contaminants that could affect slip resistance.*

## Implementing Traffic Management Systems

Incorporating a traffic management system in the workplace can significantly enhance the safety of everyone present, including employees, visitors, and contractors. This can be achieved by identifying traffic areas where vehicle and pedestrian traffic intersect and conducting a risk assessment to identify potential hazards.

A traffic management plan should then be developed and communicated to all concerned parties, outlining procedures for managing traffic flow and controlling risks. It is essential to provide appropriate training to employees who operate vehicles or work in areas with high traffic volume and regularly monitor and review the effectiveness of the traffic management system to identify any areas for improvement.

## Use Personal Protective Equipment

Employers should provide workers with appropriate personal protective equipment (PPE) in order to protect them from workplace hazards. Providing Personal Protective Equipment (PPE) is a legal requirement under the Personal Protective Equipment at Work Regulations 1992 and is essential to safeguard the safety and health of employees. Its provision not only ensures legal compliance but also helps foster employee confidence and mitigates risks. Failure to provide PPE can result in legal action, fines, and penalties, while providing PPE demonstrates a commitment to worker safety and well-being, which can lead to increased job satisfaction and productivity.

## Monitoring and Reviewing Performance

Regularly monitoring and reviewing workplace transport management is a decisive step in ensuring the safe and efficient movement of vehicles, goods, and people in the workplace. This involves identifying relevant KPIs, collecting and analysing data, comparing results against benchmarks or targets, identifying areas for improvement, developing action plans, implementing changes, and regularly reviewing progress. It's essential to train employees on workplace transport policies, procedures, and practices and encourage feedback to improve a culture of continuous improvement.

By following these steps, organizations can improve their workplace transport systems, reduce the risk of accidents and incidents, and maintain a safe and productive work environment.

### Risk Management Advice

Managing risks requires a comprehensive approach that involves identifying hazards, assessing risks, implementing control measures, and monitoring and reviewing performance.

By taking these steps, you can help to reduce the risk of workplace transport incidents and create a safer working environment for everyone.

### Workplace Transport Checklist

<input type="checkbox"/>	<b>Risk Assessment</b>	Have you conducted a comprehensive risk assessment to identify potential hazards related to workplace transport, including pedestrian and vehicle movements?
<input type="checkbox"/>	<b>Designated Routes</b>	Have you established clearly marked and designated routes for vehicles and pedestrians to minimize the risk of collisions?
<input type="checkbox"/>	<b>Speed Limits</b>	Have you implemented and enforced appropriate speed limits within the workplace, particularly in areas where pedestrians and vehicles interact?
<input type="checkbox"/>	<b>Traffic Management Plan</b>	Has a traffic management plan been developed and communicated that outlines vehicle movement guidelines, including one-way systems, stop signs, and pedestrian crossings?
<input type="checkbox"/>	<b>Training</b>	Have you ensured that all employees operating vehicles or working around workplace transport receive proper training, including forklift and vehicle operation?
<input type="checkbox"/>	<b>Communication</b>	Is there clear communication between employees involved in loading and unloading, including clear signals and hand gestures?
<input type="checkbox"/>	<b>Vehicle Maintenance</b>	Do you regularly inspect and maintain vehicles to ensure they are in safe working condition, including brakes, lights, and steering?
<input type="checkbox"/>	<b>Visibility</b>	Have you reviewed and enhanced visibility by using mirrors, lights, and reflective markings on vehicles, especially in areas with poor lighting?
<input type="checkbox"/>	<b>Pedestrian Safety</b>	Have pedestrians been trained on safe behaviour around workplace transport and have they been provided with high-visibility clothing if necessary?
<input type="checkbox"/>	<b>Loading and Unloading Procedures</b>	Have you reviewed and developed safe procedures for loading and unloading vehicles including the use of loading bays or designated areas?
<input type="checkbox"/>	<b>Emergency Response</b>	Are clear procedures established for handling accidents or emergencies involving workplace transport, including reporting incidents and providing first aid if needed?

**Further information and guidance on this subject is available from:**

- The Health and Safety Executive - <https://www.hse.gov.uk/>
- <https://www.hse.gov.uk/workplacetransport/>
- <https://www.hse.gov.uk/workplacetransport/management/risk.htm>



**For clarification or further information please contact –**

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