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What you need to know

Guidance: what you need to know – workplace transport

Connect looks at the most common types of accidents involving workplace transport and what measures can be introduced to reduce the likelihood of accidents.

Headlines

- 45 workers were killed and over 5,000 injured in workplace transport accidents in 2008/09
- These figures don't include workers injured or killed on public roads while driving for work
- Being struck by a moving vehicle was the third highest cause of accidental death in the workplace (2008/09), after falls from a height and being struck by a moving or falling object
- Forklift trucks are the vehicle most commonly involved in accidents, but there are a significant number of accidents involving Large Goods Vehicles (LGV) and cars.

What vehicles are involved?

- cars and vans
- forklift trucks
- Light and Heavy Goods Vehicles (LGV, HGV)
- industrial trucks and dumper trucks
- mobile equipment
- straddle carriers
- rubber-tyred gantries
- self-propelled machinery
- motorcycles and bicycles.

What are the most common accidents with workplace transport?

The most common reported [workplace transport accidents](#) are:

- people struck by a moving vehicle
- people falling from a vehicle
- people injured while inside a vehicle during a collision
- materials falling from a vehicle onto a person
- collapse/overturn of a vehicle (injuring the driver).

Around a quarter of all workplace vehicle related deaths occur while a vehicle is [reversing](#).

What does the law say?

[The Management of Health and Safety at Work Regulations, 1999](#) requires employers to carry out risks assessments. If there are ever any vehicles on your work site, you'll need to risk assess tasks involving these vehicles.

[The Workplace \(Health, Safety and Welfare\) Regulations, 1992](#) requires workplaces to be organised to allow vehicles and pedestrians to move around safely. For example, there should be adequate lighting and the ground should be even and free from pot holes. Other requirements include separation between vehicles and pedestrians, suitable indication of traffic routes and traffic routes free from obstructions.

[The Provision and Use of Work Equipment Regulations, 1998](#) (PUWER) requires all work equipment to be fit for purpose, maintained and inspected. This includes any vehicles used for work. Additional requirements apply to lift trucks which carry a seated ride-on operator. See [Rider-operated Lift Trucks: Operator Training L117, Approved Code of Practice](#). [The Lifting Operations and Lifting Equipment Regulations, 1998](#) (LOLER) require a thorough examination of industrial lift trucks.

The Health and Safety (Safety Signs and Signals) Regulations 1996 defines signs which should be provided and displayed at work. These include signs **warning** of, or **prohibiting**, industrial vehicles, and **prohibiting** or **mandating** pedestrian access.

Where signs are needed to indicate sharp bends, speed limits and one-way systems etc, use the standard road signs as prescribed in the *Traffic Signs Regulations and General Directions 2002* and in the *Highway Code*.

Construction sites will need to take account of the requirements for vehicles in the *Construction (Design and Management) Regulations 2007*. For example, Regulation 36 details requirements for traffic routes on a construction site while Regulation 37 covers the control of vehicles.

In the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (RIDDOR) some dangerous occurrences (which must be reported) include the collapse of a wall as a result of a vehicle colliding with it and an explosion or fire in a vehicle (such as a dumper truck) that results in the stoppage of that vehicle for more than 24 hours.

The Smoke-free (Exemptions and Vehicles) Regulations 2007 explains how vehicles used at work are covered by smoke-free legislation.

What should I do?

Measures to reduce the likelihood of workplace transport accidents can be considered in three groups:

- site design
- vehicle issues
- systems of work.

Site design

- **route planning**: plan routes to separate pedestrians from vehicles and to reduce the need to reverse, e.g. with a one-way system
- **engineering**: where pedestrians need to cross traffic routes, indicate this with dropped kerbs; avoid steep gradients and overhead cables; provide traffic routes on firm ground, minimising sharp and blind corners
- **parking**: mark out parking areas for vehicles with paint. To be even more effective, provide guide humps and rubber stops in parking bays
- **speed reduction**: use speed ramps where necessary and speed limit signs
- **signs**: use traffic lights and appropriate warning signs
- **environment**: make sure all areas are well lit and that lighting is checked and maintained
- **good housekeeping**: remove obstructions and, in particular, keep delivery areas tidy.

Vehicle issues

- **standard vehicle features**: make sure vehicles have suitable and effective headlights, brakes, bumpers and horns, and sufficient mirrors to reduce blind spots. Provide seat belts for drivers and passengers
- **additional vehicle features**: CCTV, rear lens or radar sensors to provide extra safety when reversing. Speed limiters and data recorders could also be provided
- **inspection and maintenance**: documented daily and weekly safety checks; regular maintenance and cleaning. In particular, mirrors and windows should be kept clean to maintain visibility.

Systems of work

- **information**: make sure all drivers have adequate information – for example, provide unfamiliar drivers with a map showing routes and parking areas
- **supervision**: visitors on foot should be supervised, otherwise they may end up in an area for vehicles; new, inexperienced or young workers may need extra supervision. Provide a banksman for vehicles when reversing or making other difficult manoeuvres
- **controls**: restrict vehicle movements at times of day (e.g. start, lunchtime, end) when there are more people moving around. Drivers not involved in loading or unloading can stay in a rest room or other safe area while their vehicle is being loaded or unloaded. Prohibit access to vehicle areas for those who don't need to be there. Also, look at prohibiting overtaking
- **training**: assess training needs and provide training for drivers. Train drivers to reverse into spaces and drive out rather than drive in and

reverse out as they are more likely to hit someone coming out of a space than going in

- **people:** check suitability of employees for driving roles and regularly check driving licenses. Arrange vision checks for drivers and medicals where appropriate. Monitor driver hours and make sure regular breaks are taken. Smoking is a distraction as well as a health hazard – remind staff that smoking in work vehicles is against the law and enforce the rules through supervision
- **PPE:** people who need to work near moving vehicles should wear high visibility clothing, appropriate protective clothing (such as steel toe capped boots and hard hats) and avoid loose clothing which could get caught in a vehicle.

A future article in Connect will look in more detail at managing occupational road risk.

IOSH Links

The IOSH Midland Branch, North District, are organising a seminar on [workplace transport safety](#) on 14 April 2010.

HSE Links

The HSE have two detailed research reports which will provide more information on this topic.

- [Review of workplace control measures to reduce risks arising from the movement of vehicles](#) (RR038) contains a detailed checklist under 7 headings to aid the assessment of current measures (and to suggest additional measures).
- [Knowledge of workplace transport hazards amongst British businesses](#) (RR523) reports on a survey of British businesses in which 28% of respondents admitted to not having performed a risk assessment of workplace transport. RR 523 lists 27 key workplace transport issues grouped as 'safe driver' or 'safe site' issues. Appendix 1 provides a 'knowledge of workplace transport hazards' questionnaire which could be adapted, for example, to assess knowledge across different delivery sites within an organisation.

The HSE workplace transport sub-site can be found [here](#). There is a separate sub-site devoted to preventing falls from vehicles at the [HSE website](#).

Useful free publications from the HSE on workplace transport include:

- HSG 136 [Workplace Transport Safety: An employers' guide](#)
- HSG 38 [Lighting at Work](#)
- HSG 6 [Safety in working with lift trucks](#)
- L64 [Safety Signs and Signals. The Health and Safety \(Safety Signs and Signals\) Regulations 1996](#). Guidance on Regulations
- L117 [Rider-operated Lift Trucks: Operator Training](#). Approved Code of Practice.
- INDG 199 [Workplace Transport Safety: An overview](#)
- INDG 244 [Workplace Health, Safety and Welfare](#)
- [Workplace Transport Checklist](#) from the HSE.

Other Links

The HSE have two detailed research reports which will provide more information on this topic.

[Safe movement of vehicles in the workplace from the Australian commission for occupational safety and health.](#)

Other sources concentrate on driving for work away from the workplace, although they provide some advice relevant to workplace transport:

- [Driving for better business campaign](#)
- [RoSPA](#)
- [Occupational Road Safety Alliance](#)
- [NIOSH](#) (the National Institute for Occupational Safety and Health).

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