

## CONCRETE PREMISES

Duty-holder name	
Site Address	
Registered Office Address	
Type of activity	
Employee Numbers	
No. of vehicles operating on site	
Approx. no of vehicles to/ from site each day	

### **SAFE SITE**

		Y	N	Comments
<b>1</b>	Is there adequate signage at site entrance? (warning of vehicle movements/speed limits/parking areas/customers & visitors to report to reception/office/weighbridge)			
<b>2</b>	Are there designated parking areas? (employees/ visitors/ site vehicles)			
<b>3</b>	Is there a reverse parking policy?			
<b>4</b>	Are there safe routes for persons to travel from parking areas to office/ work areas?			
<b>5</b>	Are there workplace transport rules provided to drivers/visitors?			
<b>6</b>	Are procedures in place for small load customers (trailers etc)?			
<b>7</b>	Is there a documented workplace transport risk assessment?			
<b>8</b>	Is there a traffic management plan?			
<b>9</b>	Are traffic routes identified and sign-posted?			
<b>10</b>	Are vehicle one-way systems in use?			
<b>11</b>	Is appropriate high viz PPE provided, used and maintained?			
<b>12</b>	Are there designated routes for pedestrians to travel around site?			

13	If Y to 12- Have protective measures i.e., physical barriers, been used to physically segregate pedestrians from vehicles?			
14	Are pedestrian routes maintained?			
15	Are separate pedestrian/ vehicle access/egress points available at buildings/ sheds?			
16	If Y to 15- Are protective measures i.e., physical barriers provided at building/ shed access/ egress points to prevent pedestrians walking onto traffic routes?			
17	Are convex mirrors placed at blind spots?			
18	Are roadways well designed with surfaces well maintained?			
19	Is adequate lighting provided for operating during hours of darkness?			
<b>Additional Comments</b>				

### **SAFE VEHICLE**

	Y	N	Comments
1			Are procedures in place to carry out pre-use daily checks and to report defects?
2			If Y to 1- is this procedure being implemented effectively?
3			Is there a servicing/ maintenance schedule in place for vehicles?
4			Have statutory examinations been completed for vehicles used for lifting?
5			Is there a rule in place to ensure keys are removed from vehicles when not in use?
6			Are adequate measures in place to ensure vehicle all round visibility?
7			Are vehicles provided with horns, lights, reflectors, reversing alarms where necessary?
8			Are lap belts available and used where appropriate?
9			Is the cab maintained in a clean condition?
<b>Additional Comments</b>			

**SAFE DRIVER**

		Y	N	Comments
1	Do drivers hold adequate licenses/ training certificates for the vehicles they are authorised to drive?			
2	Is there a programme of driver refresher training in place?			
3	Are there measures in place to prevent drivers falling from height during sheeting/ loading activities?			
<b>Additional Comments</b>				