



#DriveDangerOut

**Safe Driving
In The Workplace**

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CONTROLLING RISK TOGETHER

Safe Driver

Drivers should be competent to operate a vehicle safely and receive appropriate information, instruction, and training for the vehicle they use. It is particularly important that younger or less experienced drivers are closely monitored following their training to ensure they can work safely prior to working alongside pedestrians.

Employers should make sure that people working with vehicles are aware of dangers and safety precautions and should monitor vehicle use.

Drivers of vehicles in a workplace will often need many more skills than those normally required when driving on a road. Many workplace vehicles have very specialised attachments to do their jobs, and there are many other skills relating to tasks like loading, unloading, trimming, and sheeting. Only trained and authorised drivers should be allowed to operate workplace vehicles.

Drivers should:

- Be fully able to operate the vehicle and related equipment safely.
- Have comprehensive instruction and training so that they can work safely.
- Have a mature and responsible attitude.
- Have a reasonable level of both physical and mental fitness. Fitness should always be judged individually as some less physically able people develop skills to compensate.

Driver training and competence

The amount of training each driver needs will depend on their previous experience and the type of work they will be doing. Your risk assessment should help decide the level and amount of training needed. Where appropriate check that references to training schemes and other qualifications are supported by certificates. When trainees provide evidence of previous training or related work experience, it is advisable to test them to ensure they understand the job and can operate the vehicle safely.

Good Practice



- Always adhere to your workplace speed limit and workplace transport risk assessment.
- Always use a seat/lap belt when operating a vehicle.
- No one should ever try to climb onto a moving vehicle.
- Passengers should only be allowed on a vehicle if it is designed to accommodate them safely, with suitable seating and restraints.
- People climbing onto vehicles or other structures should always use the 'three-point hold' rule.
- People walking on vehicles should always do so carefully, facing in the direction they are walking and keeping their feet well apart and free to move. They should pay attention to the stability and grip of the surfaces they are walking on.

- To keep their balance, people working with vehicles should not lean backwards, especially near the back of a vehicle (for example, during sheeting).
- Ensure the pallets you are using are serviceable and of the correct rating.
- No one should rely on ropes, sheets, or loads to support their weight, as they can rip, tear, or move.
- A vehicle must only be operated as per manufacturing guidelines.
- Balance loads across the axle (or axles) of a drawbar trailer so that coupling or uncoupling can be managed easily and safely, and the trailer remains stable.
- People should only rest their weight on equipment if that is what it is intended for and it is known to be safe. If a sheet, rope, or strap needs to be pulled tight, the operator should try to keep one foot behind the other and keep control of their weight.

Neatness

An obstruction in the cab or elsewhere is a very common cause of falls, and spilt loads can also be dangerous. Vehicles should be kept as clean and tidy as possible, and especially free from grease or oil on walking or other support surfaces, such as any platform area behind the cab.

Access

People should never use parts of the vehicle not designed as hand or footholds (such as mudguards, bumpers, tracks, hooks) to gain access to any part of a vehicle. Parts of the vehicle not designed to support weight may give way, and their surfaces are likely to be unsuitable.

When getting down from the vehicle, people should use the steps or ladder provided. Workers should not jump down, as this can cause slips and falls, or can lead to injuries like sprained or broken ankles, or long-term knee complaints. The exception to this is workers jumping clear of vehicles where there is a risk of electric shock should they climb down.

Footwear

People involved in working with or around vehicles should always wear appropriate footwear, which is in good condition and has good tread and ankle support. Where a risk assessment shows that people need to wear a certain type of footwear, that footwear is considered Personal Protective Equipment (PPE) and so needs to be provided and maintained free of charge to the worker.

Work at height on vehicles

Falls from vehicles are very common while loading and unloading in the workplace. They are often caused by:

- Slipping, while walking on loads.
- Tripping on ropes or torn sheets, causing overbalancing.
- Wearing inappropriate footwear.
- Poor working surfaces made worse by bad weather.
- Poor means of access onto and off the vehicle.
- A lack of awareness and training.



Employers must take suitable and effective measures to prevent anyone falling from a distance that is likely to result in injury. This includes getting on and off a vehicle trailer or climbing into and out of a vehicle cab. If work at height cannot be avoided, collective control measures should always take priority over personal control measures. Collective measures protect everyone who is at risk (i.e. more than one person at any one time) for example, gantries or platforms fitted with guard rails, and they usually require no action by the user to work effectively.



Personal control measures rely upon PPE and only protect the individual, for example, a personal fall-protection system. They usually require the user to do something for them to work effectively, such as putting on a safety harness correctly and connecting it via an energy-absorbing lanyard onto a suitable anchor point.

Safe sheeting

If there are no fall-prevention measures in place at the site, drivers should refuse to sheet or unsheet the vehicle. Always follow good practice for safe sheeting:

- Make sure vehicles are parked on level ground with their parking brakes on and the ignition key removed.
- Use designated sheeting areas away from moving vehicles and pedestrians, preferably sheltered from strong winds and bad weather.
- Regularly check that the sheets, the straps and ropes used for pulling and securing the sheet are in good condition and replaced when necessary.
- Inspect, repair, and maintain sheeting mechanisms, platforms, gantries and personal fall-protection equipment (like harnesses and lanyards).
- Make sure there is enough time and space to safely sheet the load before leaving the site.
- Train and instruct staff on how to operate and maintain sheeting systems and personal fall-protection equipment and monitor how they are used
- Always consider how to unsheet the load safely at the destination.

Coupling and uncoupling areas

Coupling and uncoupling should only take place on areas that are level, firm and well lit. During uncoupling, the trailer will move from being supported by the tractor unit to bearing its own full weight. If ground conditions are poor this can cause it to sink or tip over. Lighting is especially important where coupling or uncoupling happens away from natural daylight as drivers need plenty of light to check that locking pins and safety clips are in place, and cables and hoses have been properly attached.

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Safe Driver | Safe Site | Safe Vehicle

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