

## *Dowse Haulage Ltd*

# Workplace Transport Policy

The main causes of injury are people falling off vehicles, or being struck or crushed by them.

This guidance has been produced to help people involved in workplace transport reduce the chances of accidents happening

Employers have a legal duty to ensure that the health and safety of their employees, contractors and members of the public are not put at risk as a result of the work they do. Employees and the self-employed also have a duty to look after their own health and safety and that of anyone who might be affected by their work.

### ***What is workplace transport?***

Workplace transport is any activity involving vehicles used in a workplace. Vehicles driven on public roads are excluded, except where the vehicle is being loaded or unloaded on a public road adjacent to a workplace.

### ***Dowse Premises***

- There is a 5 mph speed limit on our premises
- Hi viz must be worn at all times
- Lorries must reverse park in designated parking bays
- Visibility should be good enough for the driver to see hazards and pedestrians to see vehicles.
- A banksman should be used if visibility is poor.
- When vehicles are parked, their parking brakes should always be applied. On most trailers disconnecting the emergency air line does not apply the trailer parking brake.
- Drivers should never leave a vehicle unattended without ensuring both the vehicle and the trailer are securely braked, the engine is off and the key to the vehicle has been removed.
- Where appropriate, trailer legs should be lowered to the ground.

### ***Coupling and uncoupling***

Drivers and those who have overall control of sites (site operators) should make sure that coupling and uncoupling areas are well lit, with firm and level surfaces.

Drivers should be properly trained and have their work monitored by site operators to make sure they follow a safe system of work, involving the use of trailer and tractor unit parking brakes as appropriate.

### ***Loading and unloading***

To minimise the risks to those involved in loading and unloading, information should be provided on the nature of the load and how it should be properly loaded, secured and unloaded. This information should accompany the load and be available to those involved in the loading, transportation and unloading activities.

#### ***The loading and unloading area should be:***

- clear of traffic and people not involved in the activity;
- on level ground;
- segregated from other work areas;
- clear of overhead cables, pipes, or other obstructions;
- protected from bad weather where possible.

Make sure vehicles and trailers have their brakes applied and all stabilisers (Tip Tank) are in the correct position before loading or unloading.

Throughout loading and unloading there should be a safe place where drivers can wait.

### ***Housekeeping***

Traffic routes should be free from obstructions and kept clean. Signage should be cleaned and maintained so that it remains visible and effective.

Warning devices such as rotating beacons and reversing alarms are often fitted, and conspicuous painting and marking can be used to make a vehicle stand out to pedestrians.

Drivers should be able to see clearly around their vehicle, so all Dowse trucks have CCTV and special mirrors where visibility is restricted.

Where people have to work at height on vehicles, suitable means of safe access onto and around vehicles will be provided

### ***Maintenance***

All our Vehicles are maintained in good working order so they remain mechanically sound, and any devices, such as flashing beacons, function properly.

Planned inspections are a vital part of preventative maintenance. These include daily safety checks carried out by drivers and regular maintenance inspections based on time or mileage.

Drivers are provided with a list of the daily checks to be signed off at the start of each shift. And is monitored to ensure the checks are carried out properly.

### ***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 work safely.

### ***Competence***

**For new recruits:** Driver training is given to new drivers to ensure they are competent.

**For existing employees:** As and when new vehicles and trailers are introduced into the fleet the training will be given needed to operate a vehicle safely.

### ***Training***

Training requirements will depend on an individual's experience and the training they have previously received.

### ***Consultation with employees***

We are legally required to consult with all our employees, in good time, on health and safety matters. In workplaces where a trade union is recognised, this will be through union health and safety representatives. In non-unionised workplaces, you can consult either directly or through other elected representatives.

Consultation involves employers not only giving information to employees but also listening to them and taking account of what they say before making health and safety decisions.

### ***The public***

The public often have access to workplaces where vehicles operate. As they will generally be unfamiliar with the workplace, they should be kept away from any work activities wherever possible.

### ***Contractors***

Dowse Haulage and the contractors we use have duties under health and safety law. When using contractors (eg visiting drivers and agency staff), we should:

- take into account their skills, knowledge and experience;
- provide them with relevant information, such as vehicle and pedestrian traffic routes, speed limits, designated loading, unloading and parking areas and site rules. Make sure you consider foreign drivers, eg provide information in other languages;
- liaise with them to consider the risks from each other's work activities and agree how the work will be undertaken;
- monitor them to ensure they work safely and comply with the site rules;
- set up any arrangements for co-operation and co-ordination;
- ensure action is taken when they operate in an unsafe manner.