

**Footwear and Leather Industries
Health & Safety
Committee**

WORKPLACE TRANSPORT SAFETY

A guidance note for the footwear and leather industries





INTRODUCTION

Every year about seventy people are killed in workplace transport related accidents in the UK. In addition, there are more than a thousand major injuries (ie accidents resulting in broken knees, amputations etc) and about five thousand injuries that cause people to be off work for more than three days. These accidents usually involve people being struck or run over by moving vehicles, people being struck by objects falling from vehicles, or vehicles overturning. The majority of these accidents are preventable by ensuring effective management control ie:

- Safe systems of work (provision and maintenance thereof)
- Adequate information, instruction, training and supervision

WHAT THE LAW REQUIRES

Employers have a duty under health and safety law to ensure, as far as is reasonably practicable, the health, safety and welfare of their employees.

The main sets of regulations covering workplace transport safety are the Workplace Health, Safety and Welfare Regulations and the Provision and Use of Work Equipment Regulations 1998 (PUWER '98). These regulations apply to most workplaces in the UK and include legal requirements for the management and use of workplace vehicles and other items of mobile work equipment.

The Workplace Health, Safety and Welfare Regulations 1992 cover a wide range of basic health, safety and welfare issues and apply to most workplaces.

PUWER '98 requires employers to select workplace vehicles that are suitable for the work for which they are intended.

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	<p>Essentially, this means that employers must ensure that all vehicles are operated according to the manufacturers' instructions and specifications.</p> <p>The following summarises the main legislation applying to the use of workplace transport:</p> <p>The Health and Safety at Work etc Act 1974 (HSW Act) The Management of Health and Safety at Work Regulations 1999 The Provision and Use of Work Equipment Regulations 1998 The Workplace (Health, Safety and Welfare) Regulations 1992 The Construction (Health, Safety and Welfare) Regulations 1996 Road Vehicle (Construction and Use) Regulations 1986 Health and Safety (Safety Signs and Signals) Regulations 1996 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 Rider-operated lift trucks: operator training Approved Code of Practice Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 The Smoke Free Premises etc. (Wales) Regulations 2007 The Smoke-free (Premises and Enforcement) Regulations 2006 The Smoke-free (Exemptions and Vehicles) Regulations 2007 CHIP, The Chemicals (Hazard Information and Packaging for Supply) Regulations 2002</p>
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MANAGING RISK AND GOOD WORKING PRACTICE

Risk Assessment – to begin with, identify the hazards associated with vehicle activities. These activities might include the arrival and departure of vehicles, their movement within the workplace, loading and unloading of goods etc and the hazards could include danger of:

- People being struck or run over by vehicles
- People falling from vehicles
- People being struck by objects falling from vehicles
- Overtuning vehicles

It should be decided if the risks are well enough controlled and, if not, what needs to be done.

All employees should be aware of the following:

- How are the workplace routes laid out?
- Who is authorised to drive, and where? *See Appendix 3*
- How and where should the worker report faults or hazards?
- How should they report accidents and near misses?
- What daily, weekly and monthly checks should they make?
- What particular risks are there in your workplace?
- What can they do to reduce or eliminate these risks?
- Do drivers and operators need personal protective equipment, such as high-visibility clothing, head protection, driver restraints, safety boots and equipment to prevent falls?
- Do they know where protective, safety and first aid equipment is kept, and when and how to use it?
- If English is not their first language, how will they understand their instructions?



Traffic Route Design - Traffic routes should be properly designed and consideration should be given to:

- Vehicles being used
- Minimising the need for reversing
- Avoiding sharp bends and blind corners
- Maintenance – don't allow potholes to develop
- Anything that can affect load stability eg steep slope
- Pedestrian or vehicle-only areas
- Clear pedestrian walkways
- Separate pedestrian doors at vehicle access/egress into buildings
- Wearing of high visibility clothing

Vehicles in and around the warehouse and factory - Moving vehicles need to be carefully managed to control and reduce the likelihood of accidents, including collision with pillars. Numerous examples of roof collapse have been recorded where a rider operated forklift truck has struck a hollow cast iron column. Columns have also collapsed after being struck by pedestrian operated powered vehicles. Special consideration should be given to factories etc that were built prior to the common use of powered workplace transport. *See Appendix 5 HSE leaflet "Cast Iron Columns"*.

Vehicle safety - Key messages - By law, every employer must:

- make sure that work equipment (which includes vehicles) is suitable for its purpose;
- take account of the working conditions; and
- assess the risks to the health and safety of using chosen work equipment.

Questions to ask

The specification for a workplace vehicle should include answers to these questions:

- Does the driver have good all-round visibility?

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- What warning systems (such as horns and lights) are fitted?
- Are the seat belts and restraints safe and comfortable and do they meet the needs of the job?
- What safeguards will prevent people from coming into contact with dangerous parts of the vehicle such as power take-offs, chain drives, exposed hot exhaust pipes?
- Can drivers get in and out of the cab safely and easily?
- What protection is there from bad weather, extremes of temperature, dirt, dust and fumes?
- Is there a way to prevent injury if the vehicle overturns? For example, roll protection, operator restraints or falling object protection?
- Is there a way to prevent the vehicle from moving? For example, by applying brakes and removing the keys?
- Is the vehicle bright enough to be seen?
- Do the vehicle lights provide enough light for the driver to work? The design of vehicles used on public roads has to meet specific legal standards, set out in the Road Vehicles (Construction and Use) Regulations. The overall standard of vehicles used in workplaces should be at least as good as for public roads. There are some specific supply standards dealing with mobile plant in the workplace (for example, lift trucks).

Visitor and Pedestrian Separation and Safety -

Pedestrians and vehicles have to be able to circulate safely. Workplace traffic routes should be suitable for the people and vehicles using them. Where vehicles and pedestrians use the same traffic route, there should be adequate separation between them.

Consider the complete separation of vehicles and pedestrians first – where this is not possible you will need to use other control measures.

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Lift trucks are especially dangerous to the public and, as far as possible, they should be kept apart. If lift trucks have to operate in public areas, a safe system of work should be developed and its operation monitored.

Special consideration should be made for visitors to site. Keep visitors and pedestrians separate from vehicles whenever possible.

Think about what kind of vehicles move around your site and how much room they need to move safely. Then what is practicable to keep vehicles in their areas and pedestrians and visitors clear of them.

Complete separation is the ideal, although often not practicable, but the further you keep vehicles and pedestrians and visitors apart the better.

The public should not be permitted in industrial operating areas. Where members of the public visit warehouse premises they should be accompanied and should wear appropriate PPE, ie high-visibility coats, protective footwear etc. Site specific control measures are particularly important in racking aisles. Define, designate and clearly mark pedestrian routes and crossing places.

Managing deliveries and visiting drivers – all employers involved in the delivery and collection of goods should exchange any relevant information on health and safety. Also, provide copies of the site rules to all visiting drivers (eg where to park). Visiting drivers should be told in advance the layout of the workplace, the route they need to take and relevant safe working practices (eg for parking and unloading), as they may not have visited the site before. Visiting drivers should not have to enter potentially dangerous areas to move to or from their vehicles or places such as the site office, or lavatory or washroom. Foreign drivers may have different visibility from their cabs (if their vehicles are lefthand drive). They may be unfamiliar with UK signs or speed limits. It may be helpful to provide instructions in other languages.



Moving or falling objects – take steps to prevent people being injured by falling objects. If there are areas of specific activities in the warehouse with a risk of material or an object striking someone, make sure that the area is clearly indicated and that unauthorised people do not enter it.

Mechanical handling equipment (eg a forklift truck) should be suitable for the job it is used for. All industrial truck operating areas should be suitably designed and properly maintained.

Maintenance and examination of industrial trucks – lift trucks should be regularly maintained in accordance with the manufacturers' recommendations. Lifting parts of industrial trucks, such as the mast, chains, carriage, forks and its mechanism, need to be thoroughly examined by a competent person.

The following should be in place:

- ❖ A documented pre-shift check *See appendix 4*
- ❖ A system reporting defects and for ensuring that remedial work is carried out
- ❖ A planned routine maintenance system
- ❖ A thorough examination/safety inspection regime for each truck

Loading and unloading vehicles – there should be a safe system of work for loading and unloading vehicles. When goods or materials are unloaded from one level to another and there is a risk of injury from a fall, appropriate fall protection measures should be used.

Vehicle curtains – Particular care should be taken when working on or with curtain sided vehicles as these have been subject to a number of accidents. Always check with the driver on the movement of the curtain to make sure it is safe.

Reversing vehicles – warehouses should be designed to reduce the risk from reversing vehicles where possible eg by using a one way system. Where reversing cannot be avoided, keep pedestrians out of the area where a vehicle is reversing. Reversing sensors and CCTV on vehicles can be useful.

Storage systems – should be properly designated and clearly marked. The layout of storage and handling areas should avoid tight corners, awkwardly placed doors, pillars, uneven surfaces and changes of gradients.

Pallets should be inspected each time before use to make sure they are in a safe condition. Take damaged pallets out of use for repair or destruction. Empty pallets should be handled carefully – they should not be dragged or thrown about.

Pallets should be loaded correctly to ensure load stability; banding, shrink or stretch wrap can help with this. If pallet racking is used, the pallets should be suitable for the type of racking being used.

INFORMATION, INSTRUCTION AND TRAINING

Every driver, particularly younger or less experienced drivers, should be instructed to drive and to carry out other work responsibly and carefully. By law, employers must give employees adequate training and supervision to ensure health and safety when they join the company and when they are exposed to new or increased risks in the workplace.

Questions to ask:

When planning training for new drivers and operators query:

- What experience do they have of the vehicle they will use?
- What work will they be doing?



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	<ul style="list-style-type: none">○ What are the recognised standards and qualifications for driving and operating the vehicle will use?○ How much training do they need?○ At what level? <p>The answers can help decide how much training each worker needs and at what level. Drivers often need more skills than simply controlling a vehicle when it is moving. Many vehicles used in the workplace have specialised attachments and there are other skills to learn about, for example, loading, unloading, trimming, sheeting.</p> <p>Training in safe working practice should also highlight the risk of unsafe working, such as:</p> <ul style="list-style-type: none">▪ Driving too fast▪ Turning too sharply▪ Driving on unsuitable ground or slopes <p><i>See Appendix 2 as an example of a training record.</i></p> <p>Training records – training records should be kept for each employee on a central register. These records should include:</p> <ul style="list-style-type: none">• Name• Training history• Training needs• Planned training and details of the vehicles that the person is competent to operate <p>Refer to these details regularly and especially when you change any vehicles.</p> <p>Refresher training – even if drivers operate vehicles every day, it is recommended that regular refresher training is used to make sure</p> <ul style="list-style-type: none">○ That they maintain good driving habits○ Learn new skills where appropriate○ Re-assess their abilities
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Workers may need refresher training:

- When vehicles are changed
- When sites are changed
- When the way they work is changed
- If they become disabled

Information should be given in a way the employee can understand (eg it might be necessary to make special arrangements if the employee does not understand English or cannot read).

What license is needed to operate mobile plant in the workplace?

There are no government issued licenses for vehicles at work, the law requires that each operator is given adequate training by their employer so that they are competent to operate the machinery which they use (the Provision and Use of Work Equipment Regulations 1998; regulation 9).

The six accrediting bodies for lift truck training (recognised by the Health & Safety Executive) are:

- [Construction Industry Training Board](#)
- [LANTRA National Training Organisation](#)
- [The Independent Training Standards Scheme and Register \(ITSSAR\)](#)
- [Association of Industrial Truck Trainers](#)
- [National Plant Operators Registration Scheme](#)
- [RTITB](#)

There is no legal requirement for plant operators to hold a road driving licence unless they wish to drive their vehicle on the public highway. All plant driven on the public highway must comply with the appropriate road traffic legislation.

Employees and Safety Reps

Consulting with trade union appointed safety representatives (*see Safety Reps and Safety Committee Regulations 1977*) or other employee representatives (*see Health & Safety Consultation [with employees] Regulations*) is a legal

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requirement. Working with safety representatives and employees' representatives is a very useful means of communicating on health and safety matters in the workplace.

Remember: involving employees in decisions can help to foster closer working relationships and make employees more receptive to new ideas.

USEFUL SOURCES OF INFORMATION

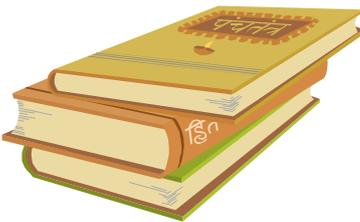
- Mechanical Handling Equipment – Footwear Industry Health & Safety Committee
info@britfoot.com

Core HSE publications and references

- Workplace transport safety - An employer's guide HSG 136 HSE Books 2005
ISBN0-7176-6154-7
- Workplace transport safety - An overview Leaflet INDG 199 (rev 1)  HSE Books 2005
- www.hse.gov.uk/fallsfromvehicles/index.htm

Leaflets (free)

- Avoiding falls from Vehicles: Leaflet INDG 395  HSE Books 2004
- Delivering safely 
- Driving at work: Managing work-related road safety Leaflet INDG382  HSE Books 2003
- Site Inspection Checklist 
- Health and safety in road haulage INDG379  HSE Books 2003
- Working platforms (non-integrated) on forklift trucks Guidance Note PM28 [3rd edition]  December 2005
- Fitting and use of restraining systems on lift trucks Information Sheet MISC241  HSE Books 2000



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- Hot work on vehicle wheels. Engineering Information Sheet EIS1  HSE Books 1992
- Working safely near overhead power lines Agriculture Information Sheet AIS8(rev2)  HSE Books 2000
- Retrofitting of roll-over protective structures, restraining systems and their attachment points to mobile work equipment Information Sheet MISC175  HSE Books 1999
- Safe use of all-terrain vehicles (ATVs) in agriculture and forestry Agriculture Information Sheet AIS33  HSE Books 1999

Other HSE Books

- Health and safety in motor vehicle repair HSG67 HSE Books 1991 ISBN 0 7176 0483 7
- Lighting at work HSG38 (Second edition) HSE Books 1997 ISBN 0 7176 1232 5
- Safety in working with lift trucks HSG6 (Third edition) HSE Books 2000 ISBN 0 7176 1781 5
- Rider-operated lift trucks. Operator training. Approved Code of Practice and guidance L117 HSE Books 1999 ISBN 0 7176 2455 2
- Safety signs and signals – Guidance on regulations L64 HSE Books 1996 ISBN 0-7176-0870-0
- The safe use of vehicles on construction sites HSG144 HSE Books 1998 ISBN 0 7176 1610 X
- Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998
- Approved Code of Practice and guidance L22 (Third Edition) HSE Books 2008 ISBN 9780 7176 62951

While every effort has been made to ensure the accuracy of the references listed in this publication, their future availability cannot be guaranteed.

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APPENDIX 1

Site inspection – workplace transport checklist (HSE)

- The following checklist has been prepared as a guide to what employers should consider when trying to reduce the risk from vehicles in the workplace. It will not necessarily be comprehensive for all work situations.
- If the answer to a question is 'No', the references under the section heading indicate where further advice can be found.
- If the question is not relevant to your workplace leave the boxes blank.

MANAGEMENT AND SUPERVISION OF WORKPLACE TRANSPORT RISK.

Check, in consultation with your employees, that your level of management control/supervision is adequate	Yes	No
Are site rules documented and distributed?	<input type="checkbox"/>	<input type="checkbox"/>
Are your supervisors, drivers and others, including contractors and visiting drivers, aware of the site rules? Are they aware of their responsibilities in terms of helping to maintain a safe workplace and environment?	<input type="checkbox"/>	<input type="checkbox"/>
Has a risk assessment been completed for all workplace transport hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Is the level of supervision sufficient to ensure that safe standards are maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are sanctions applied when employees, contractors, etc fail to maintain these standards?	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate steps taken to detect unsafe behaviour of drivers of both site and visiting vehicles as well as pedestrians? Are the underlying reasons investigated to correct unsafe behaviours?	<input type="checkbox"/>	<input type="checkbox"/>
Is there good co-operation and liaison on health and safety matters between your staff and those who collect or deliver goods?	<input type="checkbox"/>	<input type="checkbox"/>
Check what your drivers and other employees actually do when undertaking their work activities	Yes	No
Do drivers drive with care, e.g. use the correct routes, drive within the speed limit and follow any other site rules?	<input type="checkbox"/>	<input type="checkbox"/>
Do your drivers and other employees have enough time to complete their work without rushing or working excessive hours? Do you monitor "job and finish" work to ensure drivers are not rushing to cut corners?	<input type="checkbox"/>	<input type="checkbox"/>
Are your employees using safe work practices, e.g. when (un)coupling, (un)loading, securing loads, carrying out maintenance etc?	<input type="checkbox"/>	<input type="checkbox"/>
Do managers and supervisors routinely challenge and investigate unsafe behaviours they may come across?	<input type="checkbox"/>	<input type="checkbox"/>
Do managers and supervisors set a good example, for instance by obeying vehicle/pedestrian segregation instructions, and by wearing high visibility garments where these are needed?	<input type="checkbox"/>	<input type="checkbox"/>

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SITE LAYOUT AND INTERNAL TRAFFIC ROUTES.

Check that the layout of routes is appropriate	Yes	No
Are the roads and footways suitable for the types and volumes of vehicular traffic and pedestrian traffic using them?	<input type="checkbox"/>	<input type="checkbox"/>
Are vehicles and pedestrians kept safely apart?	<input type="checkbox"/>	<input type="checkbox"/>
Where necessary are there suitable pedestrian crossing places on vehicle routes?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a safe pedestrian route that allows visiting drivers to report for instruction when entering the site?	<input type="checkbox"/>	<input type="checkbox"/>
Are there adequate numbers of suitable parking places for all vehicles and are they used?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a properly designed and signed one-way system used on vehicle routes within the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Is the level of lighting in each area sufficient for the pedestrian and vehicle activity?	<input type="checkbox"/>	<input type="checkbox"/>
Check that vehicle traffic routes are suitable for the type and quantity of vehicles which use them.	Yes	No
Are they wide enough?	<input type="checkbox"/>	<input type="checkbox"/>
Do they have firm and even surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
Are they free from obstructions and other hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are they well maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Do vehicle routes avoid sharp or blind bends?	<input type="checkbox"/>	<input type="checkbox"/>
Check that suitable safety features are provided where appropriate	Yes	No
Are roadways marked where necessary e.g. to indicate the right of way at road junctions?	<input type="checkbox"/>	<input type="checkbox"/>
Are road signs, as used in the Highway Code, installed where necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Are features such as fixed mirrors (to provide greater vision at blind bends), road humps (to reduce vehicle speeds), or barriers (to keep vehicles and pedestrians apart) provided where necessary?	<input type="checkbox"/>	<input type="checkbox"/>

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<u>VEHICLE MAINTENANCE</u>	Yes	No
Check the level of vehicle maintenance is adequate.	<input type="checkbox"/>	<input type="checkbox"/>
Is there a regular preventative maintenance programme for every vehicle carried out at predetermined intervals of time or mileage? E.g. in accordance with manufacturers' instructions	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system for reporting faults on the vehicle and associated equipment and carrying out remedial work?	<input type="checkbox"/>	<input type="checkbox"/>
Where vehicle attachments lift people or objects, are thorough examinations undertaken by a competent person (e.g. your insurance company)?	<input type="checkbox"/>	<input type="checkbox"/>
Do the drivers carry out basic safety checks before using the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>

<u>VEHICLE MOVEMENTS</u>	Yes	No
Check that the need for REVERSING is kept to a minimum and, where reversing is necessary, that it is undertaken safely and in safe areas.		
Have drive-through/one-way systems been used, wherever possible, to reduce the need for reversing?	<input type="checkbox"/>	<input type="checkbox"/>
Where reversing areas are needed are they marked to be clear to both drivers and pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>
Are non-essential personnel excluded from areas where reversing occurs?	<input type="checkbox"/>	<input type="checkbox"/>
If risk assessment shows site controls cannot be improved further and you need a banksman to direct reversing vehicles, are they adequately trained and visible?	<input type="checkbox"/>	<input type="checkbox"/>

<u>UN(LOADING) ACTIVITIES</u>	Yes	No
Check there are safe systems for LOADING and UNLOADING operations.		
Are loading/unloading operations carried out in an area away from passing traffic, pedestrians and others not involved in the loading/unloading operation?	<input type="checkbox"/>	<input type="checkbox"/>
Are the load(s), the delivery vehicle(s) and the handling vehicle(s) compatible with each other?	<input type="checkbox"/>	<input type="checkbox"/>
Are loading/unloading activities carried out on ground that is flat, firm and free from potholes?	<input type="checkbox"/>	<input type="checkbox"/>
Are parking brakes always used on trailers and tractive units to prevent unwanted movement e.g. when coupling vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
Are the vehicles braked and/or stabilized, as appropriate, to prevent unsafe movements during loading and unloading operations?	<input type="checkbox"/>	<input type="checkbox"/>
Are systems in place to prevent trucks driving away while they are still being (un)loaded?	<input type="checkbox"/>	<input type="checkbox"/>

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Are lorry drivers and others kept in a safe place away from the vehicle while (un)loading is carried out?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a safe area marked where drivers can observe loading (if necessary)?	<input type="checkbox"/>	<input type="checkbox"/>
Has the need for people to go onto the load area of the vehicle been eliminated where possible?	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriate lifting equipment available for (un)loading vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
Is loading/unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable?	<input type="checkbox"/>	<input type="checkbox"/>
Are checks made to ensure the load is adequately secured in line with the Department for Transport Code Of Practice and not loaded beyond their capacity before the vehicle leaves the site?	<input type="checkbox"/>	<input type="checkbox"/>

DRIVER COMPETENCE

Check that your selection and training procedures ensure that your drivers and other employees are capable of performing their work activities safely and responsibly.	Yes	No
Do drivers possess the necessary licences or certificates for the vehicles they are authorised to drive e.g. fork lift trucks, shunt vehicles, site dumpers etc?	<input type="checkbox"/>	<input type="checkbox"/>
Do you check the previous experience of your drivers and assess them to ensure they are competent?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide site specific training on how to perform the job, and information about particular hazards, speed limits, the appropriate parking and loading areas, etc?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a planned programme of refresher training for drivers and others to ensure their continued competence?	<input type="checkbox"/>	<input type="checkbox"/>

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APPENDIX 2. Fork Lift Truck Training - example

Name..... Dept.....

Date of Training..... Supervisor's Name.....

Familiarisation Training	Trainee Signature	Supervisor Signature
Site Layout: Ramps and gradients Overhead hazards – low doors, lights etc Confined working areas Loading docks Battery charging areas Areas prohibited to lift trucks Doorways – vehicular exit and entry Doorways – emergency exits Fire equipment		
Site Safety Rules: Pedestrian walkways Speed limits No smoking areas Lift truck parking areas Truck inspection and defect report procedure FLT key control		
Emergency Procedures: Accident report procedure Battery spillage procedure Fire procedure		
Personal Protective Equipment, as applicable: Overalls Boots Gloves Hard hats Wet weather clothing Thermal clothing		
Other – specify:		

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APPENDIX 3. Authorisation to Operate a Lift Truck – example

Having successfully completed basic, specific and familiarization training on the following lift truck(s)

Make	Model	Type	Capacity	Attachment

Name..... Personnel no.....

is authorized to operate the lift truck(s) in the following area(s) with the following restrictions:

.....
.....
.....
.....

Date of issue..... Expiry date.....

Authorised by (signature).....

Name.....

Position.....

Date.....

Signature of lift truck operator.....

Distribution: original in records file, copy to lift truck operator

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APPENDIX 4. Fork lift truck – inspection check – example

Date..... Name.....

Branch..... FLT Make.....

Type.....

Capacity.....

CHECK	FAULT (tick)	ACTION TAKEN AND COMMENTS
ENGINE Fuel Oil water	<input type="checkbox"/> _____ _____ _____	
BATTERY Charge Cells	<input type="checkbox"/> _____ _____	
TYRES Pressure Damage Wheel nuts	<input type="checkbox"/> _____ _____ _____	
OVERHEAD GUARD		
GAUGES (as applicable)		
HORN		
LIGHTS Beacon Front Rear Brake indicator	<input type="checkbox"/> _____ _____ _____ _____ _____	
BRAKES Foot Parking	<input type="checkbox"/> _____ _____	
STEERING		
HYDRAULICS Oil level Lift Tilt Oil leaks (as applicable) Side shift Reach	<input type="checkbox"/> _____ _____ _____ _____ _____ _____	
LOAD GUARD		
CHAINS		
CARRIAGE/MAST		
FORKS		

APPENDIX 5

HSE information sheet



Cast iron columns in buildings: the dangers of collapses from powered vehicle collisions

MISC157

Introduction

Hollow cast iron columns are notoriously brittle and the majority are prone to failure with the slightest impact from a powered vehicle, eg a fork-lift truck (FLT).

Numerous examples of roof collapse have been recorded where a rider-operated FLT has struck a column that had a cross-sectional area of actual cast iron material of less than 180 cm². A column with a diameter of less than 110 mm has also been known to collapse after being struck by a pedestrian-operated powered vehicle.

Between March 1997 and January 1999, in the north-west of England alone, there have been at least seven roof collapses resulting from FLT collisions with cast iron columns.



Figure 1

Figures 1 and 2 show the devastation which can result and the potential for people to be killed in such incidents.

Elimination of risk

If you have hollow cast iron columns with:

- o cross-sectional areas of actual metal of less than 180 cm² (and rider-operated vehicles turn and reverse around them);
- o overall diameter of less than 110 mm (and which pedestrian-operated powered vehicles turn and reverse around them);

they are vulnerable to collapse on collision so you will need to eliminate this risk as soon as possible.

One solution is to use pedestrian-operated non-powered vehicles around vulnerable columns with diameters of less than 110 mm, and to substitute pedestrian-operated powered vehicles for rider-operated vehicles around vulnerable columns of larger diameters.

Alternatively, you may employ the services of a competent person (eg a chartered structural engineer) to design protection for vulnerable columns or for their replacement with steel stanchions.

Column protection needs to be properly designed. The use of brickwork, car tyres or oil drums filled with concrete or hard core around columns, is unlikely to be suitable as these will transfer the impact loads directly onto the columns.

For guidance on an appropriate design of column protection, read the latest edition of British Standard BS 6180:1995. Note: while this code currently only applies to vehicles up to 2500 kg in weight moving at a maximum speed of 10 mph, the design method embodied in Appendix B of the code is still applicable to barrier designs in this situation. You should specify this to your competent person so that any barrier solution must at least meet this standard.

Reduction of risk

In the interim period, before the risk is eliminated, you will need to reduce the risk as much as possible (Note: the following measures are NOT substitutes for those described in 'Elimination of risk'.)

For the rest of this information sheet, rider and pedestrian-operated powered vehicles will be referred to as powered vehicles (PVs).

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Published by
the Footwear & Leather Industries Health & Safety Committee
c/o The Secretary, FLIHSC, BFA, 3 Burystead Place,
Wellingborough, Northants NN8 1 AH
Tel 01933 229005 Fax 01933 225009
E mail elaine@britfoot.com

**FLIHSC
Members of the working party involved in producing this document:**

**Alan Edmond, Community
Elaine Davies, British Footwear Association Ltd
Roy Bennett, Community
David Bosworth, Loake Bros Ltd
Rosie Bricis, HSE
Gary Dickson, SLG Technology Ltd
Jean Drage, Crockett & Jones Ltd/Community
David Preedy, Loake Bros Ltd/Community
John Rivett, JR Safety Consultancy Ltd
Jonathan Smith, Joseph Cheaney & Sons Ltd
Robert Sneddon, Community
David Wright, SATRA**

This document will be available on the following websites:

British Footwear Association – www.britfoot.com

British Leather Confederation – www.blcleathertech.com

Community – www.community-tu.org