

A GUIDE TO MANAGING WORKPLACE TRANSPORT IN THE CORRUGATOR INDUSTRY

GOOD PRACTICE GUIDANCE



1. Foreword

The Health and Safety Executive (HSE) provided a limited amount of support to the Paper and Board Industry Advisory Committee (PABIAC) in producing this guidance.

2. Introduction

This good practice guidance has been developed by the PABIAC Corrugated Industry Delivery Committee to help identify the main hazards associated with vehicle movement in a corrugated plant, to assess existing controls measures and to suggest, using examples of good practices, how to implement additional control measures.

The aim of the guidance is to reduce the risk of injury from workplace transport. This can be achieved by improving the site layout, modify vehicles and improving behaviours. To get the best out of this guidance, it is advisable to take a team approach. A typical team might include the production, safety managers, supervisor / team leader, safety/employee representative and most importantly the operators of vehicles.

While it can be used for carrying out transport workplace inspections, is not intended to be a substitute for a suitable and sufficient risk assessment. However, when using the examples to identify current risk reduction measures against the examples set out in this document, the process may lead to a review of existing risk assessments and controls.

This guide follows the advice given in HSE guidance HSG136 *A guide to workplace transport safety* and the supporting HSG136 *Site inspection: Workplace transport checklist* and covers the three main areas: safe site (design and activity); safe vehicle; safe driver.

- **Safe site – ‘design’** covers the layout of the workplace, for example traffic routes and their maintenance, the positioning and design of pedestrian crossing points, lighting and signage. The main aim of any design should be the segregation of vehicles from pedestrians.
- **Safe site – ‘activity’** covers activities on a site such as reversing operations, coupling and uncoupling, loading and unloading, tipping and sheeting.
- **Safe vehicle** covers identifying and choosing the most appropriate vehicle for the tasks and environment and the people who will use it, as well as how it will be maintained.
- **Safe driver** covers the competence and behaviour of those who operate vehicles.

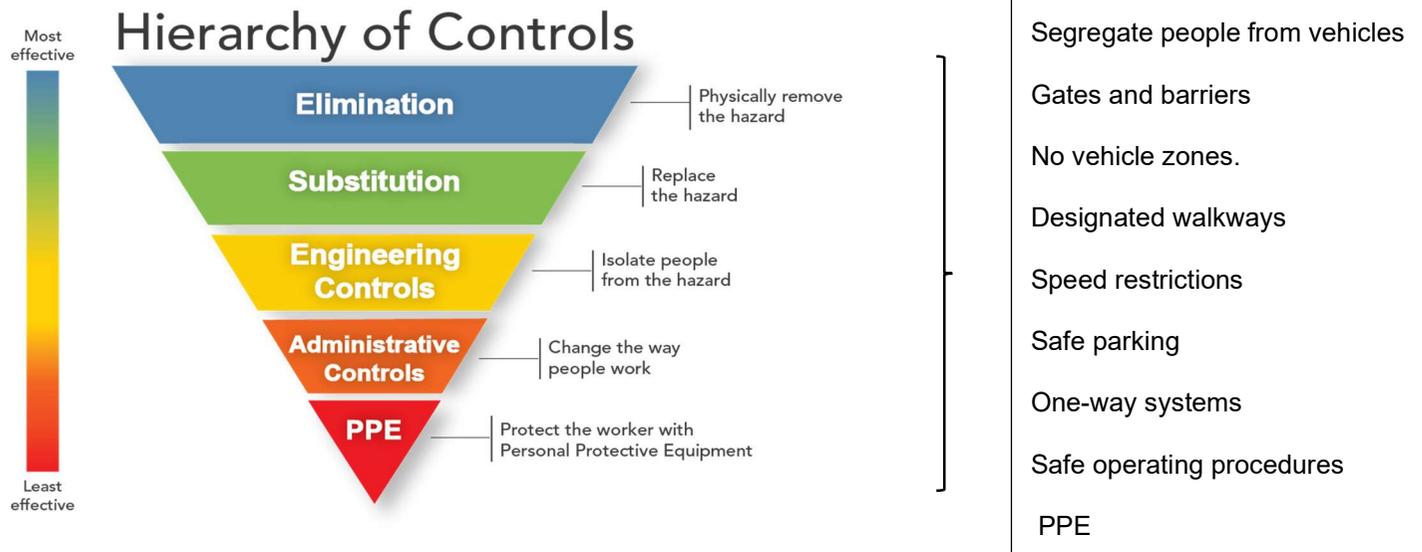
Further information on these activities is included in HSG136.

3. Scope

The guidance covers the use of all types of vehicles and powered mobile work equipment in the workplaces. Transfer cars, or vehicles travelling on the public highway are out of scope.

4. Workplace Transport Risk Assessment

- 4.1 The starting point for determining sensible and proportionate workplace transport control measures is to conduct a site-specific risk assessment. Taking on board the three main factors of *safe site, safe vehicle and safe driver*, your risk assessment should consider all associated activities.
- 4.2 The development of your risk assessment should include safety / employee representatives and anyone who operates in the identified areas. Think about how accidents could happen and concentrate on the real risks - those that are most likely to cause harm.
- 4.3 Monitor transport activities from arriving on site through to despatching goods, and everything in between. At each point build up a picture of where and how pedestrians move from one place of work to another and how they interface with moving vehicles for example, loading and unloading, servicing machines with materials, WIP areas etc. Use near miss data and historical information from previous incidents/ accidents to identify the learning points.
- 4.4 Remember, everyone can make errors no matter how conscientious or well-trained they are. Accept that people will not always be where they should be and consider what else can be done to make the management controls you have in place error tolerant.
- 4.5 **Hierarchy of Control** - Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. The table below sets out an ideal order to follow when planning to reduce risk from workplace transport activities. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.



5. How to use the guidance

5.1 The guidance is designed to follow the questions in HSG136 'Site inspection: Workplace transport checklist' and where practical, using the supporting PowerPoint presentation provide visual examples of good practices against some of the questions.

Please note: Applying the examples in the guidance are not compulsory, or for logistical / practical reasons may not be reasonably practicable. You must however ensure that you DO identify all workplace transport hazards and using the hierarchy of control take action to eliminate the hazard, or if this is not possible, control the risk.

5.1 Starting with *Managing and supervising workplace transport safety*, work your way through each question in the section. Against some of the questions you will find examples of the controls some corrugated sites have implemented, consider using the examples to help identify any gaps or shortcomings with your existing workplace transport controls.

Example

HSG136 Question Reference:	Area:	Hazard:	Risk Identified:	Recommended Control Measures:
<i>Managing and supervising workplace transport safety</i> HSG136 - Question 1. Slides 4, - 6	Site Entrance	Employees, contractors, visitors, and drivers hit or run over by moving vehicles.	Death / Serious Injury Crushing injuries Impact injuries	Clear signage for all pedestrians and drivers at site entrance.

Slide 4



1. Are your supervisors, drivers and others, including contractors and visiting drivers, aware of the site rules and their responsibilities to help maintain a safe workplace and environment



Risk Assessment Using Workplace Transport Checklist HSG136

HSG136 Question Reference:	Area:	Hazard:	Risk Identified:	Recommended Control Measures:
<p><i>Managing and supervising workplace transport safety</i></p> <p>HSG136 - Question 1.</p> <p>Slides 4 - 6</p>	Site entrance	Employees, contractors, visitors, and drivers hit or run over by moving vehicles.	Death / Serious Injury Crushing injuries Impact injuries.	<p>Clear signage for all pedestrians and drivers at the site entrance.</p> <p>Clear signs to direct visitors to and from car parks with safe access to the area they are visiting.</p> <p>Site map available identifying routes and locations.</p> <p>Provide non-English-speaking visitors with site rules / procedures in different languages.</p> <p>Clearly defined pedestrian crossing points and walkways leading from the site entrance / car parking.</p> <p>Where appropriate have clearly defined cyclist routes / lanes. Consideration should be given to pedestrians when identifying the cycle lanes.</p>
<p><i>Managing and supervising workplace transport safety</i></p> <p>HSG136 - Question 1.</p> <p>Slide 7</p>	Site entrance	Pedestrians hit or run over by moving vehicles reversing out of car parking bays.	Death / Serious Injury Crushing injuries Impact injuries.	<p>Staff / Visitor parking - Vehicle reversing policy in place with clearly defined parking bays.</p> <p>Procedure in place for monitoring compliance.</p>
<p><i>Managing and supervising workplace transport safety</i></p> <p>HSG136 - Question 2.</p>	General site	Pedestrians hit or run over by moving vehicles.	Death / Serious Injury Crushing injuries Impact injuries.	Undertake a risk assessment to identify all workplace transport routes and where they intervene with pedestrians.

Slide 8				<p>Use a site plan to identify where controls need to be implemented.</p> <p>Controls include for example identifying:</p> <ul style="list-style-type: none"> • Clearly defined pedestrian routes that separate people from vehicles. • Installing protective barriers. • FLT only areas • Pedestrian only areas
<p><i>Managing and supervising workplace transport safety</i></p> <p>HSG136 - Question 3.</p> <p>Slide 9.</p>	General training	Pedestrians hit or run over by moving vehicles due to insufficient information, training, and instruction within the organisation.	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries.</p>	<p>Have an effective recruitment and placement programme in place.</p> <p>Ensure references and licenses are checked.</p> <p>Assess the competence of drivers to ensure they are capable and competent of operating the vehicles and attachments they will be using on site.</p> <p>Implement an operator refresher training programme.</p> <p>Ensure managers and supervisors are trained in understanding their responsibilities and to identify and rectify any WPT related issues.</p>
HSG136 Question Reference:	Area:	Hazard:	Risk Identified:	Recommended Control Measures:
<p><i>Site Layout and internal traffic routes</i></p> <p>HSG136 – Question 1</p> <p>Slides 12 - 16</p>	<p>General pedestrian / vehicle routes in production area</p> <p>Corrugator Machine</p>	<p>Pedestrians hit or run over by moving vehicles when working or entering production area around the corrugator.</p> <p>Pedestrians hit by material being moved.</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries.</p>	<p>Identify all areas where moving vehicles and pedestrians have the potential to intervene.</p> <p>Consider how FLT / clamp trucks move material and service machinery.</p> <p>Install physical barriers and walkways along the corrugator to separate people from moving vehicles.</p> <p>Install intermittent physical barriers to allow reels to be positioned in the reel stand while still providing protection to the operator.</p> <p>Involving all relevant operators and drivers, develop a SSoW for allowing access into the wet end of the corrugator.</p>

HSE Prosecution – Parcel carrier fined £533,000 after an employee was seriously injured when he was struck by a forklift truck.

A FedEx UK Ltd employee was walking across the depot at their Burntwood Business Park, near Cannock, Staffordshire when he was struck by a reversing forklift truck. The worker was trapped on the ground by the forklift truck and had to be freed by colleagues using a pallet truck. He suffered serious fractures to his arm and soft tissue injuries to his legs. He was off work for several months.

An investigation by the HSE found there was inadequate segregation of forklift trucks and pedestrians within the workplace. A risk assessment had been carried out but had not identified the importance of achieving robust segregation in an area where frequent forklift truck movements took place.

After the hearing, the HSE Inspector said: “Those in control of work have a responsibility to provide safe methods of working and a safe working environment. Collisions between vehicles and pedestrians can be avoided if the workplace layout is properly planned, effectively segregated and suitable systems of work are introduced. If physical barriers and a suitable system of work had been in place the injuries sustained by this employee could have been prevented.”

<p><i>Site Layout and internal traffic routes</i></p> <p>HSG136 – Question 1</p> <p>Slides 17 - 20</p>	<p>General pedestrian / vehicle routes in production area</p> <p>Corrugator - wet end</p>	<p>Pedestrians hit or run over by moving vehicles when working or entering production area around the corrugator.</p> <p>Pedestrians hit by material being moved.</p>	<p>Death / Serious Injury Crushing injuries Impact injuries.</p>	<p>Involving all relevant operators and drivers, develop a SSoW for allowing access into the wet end of the corrugator.</p> <p>Install a traffic light system, controlled by the operators to allow vehicle movement into a restricted area.</p>
<p><i>Site Layout and internal traffic routes</i></p> <p>HSG136 – Question 1</p> <p>Slides 21 - 24</p>	<p>General pedestrian / vehicle routes in production area</p> <p>Corrugator – reel prep area</p>	<p>Pedestrians hit or run over by moving vehicles when working or entering production area around the corrugator.</p> <p>Pedestrians hit by material being moved.</p>	<p>Death / Serious Injury Crushing injuries Impact injuries.</p>	<p>Install physical barriers to allow access for preparing reels.</p> <p>Install spring loaded gates within the barrier to allow access for the operator to prepare reels.</p> <p>Use an operator key control warning system linked to the vehicles to indicate when it is safe to prepare the reels and to warn vehicle drivers not to enter the area.</p>
<p><i>Site Layout and internal traffic routes</i></p> <p>HSG136 – Question 1</p> <p>Slide 25</p>	<p>General pedestrian / vehicle routes in production areas.</p>	<p>Pedestrians hit or run over by moving vehicles when working or entering production areas.</p> <p>Pedestrians hit by material being moved.</p>	<p>Death / Serious Injury Crushing injuries Impact injuries.</p>	<p>Identify all areas where moving vehicles and pedestrians have the potential to intervene.</p> <p>Consider how FLT / clamp trucks move material and service machinery.</p> <p>Clearly define no pedestrian areas.</p>

				<p>Where practical install barriers around production lines to physically segregate people from vehicle movement.</p> <p>Feeding machines – where intermittent access is required to load machines, consider using removable barriers where permanent barriers are not practical.</p>
<p><i>Site Layout and internal traffic routes</i></p> <p>HSG136 – Question 1</p> <p>Slides 26 -28</p>	<p>General pedestrian / vehicle routes in production areas.</p>	<p>Pedestrians hit or run over by moving vehicles when working or entering production areas.</p> <p>Pedestrians hit by material being moved.</p> <p>Infrequent vehicle access leading to complacency of drivers and pedestrians.</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries.</p>	<p>Install a permanent barrier.</p> <p>In wide production areas, where it may not be possible to install physical barriers at every point, consider a physical gate approach which can be easily moved into a set position to safeguard the person, and when necessary, allow for vehicle movement in the area.</p> <p>Use warning signs in prominent position.</p> <p>A similar solution could be to use a sliding barrier which is easily moved into position to segregate operators and vehicle movement in a wide area.</p>
<p><i>Site Layout and internal traffic routes</i></p> <p>HSG136 – Question 1</p> <p>Slides 29 - 30</p>	<p>General pedestrian / vehicle routes in production areas.</p> <p>Pallet Press.</p>	<p>Pedestrians hit or run over by moving vehicles when working or entering production areas.</p> <p>Pedestrians hit by material being moved.</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries.</p>	<p>Identify all areas where moving vehicles and pedestrians have the potential to intervene.</p> <p>Where possible remove potential blind spots, redesign route layouts, consider how and where material is stacked.</p> <p>Install physical barriers to segregate operators from moving vehicles around the pallet press.</p>
<p><i>Site Layout and internal traffic routes</i></p> <p>HSG136 – Question 1</p> <p>Slides 31 - 33</p>	<p>General pedestrian / vehicle routes in production areas.</p> <p>Storage area.</p>	<p>Pedestrians hit or run over by moving vehicles when working or entering production areas.</p> <p>Pedestrians hit by material being moved.</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries.</p>	<p>Identify all areas where moving vehicles and pedestrians have the potential to intervene.</p> <p>Use a combination of physical barriers, spring loaded access gates, signage, clearly defined walkways to improve the area.</p> <p>Prohibit pedestrian access.</p>
<p><i>Site Layout and internal traffic routes</i></p>	<p>General pedestrian / vehicle routes in production areas.</p>	<p>Pedestrians hit or run over by moving vehicles when working</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries.</p>	<p>Identify all the infrequent activities where vehicles, and pedestrians have the potential to intervene.</p>

<p>HSG136 – Question 1</p> <p>Slides 34 - 35</p>	<p>Infrequent access.</p>	<p>or entering areas where infrequent access is required.</p> <p>Infrequent activity can cause both pedestrians and vehicles to assume that the area is clear.</p> <p>Pedestrians hit by material being moved.</p>		<p>Where practical insert a moveable physical barrier to block access to temporary vehicle routes.</p> <p>Ideally any form of barrier should be locked into position to prevent inadvertent or intentional movement.</p> <p>In addition to a physical barrier, there needs to be a SSoW in place which includes supervisor monitoring procedures.</p> <p>All relevant persons need to be made aware of the procedure.</p>
<p><i>Site Layout and external traffic routes</i></p> <p>HSG136 – Question 1</p> <p>Slides 36 - 38</p>	<p>General external pedestrian / vehicle routes.</p>	<p>Pedestrians hit or run over by moving vehicles.</p>	<p>Death / Serious Injury Crushing injuries Impact injuries.</p>	<p>Identify all the external areas where moving vehicles and pedestrians have the potential to intervene.</p> <p>Think about the natural route a person would take to get to a specific place, and where possible design the segregation and walkways accordingly.</p> <p>Where practical use physical barriers and pedestrian walkways around the outside of buildings.</p> <p>Where physical barriers are not practical have clearly defined designated walkways drawn on the floor to indicate pedestrian routes.</p> <p>Ensure outside areas are well lit.</p> <p>Where access to buildings is required for example loading / unloading, consider a retractable or moveable barrier that can be easily manoeuvred into position.</p>
<p><i>Site Layout and internal traffic routes</i></p> <p>HSG136 – Question 2</p> <p>Slides 39 - 42</p>	<p>General internal pedestrian / vehicle routes.</p> <p>Pedestrian crossings.</p>	<p>Pedestrians hit or run over by moving vehicles.</p>	<p>Death / Serious Injury Crushing injuries Impact injuries.</p>	<p>Identify all the areas where moving vehicles and pedestrians have the potential to intervene.</p> <p>When considering crossing places this also extends to internal traffic routes including transfer car lanes.</p>

				<p>Where practical crossings points should form part of the physical barrier. Gates should be spring loaded and should only open towards the person.</p> <p>Walkways should be clearly defined. Ideally for consistency and to enable people to clearly distinguish the walkways, they should be painted the same colour.</p> <p>Install protective barriers or guard rails at entrances / exits to buildings and work areas.</p> <p>Install mirrors to aid vehicle / pedestrian visibility.</p>
<p><i>Site Layout and internal traffic routes</i></p> <p>HSG136 – Question 3</p> <p>Slides 43 - 44</p>	<p>Site entrance.</p>	<p>Pedestrians hit or run over by moving vehicles.</p>	<p>Death / Serious Injury Crushing injuries Impact injuries.</p>	<p>To reduce the volume of HGV / Commercial vehicles entering the site via the main entrance, where practical have a separate entry point for goods going in and out.</p> <p>Where practical control site entrance and exit with automatic gates.</p>
<p><i>Site Layout and internal traffic routes</i></p> <p>HSG136 – Questions 7-10</p> <p>Slides 46 - 49</p>	<p>General internal pedestrian / vehicle routes.</p> <p>Finished goods and warehouse area.</p>	<p>Pedestrians hit or run over by moving vehicles.</p> <p>Pedestrians hit by falling material.</p>	<p>Death / Serious Injury Crushing injuries Impact injuries.</p>	<p>Aisle in between stacks of materials should be wide enough for vehicles to operate safely.</p> <p>Materials should not be stacked near walkways where there is a risk of collapsing.</p> <p>Where unavoidable, material should be contained by a fix barrier. The barrier should be high enough to prevent any material from falling over the top.</p>
HSG136 Question Reference:	Area:	Hazard:	Risk Identified:	Recommended Control Measures:
<p><i>Vehicle Movements</i></p> <p>HSG136 – Question 4</p> <p>Slide 55</p>	<p>General vehicle routes</p> <p>Reversing area</p>	<p>Pedestrians hit or run over by moving vehicles while reversing.</p>	<p>Death / Serious Injury Crushing injuries Impact injuries.</p>	<p>Where possible implement a one-way traffic system.</p>

HSE Prosecution - Recycling firm fined £200,000 after employee struck by vehicle.

A national recycling firm were prosecuted and fined £200,000 and ordered to pay £11,998 costs after an employee was struck by a 7.5 tonne telehandler.

The accident happened when an employee walked across an outside plastics hand sorting area and passed behind a stationary telehandler. The telehandler began to reverse and struck the worker who was knocked to the ground and then run over by the rear wheel of the vehicle. His resulting injuries caused him to be hospitalised for two months.

The Health and Safety Executive (HSE) told the Court the company had identified the risks but failed to put in place suitable controls to stop people being hit by vehicles.

HSE inspector said after the hearing: "Employers need to look carefully at their workplaces regularly to make sure that pedestrian routes are clearly marked and physically separated from vehicle routes wherever possible.

"The employee could have easily been killed and still has severe mobility problems because of the accident. He is unlikely to be able to work in the near future."

HSG136 Question Reference:	Area:	Hazard:	Risk Identified:	Recommended Control Measures:
<p><i>Loading and unloading activities</i></p> <p>HSG136 – Question 1</p> <p>Slides 60 - 64</p>	<p>Loading / unloading areas, warehouse.</p>	<p>Drivers / other people run over, hit, or crushed by moving vehicle or trailer.</p> <p>Hit by falling loads.</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries.</p>	<p>All vehicles to have a dedicated loading area.</p> <p>Loading bays to be clearly marked.</p> <p>Restrict access to loading / unloading area using a combination of physical barriers, fences, and warning notices.</p> <p>Use a traffic light warning system to control pedestrian movement and warn vehicle drivers to stop activities.</p>
<p><i>Loading and unloading activities</i></p> <p>HSG136 – Question 4</p> <p>Slide 65</p>	<p>Loading / unloading areas, warehouse.</p>	<p>Drivers / other people run over, hit, or crushed by moving vehicle or trailer while being loaded / unloaded.</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries.</p>	<p>Prevent vehicles / trailers from moving by using restraints, such wheel chocks or fixed positioned front / rear stops.</p> <p>Where wheel chocks are used, ensure all operators are instructed and trained in the correct method of inserting the chocks for example:</p> <ul style="list-style-type: none"> • Always ensure the chock is central and square with the tyre. • Position the chock snugly against the tyre tread. • Always use wheel chocks in pairs and of the same size.

				Ensure drivers are fully aware that wheel chocks are being used. You must have a robust SSoW in place to make sure the driver knows what to do prior to loading/ unloading and when it is safe to leave.
<p><i>Loading and unloading activities</i></p> <p>HSG136 – Question 5</p> <p>Slides 66 - 67</p>	<p>Loading / unloading areas, warehouse.</p>	<p>Drivers / other people run over, hit, or crushed by the driver moving the vehicle while being loaded / unloaded.</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries.</p>	<p>In addition to the above, use a 'KeySafe' procedure, whereby the driver hands over the keys to the vehicle, and the keys placed in a secured box NB: Ensure all keys are handed over, it is not unusual for drivers to have a spare set.</p> <p>Ensure the system has been clearly communicated to all drivers and loading operatives.</p> <p>A system must be in place to monitor compliance.</p>
<p><i>Loading and unloading activities</i></p> <p>HSG136 – Question 7</p> <p>Slides 69 - 71</p>	<p>Loading / unloading areas, warehouse.</p>	<p>Drivers / other people run over, hit, or crushed during loading / unloading operations.</p> <p>Hit by falling material.</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries.</p>	<p>Set aside a safe refuge area for drivers to wait while the load is being loaded/ unloaded.</p> <p>Provide clear instructions for drivers to follow.</p> <p>Where necessary have the instructions in several languages and using pictograms to illustrate the rules.</p>
<p><i>Loading and unloading activities</i></p> <p>HSG136 – Question 11</p> <p>Slides 72 - 73</p>	<p>Loading / unloading areas, warehouse.</p>	<p>Drivers / other people hit by falling material.</p> <p>Unsecured loads</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries</p>	<p>Loads must be secured in accordance with the Department for Transport ACOP.</p> <p>Loads transported on curtain- sided vehicles, unless constructed to at least BS EN 12642 XL must be secured.</p> <p>Loads should be tight against the headboard and sides. At least one lashing per row, positioned so that they are in contact only with the load, and secured to the anchorage points attached to the vehicle.</p>
<p><i>Loading and unloading activities</i></p> <p>General</p>	<p>Pallet movement and stacking</p>	<p>Pedestrians hit by falling material.</p> <p>Incorrect pallet for the load</p> <p>Shifting loads during transportation</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries</p> <p>Material damage</p>	<p>Have a procurement policy which states that all pallets meet the requirements of BS ISO 445 and parts 1-3 of BS EN ISO 8611</p> <p>A system in place for checking the condition of pallets prior to use to ensure they are undamaged, in good condition and well-constructed.</p>

Local Authority Prosecution – DHL Fined £2m and ordered to pay £100,000 in costs over worker's fatal crush.

A 36-year-old employee of DHL logistics died after he became trapped between a reversing lorry and a loading bay at the company's site in Snelshall.

Environmental health officers from Milton Keynes Council, which brought the prosecution, found the logistics giant had not assessed the risks of loading and unloading container vehicles, nor had it implemented a safe system of work. There was also a lack of staff training, and these failings caused the accident.

At the time of the incident the employee was standing at the rear of a large goods lorry he was unloading when he tried to get the driver's attention in the wing mirror.

It was said a wheel-locking device failed on a piece of equipment used to load and unload vehicles and the employees head and torso were crushed when he looked the other way. A culture had developed on site whereby workers who had not been adequately trained were resolving "unusual occurrences" at the loading bays.

In a statement of agreement between DHL and Milton Keynes Council, it was agreed that the company had no specific risk assessment or safe system of work for "yard activities", including the use of banksmen and reversing vehicles. The company had a written system of work for vehicles reversing into loading bays with extended buffers, but it was stored in the operations office and was not enforced. The statement also says that DHL had failed to ensure ownership or timescales for corrective actions that were highlighted during an internal safety and health audit in October 2014.

HSG136 Question Reference:	Area:	Hazard:	Risk Identified:	Recommended Control Measures:
<p>Work at height on vehicles</p> <p>General</p>	<p>Loading and unloading using Dock levellers</p>	<p>People hit or run over by moving vehicles.</p> <p>Vehicles movement during loading / unloading operation.</p> <p>Falling material.</p> <p>FLT falling from loading ramp.</p> <p>Exceeding combined weight limit of the truck and material.</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries.</p>	<p>Where there is a difference in height between the loading bay and the vehicle loading platform, adjustable dock levellers can be used.</p> <p>Dock levellers should not be extended to a steep slope either downwards or upwards.</p> <p>Operators need to be competent when using dock levellers with a hinge, and aware of potential 'creep' movement between the loading bay and the vehicle during loading.</p> <p>Check SWL of the dock leveller and ensure measures are in place not to exceed the SWL.</p>
HSG136 Question Reference:	Area:	Hazard:	Risk Identified:	Recommended Control Measures:
<p>Vehicle selection and suitability</p> <p>HSG136 – Question 4</p> <p>Slides 78 - 79</p>	<p>All areas</p>	<p>Pedestrians hit or run over by moving vehicles in blind spot areas.</p> <p>Poor visibility while driving vehicles.</p> <p>Other persons unaware of vehicle movements.</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries.</p>	<p>To improve all round visibility, install visibility and reversing aids on lift trucks.</p> <p>Examples of aids include:</p> <ul style="list-style-type: none"> • CCTV camera fitted alarms and in cab monitors. • Reversing sensors which slow or stop the vehicle when they sense an object or person.

HSG136 Question Reference:	Area:	Hazard:	Risk Identified:	Recommended Control Measures:
<p><i>Vehicle maintenance</i></p> <p>HSG136 – Question 3</p> <p>Slide 83</p>	General	<p>Lift truck operators injured due to driving faulty vehicles.</p> <p>Poor vehicle maintenance.</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries</p>	<p>Lifting equipment to be ‘thoroughly examined’ by a competent person in accordance with LOLER.</p> <p>Need to maintain the vehicle to the lift truck supplier’s recommendations and to meet the requirements of PUWER 98.</p>
HSG136 Question Reference:	Area:	Hazard:	Risk Identified:	Recommended Control Measures:
<p><i>Driver competence</i></p> <p>HSG136 – Question 1</p> <p>Slide 85</p>	General	<p>Inexperienced drivers.</p> <p>Unqualified drivers.</p> <p>Lack of training.</p> <p>No onsite specific training.</p> <p>Lack of monitoring procedures</p>	<p>Death / Serious Injury</p> <p>Crushing injuries</p> <p>Impact injuries.</p> <p>Damage to plant and equipment.</p>	<p>Have in place a robust selection and training procedure for all drivers. This should include:</p> <ul style="list-style-type: none"> • License / certificate to drive the vehicles they will be operating. • Previous experiences and training supported where appropriate with certificates. • Providing site specific training including site rules. • Programme for reassessment and refresher training • Procedures for reporting faults <p>Where agency / temporary workers are used, the same criteria as above should be followed.</p> <p>Only trained and authorised drivers should be allowed to operate vehicles.</p> <p>Ensure lift truck supervisors have received the necessary training to monitor safe driving practices.</p>

6. Further Information

1. HSE <https://www.hse.gov.uk/workplacetransport/>
2. CPI <https://paper.org.uk/CPI/Content/Health-and-Safety/Transport.aspx>

7. References

1. A guide to workplace transport safety <https://www.hse.gov.uk/pubns/priced/hsg136.pdf>
2. Site inspection: Workplace transport checklist <https://www.hse.gov.uk/workplacetransport/wtchk1.pdf>
3. Rider-operated lift trucks: Operator training and safe use <https://www.hse.gov.uk/pubns/priced/l117.pdf>
4. Safe use of lifting equipment: Lifting Operations and Lifting Equipment Regulations 1998 <https://www.hse.gov.uk/pubns/priced/l113.pdf>
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