

# Transport Checklist

## Transport & Logistics

### ADMINISTRATION AND CONTROL

Is level of management control adequate?

☐ Yes☐ No☐ NA

Is there documentation of site rules and are they distributed?

☐ Yes☐ No☐ NA

Is the effectiveness of the plan is regularly reviewed?

☐ Yes☐ No☐ NA

Are your supervisors, drivers and others, including contractors and visiting drivers, aware of the site rules?

☐ Yes☐ No☐ NA

Is risk assessment completed for all work areas?

☐ Yes☐ No☐ NA

Is the level of supervision sufficient while ensuring standards are followed?

☐ Yes☐ No☐ NA

Are sanctions applied when employees and others fail to maintain these standards?

☐ Yes☐ No☐ NA

Are adequate steps taken to detect unsafe behaviour of drivers (onsite/driving vehicles) and pedestrians?

Yes

No

NA

Are the underlying reasons investigated to rectify unsafe behaviours?

Yes

No

NA

Is there good co-operation on health and safety matters between your staff and those who collect or deliver goods?

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Are drivers and other employees supervised while they are working?

Yes

No

NA

Do drivers drive with care, e.g., use the correct routes, drive within the speed limit and follow any other site rules?

Yes

No

NA

Do drivers and other employees have enough time to complete their work without working excessive hours?

Yes

No

NA

Are your employees using safe work practices?

Yes

No

NA

Do managers and supervisors investigate unsafe behaviours they may come across?

Yes

No

NA

Do managers and supervisors set a good example by following procedures?

Yes

No

NA

## AUDIT VERIFICATION

Please validate with your Signature

SIGNATURE

Inspector name

## DRIVER CAPABILITY AND SHEETING OPERATIONS

Do training procedures ensure that drivers and other employees are capable of performing their work activities safely and responsibly?

Yes

No

NA

Do drivers possess the necessary licences for the vehicles?

Yes

No

NA

Is previous experience checked before hiring drivers?

Yes

No

NA

Are drivers provided on-site training?

Yes

No

NA

Is there a planned program of training for drivers and others to ensure continued competence?

Yes

No

NA

Are sheeting/unsheeting operations performed safely?

Yes

No

NA

Are ground based sheeting techniques used?

Yes

No

NA

Are sheeting and unsheeting operations carried out in safe parts of the workplace?

Yes

No

NA

Are the vehicles parked with their parking brakes on and the ignition key removed?

Yes

No

NA

Is clothing protection provided, and used by those engaged in the sheeting/unsheeting operations?

Yes

No

NA

Where manual sheeting is unavoidable, is there a system which avoids the need for a person to climb on the vehicle or load?

Yes

No

NA

## LOADING/UNLOADING

Do LOADING and UNLOADING operations have safe systems?

Yes

No

NA

Are loading/unloading operations carried out in an area away from passing traffic, pedestrians and others?

Yes

No

NA

Is the load, the delivery vehicle and the handling vehicle compatible with each other?

Yes

No

NA

Are loading/unloading activities carried out on ground which is properly levelled?

Yes

No

NA

Are parking brakes always used on trailers and tractive units to avoid unwanted movement?

Yes

No

NA

Are the vehicles brakes stabilized to avoid unsafe movements during loading/unloading operations?

Yes

No

NA

Is there a proper system to avoid trucks driving away while they are still being loaded/unloaded?

Yes

No

NA

Are lorry drivers and others kept in a safe place away from the vehicle while loading/unloading is in action?

Yes

No

NA

Is there a safe area marked visible to drivers when loading ?

Yes

No

NA

Is there a limit for the number of people in the load area?

Yes

No

NA

Is there an appropriate lifting equipment for loading/unloading?

Yes

No

NA

Is the load spread evenly to avoid the vehicle or trailer becoming unstable?

Yes

No

NA

Are checks made to ensure the load is adequately secured in line with the Transport Code of Practice?

Yes

No

NA

Are checks made to ensure that the load does not exceed their capacity before the vehicle leaves the site?

Yes

No

NA

## SITE, SAFETY AND TRAFFIC ROUTES

Are layout of routes appropriate?

Yes

No

NA

Are the roads and footways suitable for the types and volumes of traffic/pedestrians?

Yes

No

NA

Are vehicles and pedestrians kept safely apart?

Yes

No

NA

Are there suitable pedestrian crossings?

Yes

No

NA

Is there a safe pedestrian route when entering the site?

Yes

No

NA

Are there adequate numbers of suitable parking places for all vehicles?

Yes

No

NA

Is there a properly designed one-way system used on vehicle routes?

Yes

No

NA

Is there a sufficient lighting for the pedestrian and vehicle activity?

Yes

No

NA

Are traffic routes wide enough?

Yes

No

NA

Are traffic routes firm and evenly levelled?

Yes

No

NA

Are they risk free and free of obstructions?

Yes

No

NA

Are they well maintained?

Yes

No

NA

Do vehicle routes ignore sharp or blind bends?

Yes

No

NA

Are suitable safety features provided when needed?

Yes

No

NA

Are roadways marked where required?

Yes

No

NA

Are road signs installed where necessary?

Yes

No

NA

Are road humps/barriers present where necessary?

Yes

No

NA

## TIPPING OPERATIONS

Are tipping operations executed safely?

Yes

No

NA

Prior commencing tipping operations, do visiting drivers report to the site manager for any relevant instructions?

Yes

No

NA

Are non-essential persons restricted from tipping areas?

Yes

No

NA

Are tipping operations undertaken on ground that is level and stable, and at a location free from overhead hazards?

Yes

No

NA



Where sites are not stable, are the tipping operations safe?

Yes

No

NA

Are suitably sized wheel-stops provided?

Yes

No

NA

Are drivers aware of when tailgates should be removed?

Yes

No

NA

Prior to commencing tipping operations, do drivers check even distribution of load across the vehicle?

Yes

No

NA

Are the drivers sufficiently experienced to anticipate loads sticking?

Yes

No

NA

Do drivers always ensure that the body is completely empty, and drive only a few metres forward to ensure the load is clear?

Yes

No

NA

Overall comments

textarea

## VEHICLE ELIGIBILITY

Are suitable safety features present where required?

Yes

No

NA

Are suitable vehicles and attachments selected for actual tasks?

Yes

No

NA

Do vehicles have good direct visibility?

Yes

No

NA

Are they provided with horns, lights, reflectors, reversing lights and other safety features?

Yes

No

NA

Do they have effective service, parking brakes, seatbelts?

Yes

No

NA

Are there guards to avoid risks?

Yes

No

NA

Do drivers have protection against bad weather conditions, or against an unpleasant working environment?

Yes

No

NA

Is there a safe means to access to and exit from, the cabs?

Yes

No

NA

Does driver have protection against injury and are there measures in place to prevent the driver being hit by falling objects?

Yes

No

NA

Are operators involved on vehicle selection?

☐ Yes☐ No☐ NA

## VEHICLE SAFETY AND MOVEMENT

Is there an adequate vehicle maintenance?

☐ Yes☐ No☐ NA

Is there a system for reporting faults on the vehicle and associated equipment?

☐ Yes☐ No☐ NA

Is there a system to carry out remedial work?

☐ Yes☐ No☐ NA

Are there thorough examinations undertaken by a competent person for vehicle attachments?

☐ Yes☐ No☐ NA

Do the drivers undertake basic safety checks before using the vehicle?

☐ Yes☐ No☐ NA

Is REVERSING kept minimum and is done safely?

☐ Yes☐ No☐ NA

Are reversing areas marked clearly for both drivers and pedestrians?

☐ Yes☐ No☐ NA

Are reversing areas clear of non-essential personnel?

☐ Yes☐ No☐ NA

Is banksman adequately trained and available?

Yes

No

NA