Driving Vehicles and Moving Equipment Safely Meeting Kit



EQUIPMENT, VEHICLE AND OPERATOR TRAINING

Many workplace injuries and deaths involve vehicles and moving equipment, essential to the work operation. All vehicle and equipment operators should be trained, competent, and safety-minded to avoid costly accidents and injuries. Before operation, drivers should carefully read the operators manual and observe the operating, maintenance, and safety instructions.

PROPER RISK ASSESSMENTS

Businesses can ensure the appropriate safety precautions are in place by carrying out proper risk assessments around the workplace, identifying any hazards which may have been previously overlooked, particularly in workplaces that change regularly such as construction sites. A risk assessment must be reviewed on a regular basis to further reduce the chances of incidents occurring. It is also vital for staff to be provided with defensive driver training and vehicles to be maintained to ensure safety whilst behind the wheel.

REVERSING PERILS

Nearly 25% of deaths involving vehicles at work occur as a result of reversing. This is why many businesses have a one-way system, reducing the need for vehicles to reverse. Not only can pedestrians easily be injured, but often expensive equipment or buildings are damaged as a result of vehicles reversing. When reversing is the only option, provide dedicated areas for reversing with barriers such as reverse parking; ensure vehicles are equipped with reversing alarms, cameras or flashing beacons; and use a signaller to guide drivers safely.

HOW TO SAFELY TRANSPORT EQUIPMENT IN VEHICLES

- Provide workers with information, instruction, training and supervision in relation to work procedures and the use of equipment.
- Have a system that includes full, accurate and up-to-date information about people being transported and their specific care needs, and information about the equipment requiring transport.
- Ensure workers are trained in the safest methods of transporting equipment.
- Where appropriate, engage a specialist transport provider to transport the

equipment.
- Before transporting equipment, assess the departure and arrival points and identify suitable parking spaces with adequate access.
- Different activities might require multiple workers. Provide an appropriate number of workers to move equipment safely.
- Schedule sufficient travel time. Allow time for traffic, parking and the transfer of equipment.
- Ensure a backup plan is in place in case of vehicle breakdown. Make sure workers understand and can follow the backup plan.
- Transporting equipment may require the use of a vehicle with special mechanisms or devices such as, for example, a swivel seat, height-adjustable tailgate, hoist or storage solutions. Ensure the transport vehicle has the required mechanisms and devices to safely transport the equipment.
- Use appropriate trolleys to transport equipment or items. Examples of appropriate trolleys include height-adjustable or fold-up trolleys with wheels large enough to roll on surfaces which may be uneven, rough or resistant, such as carpet and gravel.
- Use load restraints to stop equipment or objects moving inside the vehicle and potentially becoming projectiles.
- Use aids such as cargo barriers, car boot organisers, slide out trays and drawers to arrange, store or slide equipment into and out of vehicles.
- Use designated entrances and access areas when exiting and entering the job sites. These entrances should be clearly marked.

FINAL WORD

Being prepared when transporting equipment is vital. Be sure to follow the appropriate procedures when moving equipment, and check in regularly to ensure everything is going smoothly.