



Health and Safety

Workplace Transport

Minimum Standard

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1 Aims and Principles

The aim of this Government of Jersey (GoJ) Minimum Standard is to provide guidance on the steps which should be taken to ensure the safe use of transport in the workplace.

The document is split into two parts for ease of reference:

Part 1 – Safe Use of Workplace Transport on GoJ Premises

Part 2 – Safe Use of Workplace Transport on Public Roads and Other Premises

Departments which use transport as part of their operations should develop their own procedures detailing the specific arrangements to be implemented. The procedures must include the standards set out in this document or be of an equivalent or higher standard.

It should be noted that this Minimum Standard does not include the use of lift trucks which is covered by the Minimum Standard – Lift Trucks.

2 Legislation and Guidance

a) Applicable Legislation and UK Guidance

[Health and Safety at Work \(Jersey\) Law, 1989](#)

[Road Traffic \(Jersey\) Law 1956](#)

b) Guidance

[Workplace Transport Index](#)

[Workplace Transport Safety – An Employer’s Guide \(UK HSE\)](#)

[Workplace Transport – Inspection Checklist \(UK HSE\)](#)

3 Definitions

Workplace Transport

Any vehicles, including trailers and other wheeled attachments, motorcycle or other powered two-wheeler e.g. e-bike, or bicycle used in a GoJ workplace or on public roads



to carry out activities on behalf of the GoJ. All items are considered to be vehicles and are referred to as such in this Minimum Standard.

Grey Fleet

A vehicle which is owned and driven by a worker for business purposes.

4 Who this Minimum Standard Applies to

Applies to:

- All Government of Jersey (GoJ) and States' employees
- Voluntary staff or those on honorary contracts where there is no implied contract of employment

Where those persons:

- Are responsible for ensuring the safety of GoJ employees who use workplace transport on behalf of GoJ
- Engage contractors who use workplace transport on GoJ premises.

5 Links to other GoJ Policies, Minimum Standards and Guidance

a) Policies

Government of Jersey - Health and Safety Policy

b) GoJ Minimum Standards

Risk Assessment

Control of Contractors

Occupational Health – Assessment and Surveillance

c) Other Internal Guidance

Further guidance may be available from other departments carrying out this type of work.

For assistance with preparing internal procedures, contact should be made with your departmental Health and Safety Manager/ Adviser/ "Professional".



6 Roles and Responsibilities

The department's procedures which cover the use of workplace transport, must clearly set out the roles and responsibilities of all those individuals involved with the work.

Reference should be made to the Corporate Health and Safety Policy for general responsibilities.

7 Overview

GoJ departments carry out a wide variety of activities involving the use of workplace transport. Examples of these include:

- Travelling to and from a place of work
- Transporting third parties
- Moving and transporting materials
- Providing services such as septic tank emptying, beach cleaning, drain cleaning etc.

These activities take place on both GoJ premises and also on public roads and private premises.

8 Risk Assessment

All activities involving workplace transport should be risk assessed. These can be recorded as specific risk assessments for workplace transport or could form part of another risk assessment.

The risk assessment should take into account:

- Type of workplace transport being used
- Typical operations being carried out
- Movement of vehicles and pedestrians
- Layout of the premises
- Fueling of vehicles
- Maintenance of vehicles
- Driver training and competency, taking into account factors such as new and young workers, persons with disabilities etc.
- Use of GoJ or grey fleet vehicles on public roads and other premises
- Any safety equipment required

The Workplace Transport Checklist contained in Appendix A can be used to identify areas which may need to be considered as part of the assessment.

Guidance on completing the checklist is available on the UK HSE website at [Workplace Transport – Inspection Checklist](#).



9 Safety Equipment

Depending on how and where the vehicle is to be used, safety equipment may be required. The type of equipment required should be determined as part of the risk assessment process.

Typical equipment which may be required includes:

- High visibility waistcoat
- Orange warning triangle
- Fire extinguisher
- First Aid kit
- Torch
- Spill kit
- Other task related items

Care should be taken when selecting equipment which requires regular inspection/maintenance e.g. fire extinguisher and first aid kit and it should only be selected where the risk assessment determines it is absolutely necessary i.e. is likely to be needed.

Part 1 – Safe Use of Workplace Transport on GoJ Premises

10 Safe Site

The two key factors which need to be considered when ensuring a safe site are the design of the site and the activities taking place.

- **Design of the site**

The primary purpose of any design should be the segregation of vehicles from pedestrians as the overall aim is to prevent contact between persons and vehicles causing injury.

When determining the suitability of a design, matters which should be considered include:

- Types of vehicles accessing the premises and the needs of those vehicles e.g. larger vehicles will need wider routes
- Layout of the premises, for example traffic routes and their maintenance, one-way traffic systems to avoid reversing or turning areas etc.
- Traffic controls, such as one-way systems, speed bumps etc.
- Characteristics of pedestrians and access required e.g. familiarity with site, children, disabled persons etc.
- Positioning and design of pedestrian crossing points
- Visibility
- Lighting
- Signage



This list is not exhaustive and further information on these and other design related matters is available in the UK HSE guidance document, [Workplace Transport Safety – An Employer’s Guide](#).

Activity

Activities involving workplace transport can place both the driver/user and other persons at risk. This can occur during the operation of the vehicle and also when carrying out activities on the vehicle itself.

Matters which should be considered include:

- Reversing, including up to structures and edges and the need for a banksman
- Parking arrangements e.g. design and availability
- Visiting drivers e.g. reporting arrangements, PPE required, provision of site information
- Coupling and uncoupling
- Loading and unloading including deliveries and collection
- Working at height on vehicles
- Tipping operations
- Sheeting of loads
- Handling and transportation of hazardous substances e.g. biological hazards from septic tanks, chemical hazards such as waste oil, garden chemicals etc.
- Overturning risks

This list is not exhaustive and further information on these and other activity related matters is available in the UK HSE guidance document, [Workplace Transport Safety – An Employer’s Guide](#).

11 Safe Workplace Transport

Any transport provided for use in the workplace must be constructed to an appropriate standard and be adequately maintained to ensure it remains in a safe condition for use.

To ensure adequate arrangements are in place, matters which need to be considered include:

- Suitability of the transport for the particular activity
- Design of the transport
- Maintenance and repair of the transport
- Seat restraints and driver protection
- Transport visibility and reversing aids e.g. cameras and sensors
- Testing, maintenance and repair of any equipment fitted to the vehicle e.g. HIAB

This list is not exhaustive and further information on these and other vehicle safety matters



is available in the UK HSE guidance document, [Workplace Transport Safety – An Employer’s Guide](#).

A pre-use check template is available in Appendix B. This can be amended as necessary to suit the vehicle type.

12 Safe Driver

Where persons are permitted to operate vehicles on behalf of GoJ, steps must be taken to ensure that they have received adequate training, are competent to operate the particular vehicle and are fit to drive.

Drivers of vehicles in a workplace will often need many more skills than those normally required when driving on a road. Many workplace vehicles have very specialised attachments to do their jobs, and there are many other skills relating to tasks like loading, unloading, trimming and sheeting. Only trained and authorised drivers should be allowed to operate workplace vehicles.

Drivers should:

- Be fully able to operate the vehicle and related equipment safely
- Receive comprehensive instruction and training so that they can work safely
- Have a mature and responsible attitude
- Have a reasonable level of both physical and mental fitness. Fitness should always be judged individually as some less physically able people develop skills to compensate.
- Advise their employer if they have any medical condition or are taking any medication which could adversely affect their driving whilst at work

Reference should be made to the ‘Minimum Standard, Occupational Health – Assessment and Surveillance’ for details of medical standards and fitness to drive requirements.

13 Training

Suitable training should be provided to employees operating workplace vehicles on GoJ Premises. The training should include:

- Route layouts
- Information about particular dangers, speed limits, parking, loading areas and procedures on site



- Known accident black spots
- How to report risks or accidents
- Information about how supervision and penalties will be applied.

Checks should be made that the employee knows how to operate the vehicle safely and specific training may be required based on the license category for the vehicles being operated.

Requirements for any ongoing training and refreshers necessary for all drivers should be identified to ensure their continued competence.

Records of training should be kept and consideration should be given to preparing a register of drivers and the vehicles they are authorised to operate.

Further information is available the UK HSE workplace transport factsheet – [Training drivers](#).

14 Provision of Information to Employees

GoJ employees who use workplace transport on GoJ premises should be provided with adequate information to ensure their safety and that of others.

The information could include, but is not limited to:

- Fitness to drive requirements
- Pre-use check requirements
- Limitations on use of vehicles e.g. private use
- Fueling of vehicles procedure
- Maintenance arrangements for vehicles
- Risk assessments and systems of work for particular tasks e.g. sheeting of loads, tipping of loads
- Reporting of accidents procedure

Part 2 – Safe Use of Workplace Transport on Public Roads and Other Premises

15 Overview

This section covers the use of GoJ workplace transport on public roads, which includes all roads under the control of either IHE or the parishes and any non-GoJ premises.



Whilst many journeys will be short, some drivers may spend the majority of their shift on the road and therefore it is important to consider the risks associated with these journeys.

A risk assessment should be prepared using the following headings as a guide, although this list is not exhaustive:

- Journey planning
- Work location
- Work schedules and timings including breaks
- Poor weather conditions

Other hazards which should also be considered as part of the assessment are:

- Lone working
- Violence and Aggression
- Stress
- Posture
- PPE to be worn, how to maintain it and when to be replaced
- Safe handling
- Use of mobile devices
- Technology to be used and any additional training requirements

Further information is available at [UK HSE Driving and riding safely for work](#).

16 Provision and Maintenance of Workplace Transport

Departments must ensure that all vehicles operating on public roads and other properties on behalf of GoJ are in good condition and are well maintained.

Departments responsible for workplace transport must ensure that the required maintenance is carried out on those vehicles.

17 Driver Competency and Fitness to Drive

All GoJ employees who are permitted to operate GoJ vehicles on public roads and other properties must hold the relevant categories on their driving licence.

Where required, drivers must also have undergone a 'fitness to drive' assessment.



Reference should be made to the 'Minimum Standard, Occupational Health – Assessment and Surveillance' for further details.

18 Reporting of Accidents and Incidents

Departments should ensure employees are aware of the action to take in the event of an accident or incident on either a ~~on~~ a public road, GoJ or other premises. This information should be included in the department's arrangements for ensuring the safe use of workplace transport.

All accidents/incidents on public roads should be reported using the ['Report a vehicle accident'](#) link on MyStates.

19 Provision of Information to Employees

GoJ employees who use workplace transport on public roads and other properties should be provided with adequate information to ensure their safety and that of others.

The information could include, but is not limited to:

- Fitness to drive requirements
- Pre-use check requirements
- Use of 'pool' cars
- Use of bicycles and e-bikes (See Appendix C)
- Limitations on use of vehicles e.g. private use
- Fueling of vehicles procedure
- Maintenance arrangements for vehicles
- Risk assessments and systems of work for particular tasks e.g. sheeting of loads, tipping of loads
- Reporting of accidents procedure

Appendix A

Site Inspection: Workplace Transport Checklist

The following checklist is a guide to what employers should consider when assessing the risk from vehicles in the workplace.

It may not be comprehensive for all work situations and can be amended to suit if required.

Managing and supervising workplace transport safety	
Check, in consultation with your employees, that your level of management control/supervision is adequate	
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?	
Has a risk assessment been carried out for all workplace transport hazards?	
Is the level of supervision sufficient to ensure that safe standards are maintained?	
Are penalties applied when employees, contractors etc fail to maintain these standards?	
Do you take adequate steps to detect and correct any unsafe behaviour of drivers of both on-site and visiting vehicles, as well as pedestrians?	
Do you make sure the underlying reasons for unsafe behaviour are investigated?	
Is there good co-operation and liaison on health and safety matters between your employees and those who collect or deliver goods?	
Check what your drivers and other employees actually do when doing their work	
Do drivers drive with care, e.g. use the correct routes, drive within the speed limit and follow any other site rules?	
Do you make sure your drivers and other employees have enough time to complete their work without rushing or working excessive hours?	
Are your employees using safe work practices, e.g. when (un)coupling, (un)loading, securing loads, or carrying out maintenance?	
Do managers and supervisors set a good example, e.g. by obeying vehicle/ pedestrian segregation instructions, and by wearing high-visibility clothing where needed?	
Do drivers and other employees wear any personal protective equipment provided and use any safety equipment provided?	

Site layout and internal traffic routes	
Check that the layout of routes is appropriate	
Are vehicles and pedestrians kept safely apart?	
Where necessary, are there suitable pedestrian crossing places on vehicle routes?	
Is there a safe pedestrian route that allows visiting drivers to report for instructions when entering the site?	
Is there a properly designed and signed one-way system used on vehicle routes within the workplace?	
Are there adequate numbers of suitable and safe parking places for all vehicles and are they used?	
Is the level of lighting in each area sufficient for the pedestrian and vehicle activity?	
Check that vehicle traffic routes are suitable for the type and quantity of vehicles which use them	
Are they wide enough?	
Do they have firm and even surfaces?	
Are they free from obstructions and other hazards?	
Are they well maintained?	
Do they avoid sharp or blind bends?	
Check that suitable safety features are provided where appropriate	
Are roadways marked where necessary, e.g. to indicate the right of way at road junctions?	
Are road signs, as used in the Highway Code, installed where necessary?	
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?	
Vehicle movements	
Check that the need for reversing is kept to a minimum and, where reversing is necessary, that it is carried out safely and in safe areas	

Have drive-through, one-way systems been used wherever possible to reduce the need for reversing?	
Where reversing areas are needed, are they suitably marked or signposted to be clear to both drivers and pedestrians?	
Are non-essential people excluded from areas where vehicles reverse?	
If there is no alternative and you have to use a banksman to direct reversing vehicles, are they adequately trained and visible?	
Coupling/uncoupling	
Check that coupling and uncoupling of vehicles are carried out safely	
Are the tractor and trailer parking brakes always applied before the hoses are disconnected?	
Do drivers check the ground will support the trailer and landing legs before uncoupling?	
Are landing legs always fully extended, properly padded and locked in place as necessary?	
Is the platform area behind the tractor unit kept clear, as clean as possible and well-lit to help prevent falls?	
Loading/unloading activities	
Check that 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?	
Are the load(s), the delivery vehicle(s) and the handling vehicle(s) compatible with each other?	
Are loading/unloading activities carried out on ground that is flat, firm and free from potholes?	
Are the vehicles braked and/or stabilised, as appropriate, to prevent unsafe movements during loading/unloading operations?	
Are systems in place to prevent vehicles driving away while they are still being (un)loaded?	
Are drivers and others kept in a safe place away from the vehicle during (un)loading?	
If drivers need to observe loading, is there a clearly marked, safe area for them to do this?	

Has the need for people to go onto the load area of the vehicle been eliminated where possible and, if not, is safe access provided and used?	
Is appropriate lifting equipment available for (un)loading vehicles?	
Is loading/unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable?	
Are checks made to ensure loads are adequately secured and arranged so that they cannot move about?	
Are checks made to make sure vehicles are not loaded beyond their capacity before they leave the site?	
Tipping	
Check that tipping operations are carried out safely	
Do visiting drivers report to the site manager for any relevant instructions before tipping?	
Are non-essential staff excluded from tipping areas?	
Does tipping take place on ground that is level and stable, where there are no overhead hazards such as power lines, pipework etc?	
Where sites are not level and stable, are the tipping faces safe for vehicles involved in tipping operations, e.g. compacted with no side slopes?	
Are suitably sized wheel stops provided for reversing tipping vehicles?	
Are tailgates secured open before tipping or removed completely when necessary?	
Do drivers check their loads are evenly distributed across the vehicle before tipping?	
Do drivers know what to do if loads stick while tipping?	
Do drivers always make sure the body is completely empty, and drive no more than a few metres forward to ensure the load is clear?	
Is there a system of maintenance in place for the tipper and the tipping mechanism?	
Work at height on vehicles	
Check that suitable and effective measures are in place to prevent falls from vehicles	
Do you avoid work at height where it is reasonably practicable to do so, e.g. by doing work from the ground?	

Where work at height cannot be avoided, do you prevent falls using an existing safe place of work or the right type of equipment, e.g. a suitable platform or a gantry with guard rails?	
Where the risk of a fall cannot be eliminated, do you minimise the distance and consequences of a fall, e.g. using a personal fall-protection system?	
Are surfaces slip-resistant where people need to walk on vehicles?	
Sheeting/unsheeting	
Check that sheeting and unsheeting operations are carried out safely	
Can the sheeting operation be carried out from the ground?	
Are sheeting/unsheeting operations carried out in safe parts of the workplace, away from passing traffic and pedestrians and sheltered from strong winds and bad weather?	
Are the vehicles parked on level ground with their parking brakes on and the ignition key removed?	
Do you use automatic or mechanical sheeting systems to avoid the need for manual sheeting?	
Where manual sheeting is unavoidable, is there a system in place which avoids the need for a person to climb on the vehicle or load, e.g. by sheeting from the ground or providing a platform from which loads can be sheeted?	
Vehicle selection and suitability	
Check that vehicles are safe and suitable for the work for which they are being used	
Have suitable vehicles and attachments been selected for the tasks which are actually carried out?	
Is there a safe means of access to and from the cabs and other parts that need to be reached?	
Is a suitable working platform and edge protection provided where necessary?	
Do they have suitable external mirrors and additional aids (e.g. CCTV) where necessary to provide the greatest visibility when manoeuvring?	
Do they have horns, lights, reflectors, reversing lights and other safety features as necessary?	
Do they have effective service and parking brakes?	

Do they have seats and seat restraints where necessary that are safe and comfortable for users?	
Are there guards to prevent access to dangerous parts of the vehicles, e.g. power take-offs, chain drives, exposed exhaust pipes?	
Are drivers protected against bad weather conditions, or an unpleasant working environment, e.g. the cold, dirt, dust, fumes and excessive noise and vibration?	
Is suitable driver protection against injury provided where necessary if there is an overturn?	
Is suitable driver protection provided where necessary to prevent them being hit by falling objects?	
Are operators involved with or consulted on vehicle selection?	
Vehicle maintenance	
Check that vehicles are maintained properly	
Is there a regular preventative maintenance programme for every vehicle, carried out at set times or mileage (e.g. in accordance with manufacturer's instructions)?	
Is there a system for reporting faults on the vehicle and associated equipment and carrying out remedial work?	
Where vehicle attachments lift people or objects, are thorough examinations carried out by a competent person?	
Do drivers carry out basic safety checks before using the vehicle?	
Driver competence	
Check that your selection and training procedures ensure your drivers and other employees are capable of performing their work activities safely and responsibly	
Do drivers have the necessary licence categories or training certificates for the vehicles they are authorised to drive?	
Do you check the previous experience of your drivers, making sure references to training schemes and other qualifications are supported by certificates?	
Do you assess them to ensure they are competent?	
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?	

Do you have a planned programme of reassessment and refresher training for drivers and others to ensure their continued competence?

Appendix B

Vehicle Checklist

It is the responsibility of each driver to ensure the vehicle is safe to drive before departing and throughout its use.

Vehicle Registration Number	
Week Commencing	

Place a √ to confirm OK or a X for a defect in the appropriate box

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
No obvious damage to windscreen							
No obvious damage to car body							
Wheel nuts observed to be in place							
Tyres appear in good condition without damage and inflated							
Insurance disk is current							
Fuel level is acceptable for required use							
Checks conducted to ensure the following are functioning correctly:							
Seat belts							
Indicators							
Headlights							
Reversing lights							
Horn							
Handbrake							
Brakes							
Wipers							
Windscreen Washers							

All defects are to be reported as soon as practicable.

Appendix C

Instruction for users of bicycles and e-bikes

- **Check the e-bike is sufficiently charged** before setting off on your journey
- **Wear a helmet** at all times when you're riding – it might help save your life if you're involved in an accident.
- **Take extra care on junctions by signaling** and not swerving unexpectedly.
- **Remember COAST:** Concentration, Observation, Anticipation, Space and Time.
- **Use a headlight and rear light**, day and night. You should also use a red rear reflector and amber pedal reflectors to make it easier to be seen by other vehicles.
- **Dress bright, be seen.** Brightly coloured clothing, preferably fluorescent and reflective ensures that you're most visible, particularly during the winter months. If you need new high-visibility kit you can always order some here.
- **Take extra care in winter** where road conditions are more dangerous. Allow plenty of time to react in damp or icy conditions – remember, braking distances should be doubled in wet weather. Avoid harsh braking (unless it's an emergency) and brake progressively – ideally using your back brake if cycling. When taking a corner, it's important to avoid braking and accelerate smoothly. You can lower your bicycle saddle too, to provide more traction for the wheels and make it easier to put your feet flat on the ground if you need help stopping. Leaves, debris and dirt can build up at the side of the road and around drains, so be sure to watch out for these and choose a dry line where possible.
- **Check your brakes and tyres.** In wet conditions, bicycle rubber rim brake pads wear out faster. You can use harder or specialised materials to avoid changing pads constantly – or if possible, change to disk brakes. Thicker bicycle tyres with deeper tread will give you greater grip on the road and provide more protection against punctures.
- **Keep off the pavement.** Pavements are for pedestrians and cycling on the pavement or through any pedestrianised area is really dangerous, as you could seriously hurt other people. This includes riding through pedestrian-only cut-throughs, even if it's only for a few seconds. Riding on the pavement is also illegal – you could be subject to a fine. The only exception is where the pavement is clearly marked as a cycle way. It's also important to dismount wherever you see a 'Cyclist Dismount' sign.
- **One-way roads are for bicycles too** except where a contra-flow cycle lane is clearly marked on the road.