

Workplace transport management system overview.

Use the following framework to develop your management system for controlling workplace transport inside and outside your workplace. Taking the following steps and answering the questions will help build a system of controls that is sustainable and robust but will also help develop a culture that encourages compliance with your transport rules. Resources to help you with the development process can be found in the QBE Workplace Transport Toolkit.

1. Decide on who controls your workplace transport management system

For example:

- > Operations manager for your site with the day to day assistance of supervisors and team leaders
- > Health and safety management team
- > Gatehouse staff
- > Transport office staff

2. Decide on the communications you need in respect of workplace transport

For example:

- > Site transport briefings for visitors and contractors
- > Site transport rules for employees
- > Training content on workplace transport issues for drivers and employees
- > Workplace transport risk assessment
- > Campaign material such as posters

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3. Decide on the process of cooperation on workplace transport

For example:

- > Consultation with third-party occupants on your site
- > Agreement on risk assessments when you load or unload a third party vehicle
- > Consultation with employees to understand what routes they commonly take around site
- > Consultation with visiting drivers to ensure that site rules are practical
- > Sharing of information on workplace transport with contractors working on site

In addition to the above actions, in order to develop a robust management system you will need to answer the following points:

1. What are the site rules in respect of workplace transport?

For example:

- > Avoid reversing movements as far as possible
- > Only use a trained reversing assistant
- > No mobile phone use, eating or drinking when driving a vehicle on site
- > Always wear your seat belt
- > Only use a vehicle for which you have a valid and in date licence or training certificate

2. Who is responsible for what in respect of workplace transport?

For example:

- > Supervisors required to manage the keys of drivers when their vehicles are at loading bays
- > Managers required to enforce speed limits on site as soon as they are breached
- > Managers required to enforce speed limits as soon as a breach comes to light

- > Managers required to investigate accidents and near misses involving workplace transport as soon as they occur

- > Managers required to deliver tool box talk on workplace transport

- > Pedestrians required to stay on designated pedestrian routes

- > Drivers required to read and understand the site rules for transport movements

- > Reversing assistants required to stay in site of vehicle mirrors

3. When must people take action in respect of workplace transport?

For example:

- > Employees must follow signage as soon as they arrive on site

- > Supervisors should manage third-party drivers as soon as their vehicle is parked

- > Managers must enforce parking rules as soon as there is an infringement

- > Managers must review the transport risk assessment at least every year or after a significant change to the site design, vehicles used or after an accident

4. How must people take action in respect of workplace transport?

For example:

- > Drivers must follow the site transport rules

- > Drivers must follow the content of the toolbox talk training session

- > Pedestrians must follow the content of the toolbox talk training session

- > Managers must take prompt action when there is an infringement of site rules

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5. How is implementation of the workplace transport management system measured?

For example:

- > Number of occasions that toolbox talk training is delivered
- > Number of occasions that workplace transport risk assessment is reviewed
- > Managers check and record that the transport rules for the site are being followed
- > Workplace design is adequate for separating pedestrians and moving vehicles and recorded
- > Results of consultation on transport issues with employees are recorded
- > Ability for third parties to follow site transport rules when they arrive at your site are recorded

6. How is the effectiveness of the workplace transport management system measured?

For example:

- > Measure compliance with speed limits on site
- > Measure compliance with parking rules on site
- > Measure compliance with personal protective equipment use on site
- > Measure compliance with mobile phone rules
- > Measure the number of near misses relating to workplace transport
- > Measure the number of accidents involving workplace transport

7. How is data on workplace transport safety gathered and monitored?

For example:

- > Near miss reports with associated campaign to promote near miss reporting
- > Accident data from accident book
- > Positive indicators such as positive feedback given to drivers to be measured by review process

- > Recording number of load safety incidents on and off the public highway
- > Record where the data held and that everyone briefed on what data they should report and who they should report it to?

8. How will the management system be audited?

For example:

- > Who will audit the workplace transport management system?
- > What form will the audit take? Will it be part of a wider audit or a workplace transport-specific exercise using some of the audit questions from the QBE Workplace Transport Toolkit?

When working through the development of a workplace transport management system there are a number of documents in the QBE Workplace Transport Toolkit that can be referred to. These documents include:

- > Workplace transport risk assessment
- > Toolbox talks for drivers and pedestrians
- > Risk Essentials Guidance notes on the physical layout of workplaces
- > Workplace transport audit template

If you have any further queries about developing a workplace transport management system, please get in touch with your QBE Risk Solutions contact.

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