

Workplace transport – Assessment Tool

KEY	Description
ACOP	<i>Forklifts - Approved Code of Practice (ACOP) (training)</i> <i>Operator protective structures on self-propelled mobile mechanical plant - Approved Code of Practice (ACOP)</i>
FS	<i>Carbon monoxide - Forklifts and carbon monoxide - A potentially deadly combination (Fact Sheet)</i> <i>Keeping safe around moving plant (Fact sheet)</i>
s	<i>Health and Safety in Employment Act 1992</i>
r	<i>Health and Safety in Employment Regulations 1995</i>

Elements for Inspection	Ref.	Evidence
<p>1 Identify the hazards</p> <p>Are you satisfied that significant transport hazards have been identified and that there are processes to identify existing and new hazards?</p>	<p>s7(1)(a)</p> <p>s7(1)(b)</p>	<ul style="list-style-type: none"> ▪ Verbal ▪ Documented hazard ID
<p>2 Risk assessment</p> <p>Are you satisfied that the employer has assessed the level of risk each hazard presents?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Likelihood of the occurrence e.g. Frequency of use, confined areas, people/transport volume and interaction. ▪ Potential consequences e.g. seriousness of the harm that could occur 	<p>s7(1)(c)</p>	<ul style="list-style-type: none"> ▪ Verbal ▪ Documented system detailing risk assessment
<p>3 Controlling the transport risks (elimination and isolation)</p> <p>Are you satisfied that the hierarchy of controls has been considered and implemented?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Separation of pedestrian and transport areas ▪ 'Buy safe' policy ▪ Diesel transport excluded from internal use 	<p>s8</p> <p>s9</p>	<ul style="list-style-type: none"> ▪ Observation ▪ Documented system detailing controls ▪ Procurement policy
<p>4 Controlling the transport risks (minimisation)</p> <p>Where minimisation is used, are you satisfied that the controls are adequate and implemented?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Traffic management system e.g. one way system, turning circles, proximity of people and plant, floor markings ▪ Communication methods ▪ Competency of operators ▪ Pre-operation checks and preventative maintenance ▪ Carbon monoxide alarms ▪ Housekeeping ▪ Lighting 	<p>s10</p> <p>r13</p>	<ul style="list-style-type: none"> ▪ Observation of transport and operation ▪ Documented system detailing controls ▪ Verbal from supervisors

<p>5 Controlling transport risks: Standard and safe operating procedures (minimisation)</p> <p>Are you satisfied that the workplace has safe operating procedures, and that they are implemented?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Loading/unloading ▪ Vehicle movement around the workplace (reversing, visibility) ▪ Use of PPE e.g. Seatbelts, helmets 	<p>s10 r16</p>	<ul style="list-style-type: none"> ▪ Observation of vehicle use ▪ Documented procedures ▪ Staff able to communicate procedures and policies
<p>6 Monitoring the health effects of machines</p> <p>Are you satisfied that exposure to transport risks is adequately monitored?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Respiratory health testing (see airborne contaminants assessment tool) ▪ Noise (see noise assessment tool) 	<p>s10</p>	<ul style="list-style-type: none"> ▪ Test invoices ▪ Audiometry ▪ Accident register
<p>7 Accidents, incidents and investigations (report, monitor, review)</p> <p>Are you satisfied that the employer understands and has implemented the requirements around serious harm and investigations?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Accident register ▪ Reporting of serious harm. Notify WorkSafe NZ ▪ Investigation (review) into how and why a person has been harmed by transport and putting in place controls to prevent harm in future 	<p>s7(2) s25 Sch 1</p>	<ul style="list-style-type: none"> ▪ Accident register ▪ Corrective actions taken ▪ Investigation reports
<p>8 Training, information and supervision</p> <p>Are you satisfied that all workers exposed to transport hazards have been provided adequate information and training and are supervised until competent?</p> <p>Are you satisfied that those responsible for purchasing transport take safety into account?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Workers understanding of key safety features and information available on transport used ▪ Signage, floor markings in/around the workplace ▪ Monitoring by managers and supervisors of safe operation 	<p>s12 s13</p>	<ul style="list-style-type: none"> ▪ Observation ▪ Assertions from workers, supervisors and managers ▪ Training records / invoices ▪ Transport safety information
<p>9 Worker participation</p> <p>Are you satisfied that the employer actively tries to involve employees in health and safety?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Provision of reasonable opportunities ▪ Talking point sessions ▪ Involvement in hazard ID and assessment 	<p>s19B</p>	<ul style="list-style-type: none"> ▪ Verbal ▪ Assertions from workers ▪ Meeting minutes