Every year, a significant number of people are killed by accidents involving vehicles in the workplace, and many more people are injured. 135 Optimise near misses reported in 2011 were relating to moving vehicles, including poor traffic management in yards, speeding, blocking and restricting access and reversing without a Banksman. A significant number of near misses and findings from inspections were related to defective plant. Better planning including maintenance, training and awareness, and the appropriate use of vehicles, can avoid most of these incidents and near misses.

**Potential Hazards include:**
- Damage to overhead cables from moving plant
- Vehicle fire
- Driving / operating in adverse weather
- Failure of plant during use
- Reversing
- Obscured visibility
- Impact, traps & contact with people and or other vehicles
- Overturning vehicles
- Uneven and unstable ground including excavations

**Do**
- Always apply handbrake when stopped and remove keys when not in use
- Always use a rear view camera if fitted and a banksman if appropriate.
- Always wear seat belts
- Use lower gears on down gradients
- Avoid sharp acceleration, braking and changes of direction
- Exercise consideration and care when driving / operating plant and vehicles
- Stick to planned traffic routes where applicable
- Visiting drivers should be told the layout of the workplace, the route they need to take
- Always wear the required PPE including hi visibility clothing to ensure you are seen by plant operators and drivers

**Don’t**
- Tip into excavations without stop blocks and Signaller
- Don’t operate JCB with front bucket in the raised position
- Exceed Safe Working Load (SWL) when operating forklifts or cranes
- Carry passengers unless the vehicle is designed to do so
- Use any vehicle or item plant you are not trained to use
- Overload Dumpers
- Don’t exceed site speed limits!
- Don’t ignore site signage

**Vehicle pedestrian segregation**
Ensuring traffic routes are planned with clear demarcation segregating vehicles and pedestrians with suitable crossing points and provide mirrors at appropriate places to increase visibility for drivers and operators.

**Maintenance and inspection**
Carry out daily machine checks, e.g. brakes, oil, tyres and lights etc. Plant operators and drivers should as part of their daily checks ensure that all mirrors, cameras if fitted, beacons, lights and audible devices are fully functional at the beginning of each shift and report any defects to their supervisor immediately.

**When assessing potential hazards consider:**
- The vehicles themselves. Are they safe and suitable for their use? Are they properly maintained? Do they need to be replaced with new, safer vehicles?
- The routes or roadways used by the vehicles. Are they safe and suitable for the type and number of vehicles using them? Are they properly maintained? Have you considered nearby obstructions, curbs or edges of excavations?
- What drivers are doing. Are there pressures on operators that might encourage them to work less safely? For example, do they have to rush to complete their work schedule? Is there a risk of drivers becoming over tired? Are they working safely, e.g. when getting into or out of vehicles, during loading or unloading, and are they observing routes and speed limits? Look for 'short cuts' that drivers may be tempted to use in both routes and safety procedures.
- What other people are doing. Are other workers, visitors or members of the public kept clear of workplace vehicles wherever possible?

Remember, the risk assessment should always be kept up to date, regardless of any reviews that may be due 'soon'. If you introduce new vehicles, equipment or working practices, look at the risk assessment and see if it needs updating.