

# Workplace transport – Assessment Tool

KEY	Description
<b>ACOP</b>	<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>
<b>FS</b>	<i>Carbon monoxide - Forklifts and carbon monoxide - A potentially deadly combination (Fact Sheet)</i> <i>Keeping safe around moving plant (Fact sheet)</i>
<b>s</b>	<i>Health and Safety in Employment Act 1992</i>
<b>r</b>	<i>Health and Safety in Employment Regulations 1995</i>

Elements for Inspection	Ref.	Evidence
<p><b>1 Identify the hazards</b></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"> <li>▪ Verbal</li> <li>▪ Documented hazard ID</li> </ul>
<p><b>2 Risk assessment</b></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"> <li>▪ Likelihood of the occurrence e.g. Frequency of use, confined areas, people/transport volume and interaction.</li> <li>▪ Potential consequences e.g. seriousness of the harm that could occur</li> </ul>	<p>s7(1)(c)</p>	<ul style="list-style-type: none"> <li>▪ Verbal</li> <li>▪ Documented system detailing risk assessment</li> </ul>
<p><b>3 Controlling the transport risks (elimination and isolation)</b></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"> <li>▪ Separation of pedestrian and transport areas</li> <li>▪ 'Buy safe' policy</li> <li>▪ Diesel transport excluded from internal use</li> </ul>	<p>s8</p> <p>s9</p>	<ul style="list-style-type: none"> <li>▪ Observation</li> <li>▪ Documented system detailing controls</li> <li>▪ Procurement policy</li> </ul>
<p><b>4 Controlling the transport risks (minimisation)</b></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"> <li>▪ Traffic management system e.g. one way system, turning circles, proximity of people and plant, floor markings</li> <li>▪ Communication methods</li> <li>▪ Competency of operators</li> <li>▪ Pre-operation checks and preventative maintenance</li> <li>▪ Carbon monoxide alarms</li> <li>▪ Housekeeping</li> <li>▪ Lighting</li> </ul>	<p>s10</p> <p>r13</p>	<ul style="list-style-type: none"> <li>▪ Observation of transport and operation</li> <li>▪ Documented system detailing controls</li> <li>▪ Verbal from supervisors</li> </ul>

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