This template is for use for conducting focused inspections on Plant Vehicle People Interface Risk.

It considers the three key elements of: Safe Plant, Safe Site (Inc Safe Systems of Work) and Safe People required to manage this risk.

While this inspection may seem comprehensive, many elements may not be applicable to each site, and therefore the use of ‘N/A’ may be more prevalent on some sites. i.e. on some (not all) smaller schemes without the same levels of risk/applicable activities.

Those however conducting the inspection are required to ensure the appropriate level of undertaking is applied.

**Safe Plant**

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| ItemNo. | REFERENCE | N/AX✓ |
| ***Vehicle Selection and Suitability - Vehicles are safe and suitable for the work for which they are being used:*** |
| 1 | Have suitable vehicles and attachments been selected for the tasks which are actually undertaken? |  |
| 2 | Do vehicles have good direct visibility (360 degree), or devices for improving vision where reversing can’t be eliminated and where significant risk still remains e.g. external and side mirrors; vision aids such as CCTV; sensing device? |  |
| 3 | Are they provided with horns, lights, reflectors, reversing lights and other safety features as necessary? |  |
| 4 | Do they have effective service and parking brakes? |  |
| 5 | Do they have seats and seatbelts where necessary? |  |
| 6 | Are there guards to prevent access to dangerous parts of the vehicles, e.g. power take-offs, chain drives, exposed exhaust pipes? |  |
| 7 | Do drivers have protection against bad weather conditions, or against an unpleasant working environment, i.e. the cold, dirt, dust, fumes and excessive noise and vibration? |  |
| 8 | Is there a safe means of access to and from the cabs and other parts that need to be reached, and fall protection measures in place? |  |
| 9 | Are surfaces, where people walk on vehicles, slip resistant? |  |
| 10 | Is driver protection against injury in the event of an overturn, and measures in place to prevent the driver being hit by falling objects, provided where necessary? |  |
| ***Vehicle Maintenance - Level of vehicle maintenance is adequate:*** |
| 11 | Are Pre-Use Initial Inspections in Place for each piece of equipment? |  |
| 12 | Is there a regular preventative maintenance programme for every vehicle, carried out at predetermined intervals of time or mileage (e.g. in accordance with manufacturer’s instructions)? |  |
| 13 | Is there a system for reporting faults on the vehicle and associated equipment and carrying out remedial work? |  |
| 14 | Where vehicle attachments lift people or objects, is thorough examinations (LOLER) certification in place? |  |
| 15 | Do the drivers carry out basic safety checks before using the vehicle? |  |
| ***Vehicle Security*** |
| 16 | Are vehicles switched off when not in use (not left idling unnecessarily) and keys removed when unattended, to prevent unauthorised access? |  |

**Safe Site**

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| ItemNo. | REFERENCE | N/AX✓ |
| ***Plan to reduce Plant Vehicle Person Interface:*** |
| 1 | Traffic routes are designed to be one-way where applicable? |  |
| 2 | Is there Traffic Management Plan (and if required a Logistics Management Plan) in place that identifies and seeks to eliminate / mitigate all reversing operations and traffic, plant, people interface? |  |
| ***Site Layout & Internal Traffic Routes:*** |
| 3 | Do vehicles and pedestrians have physically separate site entry points? |  |
| 4 | Are there designated pedestrian crossing points that interact with vehicles routes from car parks to offices? |  |
| 5 | Dedicated safe routes to welfare facilities? |  |
| 6 | Routes across yards, storage, and other work areas ? |  |
| 7 | Are the roads and footways suitable for the types and volumes of vehicular and pedestrian traffic using them? |  |
| 8 | Are vehicles and pedestrians kept safely apart? |  |
| 9 | Where necessary, are there suitable pedestrian crossing places on vehicle routes? |  |
| 10 | Is there a safe pedestrian route that allows visiting drivers to report for instructions when entering the site? |  |
| 11 | Are there adequate numbers of suitable parking places for all vehicles and are they used? |  |
| 12 | Is there a properly designed and signed one-way system used on vehicle routes within the workplace? |  |
| 13 | Is the level of lighting in each area sufficient for the pedestrian and vehicle activity? |  |
| ***Pedestrian Routes (are..):*** |
| 14 | Separated from construction plant routes by barriers? |  |
| 15 | Clearly signed? |  |
| 16 | Adequately lit? |  |
| 17 | Minimum 1m wide? |  |
| 18 | As direct as possible? |  |
| 19 | Set out to provide good visibility (good sight lines)? |  |
| 20 | Separate from reversing areas? |  |
| 21 | Maintained in good condition? |  |
| 22 | Firm and even surfaces in all weather? |  |
| 23 | Free from obstructions and other hazards? |  |
| 24 | Signed instructing pedestrians to use them? |  |
| 25 | Fitted with crossing points clearly signed and identifiable? |  |
| 26 | Fitted with traffic lights or controls for busy crossing points?  |  |
| ***Where not practical to establish permanent pedestrian routes, control and plan work areas and agree safe pedestrian access points and passage past work areas.******Vehicle Routes should be:***  |
| 27 | Designed to be one way to minimise reversing. |  |
| 28 | Clearly signed with hazard warnings, speed limits and road makings. |  |
| 29 | Of suitable size / width / gradient (no more than 1:10). |  |
| 30 | Single track haul roads should be - 1.5 x width of largest vehicle with passing bays. |  |
| 31 | Two-way haul roads should be - 3 x width of largest vehicle. |  |
| 32 | Must accommodate public vehicles when on public highway. |  |
| 33 | Traffic routes should be a suitable distance from excavations as agreed by senior civil engineer. |  |
| 34 | Clear of hazards such as scaffolding, refuelling stations, LPG stores and excavations etc? |  |
| 35 | All traffic routes should be maintained in good condition with hazards highlighted. |  |
| ***Vehicle Traffic Routes - Are suitable for the type and quantity of vehicles which use them:*** |
| 36 | Are they wide enough? |  |
| 37 | Do they have firm and even surfaces? |  |
| 38 | Are they free from obstructions and other hazards? |  |
| 39 | Are they well maintained? |  |
| 40 | Do vehicle routes avoid sharp or blind bends? |  |
| ***Safety Features - Suitable safety features are provided where appropriate:*** |
| 41 | Are roadways marked where necessary, e.g. to indicate the right of way at road junctions? |  |
| 42 | Are road signs, as used in the Highway Code, installed where necessary? |  |
| 43 | 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 - The need for REVERSING is kept to a minimum, and where reversing is necessary it is undertaken safely and in safe areas:*** |
| 44 | Have drive-through, one-way systems been used, wherever possible to reduce the need for reversing? |  |
| 45 | Where reversing areas are needed are they marked to be clear to both drivers and pedestrians? |  |
| 46 | Are non-essential personnel excluded from areas where reversing occurs? |  |
| 47 | If risk assessment shows site controls cannot be improved further and you need a banksman to direct reversing vehicles, are they adequately trained and visible? |  |
| ***Unloading Activities - Safe systems for LOADING and UNLOADING operations are in place:*** |
| 48 | Are loading / unloading operations carried out in areas away from passing traffic, pedestrians and others not involved in the loading / unloading operation? |  |
| 49 | Are the load(s), the delivery vehicle(s) and the handling vehicle(s) compatible with each other? |  |
| 50 | Are loading / unloading activities carried out on ground that is flat, firm and free from potholes? |  |
| 51 | Are parking brakes always used on trailers and tractive units to prevent unwanted movement, e.g. when coupling vehicles? |  |
| 52 | Are the vehicles braked and/or stabilised, as appropriate, to prevent unsafe movements during loading and unloading operations? |  |
| 53 | Are systems in place to prevent trucks driving away while they are still being (un)loaded? |  |
| 54 | Are lorry drivers and others kept in a safe place away from the vehicle while (un)loading is carried out? |  |
| 55 | Is there a safe area marked where drivers can observe loading (if necessary)? |  |
| 56 | Has the need for people to go on to the load area of the vehicle been eliminated where possible and if not, is safe access provided and used? |  |
| 57 | Is appropriate lifting equipment available for (un)loading vehicles including (LOLER) crane, Hiab & accessories certification and lifting plans  |  |
| 58 | Is loading / unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable? |  |
| 59 | Are checks made to ensure the load is adequately secured in line with the Department for Transport Code of Practice and not loaded beyond their capacity before the vehicle leaves the site? |  |
| ***(Un)sheeting - Sheeting and unsheeting operations are carried out safely:*** |
| 60 | Are ground based sheeting methods used? |  |
| 61 | Are sheeting and unsheeting operations carried out in safe parts of the workplace, away from passing traffic and pedestrians and sheltered from strong winds and bad weather? |  |
| 62 | Are the vehicles parked on level ground with their parking brakes on and the ignition key removed? |  |
| 63 | Are gloves, safety boots, and, where necessary, eye and head protection provided, and used by those engaged in the sheeting / unsheeting operations? |  |
| 64 | Where manual sheeting is unavoidable, is there a system in place which avoids the need for a person on to climb on the vehicle or load, ie by providing a platform from which loads can be sheeted? |  |
| ***Tipping - Tipping operations are carried out safely:*** |
| 65 | Do visiting drivers report to the site manager for any relevant instructions prior to commencing tipping operations? |  |
| 66 | Are non-essential personnel excluded from tipping areas? |  |
| 67 | Are tipping operations undertaken on ground that is level and stable, and a location free from overhead hazards such as power lines, pipework, etc? |  |
| 68 | Where sites are not level and stable, are the tipping faces safe for vehicles involved in tipping operations, e.g. compacted and no side slopes? |  |
| 69 | Are suitably sized wheel-stops provided where vehicles need to reverse prior to tipping? |  |
| 70 | Are drivers clear about when tailgates should be released or removed? |  |
| 71 | Do drivers check that their loads are evenly distributed across the vehicle prior to commencing tipping operations? |  |
| 72 | Are the drivers sufficiently experienced to anticipate loads sticking? |  |
| 73 | Do drivers always ensure that the body is completely empty, and drive no more than a few metres forward to ensure the load is clear? |  |
| 74 | Is there a system of maintenance in place for the tipper and the tipping mechanism? |  |

**Safe People**

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| ItemNo. | REFERENCE | N/AX✓ |
| ***Driver/Operator Competence – Drivers/Operators are capable of performing their work activities safely and responsibly:*** |
| 1 | Drivers/operators possess the necessary licences or certificates for the vehicles/machinery they are authorised to drive? |  |
| 2 | Drivers/Operators are aware of information about particular hazards, speed limits, the appropriate parking and loading areas, etc? |  |
| 3 | Drivers/Operators are continually monitored to ensure their continued competence? |  |
| 4 | Drivers/Operators are aware of and following Thumbs UP procedure? |  |
| 5 | Drivers/Operators are not using mobile phones or other electronic devices which may distract them from safely operating the machinery? |  |
| ***Workforce Competence/Site Safety Adherence – Other employees are capable of performing their work activities safely and responsibly:*** |
| 6 | Workers possess the necessary licences or certificates for the tasks they perform (CSCS/Banksman Training)? |  |
| 7 | Employees are wearing high-visibility clothing as required? |  |
| 8 | Pedestrians are utilizing walkways? |  |
| 9 | Employees are aware of and following Thumbs UP procedure? |  |
| 10 | Pedestrians are not using mobile phones or other electronic devices in non-designated areas, which may distract them from plant movement hazards? |  |

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| Action Required | Risk Ranking - A. Must be actioned immediately B. Must be actioned within 24 hours C. Must be actioned within 7 days |
| Item No. | Risk Ranking | Unsafe Act/ Unsafe Condition | Control/Preventative Action | Actioned |
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| Administration |
| Undertaken by:  |  |
| Accompanied by:  |  |
| Safety Manager:  |  |
| Time started:  | Time finished: |
| Distribution:  |