



Summer Closure 1st July 2012 – 18th July, 2012

Health & Safety Service shall be provided by one of our associates over this holiday period. The contact details shall be available on our office answer machine (01501) 749500



Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) Change – 6 April 2012

As of **6 April 2012**, RIDDOR's over-three-day injury reporting requirement has changed. The trigger point has increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened).

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Employers and others with responsibilities under

RIDDOR must still keep a record of all over-three day-injuries – if the employer has to keep an accident book, then this record will be enough.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the



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FIRST AID AT WORK ASSESSMENT TOOL

The HSE has designed an 'on-line' tool to help employers determine the number and type of first-aid personnel to be provided in their workplace.

It can be accessed at <http://www.hse.gov.uk/firstaid/assessmenttool.htm> To use the tool, you need to enter information on the degree of hazard and number of employees in your workplace. It will then suggest the number and type of first-aid personnel to provide at all times people are at work. A series of questions then highlights additional factors that could influence your overall first-aid provision. Completion should take no more than a few minutes and you can print out a copy of your responses.

Health and safety statistics

Key annual figures 2010/11



1.2 million working people were suffering from a work-related illness.

171 workers killed at work.

115 000 injuries were reported under RIDDOR.

200 000 reportable injuries (over 3 day absence) occurred

26.4 million working days were lost due to work-related illness and

The latest information for [Scotland](#) shows a downward trend in workplace injuries but no clear trend in rates of work-related ill health. -

Ill Health: 77,000 people suffered from work-related illness, a rate of 2,900 per 100,000 people working in the past 12 months (LFS).

Injuries: There were 10,135 reported injuries to employees, a 5.1% decrease from the previous year (RIDDOR).

Injury rates: Total rate of reported injury fell to 447.5 per 100,000 employees, compared with a five year average of 490.4 (RIDDOR).

Working days lost: 2.1 million working days were lost due to workplace injury and ill health, 1.1 days per worker (LFS). -

Enforcement: HSE inspectors issued 1,046 notices and prosecuted 33 cases, all of which led to a conviction.

Working At Height Regulations 2005

What do I need to do to comply with the Work at Height Regulations?

The Regulations apply to all work at height where there is risk of a fall that is liable to cause personal injury. They place duties on employers, the self-employed and any person who controls the work of others (such as facilities managers or building owners who may contract others to work at height).

As part of the Regulations, duty-holders must ensure:

- all work at height is properly planned and organized
- those involved in work at height are competent
- the risks from work at height are assessed, and appropriate work equipment is selected and used
- the risks of working on or near fragile surfaces are properly managed
- the equipment used for work at height is properly inspected and maintained

There is a simple hierarchy for managing work at height and selecting the appropriate access equipment.

Duty-holders must:

- avoid work at height where possible, for example doing the work from ground level
- use work equipment or other measures to prevent falls, where work at height cannot be avoided
- use work equipment or other measures to minimize the distance and consequences of potential falls, where the risk cannot be eliminated

Have Ladders Been Banned?

The Regulations do not ban the use of ladders.

Ladders can be used for low-risk, short-duration work and where a risk assessment shows that other more suitable equipment is not appropriate because of the location.

For more information about ladder safety see

<http://www.hse.gov.uk/pubns/indg402.pdf>



Don't let a fall shatter your life

'Since 2001, an average of 50 people in Great Britain have died each year as a result of a fall from height and a further 8,702 are seriously injured.

The Health & Safety Executive have developed an 'online toolkit' named WAIT - (Work at height Access equipment Information Toolkit). The toolkit is designed to assist you in assessing the risks and help with the selection of the right equipment for the job.

The WAIT toolkit can be accessed at <http://www.hse.gov.uk/falls/wait/index.htm>

Home **What you must do** **How to manage the risks** **Selecting the right equipment** **WAIT toolkit** **Why is it important** **Subcontract safely** **Find out more**

WAIT Toolkit

If you don't work at height very often or are unsure about which type of access equipment to use, it is important that you assess the risks and select the right equipment for the job. The following table will provide you with some possible solutions.

It provides you with details of some of the most common types of access equipment. There are of course, also many other types of access equipment available.

Height of working platform	Please select
Work duration	Please select
Time between equipment movements	Please select
Is access to the job restricted?	Please select
Work activity	Please select
Does the access equipment need to be freestanding?	Please select

CLEAR FILTERS

Can I Use A Roof Ladder For Roof Repair Work?

Yes, providing more suitable equipment cannot be used because ladders are a last resort and should only be used for low risk, short duration work. Where ladders are used, they need to be of an industrial grade, in good condition and secured to prevent movement. The anchorage at the top of the roof ladder should be by some method which does not depend on the ridge capping, as this is liable to break away from the ridge. The anchorage should bear on the opposite slope by a properly designed and manufactured ridge hook or be secured by other means.

What Training Is Required To Put Up A Tower Scaffold?

Anyone erecting a tower scaffold should be competent to do so and should have received training under an industry recognized training scheme e.g. Prefabricated Access Suppliers' and Manufacturers' Association (PASMA) or under a recognized manufacturer or supplier scheme.

For more information, see
<http://www.hse.gov.uk/pubns/cis10.pdf>

Height Safe Aware

Training



Working At Height

K. S. Safety Ltd

Certificates are issued to those who successfully pass the course.

Contact Karen Wilson For
 Further Information
 (01501) 749500

Can I Work On A Fragile Roof?:

Where possible you should avoid working on a fragile roof by doing the following:

- work from underneath the roof using a suitable work platform or
- where this is not possible, use a mobile elevating work platform that allows people to work from within the basket without having to stand on the roof.
-

If access onto the fragile roof cannot be avoided, perimeter edge protection should be installed and staging used to spread the load. Unless all the work and access is on staging or platforms that are fitted with guardrails then safety nets should be installed underneath the roof or a harness system used.

Where harness are used, they need adequate anchorage points. They also rely on discipline, training and supervision to make sure that they are used consistently and correctly.

Notifiable Non-Licensed Work With Asbestos (NNLW)

A new version of the Control of Asbestos Regulations was published on the 6th April, 2012.

The most significant change was the introduction of a FOURTH level of training.

This is referenced as NOTIFIABLE NON-LICENSED WORKS WITH ASBESTOS (NNLW)

Action Mesothelioma Day - 6th July 2012

Mesothelioma UK is a national resource centre dedicated to providing specialist Mesothelioma information, support & improved care and treatment.

Mesothelioma is an aggressive form of cancer. For the majority of patients there is no cure. Doctors usually focus on improving the quality of life as the disease progresses - making the patient as comfortable as possible.

What are the causes of mesothelioma?

Experts say that prolonged exposure to asbestos particles is the primary cause of mesothelioma. The risk of developing the disease is closely linked to asbestos particle dosage - i.e. the likelihood of developing mesothelioma is directly proportional to how long a person was exposed, and how much they inhaled.

People in jobs where exposure to asbestos fibres are common have the highest risk of developing the disease. Asbestos was commonly used for insulation, soundproofing, fireproofing, roofing, and ironing board covers.

Freephone helpline Monday - Friday 8:30 am - 4:30 pm
Information website, leaflets & factsheets
Asbestos & Mesothelioma Support Group information
Action Mesothelioma Day Communication and Co-ordination

Freephone Helpline 0800 169 2409

Asbestos Training Service



Asbestos Awareness Training,
 Training For Non-Licensed Works,
 Notifiable Non-Licensed Works with Asbestos,

Refresher Training and On-line Asbestos Refresher Training are all provided by

K. S. Safety Ltd

Certificates are issued to those who successfully pass the course.



Karen Wilson

Contact Karen Wilson For Further Details

(01501) 749500

Karen@ks-safety.com



FFP1 Dust Masks protect against large hazardous particles or light dust areas and fine toxic dusts.

They Provide Nasal Cavity Protection

FFP1 Masks **DO NOT** protect the lungs

FFP2 Respirators provide medium protection against dusts.

They **DO NOT** protect the lungs from fibres



FFP3 Respirators (which maybe disposable paper or rubber re-usable types), **WILL PROTECT** the lungs from **BOTH** dusts and fibres.....provided that they fit the wearer correctly!

The tests should be carried out 5-yearly under the COSHH Regs, and annually under the Lead and Asbestos Regulations



Face Fit Testing Service



Face Fit Testing

A Face-Fit Testing Service Is Provided By

K. S. Safety Ltd

Certificates are issued to those who successfully pass the Face Fit Test Procedure



Jeff Wilson

Contact Jeff Wilson For Further Details

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Jeff@ks-safety.com

Central Scotland construction firms encouraged to attend safety event

Construction companies in the Central Scotland area are being encouraged to attend a free event to get to grips with health and safety in one of Britain's most dangerous industries.

With around 75% of workers killed or injured on building sites coming from small and medium sized construction companies, they are being invited to attend a free half-day safety and health awareness event in Blackridge, West Lothian (June).

The joint Health and Safety Executive (HSE) and construction industry's Working Well Together campaign has organised the event to focus on safety issues for construction workers, especially during the groundworks phase.

During the day there will be a rolling programme of practical demonstrations on topics such as quick hitches; unloading/loading lorries; working with buried services; safe trench work and working in confined spaces.

Iain Brodie, HSE Principal Inspector, who will attend the event, said:

"Incidents at the groundworks phase, for example trench collapses, can often be fatal, so it is vital that managers and company owners understand how to reduce risks on their sites.

"This free event will provide essential information and advice that could help save lives, so I urge local construction businesses to attend."

The event aims to offer employers and employees working in the groundworks phase of construction, clear practical advice on how to address serious issues that can impact on their business - and lives. The Working Well Together campaign aims to significantly reduce accidents, by not only raising awareness of key health and safety issues facing the construction industry, but by giving practical advice and solutions.

The event will be held at Sibbald Training, Shona's Way, Sibbald Park, Blackridge, West Lothian on Wednesday, 27 June 2012, 8.30am -1pm.

Places are still available but must be booked in advance. For more information and to book your free place please contact Allan Mulholland at allan.mulholland@hse.gsi.gov.uk or telephone: 0141 275 3062.

CDM to be rewritten for 2014

22 May 2012

The HSE has announced it will be re-drafting the Construction (Design & Management) Regulations for reissue in 2014. A representative from the regulator confirmed the plans at an event held by the Association for Project Safety in May. Details will be presented to the HSE board in December. However, the Executive indicated that the new Regulations are likely to be based more closely on the requirements of the EU Temporary or Mobile Construction Sites Directive.

The Löfstedt report recommended that an ongoing review of CDM 2007 should consider a clearer expression of duties, a reduction in bureaucracy and suitable guidance for small projects. A spokesperson for the HSE said "While many aspects of the [CDM] package work very well, such as the technical standards required during construction work, other aspects continue to cause concern for the industry, including coordination of health and safety prior to construction work starting. "HSE is looking at how these concerns can be addressed, so the CDM regulatory package is focused on maintaining and improving health and safety standards for construction workers across the industry."

APRIL 2012 - BUILDER FINED £15,000 AFTER CARBON MONOXIDE DEATH

At Haddington Sheriff Court, John Martin Riva (DOB 21/07/62) was fined £15,000 after pleading guilty to a contravention of Sections 3 and 33 (1) of the Health and Safety at Work Act 1974.

Having been contracted to rebuild the chimney on a property in Gifford during 2009, Riva failed to ensure that it was fully cleared of any debris and masonry materials that had fallen in. The chimney was thus left blocked when the fire in the living room of the house was brought into use by the Ross family who lived there.

The blockage impeded the combustion process of the solid fuel fireplace in the living room, and caused the fumes from the fireplace to build up, causing an accumulation of carbon monoxide to which the three occupants of the house were exposed, Mrs Ross, aged 60 years, died on 26 October 2009 as a result of the exposure.

Following the case, Elaine Taylor, Head of the COPFS Health and Safety Division, said:

"This case demonstrates yet again the importance of employers and contractors being aware of the risks not only to their own employees, but to all of those who may be affected by the work they carry out.

"If Mr Riva had taken the simple steps necessary to identify the risks associated with his work and acted upon them, Mrs Ross would not have lost her life in an entirely avoidable incident.

HSE Inspector Gillian McLean said: "This was a tragic incident which could easily have been prevented if the accused had carried out simple and well-established tests to ensure the chimney was free from obstruction following building work he had carried out.

"These are standard and recognized tests well known to the building industry and we hope this successful prosecution will draw attention to these tests to ensure workers carry them out in the future in order to avoid similar devastating consequences."

Grimsby firm fined after worker's warehouse death

Date: May 2012

A Grimsby haulage company has been sentenced for safety failings after a worker was killed when a row of steel coils 'collapsed like dominos' trapping him under their five-tonne weight.



The banded steel coils after their collapse in ABC's former warehouse in Immingham Docks. The Health and Safety Executive (HSE) prosecuted ABC (Grimsby) Ltd after Alan Burr, a warehouseman and forklift truck driver, was fatally crushed when he tried to repair some torn packaging on a roll of coil at the firm's warehouse in Henderson Quay, Immingham Docks, on 27 January 2010.

Grimsby Crown Court heard that Mr Burr, a long-serving employee at the company, had been stacking the narrow banded coils on rolls in batches of four or five, with a gap between each coil. Each coil measured five feet in diameter and weighed around one tonne.

As he was standing between two of the rolls to repair the damaged wrapping, one of them toppled, causing a domino effect to the stack. The 52-year-old, from East Halton, Immingham, was trapped under the weight and was pronounced dead at the scene.

ABC (Grimsby) Ltd of Lancaster Approach, North Killingholme, Immingham, pleaded guilty to two charges of breaching the Health and Safety at Work etc Act 1974. The company was fined a total of £25,000 and ordered to pay £20,000 costs.

<http://www.hse.gov.uk/press/2012/rnn-yh-9412.htm?eban=govdel-images&cr=17-May-2012>

VEHICLES AT WORK

Vehicles at work continue to be a major cause of fatal and major injuries. Since 1998/99 there has been an average of 61 fatalities each year as well as over 2150 major injuries and over 4270 injuries requiring the injured person to be off work for more than 3 days. Work related road deaths are estimated to be around 1000 each year.

What to do first?

Download the HSE's free leaflet

[Workplace transport safety - An overview - INDG199 \(rev 1\)](#) 

<http://www.hse.gov.uk/pubns/indg199.pdf>

Have a look at [Workplace transport safety - An employer's guide - HSG136](#)

HSE Books 2005 ISBN 0 7176 6154 7

<http://www.hse.gov.uk/pubns/priced/hsg136.pdf>

Have a look at the site inspection checklist [Site Inspection Checklist](#)  (one the following pages)

Some Dos and Don'ts

DO

- Keep people and vehicles apart
- Anchor loads securely to the vehicle chassis
- Avoid the need to work at height on vehicles
- Have clear site rules and enforce them

DON'T

- Operate vehicles unless you are authorized to do so
- Don't leave vehicles unattended with keys still in the ignition



Site Inspection - Workplace Transport Checklist

- The following checklist has been prepared as a guide to what employers should consider when trying to reduce the risk from vehicles in the workplace. It will not necessarily be comprehensive for all work situations.
- If the answer to a question is 'No', the references under the section heading indicate where further advice can be found.
- If the question is not relevant to your workplace leave the boxes blank.

1. Management and supervision of workplace transport risk (see References 1, 2, 3, 4, 5)

Check, in consultation with your employees, that your level of management control/supervision is adequate

	Yes	No
Are site rules documented and distributed?	<input type="checkbox"/>	<input type="checkbox"/>
Are your supervisors, drivers and others, including contractors and visiting drivers, aware of the site rules? Are they aware of their responsibilities in terms of helping to maintain a safe workplace and environment?	<input type="checkbox"/>	<input type="checkbox"/>
Has a risk assessment been completed for all workplace transport hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Is the level of supervision sufficient to ensure that safe standards are maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are sanctions applied when employees, contractors, etc fail to maintain these standards?	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate steps taken to detect unsafe behaviour of drivers of both site and visiting vehicles as well as pedestrians? Are the underlying reasons investigated to correct unsafe behaviours?	<input type="checkbox"/>	<input type="checkbox"/>
Is there good co-operation and liaison on health and safety matters between your staff and those who collect or deliver goods?	<input type="checkbox"/>	<input type="checkbox"/>

Check what your drivers and other employees actually do when undertaking their work activities

	Yes	No
Do drivers drive with care, eg use the correct routes, drive within the speed limit and follow any other site rules?	<input type="checkbox"/>	<input type="checkbox"/>
Do your drivers and other employees have enough time to complete their work without rushing or working excessive hours? Do you monitor "job and finish" work to ensure drivers are not rushing to cut corners?	<input type="checkbox"/>	<input type="checkbox"/>
Are your employees using safe work practices, eg when (un)coupling, (un)loading, securing loads, carrying out maintenance, etc?	<input type="checkbox"/>	<input type="checkbox"/>
Do managers and supervisors routinely challenge and investigate unsafe behaviours they may come across?	<input type="checkbox"/>	<input type="checkbox"/>
Do managers and supervisors set a good example, for instance by obeying vehicle / pedestrian segregation instructions, and by wearing high visibility garments where these are needed?	<input type="checkbox"/>	<input type="checkbox"/>

2. Site layout and internal traffic routes (see References 1, 2, 6, 7, 8, 9 10)

Check that the layout of routes is appropriate

	Yes	No
Are the roads and footways suitable for the types and volumes of vehicular traffic and pedestrian traffic using them?	<input type="checkbox"/>	<input type="checkbox"/>
Are vehicles and pedestrians kept safely apart?	<input type="checkbox"/>	<input type="checkbox"/>
Where necessary, are there suitable pedestrian crossing places on vehicle routes?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a safe pedestrian route that allows visiting drivers to report for instructions when entering the site?	<input type="checkbox"/>	<input type="checkbox"/>
Are there adequate numbers of suitable parking places for all vehicles and are they used?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a properly designed and signed one-way system used on vehicle routes within the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Is the level of lighting in each area sufficient for the pedestrian and vehicle activity?	<input type="checkbox"/>	<input type="checkbox"/>

Check that vehicle traffic routes are suitable for the type and quantity of vehicles which use them

	Yes	No
Are they wide enough?	<input type="checkbox"/>	<input type="checkbox"/>
Do they have firm and even surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
Are they free from obstructions and other hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are they well maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Do vehicle routes avoid sharp or blind bends?	<input type="checkbox"/>	<input type="checkbox"/>

Check that suitable safety features are provided where appropriate

	Yes	No
Are roadways marked where necessary, eg to indicate the right of way at road junctions?	<input type="checkbox"/>	<input type="checkbox"/>
Are road signs, as used in the Highway Code, installed where necessary?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>

3. Vehicle selection and suitability (see References 1 and 2)

Check that vehicles are safe and suitable for the work for which they are being used

	Yes	No
Have suitable vehicles and attachments been selected for the tasks which are actually undertaken?	<input type="checkbox"/>	<input type="checkbox"/>
Do vehicles have good direct visibility or devices for improving vision where reversing can't be eliminated and where significant risk still remains eg external and side mirrors; vision aids such as CCTV; sensing device?	<input type="checkbox"/>	<input type="checkbox"/>
Are they provided with horns, lights, reflectors, reversing lights and other safety features as necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Do they have effective service and parking brakes?	<input type="checkbox"/>	<input type="checkbox"/>
Do they have seats and seatbelts where necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Are there guards to prevent access to dangerous parts of the vehicles, eg power take-offs, chain drives, exposed exhaust pipes?	<input type="checkbox"/>	<input type="checkbox"/>
Do drivers have protection against bad weather conditions, or against an unpleasant working environment, ie the cold, dirt, dust, fumes and excessive noise and vibration?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a safe means of access to and from the cabs and other parts that need to be reached?	<input type="checkbox"/>	<input type="checkbox"/>
Are surfaces, where people walk on vehicles, slip resistant?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
Are operators involved or consulted on vehicle selection?	<input type="checkbox"/>	<input type="checkbox"/>

4. Vehicle maintenance (see References 1 and 2)

Check the level of vehicle maintenance is adequate

	Yes	No
Is there a regular preventative maintenance programme for every vehicle, carried out at predetermined intervals of time or mileage (eg in accordance with manufacturers instructions)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system for reporting faults on the vehicle and associated equipment and carrying out remedial work?	<input type="checkbox"/>	<input type="checkbox"/>
Where vehicle attachments lift people or objects, are thorough examinations undertaken by a competent person (eg your insurance company)?	<input type="checkbox"/>	<input type="checkbox"/>
Do the drivers carry out basic safety checks before using the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>

5. Vehicle movements (see References 1 and 2)

Check that the need for REVERSING is kept to a minimum, and where reversing is necessary that it is undertaken safely and in safe areas

	Yes	No
Have drive-through, one-way systems been used, wherever possible to reduce the need for reversing?	<input type="checkbox"/>	<input type="checkbox"/>
Where reversing areas are needed are they marked to be clear to both drivers and pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>
Are non-essential personnel excluded from areas where reversing occurs?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>

6. Un>Loading) Activities (see References 1, 2, 4, 11 and 12)

Check that there are safe systems for LOADING and UNLOADING operations

	Yes	No
Are loading / unloading operations carried out in an area away from passing traffic, pedestrians and others not involved in the loading / unloading operation?	<input type="checkbox"/>	<input type="checkbox"/>
Are the load(s), the delivery vehicle(s) and the handling vehicle(s) compatible with each other?	<input type="checkbox"/>	<input type="checkbox"/>
Are loading / unloading activities carried out on ground that is flat, firm and free from potholes?	<input type="checkbox"/>	<input type="checkbox"/>
Are parking brakes always used on trailers and tractive units to prevent unwanted movement, eg when coupling vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
Are the vehicles braked and/or stabilised, as appropriate, to prevent unsafe movements during loading and unloading operations?	<input type="checkbox"/>	<input type="checkbox"/>
Are systems in place to prevent trucks driving away while they are still being (un)loaded?	<input type="checkbox"/>	<input type="checkbox"/>
Are lorry drivers and others kept in a safe place away from the vehicle while (un)loading is carried out?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a safe area marked where drivers can observe loading (if necessary)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriate lifting equipment available for (un)loading vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
Is loading / unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>

7. Driver competence (see References 1, 2 and 13)

Check that your selection and training procedures ensure that your drivers and other employees are capable of performing their work activities safely and responsibly

	Yes	No
Do drivers possess the necessary licences or certificates for the vehicles they are authorised to drive eg FLT's, shunt vehicles, site dumpers, etc?	<input type="checkbox"/>	<input type="checkbox"/>
Do you check the previous experience of your drivers and assess them to ensure they are competent?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide site specific training on how to perform the job, and information about particular hazards, speed limits, the appropriate parking and loading areas, etc?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a planned programme of refresher training for drivers and others to ensure their continued competence?	<input type="checkbox"/>	<input type="checkbox"/>

See over the page for Section 8 (Un)sheeting and Section 9 Tipping

References

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3. Five Steps to Risk Assessment. Leaflet, INDG 163(rev 2), HSE Books, 2006.
4. HSE Information Sheet WPT06 Delivering Safely - free download at HSE Website.
5. Health and Safety in Road Haulage. Leaflet, INDG 379, HSE Books, 2003.
6. The Highway Code. Department of Transport, download at <http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/index.htm>
7. Designing for Deliveries Freight Transport Association 1998, ISBN 0 90299163 3 (£80 to members, £100 to non-members from FTA phone 01892 526171).
8. Lighting at Work. HSG 38, HSE Books, 1997.
9. Safety Signs and Signals - Guidance on the Regulations. L64, HSE Books, 1996.
10. The Traffic Signs Regulations and General Directions, 2002.
11. Code of Practice: Coupling or Uncoupling & Parking of Large Goods Vehicle Trailers, 2006. Institute of Road Transport Engineers (IRTE), Society of Operations Engineers (SOE), 22 Greencoat Place, London, SW1P 1PR. Telephone 020 7630 1111, website www.soe.org.uk.
12. Code of Practice - Safety of Loads on Vehicles (third edition) 2002, Department of Transport, ISBN 0 11552547 5 (<http://www.dft.gov.uk/pgr/roads/vehicles/vssafety/safetyofloadsonvehiclescode04566>)
13. Rider-operated Lift Trucks: Operator Training. L117, Approved Code of Practice, HSE Books.

8. (Un)sheeting (see References 1, 2)**Check that sheeting and unsheeting operations are carried out safely**

	Yes	No
Do you use ground based sheeting methods?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
Are the vehicles parked on level ground with their parking brakes on and the ignition key removed?	<input type="checkbox"/>	<input type="checkbox"/>
Are gloves, safety boots, and, where necessary, eye and head protection provided, and used by those engaged in the sheeting / unsheeting operations?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>

9. Tipping (see References 1, 2)**Check that tipping operations are carried out safely**

	Yes	No
Do visiting drivers report to the site manager for any relevant instructions prior to commencing tipping operations?	<input type="checkbox"/>	<input type="checkbox"/>
Are non-essential personnel excluded from tipping areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are tipping operations undertaken on ground that is level and stable, and a location free from overhead hazards such as power lines, pipework, etc?	<input type="checkbox"/>	<input type="checkbox"/>
Where sites are not level and stable, are the tipping faces safe for vehicles involved in tipping operations, eg compacted and no side slopes?	<input type="checkbox"/>	<input type="checkbox"/>
Are suitably sized wheel-stops provided where vehicles need to reverse prior to tipping?	<input type="checkbox"/>	<input type="checkbox"/>
Are drivers clear about when tailgates should be released or removed?	<input type="checkbox"/>	<input type="checkbox"/>
Do drivers check that their loads are evenly distributed across the vehicle prior to commencing tipping operations?	<input type="checkbox"/>	<input type="checkbox"/>
Are the drivers sufficiently experienced to anticipate loads sticking?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system of maintenance in place for the tipper and the tipping mechanism?	<input type="checkbox"/>	<input type="checkbox"/>

Fork lift fall leads to prosecution for Derbyshire company

Date: 5 January 2012

A Derbyshire manufacturing firm has been fined after a forklift truck driver fell from a ramp whilst unloading a lorry.

Andrew Baxter, 50, from Eckington was unloading a 20ft container at Vesuvius UK Limited's Sheepbridge Works in Chesterfield on 15 February 2010.

Mr Baxter was using a forklift truck and mobile ramp when the ramp became separated from the lorry bed, dropping the truck and driver to the ground. Mr Baxter suffered a fractured back and crushed disk. He spent eight days in hospital, was off work for nine months and can still only work part time.

The Health and Safety Executive (HSE) told Chesterfield magistrates there was no evidence of a risk assessment having been carried out for any of the loading/unloading activities taking place on site, where refractory products are made. There was knowledge amongst the forklift truck drivers that the ramp could move away from the lorry beds and they had adopted an informal system of using the forks of the truck to push it back into position.

After the hearing HSE inspector Fiona Coffey said:

"Vesuvius UK Ltd failed to proactively assess the risks of loading and unloading using the mobile ramps, a failure that resulted in Mr Baxter sustaining severe injuries.

"The company had a legal duty to ensure work equipment was safe to use and that employees were instructed in safe systems of work and supervised but it had also failed to do so."

Vesuvius UK Limited, of 1 Midland Way, Central Park, Barlborough, Derbyshire, pleaded guilty to breaching Section 2(1) of the Health and Safety at Work etc. Act 1974, and Regulation 3(1)(a) of the Management of Health & Safety at Work Regulations 1999 and was fined £24,000 and ordered to pay full costs of £4,815.

Last year more than 4,000 employees suffered major injuries after falling from height at work.

Worker's leg amputated following forklift incident

Date: 4 April 2012

A Cardiff-based cargo company has been fined after a lorry driver had part of his leg amputated after being struck by a reversing forklift truck.

Robert Deverell, from Risca in Caerphilly was at the Cardiff Docks premises of Cargo Services (UK) Limited, as his lorry was being loaded with 18m steel beams by a forklift truck owned and operated by the company.

Cardiff Crown Court heard while Mr Deverell was waiting for the last of the beams to be loaded on to his lorry he began to approach the forklift truck.

As he arrived at its side, the forklift reversed, striking Mr. Deverell and running over his right leg which later had to be amputated below the knee. He also suffered a fractured wrist in the incident and has been unable to return to work at his employers, Dyfed Steels Ltd in Llanelli.

The Health and Safety Executive (HSE) investigation into the 18 June 2010 incident found insufficient segregation procedures to keep visiting drivers away from operating forklift trucks.

It also found that the forklift truck had a defective reversing alarm and horn, and maintenance records showed the horn defect had been a recurring fault over four years.

Cargo Services (UK) Limited of Cold Stores Road, Queen Alexandra Dock, Cardiff, was today found guilty of breaching Section 3(1) of the Health and Safety at Work etc Act 1974 and was fined £110,000 and ordered to pay costs of £60,246.18.

Speaking after the hearing, HSE Inspector, Hugh Emmet said:

"This incident highlights the importance of keeping people away from operated forklift trucks. Unfortunately workplace transport incidents are all too common and here you had a forklift truck moving only a short distance at slow speed but still causing a very serious injury.

"Employers should ensure that they have a robust safe system of work to ensure pedestrians, including visiting drivers, are kept at a safe distance from forklift trucks that are being operated."

Nuneaton firm sentenced after teenager injured by forklift

Date: 21 March 2011

A Nuneaton recycling company has been prosecuted by the Health and Safety Executive (HSE) after an 18-year-old employee was pinned to the ground by a forklift truck.

The employee, who has asked not to be identified, was using the forklift to unload a vehicle for Intelligent Recycling Ltd, on St George's Way, when it overturned and landed on top of him.

He broke his left lower leg, dislocated his left ankle and his left elbow was broken, crushed and dislocated as a result of the incident on 1 March 2010. He was in hospital for nearly a month, has had at least five operations on his left arm and is no longer able to straighten this arm fully.

Nuneaton Magistrates' Court heard today that the teenager, who had been working for the company for three weeks in his first proper job since leaving education, had received no formal training on operating a forklift truck and no induction training.

An HSE investigation found that other employees also operated forklift trucks without formal training and the yard area was unsupervised.

Also, the only supply of drinking water on site was from a blue hose lying on the floor behind a portable building.

Intelligent Recycling was found guilty of breaching Section 2(1) of the Health and Safety at Work etc Act 1974 and Regulation 22 of the Workplace (Health, Safety and Welfare) Regulations 1992. The company was fined £4,000 and ordered to pay £2,832 costs.

After the hearing HSE inspector Michelle Morrison commented:

"This was an entirely preventable incident which caused serious injuries to an employee in his first job.

"Forklift trucks are involved in nearly a quarter of all workplace transport accidents, often because of poor supervision and inadequate training.

"All companies that use lift trucks must train operators to a minimum standard set by HSE. Intelligent Recycling failed to do this.

"The company also failed to provide water that was suitable for its staff to drink. It's a basic necessity that everyone should be able to drink clean water and such disregard for staff welfare is unacceptable."

Intelligent Recycling went into liquidation in January 2011, is no longer trading and as a result did not attend the court hearing.

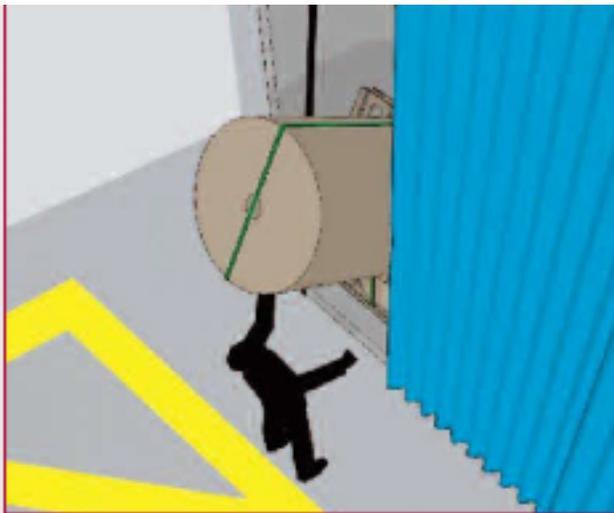
Workplace Transport Accident Example



On 14 November 2007 Bob Turner arrived on site to collect loaded trailers to deliver goods out to stores. Upon arriving on site Bob met Alex, who was loading the pallets up with goods and placing these loaded pallets onto the back of a curtain-sided trailer for deliveries out to stores.

Bob was not happy with the way the goods had been stacked on the pallets or in the back of the trailer. He tried to raise his concerns several times. Bob firstly spoke to Alex who told him he'd just been told to get on with the job, get the stuff loaded onto the lorry as quickly as possible and get it off site as orders were backed up due to two of the loading bays being out of service. Alex also told Bob he was not sure of the correct procedure for loading goods onto pallets but thought he was doing it as safely as possible.

Then Bob tried to speak to the transport manager who was too busy to deal with his issue and told Bob to take the delivery to the store.



Bob returned to the trailer to carry out his normal checks but was asked to move the trailer, as they needed to get the next trailer in and loaded. Bob then left the site to deliver the goods.

About a mile away from the site, as Bob drove the HGV round the roundabout, he thought he heard something move in the back of the lorry but continued towards his destination.

Bob arrived on site on time to deliver the goods to the store. Upon pulling the curtain side back for the site to begin unloading, a pallet containing heavy items fell out of the HGV and onto Bob, crushing him.

Later examination in the rear of the lorry revealed that not all of the pallets were secured down as they should be, using the internal restraints.

Workplace Transport Accident Example

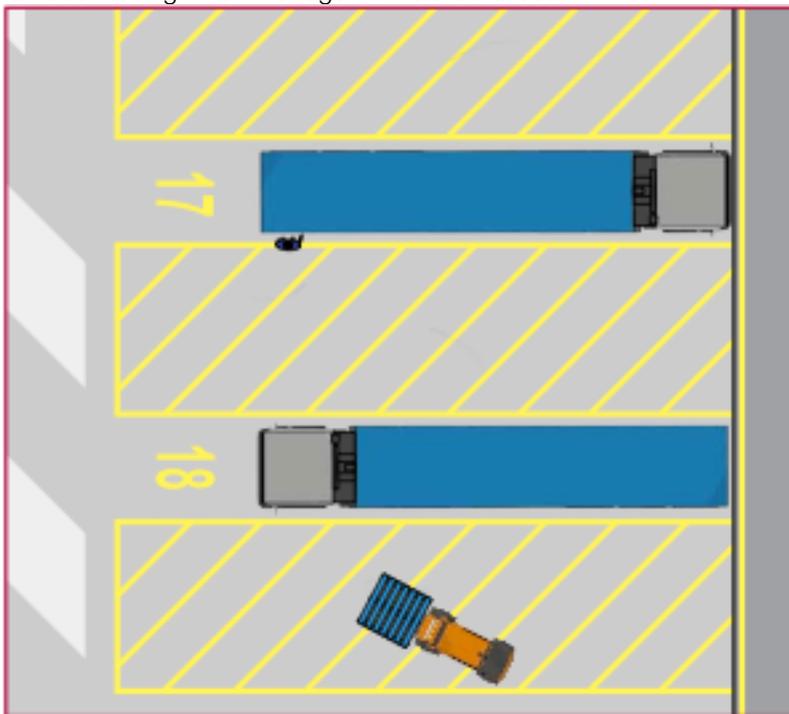
Site description

This accident took place at a national distribution centre for a high-street retailer, on the public highway and at a store.

The distribution centre is very busy, supplying stock to approximately 100 stores in the north of the UK. The site has five loadings bays and a third-party logistics company carries out the distribution of goods for the company. The accident took place in November when the site is very busy with the push to get the stock into stores for all the Christmas shopping. Bob Turner had been a heavy goods vehicle (HGV) driver for 10 years for the third-party logistics company. He had been to this site many times before.

Alex Sharpe started work at the distribution warehouse on 1 November and is currently driving a forklift truck (FLT) around the warehouse stacking the goods onto pallets and loading the pallets onto trailers.

Alex was due to complete the site FLT training in a week's time, however he has been put straight on the job to meet the current demand for stock. Alex told management he had driven FLT's in his last job but couldn't find the certificate from his previous training when management asked to see it.



The consequences

Bob was pronounced dead at the scene, despite the attempts of the emergency services, after suffering serious crush injuries. The company is currently being prosecuted by the Health and Safety Executive for breaching the Health and Safety at Work etc Act 1974.

Company prosecuted after worker suffers electric shock

Date: 26 April 2012

A coating and treatment company with premises in Swavesey, Cambridgeshire has been fined for safety failings after an employee suffered an electric shock.

Derek Offord, 45, from Sawston, was working as a machine operator at Tecvac's plant at the Buckingham Business Park when the incident occurred on 28 July last year.



The machine Mr Offord was working on when he received an electric shock

He received an electric shock whilst checking new cables on a hardening machine that had recently been maintained, sustaining open wounds to his forearm and left palm and burns to his left arm and knee. He was hospitalised for 12 days and was unable to return to work for four months as a result.

Cambridge Magistrates' Court heard today (26 April) that an investigation by the Health and Safety Executive (HSE) found that Tecvac had failed to impose adequate safe working procedures relating to the operation, use and maintenance of an electrical system and work near an electrical system.

Tecvac Limited, registered to an address at Lodge Bank Works, Lord Street, Bury, Lancashire, admitted breaching Regulation 4(3) of the Electricity at Work Regulations 1989 in relation to the incident. The company was fined £3,500 and ordered to pay £5,382.70 in costs.

After the hearing, HSE Inspector Alison Ashworth, said:

"Work with or near electricity is dangerous. This incident could have been prevented if the company had identified the risk and acted to control it. They could have prevented access to the live parts of the cables, insulated them or ensured that stored electrical energy had been discharged.

"HSE will not hesitate to take action where there is the risk of serious harm to people at work."

Further information about working safely with electricity and electrical appliances can be found online at www.hse.gov.uk/electricity

Firms urged to pull the plug on £30m of wasted electrical safety tests

Date:

2 May 2012

Unnecessary electrical safety tests cost office-based businesses an estimated £30 million a year.

It's a myth that every portable electrical appliance in the workplace needs to be tested once a year - and what's more it's a costly one.

Misleading advice and advertising, often by companies who offer the testing, is contributing to low-risk businesses such as offices, shops and hotels paying unnecessarily for over-the-top maintenance regimes.

The law simply requires an employer to ensure that electrical equipment is maintained in order to prevent danger - it does not state that every item has to be tested or how often testing needs to be carried out.

Testing appliances to ensure that they are safe to use can contribute to an effective maintenance regime, but in a low-risk environment most dangerous defects can be found simply by checking the appliances for obvious signs of damage such as frayed cables.

Foot Notes:-

HSE Guidance: Maintaining portable electric equipment in low-risk environments
www.hse.gov.uk/pubns/indg236.htm

For further information on portable appliance testing see HSE's FAQs
www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm

The revised guidance is in response to Professor Lofstedt's independent report on health and safety legislation which said that the legal requirements concerning maintenance of electrical appliances was "applied too widely and disproportionately", resulting in costly over-compliance with the law.

www.dwp.gov.uk/policy/health-and-safety/ 

The £30m estimated is what office-based businesses could potentially save by stopping Unnecessary yearly testing.

The Association of British Insurers (ABI) is the voice of insurance, representing the general insurance, investment and long-term savings industry, with over 300 members. The ABI offers clear, practical advice to help businesses take the right approach to risk management. www.abi.org.uk/ 

