

Road freight transport industry: Hazard identification checklist

Use the checklist below to identify potential health and safety problems in your workplace. If you answer 'no' to any of the questions you may need to make changes. Further information can be obtained from the practical guidance sheets for your industry.

Look at the tasks performed in your workplace and for each task ask yourself the following questions:

Manual tasks

Are workers doing tasks requiring force, awkward joint positions or repetition that continues for over 30 minutes at a time or more than two hours of a shift?	Yes No	Are workers protected against vibration when using hand-held power tools or driving trucks/forklifts etc. for long periods?	Yes No
Is the need to move heavy loads eliminated or minimised?	Yes No	Are workers able to vary their posture throughout the task? (i.e. do not have to stand, sit, kneel or squat for extended periods)?	Yes No
Are there mechanical aids (eg forklifts, tarp spreaders, trolleys, conveyors/rollers) available and used?	Yes No	If the task is performed for prolonged periods, can it be performed at an easy pace?	Yes No
Are workers able to perform the task without reaching and with their shoulder, forearm and wrist in a comfortable position (i.e. not stretched bent/twisted)?	Yes No	Are repetitive movements minimised, and/or do workers have frequent breaks from repetitive tasks?	Yes No
Are workers able to perform the task in an upright, forward facing position (i.e. not bent over or twisting/turning their back/neck)?	Yes No	Are the forces/efforts required by a worker to perform the task kept to within a minimal possible range (not high, sudden, repetitive or sustained)?	Yes No

Access to cabins

Are steps, treads depths and widths uniform?	Yes No	Do steps have contrasting colours and/or reflective tape to highlight the edge of the step tread?	Yes No
Are handrails coordinated with the location of footholds?	Yes No	Are workers instructed to maintain three points of contact when climbing in or out of vehicle and to not jump from cabin and/or trailer?	Yes No
Do footholds have coarse grating to allow mud to be pushed through?	Yes No		

Falls from trucks

Are hazards associated with working at heights identified and controlled (risk assessment)?	Yes No	If access to top of load is required, are there any fall prevention or fall arrest systems used (e.g. guard rails, lanyard/harness, access platforms etc)?	Yes No
Where possible, is tarping of loads done from the ground (i.e. forklift used to lift tarps to trucks and tarp secured from the ground)?	Yes No	Is jumping down from either the cabin or the trailer actively discouraged?	Yes No
Is climbing on top of loads actively discouraged (bottom-fill/discharge and electronic measuring equipment used for tankers, trailers with mechanical tarping systems)?	Yes No	If there are openings in the decking, are they adequately protected against people falling through the deck?	Yes No

Slips, trips and falls

Are walkways/stairways/ramps kept clear of boxes, rubbish, leads, or other trip hazards?	Yes No	Are all ladders used stable and in good condition and only used for the purpose for which they were designed?? (ladders should be rated for industrial use and have a load rating of at least 120 kg.)	Yes No
Are all floor surfaces even and undamaged?	Yes No	Are there guard railings, toe boards etc. to prevent people falling off mezzanine floors or other high areas (e.g. loading bays)?	Yes No
Are ramps and steps clearly marked?	Yes No	Do floor surfaces have sufficient grip to prevent slipping when wet or contaminated?	Yes No
Are all areas well lit so people can do their jobs safely?	Yes No	Are workers provided with or instructed to wear footwear that is suitable for the work environment?	Yes No
Are controls in place to prevent floors from becoming a slip hazard (eg, spills are cleaned up immediately)?	Yes No		

Cabin seating

Does seating have adequate lumbar support in the backrest of seat?	Yes No	Is the seat suspension adequate to prevent injury from vibration?	Yes No
Are seats easily adjustable to prevent poor seating posture and postural fatigue?	Yes No	Are controls ergonomically positioned to prevent over reaching?	Yes No

Working alone / violence

Are procedures developed for workers to deal with working alone or in darkness (designed to minimise the risk of injury and violence)?	Yes No
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Noise

Have sources of noise been identified and has the noise being generated been eliminated or at least minimised?	Yes No
Where it is not possible to reduce the noise levels, are employees provided with hearing protection and trained to use it?	Yes No

Are there signs indicating noisy areas or equipment and that hearing protection is required?	Yes No
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Driver fatigue

Are safe work procedures developed including realistic trip schedules?	Yes No
Are procedures developed which deal with driver rosters? (Scheduling practices should not at any time put the delivery of a load before the safety of the driver.)	Yes No
Are drivers given advanced notice, sufficient time for the trip and adequate rest prior to and during the trip if expected to drive significant distances?	Yes No

Are adequate arrangements made for rest and recovery at the depot or elsewhere?	Yes No
Are procedures in place that allow for alternative courses of action for the driver to follow due to unexpected demands?	Yes No
Are drivers trained in fatigue management relevant to their work rosters?	Yes No

Chemicals

Have you obtained a Safety Data Sheet (SDS) for all the chemicals used in your workplace?	Yes No
Have you read each SDS and identified which chemicals are 'hazardous chemicals'?	Yes No
Do you have a register with a list of the hazardous chemical used and a copy of the SDS for each chemical?	Yes No
Is a copy of the SDS for each hazardous chemical available near where it is used?	Yes No
Are hazardous chemicals stored according to the storage requirements detailed in the SDS and containers are tightly closed when not in use?	Yes No

Have you identified ways to prevent people being exposed to hazardous chemicals and put those controls in place?	Yes No
Have you identified any hazardous chemicals for which you have to provide health monitoring?	Yes No
Do ALL hazardous chemical containers have a label showing what they contain?	Yes No
Have you given workers using hazardous chemicals training in how to use those hazardous chemicals safely?	Yes No
Have you developed a procedure for the management of hazardous chemical spills or ruptures e.g. obtained a spills kit, emergency planning?	Yes No

Loading and unloading vehicles

Is communication between workers loading the truck clear and concise (i.e. calling out 'Coming over' each time equipment is thrown)?	Yes No
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Are straps, chains and other lifting and restraining equipment used and inspected and/or tested periodically?	Yes No
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First aid

Is first aid equipment available at the workplace?	Yes No
Are the contents of the first aid kit/s appropriate for the types of injuries that may occur at the workplace?	Yes No

Is the first aid kit regularly checked and items replaced if they are no longer usable (or out of date)?	Yes No
Do workers have access to people trained in first-aid?	Yes No

Machinery and equipment

Is equipment regularly serviced and maintained according to the manufacturer's instructions?	Yes No
Are lock-out, tag-out or isolation procedures in place when maintenance is performed?	Yes No
If cranes/hoists are used, are operators skilled in determining the weight of the load so as to not overload the crane? Is work outside the safe working load marked on the crane?	Yes No
Is equipment only used for its intended purpose?	Yes No

Do operators of equipment have the appropriate 'ticket' or licence where necessary (e.g. forklifts)?	Yes No
Does all equipment have guarding to prevent operators and others accessing hazardous parts?	Yes No
Is there adequate work space around equipment and is it on a stable foundation to prevent it moving during operation?	Yes No
Are all operators of equipment instructed, trained and supervised in how to use it safely?	Yes No

Electrical and maintenance

Are leads kept away from sources of damage (e.g. water, heat, vehicles, trolleys etc.)?	Yes No
Is electrical equipment inspected and tested by a competent person (e.g. electrician) and/or connected through a safety switch?	Yes No
Is the safety switch regularly inspected and tested?	Yes No
Is all electrical equipment in good condition and free from damage?	Yes No

Are damaged equipment, plugs, leads and/or sockets immediately removed from service?	Yes No
Are outlets and other electrical equipment used in wet areas suitable for that type of work?	Yes No
Is all electrical equipment in good condition and free from damage?	Yes No
Are damaged equipment, plugs, leads and/or sockets immediately removed from service?	Yes No

Forklifts

Are operators trained and assessed as competent (certificated) to operate forklift?	Yes No
Are trainees supervised adequately to prevent incidents?	Yes No
Is there a maintenance and inspection program in place for the forklift?	Yes No

Do operators carry out a pre-operational safety check of the forklift at the beginning of the shift?	Yes No
Are steps taken at the depot to separate vehicles and pedestrians (e.g. physical barricades, designated vehicle access ways etc.)?	Yes No

Fire/emergency procedures

Is there an emergency response plan and procedure to cover possible emergencies for the business?	Yes No
Are emergency exits clearly marked and kept free from obstructions?	Yes No
Is the evacuation plan and procedure displayed in the workplace?	Yes No
Is there an effective means of communication available for remote or isolated workers? (e.g. mobile phone, satellite phone, UHF radio)	Yes No

Are workers, and anyone else who is at the workplace for extended periods, (e.g. contractors) trained in the plan and procedure?	Yes No
Are appropriate fire extinguishers available and regularly inspected?	Yes No
Is fire fighting equipment easily accessible (i.e. not blocked, covered etc.)?	Yes No
Is there a procedure for responding to and recording incidents/injuries?	Yes No

Lighting

Are work tasks able to be carried out without the need to squint or adopt an awkward position to work?	Yes No
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Are all areas well lit, taking into account tasks being performed (i.e. intricate work, access ways, toilet, general work)?	Yes No
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Customer access control

Are there signs, barriers and/or designated walkways defining the areas where visitors may have access?	Yes No
Is access to office areas arranged without the need to access high risk work areas?	Yes No

Is customer control understood and applied on customer worksites?	Yes No
Are workers aware of and able to redirect customers to the correct access areas?	Yes No

