



Safely immobilising heavy vehicles and trailers self-assessment checklist

Workers have been seriously injured or killed due to a heavy vehicle or trailer not being effectively immobilised. Minor injury, property damage and a number of near misses have also been reported.

This self-assessment checklist allows workplaces to conduct hazard and risk identification on the four areas where immobilisation failures typically occur:

- safely immobilising trucks
- working under trucks and trailers
- truck and trailer maintenance
- coupling and de-coupling trailers.

If any of the boxes are ticked no, workplaces should take action to rectify the problems using the suggested controls.

Safely immobilising trucks

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Drivers engage the handbrake when exiting the truck. |
| <input type="checkbox"/> | <input type="checkbox"/> | Safety equipment is used to prevent a truck from moving when repairs are being made (e.g. using wheel chocks or a weight-rated hoist). |
| <input type="checkbox"/> | <input type="checkbox"/> | A truck is properly immobilised before being cleaned (e.g. worker uses handbrake and/or wheel chocks). |
| <input type="checkbox"/> | <input type="checkbox"/> | When asked, drivers know the procedure to safely immobilise the truck off-site if a breakdown happened. |

Suggested controls

Handbrake alarms fitted to the trucks to alert drivers when the braking system is not engaged before hopping out.

Drivers instructed and trained to engage the brake before getting out of the truck, and training is documented.

Working under trucks or trailers

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A truck or trailer is supported safely when staff are working underneath (e.g. using a rated jack). |
| <input type="checkbox"/> | <input type="checkbox"/> | There are barriers or restricted access to the vehicle maintenance pit. |
| <input type="checkbox"/> | <input type="checkbox"/> | Trucks or trailers are worked on on a safe surface (e.g. uneven or sloping surface). |
| <input type="checkbox"/> | <input type="checkbox"/> | The ignition key is not left in the truck when someone is underneath it. |

Suggested controls

Workers use a suitable lifting device for the truck or trailer with the weight rating clearly displayed (e.g. hydraulic or pneumatic lift).

Workers place load-rated support stands (on a hard level surface) under the correct support points of the truck or trailer before working underneath.

Restricted access is granted to the vehicle pit area and there are barriers to prevent falls when not in use.

The vehicle or equipment being worked on is locked and tagged out.

Truck and trailer maintenance

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The truck and trailer has been suitably maintained (e.g. condition of the structure and bodywork, maintenance records). |
| <input type="checkbox"/> | <input type="checkbox"/> | Drivers are aware of what faults to report about their truck and trailer and who to report them to. |
| <input type="checkbox"/> | <input type="checkbox"/> | There is a maintenance schedule for the truck or trailer. |
| <input type="checkbox"/> | <input type="checkbox"/> | There is a record of maintenance or repairs conducted on the truck or trailer. |

Suggested controls

Ensure there are visual signs that the truck and trailer has been suitably maintained (e.g. evidence on the structure and bodywork and maintenance records).

Provide training to drivers and workers on how truck and trailer faults need to be reported (e.g. requests are documented and given to the repairer as soon as possible).

Ensure mechanical competencies are verified (e.g. there is documentation that demonstrates the mechanic is qualified).

Coupling and de-coupling trailers

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Truck and trailer is parked on a safe surface before de-coupling or coupling trailer (e.g. a hard level surface). |
| <input type="checkbox"/> | <input type="checkbox"/> | Worker conduct a visual and functional check (e.g. a tug test when coupling the trailer). |
| <input type="checkbox"/> | <input type="checkbox"/> | There is on-site or hand-held lighting available to use when coupling or de-coupling a trailer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Workers who couple and de-couple trailers are suitably trained. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drivers and workshop mechanics can demonstrate competency to couple and de-couple the trailer. |

Suggested controls

Fit trucks with an alarm or system notifies the worker that the trailer has not been coupled correctly.

Conduct and document a functional check to confirm that the trailer is coupled (e.g. visual check and tug test to see if wheel jaws are engaged while trailer brakes are on).

Ensure parking facilities for heavy vehicles are not on-street and are on a hard and level surface.

Provide training to ensure drivers, mechanics and other workers who are required to couple and de-couple trailers are competent to do this safely.