



## Health and Safety

### Introduction

Health and safety should form the basis of every aspect of your operation, from loading vehicles and moving goods to manoeuvring vehicles and site layouts. You need to take preventive measures to reduce the likelihood of accidents and ensure everyone takes responsibility for their own safety as well as others. In addition, there should be procedures in place to record, investigate and act on any accidents that do happen and also near-misses.

Health and safety inadequacies can impact on your organisation's reputation. It's not just about putting up signage or having a health and safety manual. Training and educating your employees to be safety aware should be continuous. This should cover not only the employee's core role, for example driving, but also associated activities such as safe handling of goods, working at height and safe practices when things go wrong, for example a vehicle breakdown. You also need to consider the safety of others coming onto your site whilst bearing in mind the implications for your staff when they are working away, for example at a customer site. This guide sets out the range of information services and products FTA provides to assist you in making health and safety a number one priority.

### Did you know?

In the 2005/06 work year within the road freight industry:

- **accidents caused by moving lorries** at the workplace caused two deaths, 122 major injuries and 276 over three day injuries. Accidents included drivers being crushed whilst coupling trailers to trucks, being hit by other vehicles while out of their cabs or bystanders being crushed by reversing vehicles
- **falls** caused 299 major injuries including one fatality. Over two-thirds of these falls were from vehicles. There is often a misconception that these are high falls when the majority are as a result of falling from below head height. For instance, getting on and off a trailer or climbing in and out of a cab
- **lifting and moving goods by hand** is the main cause of reportable accidents. There were 279 major injuries and 3,653 over three day injuries, with bad backs being the most common injury
- **slips or trips** resulted in 442 major injuries and 1,507 over three day injuries

**Remember these are accidents that have actually been reported!**



# How FTA can help

## Information

Source	Description	Further information
Member Advice Centre	Advice on loading and load safety, dangerous goods, mechanical handling equipment, site engineering and layout, vehicle safety.	Call 0870 6050 000
Workplace Transport Safety Forum	Established for organisations, managers and individuals to share ideas, experiences, information, best practice and questions on workplace transport safety issues.  The forum ideally suited to those professionally interested in, or responsible for, the management of workplace transport safety.	Membership is free and open to any FTA member with an interest in health and safety issues.  For further information, log on to <a href="http://www.wptsforum.org">www.wptsforum.org</a>
Preventing Falls from Vehicles – An Industry Guide	FTA compliance guide in association with the Health and Safety Executive	Available to download from <a href="http://www.fta.co.uk/information/otherissues/workplacesafety/falls.pdf">http://www.fta.co.uk/information/otherissues/workplacesafety/falls.pdf</a>
FTA Yearbook of Road Transport Law 2008	An indispensable publication designed to keep you fully aware of all aspects of road transport legislation including health and safety.	Available from Shopfta. To order, please call 08717 11 11 11 or visit <a href="http://www.shop.fta.co.uk">www.shop.fta.co.uk</a>
Annual FTA Health and Safety seminar	A comprehensive one day event with guest speakers and an accompanying delegate pack, designed to keep members updated on the latest developments and legislation.	Check <a href="http://www.fta.co.uk/events">www.fta.co.uk/events</a> for event news or call the Member Service Centre on 08717 11 22 22*.
Freight magazine	Monthly magazine for members providing vital and detailed information on issues directly affecting the transport industry. Each month, <i>Freight</i> features an article from HSE, on policy developments and enforcement priorities.	Members should automatically receive a monthly copy of <i>Freight</i> . Additional subscriptions are available to purchase for colleagues or other depots, please call 08717 11 22 22*

## Health and Safety Consultancy

FTA has an experienced team of consultants who can offer leading edge health and safety solutions for your organisation regardless of the size and nature of the transport function. It offers a range of strategic, practical and tailor-made recommendations, and provides guidance and assistance in the implementation of legislative changes and improvements to aid your health and safety compliance.

## Impact assessments

Activity	Description	For information
FTA will provide a tailor-made assessment to suit your operational needs, and can include: <ul style="list-style-type: none"> <li>legal compliance</li> <li>operational issues</li> <li>site safety</li> <li>loading and unloading activity</li> <li>compliance management</li> <li>site layout</li> </ul>	All assessments are inclusive of a comprehensive report detailing the consultant's findings, highlighting industry best practice and making recommendations for change, should these be necessary. FTA's Consultancy team regularly presents these findings at group management meetings.	Please call our Member Service Centre on 08717 11 22 22*, or email <a href="mailto:info@fta.co.uk">info@fta.co.uk</a> or visit <a href="http://www.fta.co.uk/consultancy">www.fta.co.uk/consultancy</a> for further information.

## Representation and influence

Project	Details
Safe Loading of Vans	FTA has launched a major research project into the safe securing of loads and equipment in vans, and commissioned TRL to undertake the work.
HSE Preventing Falling Loads Working Group	FTA is a member of this working group which offers parties an opportunity to discuss the problems involved in safe loading as well as developing awareness for companies to adopt a safe loading policy for themselves.
Road Distribution Action Group	Partnership group involving employers, unions and HSE intended to improve health and safety at work and reduce accidents and ill health in the road haulage and distribution industry. For further information log on to <a href="http://www.hse.gov.uk/haulage/rdag.htm">www.hse.gov.uk/haulage/rdag.htm</a>

## Training

With over 40 years' experience in professional training, and our involvement in the development of legislation, FTA's in-depth knowledge and experience provides a range of health and safety courses tailored to all levels of staff.

Course	Description	Course content includes
<b>An Introduction to Health and Safety in the Workplace</b>	This one day course is designed for loaders, drivers, materials handling operatives and office staff.	<ul style="list-style-type: none"> <li>• Health and safety law</li> <li>• Employee's responsibilities</li> <li>• Liability</li> <li>• Preventing accidents</li> <li>• Risk assessments</li> <li>• Reporting accidents and near misses</li> </ul>
<b>Health and Safety Awareness</b>	This one day course is designed for managers in any transport and distribution environment.	<ul style="list-style-type: none"> <li>• Why manage health, safety and welfare?</li> <li>• Health and safety law</li> <li>• Health and safety awareness</li> <li>• Organisational approaches and communications</li> <li>• Workplace safety</li> <li>• Accident investigation, reporting and preventing</li> <li>• Risk assessments</li> <li>• Human factors and ergonomics</li> </ul>
<b>Introduction to the Principles of Risk Assessment and Safe Systems of Work</b>	This one day course is for employees or their representatives with a responsibility for carrying out risk assessment or implementing safe systems of work in order to meet the requirements of the Management of Health and Safety at Work Regulations	<ul style="list-style-type: none"> <li>• Relevant legislation</li> <li>• Responsibility and liability</li> <li>• The concept of health and risk</li> <li>• Planning and carrying out an assessment</li> <li>• Recording and reporting findings</li> <li>• Practical exercise</li> <li>• Implementing and monitoring safe systems</li> </ul>
<b>Fire Safety Awareness and Risk Assessment</b>	This one day course is designed for employees and employee representatives who are responsible for the company's fire risk consideration.	<ul style="list-style-type: none"> <li>• Relevant legislation</li> <li>• Employer and employee responsibilities</li> <li>• Characteristics of fire</li> <li>• Fire causes and prevention</li> <li>• Fire fighting appliances</li> <li>• Drills</li> <li>• Practical exercise</li> <li>• Principles of risk assessment</li> <li>• Risk assessment exercise</li> </ul>
<b>Management of Workplace Transport Safety</b>	This two day course is designed for managers and supervisors with health and safety responsibilities.	<ul style="list-style-type: none"> <li>• Relevant legislation</li> <li>• Personal protective equipment</li> <li>• Use and storage of hazardous substances</li> <li>• Reporting of injuries, diseases and dangerous occurrences</li> <li>• Contractors and visitors</li> <li>• Loading and unloading</li> <li>• Sheeting and working at height</li> <li>• Reversing, shunting and parking</li> <li>• Defect reporting</li> <li>• Reporting of accidents and near misses</li> </ul>

FTA also offers a range of courses for drivers on the safe loading of vehicles, vehicle defect reporting and manoeuvring vehicles in the company yard and off-road parking areas. It has a crane simulator available to hire to develop competence in different manoeuvring situations. The simulator makes it easy to practice working with different crane types, goods or lifting devices and evaluates the skills of the operator during training.

For more information on any of these courses, please call 08717 11 22 22\*, email [training@fta.co.uk](mailto:training@fta.co.uk) or visit [www.fta.co.uk/training](http://www.fta.co.uk/training)

## Vehicle Inspection Service – Auditing

Area of inspection	Details
<b>Lifting equipment</b>	<p>Full visual, operational and mechanical independent inspection of vehicle-mounted lifting equipment including:</p> <ul style="list-style-type: none"> <li>• tail lifts</li> <li>• lorry mounted cranes</li> <li>• skip and hook loaders</li> <li>• refuse disposal equipment and bin lifts</li> </ul> <p>Equipment inspections meet Health and Safety Executive LOLER/PUWER Regulation 1998 standards and British Standards Institute requirements.</p>
<b>Lift trucks</b>	Independent visual, operational and mechanical condition inspection of lift trucks. Lift truck inspections meet Health and Safety Executive LOLER/PUWER Regulations 1998 standards and British Standards Institute requirements.
<b>Warehouse racking</b>	Independent full examination of structure and functionality of warehouse racking. Racking inspections meet Health and Safety Executive PUWER Regulation 1998 standards.

Please call the Member Service Centre on 08717 11 22 22\*, email [info@fta.co.uk](mailto:info@fta.co.uk) or visit [www.fta.co.uk/vehicleinspection](http://www.fta.co.uk/vehicleinspection)

## Health and safety equipment and consumables

Products	Details
Booklets, posters, guides and cards	<ul style="list-style-type: none"> <li>• First aid guide</li> <li>• Personal protective equipment guide</li> <li>• Safe lifting guide</li> <li>• Health and safety law poster</li> <li>• Forklift safety poster and booklet</li> <li>• Drug abuse and the workplace poster and card</li> <li>• Personal protective equipment poster and card</li> <li>• Noise at work poster and card</li> <li>• Manual handling regulations poster and card</li> <li>• Provision and use of works equipment regulations poster and card</li> <li>• Control of substances hazardous to health (COSHH) symbols poster and card</li> <li>• Hazardous warning diamond poster</li> </ul>
Practical equipment	<ul style="list-style-type: none"> <li>• Vehicle chocks</li> <li>• Shovels and brooms</li> <li>• Traffic cones and hazard triangle</li> <li>• Torches and warning lamps</li> <li>• Fire extinguishers</li> </ul>
Dangerous goods	<ul style="list-style-type: none"> <li>• Personal protective equipment kitbag</li> <li>• Chemical suits</li> <li>• Oil and chemical spill kits</li> <li>• Body spill kit</li> <li>• International hazardous triangle</li> </ul>
Personal safety	<ul style="list-style-type: none"> <li>• High visibility jackets and waistcoats</li> <li>• Overalls</li> <li>• Safety helmets</li> <li>• Goggles</li> </ul>
First aid equipment	<ul style="list-style-type: none"> <li>• Accident/injury records books</li> <li>• Burns kit</li> <li>• First aid kit</li> <li>• Emergency eye wash station</li> </ul>

All the above products are available from Shop**fta**. Please call 08717 11 11 11 or order from our online catalogue at [www.shop.fta.co.uk](http://www.shop.fta.co.uk)

## External information

Description	Further information
Health and Safety Executive (HSE) provides a comprehensive website with guidance and advice for all industries. In particular, HSE is leading two campaigns, 'Moving goods safely' and 'Falls from Vehicles' each with a dedicated webpage.	<a href="http://www.hse.gov.uk/movinggoods/index.htm">http://www.hse.gov.uk/movinggoods/index.htm</a> <a href="http://www.hse.gov.uk/fallsfromvehicles/index.htm">http://www.hse.gov.uk/fallsfromvehicles/index.htm</a>
Department for Transport (DfT) provides a code of practice on the Safety of Loads on Vehicles	<a href="http://www.dft.gov.uk/pgr/roads/vehicles/vssafety/safetyofloadsonvehiclescodeo4566">http://www.dft.gov.uk/pgr/roads/vehicles/vssafety/safetyofloadsonvehiclescodeo4566</a>
European Commission offers guidance on best practice for cargo securing for road transport	<a href="http://ec.europa.eu/transport/roadsafety/vehicles/best_practice_guidelines_en.htm">http://ec.europa.eu/transport/roadsafety/vehicles/best_practice_guidelines_en.htm</a>

\* calls may be recorded for training purposes



**FREIGHT TRANSPORT ASSOCIATION**

HERMES HOUSE, ST JOHN'S ROAD, TUNBRIDGE WELLS, KENT TN4 9UZ  
 TELEPHONE: 01892 526171 FAX: 01892 534989 WEBSITE: [www.fta.co.uk](http://www.fta.co.uk)

Freight Transport Association Limited (a private limited company) • Registered Office • Hermes House, St John's Road, Tunbridge Wells, Kent TN4 9UZ • Registered in England Number 391957 • FTA 01.08/RD