

TEMPLATE

Type of work, work equipment, workplace	Risk factors/ shortcomings/ loads (factor)	Factor related explanations and references	Regulations and working instructions	Measures: Technical, Organizational, Personal	Implementation (who) (when)
	Unguarded moving parts of vehicles	<ul style="list-style-type: none"> - Are moving parts of the vehicle or mechanisms in close proximity of the vehicle (e.g., winches, including drives, mechanisms of V-belt and fan including drives, electric window winder) guarded from in-running? - Are protective gear (e.g. covers) installed at wheels, hub covers, boot cap (spur geared pinion, belt mechanisms, spindles), main propeller shaft and axels, and are they in proper order? - Are warning signs marking hazardous places clear and visible? 	<p>Standards: LST EN 294; LST EN 349; LST EN 547 (parts 1-3) LST EN 811.</p> <p>Regulations on the use of health and safety labels in workplaces.</p>	<ul style="list-style-type: none"> - Using intrinsically safe equipment in new installations; - Observing safe distances; - Avoiding narrow spaces; - Proper selection of protective equipment in places of potential crushing, cutting and gripping: takedown (e.g. covers and shields), stationary (e.g. forced position switches) or limiting (e.g. rims); - Inspection by a competent person (at least once a year); - Labelling of hazardous places. 	
	Parts with hazardous surfaces	<ul style="list-style-type: none"> - Is contact with sharp-edged, pointed or abrasive elements in the vehicle or close to the vehicle (e.g. protruding door handles or tyre treads) prevented? 	Regulations on supplying personal protective equipment to employees.	<ul style="list-style-type: none"> - Avoid hazardous surfaces; - Minimize the adverse effect down to no hazardous limits; - Use covers or safeguards; - Remove cavities from edges; - Ensure good visibility of hazardous surfaces (illumination); - Replace maintenance and operation levers; - Provide employees with personal protective equipment and control that the equipment is used; - Instruct employees not to carry sharp instruments and objects in their pockets . 	
	Moving vehicles and working equipment	<ul style="list-style-type: none"> - Is casual or unauthorized use of moving vehicles or working equipment prevented? - Do moving vehicles and working equipment comply with the task (without obvious limitations, e.g. loading of extra size loads when appropriate and sufficient loading safety is required)? - Are periodic inspections by a competent person 		<ul style="list-style-type: none"> - Prevent unauthorized use of vehicles and equipment; - Use safe vehicles and protective installations; - Comply with vehicle maintenance terms; - Ensure periodic inspections by a competent person; - Appoint a signalling person for reverse driving; - Periodically inspect vehicle using safety; - Steps and ladders must be safe and within easy 	

		<p>provided?</p> <ul style="list-style-type: none"> - Is the vehicle in safe condition for use? - Is reverse driving avoided as much as possible? - Is a signaller appointed to guide during reverse driving? - Are vehicles parked only when the driver has a clear view of the driving lane? - Is there awareness of specific hazards of coupling and slinging and are measures taken to avoid them? - Are closed heel and toe shoes worn while driving and protective footwear worn while loading and unloading? - Is cargo distribution plan prepared for all vehicles? - Are passenger vehicles not overcrowded - Are vehicles prepared for winter in a timely manner? 		<p>reach;</p> <ul style="list-style-type: none"> - Prepare cargo distribution plan; - Provide for the maximal allowable number of passengers in the vehicle - Prepare the vehicle for winter use in time. 	
	Objects moving out of control	<ul style="list-style-type: none"> - Are things loaded in such a manner that they would not fall or tumble (e.g., cargo, suitcases, bags, and bottles)? - Is rolling down avoided? - Is air and power supply to the trailer in proper order? - Are loading sites (platforms), vehicle's body (trunk, covers, and tent) and loading equipment in proper order? - Do side boards and loading door open on the same and safe side (for stepping off and unloading)? 		<ul style="list-style-type: none"> - Protect the cargo suitably; - Keep packages, bottles and cans in a specially arranged place; - If necessary, use anti-rolling cushions; - Control respective connections; - Check the orderliness of the loading site, body and loading equipment. 	
	Falling, slipping, stumbling, tripping, unstable step	<ul style="list-style-type: none"> - Are roads and walkways safe, wide enough and unobstructed? 		<ul style="list-style-type: none"> - Ensure safe driving and walking on service roads; - Keep the roads and walkways clean in all weather conditions; - Avoid supporting surfaces with different surfaces that have different skidding resistance; - Ensure that the step height is even (surface may be prepared adequately); - Ensure easy cleaning of supporting surfaces and protect them from contact with oil (e.g. by providing 	

				<p>appropriate guards);</p> <ul style="list-style-type: none"> - Apply additional chemical or mechanical treatment to give extra roughness to surfaces; - When surfaces become slippery, immediately apply measures to reduce the skidding (e.g., sawdust, ice melting mixes, sand); - Install handrails, handles or other supports on surfaces inconvenient for walking; - Wear appropriate footwear; - Protect places posing the hazard of falling into (e.g., by using dismantled fencing 	
	Falls	<ul style="list-style-type: none"> - Is safe reaching of the workplace (driver's cabin, loading surface) by steps, stairs or ladders ensured? - Is unauthorized jumping on and off prevented? - Is safety while cleaning the windshield ensured? - Is safe walking and the loading site exit ensured? - Is safety while putting on or taking off the awning or covering the cargo in other manner ensured? 		<ul style="list-style-type: none"> - Acquire proper vehicles and supporting equipment; - Instruct employees about correct boarding and landing as well safe driving; - Perform work, if possible, from the floor or other safe standing position (e.g. rolling scaffold); - Regularly inspect the ladder and use it correctly; - Regularly inspect the status of loading pallets and correct use of bridges; - Park the vehicle safely at the ramp during loading and unloading. 	