

Health and Safety Commission Paper		HSC/07/05	
Meeting Date:	15 May 2007	Open Gov. Status:	Open
Type of Paper:	Below-the-line	Paper File Ref:	SPD/259/1002/02
Exemptions:	None		

HEALTH AND SAFETY COMMISSION

Managing Transport Hazards - A Route Map for Workplace Transport and Work Related Road Risks

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Issue

1. Approval of new web-based guidance to improve workplace transport safety (the Transport Routemap). This will provide an easy to use one-stop shop for agreed good practice and current legislation covering both Workplace Transport and Work Related Road Risk.

Timing

2. Routine. The Route Map will be launched in September 2007.

Recommendation

3. That the Health & Safety Commission (HSC):
 - notes the results of the public consultation at Annex C
 - notes the final Regulatory Impact Assessment (RIA) at Annex D
 - approves the recommendation to develop the Route Map for Workplace Transport and Work Related Road Risk, and launch in September.

Background

4. Workplace Transport continues to be a major cause of fatal and major injuries in the workplace. 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. Our Revitalising target is a 10% reduction of our baseline year (1999/2000) figures of 42 fatalities and 2146 majors by 2010, i.e. 5 fewer fatalities and 214 fewer major injuries.
5. "Workplace transport" covers any vehicle that is used in a work setting. It *specifically excludes* transport on the public highway, air, rail or water transport, and specialised transport used in underground mining. It is used in all sectors and a great variety of situations. The control of workplace transport risks is covered by several sets of regulations, including the:
 - Management of Health and Safety at Work Regulations 1999
 - Provision and Use of Work Equipment Regulations 1998
 - Lifting Operations and Lifting Equipment Regulations 1998

- Workplace (Health, Safety and Welfare) Regulations 1992
- Road Vehicle (Construction and Use) Regulations 1986
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Stakeholders and duty holders had reported that with all these duties, it was often difficult to sort out everything that needed to be done.

6. In 2005, HSC agreed to the development of guidance in the form of Management Standards for Workplace Transport (HSC/05/07) as a means of:
 - providing individuals with necessary skills
 - influencing attitudes and beliefs and
 - helping to change culture in organizations
7. In 2006 (HSC/06/37) we reported to the Commission that the term 'Management Standards' may be misleading to some stakeholders because of existing understanding of the word 'standards' in a machinery and engineering context. As a result we decided to clarify the situation by using the term 'Route Map' to describe this work in future.
8. HSE therefore consulted on the strategy of introducing a "Route Map" to provide information on, and links to, good management practice for workplace transport safety. There is a great deal of existing guidance about aspects of managing workplace transport safely, but much of this is hard to find and not easy to understand. We aim to remedy this with the Route Map.

Consultation

9. Externally we consulted with a wide range of industry, trades unions and local authorities while internally we consulted within HSE: Field Operations, Safety Unit, Communications Directorate and Financial Policy Unit. In line with HSC's strategy of involving stakeholders early on, we held 6 regional workshops during 2005. We followed these up with a further 3 seminars during the 05 June 2006 – 22 September 2006 consultation period: Cardiff (112 delegates); Birmingham (180 delegates); and Edinburgh (205 delegates). From polls conducted at the workshops we ascertained that these delegates were responsible for the health and safety of approximately 150,000 workers. The responses to the public consultation were extremely positive.
10. Consultees supported our proposal to introduce a web-based facility (the Route Map) to provide information on, and links to, good practice for workplace transport safety. They asked for it to be:
 - practical and easy to use:
 - geared towards identifying problems and providing the duty holder with guidance on how to put them right
 - flexible and adaptable to business needs
 - generic (applicable to businesses across all sectors)
 That is the basis upon which we have developed the work.
11. In discussing workplace transport risks with stakeholders, many want help and advice on the issue of work-related road risk for their drivers on the public highway. The division that HSE has in the past placed between the two policy areas is artificial and not helpful to stakeholders and duty holders. Thus the Route Map will link to guidance produced jointly by

DfT and HSE on work-related road risk, so that the web based guidance is seen as having a complete approach in dealing with both workplace transport and work-related road risk.

12. After the close of the consultation period we also met with the Small Business Forum to outline our proposals and listen to views. The Forum believes that the Route Map could be a real asset to their members and agreed to keep in touch with the Workplace Transport Team to support the development of the facility.

Issues arising from the consultation

13. Managing the health risks of drivers generated most concern: 56% of respondents said that we need to provide more information to help them. We intend to address this in the coming months in co-operation with the HSE Corporate Medical Group. Respondents also said that they wanted help sharing information with other organisations. Only 44% believed this process would be easy. We are also very concerned that only 40% of respondents believed that workers understand their responsibilities. This is something we intend to tackle by considering how we can help firms improve their worker engagement and involvement. Finally the name "Route Map" did not receive a lot of support: only 59% believe that it explains clearly what is meant. We will be seeking the help of HSE's communications specialists on this issue. These and other areas of concern for improved guidance (see Annex C) will be dealt with during the development of the Route Map.

Implementation

14. Following discussions with the Web Team we are confident that we will be able to develop the facility.
15. The launch of the Route Map will be timed to coincide with other action HSE is planning to focus on the risks of workplace transport and moving goods safely. Annex A outlines plans for these areas for the remainder of 2007/8 and how the Route Map may assist in those initiatives while Annex B provides a high-level pictorial image of how the Route Map will operate on the website.

Presentation

16. Our key messages will be to advise stakeholders of:
 - the preventative actions they can take to reduce the increased risks associated with moving and delivering goods on site, and
 - short term improvements that can be made inexpensively by introducing segregation - using painted lines, improving lighting, and signage, raised platforms etc.
17. We also intend to reach out to stakeholders and others through the extensive networks we have built up during the past 3 years of this work, including the Freight Transport Association, the Road Haulage Association, HSC recognised lift truck training accrediting bodies, the National Association of Agricultural Contractors, trade and advisory press and organisation mailing lists.

Costs and Benefits

18. The potential benefits, given between a 1.5% and 9% reduction in injuries from workplace transport accidents, have been estimated at between £56 million and £333 million in present value terms, over the ten-year appraisal period.

Financial/Resource Implications for HSE

19. The costs of the project to date include staff resource, research, consultancy, hire of venues plus travel and subsistence amounting to £650,170.
20. Estimated future costs to HSE will include the need for a dedicated resource of Web Team, policy and operational staff to develop the Route Map and a dedicated Web Team resource to maintain it following development. Policy and operational input to the Route Map post-implementation will be generated in the course of normal planned and reactive work. These are:
 - £120,549 for staff resources in 2007/8
 - £13854 per year for subsequent technical maintenance
 - £110,000 for supplementing existing training for HSE inspectors
 - £88,000 for research to evaluate the effectiveness of the Route Map over the three years post implementation
 - The cost of communication will be absorbed in planned spend on Workplace Transport Communications in 2007/08 as the Route Map will be launched at a major “Moving Goods Safely 3” / “Falls from Vehicles” event with the Route Map being a feature of selected and associated publicity
 - Benefits to HSE will accrue from fewer general enquiries as the Route Map provides a tool to duty holders, HSE inspectors and LA inspectors.

Other Implications

21. Having received positive endorsement of the concept of the Route Map from trade union colleagues, we are aiming to seek their help to ensure that the Route Map will also be seen as a valuable tool for workplace health and safety representatives, providing easily accessible and up-to-date information that could assist them and the people they represent.
22. We liaise closely with DfT officials and they support our proposals. Like us they believe that a joined up approach will bring benefits, including the ability to share information with common stakeholders.

Action / Next Steps

23. The Commission is asked to approve the recommendation to develop the Route Map for Workplace Transport and Work Related Road Risk.