

B/03/038

Workplace Transport Priority Programme Plan and quarterly reports : 2003/04

Priority programme	Workplace Transport
Programme targets	Outcomes: 10% reduction in fatal and major workplace transport incidents by 2010. 10% reduction in over 3 day injuries arising from workplace transport incidents by 2010. 5% reduction in both of the above by 2004/05 Baselines: Baseline year is 1999/2000, however since for workplace transport this was an atypical year with depressed fatal, major and over 3 day accidents, we will be using a three year average (covering 1998/99, 1999/00 and 2000/01) to determine a more realistic figure : fatal (75); major (2742); and over 3 day (6132). BOMEL are carrying out some research to verify this figure – the report of this will be available in summer 2003.
Contributions to achieving the PSA targets	Estimated that impact on PSA 1 by 2004/05 will be 3% Estimated that impact on PSA 2 by 2004/05 will be 1% (Both figures provided by HSE after first top slicing contributions by construction and agriculture). BOMEL are carrying out work to determine true contribution – initial indications are that the contribution for PSA 1 is closer to 14% than 3%
Strategy	To reduce the number of fatal, major and over 3 day injuries to workers involving workplace transport. This will be achieved by focussing dutyholders attention in three specific areas : driver, site and vehicle. Particular areas we will be looking at include : <ol style="list-style-type: none">1. Provide targeted information, advice and guidance (we will be experimenting with newer ways of getting information out : CD-rom; dedicated websites; downloadable free leaflets; explore advertising in the media (including radio and television) on a co-operative basis with the Dept of Health, NHS, RoSPA, training companies etc)2. Influence and engage third parties eg building designers.3. Improve the training and competence of experienced driver/operators, and ensure that new drivers receive appropriate training4. Continue the targeted inspection and investigation programme5. Influence the design of vehicles through involvement in standards work

<p>Key work stream 1</p>	<p><u>Influencing the design of workplace vehicles</u></p> <p><u>Milestones and outputs</u></p> <ul style="list-style-type: none"> a) Publication of Specialist Inspector report of analysis of accidents involving industrial lift trucks between April 1997 and March 2001. b) Arrange meeting between the lift truck trainers and manufacturers to present human/machine interface problems identified by the trainers to the manufacturers as design problems and to alert the trainers to new lift truck designs in advance of production c) Negotiation of changes to relevant standards (eg accidents where operator was crushed between the mast and overhead guard of lift trucks are responsible for at least one fatality and one major injury each year. HSE influenced standard makers in the EU; agreed with industry organisations that press notices would be put out to raise awareness, and have promoted the provision of retrofit kits) d) Research report on the aging of tractor cabs e) Research report on rollover protection (ROPS) for lightweight cabs f) Development of operational policy on visibility standards for earth moving machines and other vehicles in EU fora g) Work with others including DfT to influence design of LGVs and trailers h) Report on investigation into forward visibility problems of lift trucks and potential design improvements <p><u>Methodology for progress management/indicators</u></p> <ul style="list-style-type: none"> a) Main project group will discuss information in report giving detailed information on causal factors for investigated accidents on lift trucks, use it to help prioritise efforts and identify areas in which we can work together in project teams to address areas of real concern b) Development of liaison mechanism between trainers and manufacturers c) Meet with manufacturers to determine standards that need input d) Report will be discussed with relevant stakeholders and programme for improvement developed e) Report will be discussed with relevant suppliers and a programme for any agreed improvements devised f) Agreement reached with respect to use of visibility aids at earth moving machinery and road going vehicles g) Meet with DfT to discuss progress on type approval scheme h) Discussion of report with users and suppliers to determine necessary action
<p>Key work stream 2</p>	<p><u>Extension of system for driver training</u></p> <p><u>Milestones and outputs</u></p> <ul style="list-style-type: none"> a) Determine support for developing a generic driving standard. Investigate possibility of introducing a formal qualification for workplace transport. CD on proposals, which will include alternatives to formal qualifications, eg extending the use of AcoPs, will be published by end of 2003. b) Discuss with Driving Standards Agency to ensure read-across with existing standards for the public highway. <p><u>Methodology for progress management/indicators</u></p> <ul style="list-style-type: none"> a) Positive responses to the CD and preceding workshops (aimed at promoting the need to improve standards and competence). b) Meetings with stakeholders to gain support for/input to developing standards

<p>Key work stream 3</p>	<p><u>Development of principles for safe site</u> <u>Milestones and outputs</u></p> <ul style="list-style-type: none"> a) Abstract existing information. Issue in format suitable for inspectors and employers. b) Identification and dissemination of key principles and key messages for people to consider. <p><u>Methodology for progress management /indicators</u></p> <ul style="list-style-type: none"> a) Development of internal and external working groups to monitor progress and achieve consensus on safe site issues. b) Development and issue of appropriate guidance
<p>Key work stream 4</p>	<p><u>Delivery of a programme of awareness raising</u> <u>Milestones and outputs</u></p> <ul style="list-style-type: none"> a) October 2003 – report back from research project to baseline awareness of workplace transport. Survey will be designed to determine types of vehicles; number of drivers; type of training etc b) 3 conferences (autumn 2003) to publicise actions on site and vehicle; launch consultative document on driver training, and coincide with launch of DIAS publicity campaign c) Issue of revised guidance HSG136 and a number of free leaflets d) Development of a dedicated website for workplace transport e) Development of a call centre dedicated to workplace transport by FTA on our behalf f) Development and publication of guidance on co-operation on deliveries g) Development of general guidance on access to vehicles and prevention of falls, particularly during sheeting h) Development and roll out of 14 hazard priority programme Safety Health Awareness Days i) Joint work with FTA on health and safety seminars j) Commissioning of research on the costs of workplace transport accidents k) Publication of an awareness raising leaflet for the Road Haulage industry l) Industry specific guidance for broadcasting, steel stockholders, parcel carriers, docks, paper products and edible oils m) Production of speaker pack for LA inspectors <p><u>Methodology for progress management/indicators</u></p> <ul style="list-style-type: none"> a) Project will be managed within the team b) Delegates will complete a survey at the event on how useful they have found it and how they intend to change behaviours as a result. A small percentage will be contacted 3 months later to determine if behaviours have changed. c) Currently exploring different and more relevant ways of getting information into public domain (eg use of dedicated websites; via DWP job fairs etc, targeted publicity; CD-rom) d) Website will be used to get examples of good practice quickly into the public arena; share information etc e) The call centre will be one place for industry to go to for information on all transport : on the road and in the workplace. It will be used to monitor types of problems and identify areas where remedial action is urgently needed f) Agreement at Road Haulage Liaison Committee, distribution via members and subsequent evaluation survey g) Agreement at Road Haulage Liaison Committee, distribution via members and subsequent evaluation survey h) Pre and post event evaluation of awareness and action taken i) Evaluation by FTA as organisers j) Meeting of steering group and publication of results and publicity k) Feedback from industry representatives l) Feedback from industry representatives m) Feedback from LAU and inspectors, and number of talks given

Key work stream 5	<p><u>Targeted inspection and investigation programme</u></p> <p><u>Milestones and outputs</u></p> <ul style="list-style-type: none"> a) Approximately 65,000 proactive visits across all sectors focusing on : pedestrian segregation; elimination of reversing; use of seat belts with roll over protection; vehicle maintenance; driver training b) Investigation of workplace transport accidents and complaints, and enforcement action as required c) Various small scale local projects eg dutyholders at docks; landlord responsibility at multi occupancy sites d) Production of additional training material and advice for HSE and LA inspectors eg on safe reversing of goods vehicles <p><u>Methodology for progress management/indicators</u></p> <ul style="list-style-type: none"> a) Analysis of inspection report form scores, examples of good practice, formal enforcement activity, and repeat of baseline awareness questionnaire (the latter will be relevant to the entire programme and not the inspection activity) b) Analysis of inspection report form scores, examples of good practice, formal enforcement activity, and repeat of baseline awareness questionnaire (the latter will be relevant to the entire programme and not the inspection activity) c) Report with lessons learned and further action d) Feedback from inspectors at pilot stage
Third party involvement	<p>Aim is to engage external stakeholders in activities to help them become more aware and motivated to make changes and to further cascade the message to improve safety involving workplace transport.</p> <p>Some of the stakeholders involved in the project include :</p> <ul style="list-style-type: none"> - LA planners; architects etc (involved in aspects of site layout) - workplace transport trainers; DSA; OGDs (involved in development of licences for drivers of workplace transport) - accrediting bodies for lift truck training (HSE chairs the group of accrediting bodies who are responsible for maintaining standards of training throughout the industry) - Freight Transport Association – are involved in a joint project with HSE <p>Series of seminars : SWA; CPA; RHA; AITT; ILT; TGWU</p>
Evaluation	<p>Survey to baseline awareness of workplace transport risks (stage 1 underway June 2003)</p> <p>Evaluation of CD-rom project on 'Safe Driver, Safer Workplace' (results expected July 2003)</p>
Input assumptions	<p>76 staff years of front line HSE inspector time will be spent on workplace transport;</p> <p>Research estimated at £350k;</p> <p>Policy allocation Band 2 (50%); Band 3 (50%); Band 4 (75%); Band 4 (75%); Band 5 (50%); Operational policy allocation Band 2 (35%); Band 3 (100%); Band 4 (20%); Technical Inspector support (from Construction Division) Band 2 and Band 3 (allocation still to be agreed)</p> <p>Publicity – currently in negotiation with DIAS for funding for a substantial publicity campaign</p>
Actions to manage dependencies for successful delivery	<ol style="list-style-type: none"> 1. Staff leaving and either not being replaced because of limits on recruitment, or new staff being on a steep learning curve. Situation will be regularly monitored and if programme is in jeopardy, Programme Manager will be responsible for reallocating staff. 2. Lack of third party commitment. Will make use of existing contacts and conferences etc in order to encourage involvement.

Quarterly Management Information Report

Milestones and outputs. Milestones should be selected to represent planned key achievements across the programme within the quarter. Outputs for the milestones should use proxies/surrogates that indicate that progress is being achieved towards the overall programme targets.

	Selected milestones	Comments on progress achieved
Selected milestones /progress first quarter	<ol style="list-style-type: none"> 1. Re-write of HSG136 and production of associated free leaflets (output will be better targeted, more accessible guidance) 2. Meeting on 3/6/03 with DIAS (output will determine best media for communication strategy) 3. Make contact with DfT and seek an exchange of information on the standard of policy planning guidance notes (PPGN) required for site aspects of workplace transport (outcome will be to seek their agreement to cascade information on our behalf) 	<ol style="list-style-type: none"> 1. Draft copies of revised guidance HSG 136 and INDG 199 were distributed within HSE for comment on 4/4/03. Responses have been requested by 10/6/03
Selected milestones /progress second quarter	<ol style="list-style-type: none"> 1. Meeting with accrediting bodies forum to debate standards for lift trucks (output will be an improvement in training standards) 2. Half yearly report on HSE inspection activity 3. Production of BOMEL research report (output will be that we are able to identify strategic information and areas for targeting) 	
Selected milestones /progress third quarter	<ol style="list-style-type: none"> 1. Completion of first draft of falls from vehicles guidance for circulation (output will be better targeted, easily accessible guidance) 2. Issue of CD on driver training 3. Report back on research project to survey awareness of workplace transport (output will provide a baseline of awareness throughout industry, which can be repeated in 2-3 years time) 4. Three conferences to raise awareness; update on current work; launch CD, and launch publicity campaign (output : conferences will be evaluated in quarter 4 to determine behavioural changes, by means of questionnaire and telephone contact) 	
Selected milestones /progress end of year report	<ol style="list-style-type: none"> 1. Completion of research on cost of workplace transport incidents 2. Production of report evaluating SHADs (including workplace transport) 3. Evaluation of uptake of cctv on road going vehicles 4. End year report on HSE inspection and enforcement activity 5. Issue of guidance on safe site (with a view to pilot enforcement action in 2004/05) 	

	<p>6. Analysis of the joint project with FTA on workplace transport call centre (this is a research project that has not started yet, depending on start date, this may move into quarter 1 of 2004/05) (Output : this will give us access to third parties who we do not usually reach and will indicate what this wider audience perceive are the problems involving workplace transport)</p>	
<p>Programme Manager's comments</p>		