



A BRIEF GUIDE TO REGULATIONS: WORKPLACE TRANSPORT INSTRUCTION

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Sometimes, the sheer volume of documents can seem a little overwhelming.
So where do you start?

The chances are, you're more than aware of the Health & Safety at Work Act 1974 and the shared responsibility between yourself and your employees for ensuring the safety of everybody who works at your business and those affected by the work that you do. As an employer there are a number of steps you must take to ensure that adequate and suitable training is provided to your workforce, particularly where workplace transport and vehicles are concerned.



MATERIALS HANDLING EQUIPMENT

If you work in materials handling, the HSE's rider operated lift truck operator training ACoP, L117 is the perfect starting point

When arranging for training, employers should satisfy themselves that it is in accordance with this ACoP (L117). Operator training should only be carried out by instructors who have themselves undergone appropriate training in instructional techniques and skills assessment.

ACoP L117

As an employer looking to train your operators in accordance with the regulations, what do you need to consider? Have a look at L117 and the HSE's HSG76: Warehousing & Storage: A Guide to Health and Safety for guidance - the key points are summarised here:

Instructors should only give instruction on types of lift truck and attachment that they have been trained on and successfully tested **(L117)**

Instructors should have sufficient industrial experience, so that they can put their training into some kind of context for the learners **(L117)**

Instructors should have working knowledge of the work environment that your operators will be working in **(L117)**

Is the instructor accredited or are they employed by an accredited training provider? – if they aren't accredited or don't work for an accredited training provider how can you be sure that the

training they deliver meets the requirements of the ACoP? **(HSG76)**

If the instructor or their organisation is accredited, who is the accrediting body?

Can the instructor provide a valid certificate of training qualification? **(HSG76)**

Do they have proof that they can operate and train on the vehicle or machine in question? **(HSG76)**

Check their insurance credentials (they should have public liability insurance at least) **(HSG76)**

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Selecting the right instructor, just like selecting the right machinery to do a specific job, is a task that requires careful consideration and thorough research. After all, you wouldn't cut corners when it comes to vehicle selection, why jeopardize your investment and the safety of your workforce by employing below par instructors? By choosing an RTITB trained instructor you can be sure that they themselves have been trained and independently examined to the highest standard.

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HSG76

This is just a small snippet of an employer's responsibilities when it comes to training workplace transport operators. There are other issues that should be considered. For example, what should be covered in training? What happens once training is complete? For the big picture, take a look at RTITB's Training Recommendations for Workplace Transport – you'll find everything you need to know in one easy guide.



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LGVs

What about your driver workforce?

INDG382: Driving at Work: Managing Work Related Road Safety offers information on how you can comply with the regulations.

An employer has a responsibility to take all reasonable steps to manage[risk]anddoeverythingreasonablypracticabletoprotect people from harm in the same way they would in the workplace.

INDG382

What does this mean for your driver workforce?

They should be properly trained

They should be competent and capable of carrying out their work in a way that is safe for them and others

They should be sufficiently fit and healthy

They should be provided with information that will help them reduce risk

They should be provided with advice on driving posture.

Training must form a core part of your health and safety planning.
Consider these questions found in INDG382...

Do you provide general induction training for drivers?

Do you arrange for drivers to be trained (giving priority to those at highest risk, e.g., those with high annual mileage, poor accident records, or those new to the job)?

Do you find out whether drivers require extra training to carry out their duties safely – e.g., defensive driving, safe loading and unloading?

Do you consider training about other road users – e.g., cyclists or motorcyclists?

Do you assess training needs periodically, including the requirement for refresher training?

Do you ensure your training providers are competent to deliver the training you need?

Effective instruction and training



is at the heart of these requirements

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Central to successful training of any kind, is a high standard of instruction. You need to be sure that the instructors you employ or hire in are suitably qualified and have relevant industry experience.

With increasing amounts of regulation being introduced across the road transport, warehousing and logistics industries it is critical that you understand what steps to take to ensure that your company not only complies with regulation but also sets high standards when it comes to safety and efficiency. That journey begins with the instructors you bring in to train your staff.

Whether you choose to employ your own instructors or hire in from external providers you need to be sure that the training they provide meets the standard required by law. By using instructors who have been trained using RTITB's LGV instructor and assessor courses you can be sure that your drivers will be trained and assessed to a high standard.




OTHER **WORKPLACE TRANSPORT**

L117 is a wide ranging code of practice that has a bearing on all kinds of lifting equipment across many different areas of industry.

It's important to note that **L117** is not limited solely to lift trucks. Even though the **ACoP** and guidance on training apply to stacking rider-operated lift trucks and do not explicitly cover all types of lift truck, the general principles can be used as a guide when training operators of other truck types. Instructors who have attended RTITB's Industrial and Commercial Instructor (ICI) course will be equipped to provide training that meets the needs of your employees for a range of industrial or commercial applications.

Whether you work in warehousing, in rail operations, or airside at an airport, the guidance on training given in **L117** is relevant to the work your instructors carry out on a daily basis.

To find out how RTITB's objectively and independently examined instructor training can benefit your company, call:

 +44 (0)1952 520200

or visit:  www.rtitb.com