This checklist can be used to help identify any workplace transport hazards and show where improvements might be needed.

|  |  |  |
| --- | --- | --- |
|  | **✓/×** | **Action Required** |
| Vehicle and pedestrian routes are kept safely apart |  |  |
| Roadways are clearly marked and signs are installed where necessary |  |  |
| There are clearly marked pedestrian crossings on vehicle routes where needed |  |  |
| There is a safe pedestrian route marked in the car park to take drivers to the entrance |  |  |
| Parking spaces are clearly marked and used correctly |  |  |
| There are no sharp or blind bends |  |  |
| Lighting is sufficient for pedestrian and vehicle movements |  |  |
| Routes are wide enough |  |  |
| Routes have firm and even surfaces |  |  |
| Routes are free from obstructions and other hazards |  |  |
| Safety features like fixed mirrors, speed bumps and barriers are in place where needed?  |  |  |
| There is a clearly marked one-way system in operation to reduce the need for reversing |  |  |
| Where needed, reversing areas are marked and clear to both drivers and pedestrians  |  |  |
| Loading/unloading is carried out in an area away from other traffic and pedestrians |  |  |
| Passenger drop off/uplift can be done without obstructing vehicle or pedestrian routes |  |  |

|  |  |
| --- | --- |
| Signed | Date |