

# Self-Assessment Checklist

## Safety around your vehicle

Most businesses in NSW will receive deliveries to the workplace at one time or another. To prevent incidents from occurring, ensure people are separated from moving plant and vehicles to keep all workers and visitors safe.

The Safety Around Your Vehicle (SAYV) checklist is designed to support businesses to assess the safety risks and hazards at their workplace relating to:

- planning and reporting
- traffic management
- loading and unloading
- vehicle immobilisation

The self-assessment questions have embedded links to provide detailed information on each topic.

Section 1: Planning and Reporting			
Factors to consider prior to delivery	Y	N	N/A
The location, delivery point and suitability of vehicle access is confirmed between transport operator and customer prior to delivery of freight			
A <a href="#">risk assessment</a> is undertaken of the loading area and communicated to all parties prior to delivery of any freight e.g. share documentation/photograph <i>Consider: lighting, ramps, power and utilities, surface, zones</i>			
The roles of relevant site personnel (and drivers, if required) are identified in the loading and unloading process, prior to the delivery of freight			
The transport operator and customer have agreed to a reasonable timeframe to receive or load the delivery of freight			
Drivers are provided with contact details for the delivery site prior to departure			
When drivers are required to attend <a href="#">delivery</a> sites in remote or isolated locations, an effective means of communication has been established for the driver to use			
Drivers have a process in place to record and <a href="#">report</a> to their own supervisor ANY hazards or issues identified at the customer's site/delivery site			
When a WHS hazard or issue has been identified at the customer's site/delivery site, the transport operator has a process to engage with the controller of the site to manage the WHS risk			
When a hazard or issue has been identified with the delivery or driver, the customer has a process to engage with the transport operator to manage the WHS risk			

Section 2: Traffic Management			
Factors to consider for your workplace	Y	N	N/A
There is evidence of a traffic management plan in place <i>Consider: parking area, speed limits, marked zones, pedestrian zones</i>			
A written site-specific traffic management plan is available for the workplace			
Hazards within vehicle movement areas are adequately controlled <i>Consider: lighting, drainage, power and utilities, infrastructure</i>			
Visitors are required to undertake an induction before entering the workplace			
The workplace induction includes aspects of the traffic management plan			
The workplace has a designated speed limit and is clearly signposted			
Vehicle routes at the workplace are one way			
The workplace has designated, marked pedestrian walkways			
Pedestrian areas are protected by barriers, bollards or engineered devices			
The workplace has a common communication channel e.g CB, UHF radio for traffic			
Section 3: Loading and Unloading			
Factors to consider for loading and unloading	Y	N	N/A
The workplace has designated <a href="#">loading and unloading</a> areas for deliveries			
<a href="#">Exclusion zones</a> are established as required for loading/unloading vehicles			
Hazards within the loading and unloading areas are adequately controlled <i>Consider: lighting, protection from weather, flat-hard surface, power lines</i>			
A <a href="#">risk assessment</a> is undertaken prior to <a href="#">loading or unloading</a> any type of freight (e.g agreed load plan, use of mobile plant)			
Vehicles are required to be properly <a href="#">immobilised</a> prior to loading/unloading			
<a href="#">Fall prevention</a> is provided to persons loading and unloading, if the load is unable to be secured from the ground			
When loading and unloading freight at the delivery site	Y	N	N/A
Drivers are not required to load or unload any freight and are placed in a driver safety zone during loading or unloading			
Drivers are required to assist in the loading and unloading process (and this has been communicated prior to arrival)			
Where <a href="#">drivers</a> are required to load/unload freight without assistance or in isolation, a load plan including safety measures has been pre-agreed and discussed/shared between transport operator and customer.			

## More information

[Safety Around Your Vehicle Glove Box Guide](#)

[A Guide to WHS in the Road Freight Transport Sector](#)

[Transport, Postal and Warehousing – safework.nsw.gov.au/your-industry/transport,-postal-and-warehousing](https://safework.nsw.gov.au/your-industry/transport,-postal-and-warehousing)