

**GKN TELFORD SITE**  
**WORKPLACE TRANSPORT SAFETY**



**The site is over 150 years old and consists of five business units employing 1500 people on a common site of 145 acres split across several buildings.**

## **APPROACH TO IMPROVEMENT**

- Commitment from Directors
- Learn from and use experience of others
- Involve the workforce and communicate
- Operational Responsibility
- Risk Assessment Based Action Plans
- Analysis and Measurement
- Eliminate/Reduce/Manage the Risks
- Establish Common Standards
- Benchmarking - FORD

## **IMPROVEMENT PROCESS**

- Ongoing meetings
- Agenda, minutes, actions
- Transport Safety Policy
  - Responsibilities
  - Site Rules
  - Licences
  - Visitors/Contractors
  - Breaches
  - Audit and Review
- Senior Management Inspections
- Sustainability

**TRANSPORT COMMITTEE**

**OBJECTIVES**

- **Steering Committee**
- **Formulate Policies**
- **Set Standards**
- **Agree Funding and allocate resources**
- **Decide Priorities based on Risk Assessments (RPN above 50)**
- **Review Progress**



**Risk Assessment Area**



**Action plan completed**

Site Location: Wheels - Rim Lines - C205

Risk	Hazard	Severity	Probability	Risk	Action	Severity	Probability	Risk	Completion Date	Responsibility
1	Blind FLT exit	9	6	54	FLT's not used in area now	9	0	0	Complete	
2	No defined pedestrian route - FLT collision.	9	6	54	Segregated pedestrian route to be provided	9	2	18	Complete	
3	Slippery floor surface - Oil / water -	6	7	42	Effective cleaning programme	6	3	18	Complete	
4	Low lighting level for FLT / pedestrian use -	7	6	42	Improved lighting scheme	7	2	14	Complete	
5										
6										
7										

## Site Issues

1. Co-ordination of Risk Assessments
2. Policy for Top Risks ( RPN over 50 )
3. Ensuring Compliance with Improvement Notice
4. Common approach and standards
5. External Traffic
6. Fork Lift Trucks
7. Reversing
8. Compliance

### INDUSTRIAL VEHICLE SAFETY OPERATING Do's & Don'ts

In areas in which pedestrians & industrial vehicle occupy the same space there is always a safety risk. Here are some safety precautions that will help you recognise hazards and prevent incidents.

- ✓ Do make sure pedestrians are clear of your vehicle when starting or stopping.
- ✓ Do sound your horn and keep brake contact when approaching a pedestrian. Always allow safe clearance for pedestrians to pass.
- ✓ Do be aware of visual obstructions at intersections and make use of mirrors if available.
- ✓ Do obey posted regulatory signs.
- ⊙ Don't ever drive in designated "pedestrian only" aisles.
- ⊙ Don't drive up to a pedestrian standing in front of a fixed object.
- ⊙ Don't let pedestrians stand or walk under the elevated part of your vehicle, whether it's loaded or not.
- ⊙ Don't allow pedestrians to ride on or in your vehicle unless there is an approved passenger seat.
- ⊙ Don't obstruct pedestrian walkways

### PEDESTRIAN Do's & Don'ts

The phrase "watch out for others" applies to you as a pedestrian. It means walk defensively and carefully in areas where industrial vehicles are at work. Here are some safety precautions that will help you recognise hazards & prevent incidents.

- ✓ Do use the designated pedestrian aisles. White footprints = Pedestrian only
- ✓ Yellow = pedestrian & industrial trucks
- ✓ Do watch your path of travel.

- ✓ Do look both ways when you come to an intersection or vehicle traffic area.
- ✓ Do be aware of visual obstructions at intersections and make use of mirrors if available.
- ✓ Do keep an eye out for vehicles that may be approaching from behind or either side.
- ✓ Do stop until you are sure that the driver sees you before continuing on your path.
- ✓ Do avoid tripping over forks by always walking around the rear of the fork lift truck.
- ✓ Do obey posted regulatory signs.
- ⊙ Don't run on the site, no matter what the circumstances.
- ⊙ Don't stand between a vehicle and a fixed object or structure when a vehicle approaches.
- ⊙ Don't climb over or go under pedestrian barriers. Cross only at posted authorised crossings.
- ⊙ Don't stand or walk under elevated forks or an elevated load. Drivers should not allow a pedestrian to stand under the elevated part of the vehicle, whether or not it is handling a load.
- ⊙ Don't stand on the forks of an industrial vehicle or have yourself lifted on the forks.
- ⊙ Don't "hitch a ride" on an industrial vehicle. Passengers are allowed only when the vehicle is fitted with an approved passenger seat.
- ⊙ Don't handle the controls or drive an industrial vehicle unless you have a vehicle operator license for that type of vehicle.
- ⊙ Don't walk between tow train bogies when parked.

Hadley Castle Site  
Telford

**Safety  
instructions  
for the correct  
behaviour of  
pedestrians &  
industrial  
truck drivers  
on site.**



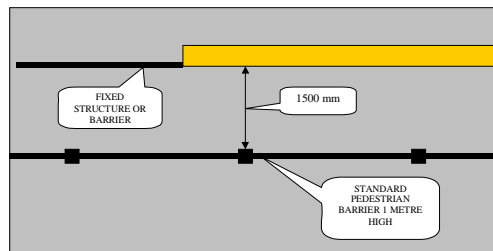
**PEDESTRIAN & VEHICLE SAFETY MARKING STANDARD**

Standard Pedestrian walkway for Roads using Barriers

Paint specification

Paint colour	BS. number	supplier	Ref/type
Self coloured			

Note:- All sizes are minimum requirement.



**Analysis**

Vehicles using external Roadways.

Wagons / Lorries	100 / day
Company / personal Cars	118 / day
Contractors	79 / day
Small parcel deliveries	68 / day
<b>Total</b>	<b>365</b>

### Results

Vehicles using external Roadways.

	August	Nov	Reduction
Wagons / Lorries	100 / day	100 / day	0
Company / personal Cars	118 / day	39 / day	67 %
Contractors	79 / day	22 / day	72 %
Small parcel deliveries*	68 / day	10 / day	85 %
<b>Current Total</b>	<b>365 / day</b>	<b>229 / day</b>	<b>37 %</b>
<b>Total at year end</b>	<b>365 / day</b>	<b>171 / day</b>	<b>53 %</b>

### Fork Lift Trucks

Fork Lift Trucks on site.

	August	Nov	Reduction
Auto Structures	38	33	13 %
Wheel	23	18	21 %
Cab Systems	21	19	10 %
Casual Hire	16	5	68 %
<b>Total</b>	<b>98</b>	<b>75</b>	<b>23 %</b>

Ongoing plans for reduction / substitution.

### **Actions for Fork Lift Trucks**

- FLT's speeding.
  - Fit Limiters
  - Speed set at 6 mph
  - Currently 6 fitted, orders placed for a further 14.
  - All 14 Electric trucks limited to 6 mph
- Key Control
  - Trial Swipe card system.
  - Each driver will have personal card with photograph.
  - Date controlled.
- Movement of truck if handbrake not applied.
  - Nothing available in the market place.
  - Develop audible alarm/ engine cut out linked to seat if handbrake not applied.
  - Trial single unit complete, further five on order.
- Brief all operators of site standards.
- Specific FLT driver briefings.
- Check compliance of FLT driver Training.

### **Site Small Parcels Delivery**

- **Objective**
  - Reduce the no. of small parcel vehicles on site.
  - Between 60 to 70 deliveries per day
- **Method**
  - Small parcels vehicles unloaded at main gate.
  - Dedicated trolleys
  - Tow train delivery to each store

### Site Small Parcels Delivery

- Trial
  - 2 trolleys manufactured in-house
  - Approx. 50 vehicles stopped at gate in 1 day
  - Trial successful
- Next Steps
  - Manufacture 7 dedicated trolleys
  - List small parcel deliveries allowed on site
  - Agree and communicate pick-up times

### AutoStructures - Press Shops

Before



After



### AutoStructures - Baler Bank

Before



After



### AutoStructures - Baler Bank

Before



After



### AutoStructures - NAB Building

Before



After



### AutoStructures - Internal Pedestrian Walkways - SAS Loading

Before



After



### AutoStructures - Internal Pedestrian Walkways - NAB

Before



After



### AutoStructures - Internal Pedestrian Walkways - Press Shops

Before



After



### Communication - Example Of Notice Board



### Wheels - Internal Pedestrian Segregation



BEFORE



AFTER

### Wheels - Reversing of Vehicles



BEFORE



AFTER

### Wheels - Access from Offices



BEFORE



AFTER

### Cab Systems - External Pedestrian Segregation



BEFORE



AFTER

### Cab Systems - Internal Gangway Marking



BEFORE



AFTER

### Cab Systems - Internal Pedestrian Segregation



BEFORE



AFTER

### Cab Systems - Internal Blind Spots



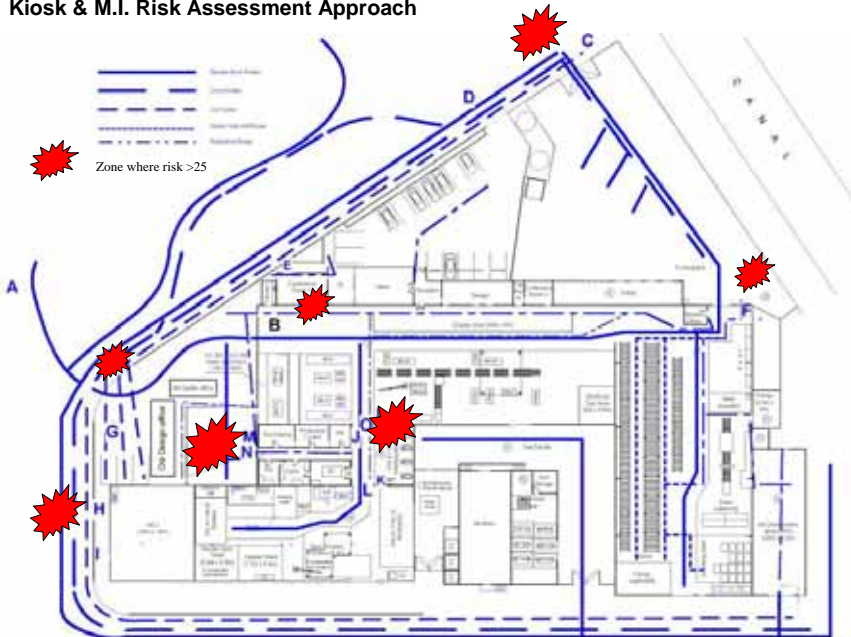
BEFORE



AFTER



Kiosk & M.I. Risk Assessment Approach



### Kiosk & M.I. - Internal Segregation



BEFORE



AFTER

### Kiosk & M.I. - External Traffic Management



BEFORE



AFTER

## Kiosk & M.I. - Internal Traffic Management



**BEFORE**



**AFTER**