Transporting workers toolbox talk

Tools and plant · about 5 minutes · read it out, or say it in your own words

SITE OR JOB	DATE	PRESENTER

Many small crews get to site in the back of a bakkie or truck, often with spades, wheelbarrows and a mixer in the same load bin. In a sudden stop or a crash, unsecured tools fly forward and people are thrown out. The National Road Traffic Regulations and the Construction Regulations both set rules for carrying people and goods.

SAY THIS

A proper seat is best

The safest place is a proper seat in the cab with a seatbelt on. Put on your seatbelt every trip, even a short one. The driver must not squeeze more people onto a seat than it is made for. The Construction Regulations also say that vehicles carrying workers must have seats that are firmly fixed, with enough seats for everyone.

If you ride in the back

The law says people may only be carried in the goods compartment if it is closed in to at least 350 millimetres above where they sit, or 900 millimetres above where they stand, with sides strong enough to stop them falling out. Sit on the fixed seats: the Construction Regulations want a firmly fixed seat for every worker carried. If there are none, tell the supervisor. Never sit on the sides, the tailgate, the cab roof or on top of the load, and never let your arms or legs hang over the side. The tailgate stays closed.

Tools apart from people

Workers may not ride in the goods compartment together with tools or goods, apart from their own bags, unless a partition separates them. A loose spade, pick or wheelbarrow becomes a weapon when the driver brakes hard. Load the tools in a separate compartment, a trailer or behind a proper barrier.

Secure every load

Anything carried must sit inside the body or be tied down so it cannot slide, fall or blow off. Loads may not block the driver's view or mirrors. Tie ladders, pipes and timber at more than one point, and check the straps after the first few kilometres.

The driver's job

Only a driver with the right licence for the vehicle may drive. The driver must be sober and rested and stay off the phone. With people in the back, drive gently: slow down for corners, speed humps and gravel, and leave a bigger following distance.

Getting on and off

Get on and off only when the vehicle has stopped and the driver knows you are moving. Use the step and hold on as you climb down. Do not jump, and get off on the side away from the traffic.

CHECK ON SITE TODAY

- [ ] Seatbelts present and working in every seat in the cab
- [ ] Load bin sides high and strong enough for anyone riding in the back
- [ ] Tools and materials in a separate compartment, a trailer or behind a partition
- [ ] Loads tied down and not blocking the driver's view or mirrors
- [ ] Tailgate closes and latches properly
- [ ] Is today's driver licensed for this vehicle and fit to drive?

ASK THE CREW

? Where should the tools go so nobody rides next to them?

? What would you say to a driver who is speeding with people in the back?

? How do we tie down the ladder so it cannot move?

? What makes a bakkie trip dangerous even on a short run?

THE LAW

National Road Traffic Regulations, 2000, regulation 247: Circumstances under which persons may be carried on goods vehicle; National Road Traffic Regulations, 2000, regulation 246: Manner in which goods to be carried; National Road Traffic Regulations, 2000, regulation 213(3)(c), (4) and (11): Seatbelts; Construction Regulations, 2014, regulation 23(2)(h) to (j): Construction vehicles and mobile plant. What each one says, in plain words, with links: sitediary.co.za/toolbox-talks/transporting-workers/

Toolbox talk attendance register

TOPIC

Transporting workers and loads by bakkie or truck

DATE

SITE OR JOB

TIME

PRESENTER

COMPANY

PRESENTER SIGNATURE

By signing, I confirm that I attended this toolbox talk, that it was given in a language I understand, and that I could ask questions.

NO.	NAME AND SURNAME	COMPANY OR TRADE	SIGNATURE
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Keep this register in the site health and safety file. Log the talk in today's site diary with a photo of this page.