

Dear Sir/Madam

1st August 2023

Re: HSENI Workplace Transport Initiative – Autumn 2023

The Health and Safety Executive for Northern Ireland (HSENI) is the lead body responsible for the promotion and enforcement of health and safety at work standards in Northern Ireland.

HSENI is responsible for the enforcement of health and safety standards in many premises including Manufacturing Companies. Commencing in September 2023, HSENI Inspectors are carrying out an unannounced Inspection and Enforcement Initiative in manufacturing companies across Northern Ireland.

To manage workplace transport effectively, there are three key areas to consider:

- **Safe Site (design and activity)**
Site layout and internal traffic routes must be suitable for the people and vehicles using them.
- **Safe Vehicle**
Vehicles must be safe, right for the job, driven safely, accessed safely, regularly maintained, repaired and inspected.
- **Safe Driver**
Operators should be physically and mentally fit to drive or operate machinery as well as competent to do the work.

Please find enclosed a checklist to assist you in reviewing the current arrangements at your premises. This checklist will form part of the HSENI inspection process. You are strongly advised to review your arrangements using this checklist in advance of the initiative.

Further advice can be sought from the following links

<http://www.hse.gov.uk/workplacetransport/index.htm>

<http://www.hse.gov.uk/pubns/indg199.pdf>

<http://www.hse.gov.uk/pubns/priced/hsg136.pdf>

As part of this initiative our Business Advisers within HSENI can visit you at your business premises to provide free advice and focus specifically on information relevant to the initiative.

If you require any additional information or have any questions, please contact HSENI on 0800 0320 121 or by email mail@hse.gov.uk.

Yours faithfully

Mrs Anne Boylan
HSENI Principal Inspector