

Banksman Training Guidelines

September 2013 Version



Reversing Vehicles

Nearly a quarter of all deaths involving vehicles at work occur while the vehicle is reversing. Non fatal accidents will almost always result in a serious injury. Many more accidents do not result in injury but cause costly damage to vehicles, equipment and premises.

Most of these accidents happen at low speed and could be prevented by taking some simple safety precautions.



The Role of the Banksman

- Make and keep contact with the driver
- Use UNDERSTANDABLE signals
- Be visible to the driver at all times
- Be in a safe position to oversee the reversing
- Wear high-visibility clothing
- Ensure signals are seen clearly
- If you lose visual contact with the driver instruct him to stop with signals and, or by shouting. Keep clear of vehicle.

Planning a Manoeuvre

- Can you avoid the need to reverse the vehicle
- Politely request that pedestrians clear the area
- Get out of the cab, assess and agree manoeuvre with driver
- Stand to rear of vehicle on driver's side and maintaining eye contact with driver
- If a second banksman stand in front of vehicle on driver's side
- Stop traffic by holding up hand. Allow plenty of time and drivers are not obliged to stop so be careful and polite

Instructions for Drivers

- Roll down windows to maintain voice contact
- Select lowest gear and do not over rev engine
- Avoid riding the clutch as failure can occur
- If you are unsure of instructions STOP, get out and re-assess
- If you lose contact with banksman STOP
- If you are unsure of instructions STOP, get out
- Monitor other mirrors and front view
- Do not open door and lean out when reversing
- The banksman is there to assist; you are in charge

Executing a manoeuvre

- Call vehicle back or forward using following instructions
- BACK; FORWARD; RIGHT; LEFT; SLOWER; STOP
- AS YOU ARE; MORE RIGHT; MORE LEFT
- Use clear and precise hand signals
- Wear High Visibility Vest or Jacket
- If you need to move from driver side position to check other sides stop the vehicle
- Never get behind a reversing vehicle or along the side when you are in danger of being crushed
- If it is unsafe, guide from the front of vehicle

Parking Your Vehicle Safely 1

- Park legally and safely
- Do not park on pavements or verges
- Do not obstruct other road users and pedestrians
- Apply handbrake, leave in gear and turn in on hills
- Keep the vehicle cab locked when not manned
- Fasten body doors / tie off if neccessary
- Maintain a orderly and tidy workplace (your van)
- Make sure ramps are secured and stable

Parking Your Vehicle Safely 2

- Only staff who have received instruction are to operate tail lifts
- When obstructing a road or pathway be ready to move, make way or assist pedestrians
- You may need to open body doors before moving into position
- The driver is responsible for any parking fines or points for obstruction. If you are unsure, phone your manager

Operating a tail lift

- We use mostly Dhollandia tuck away tail lifts
- You will be given a demonstration on how to safely operate this equipment
- You must wear safety shoes when operating
- Keep area clear
- Only use on level ground
- Do not leave in raised position
- Switch off activator if not in use and unsupervised
- Secure wheeled items
- Personnel to stand well in from the edges
- Watch Gaps which can trap hands, feet and limbs

Banksman Signals

**REVERSE
TO
THE
LEFT**



Banksman Signals



**REVERSE
TO
THE
RIGHT**

Banksman Signals

REVERSE STRAIGHT BACK



Banksman Signals



**DISTANCE
BEFORE
STOP**

Banksman Signals

**STOP
AND APPLY
HANDBRAKE**



Damage such as this could
have been avoided

