

Safe System of Work
OPERATING AND SAFETY INSTRUCTIONS FOR
DIRECTING REVERSING VEHICLES

Name: Training Date:.....

	Instruction	Understands ✓ or X
1	Open the Goods in Gate ready for the vehicle to reverse through.	
2	Talk to the driver and agree on a clear system of signalling.	
3	Make sure other people are clear of the reversing area.	
4	Make sure you are visible to the driver at all times.	
5	Stand in a safe position to guide without being in the way.	
6	Wear hi-vis vest or coat.	
7	Make sure your signals are clearly seen.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: