

Vehicle Marshal (Banksman) Procedure

Template procedure and competence record · the marshal stands in the most dangerous position on site

A vehicle marshal guides a driver who cannot see. Done properly it prevents the commonest yard fatality. Done by an untrained person standing in the wrong place, it kills the marshal. This procedure sets out who may marshal, where they stand and what signals they use.

Scope and limitations — read before use

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1. The first rule

Design out the need. A one-way system or a turning circle that removes reversing is always better than a marshal. Only use a marshal where reversing or a difficult manoeuvre cannot reasonably be avoided.

2. Who may act as a marshal

- Only a person who has been trained in this procedure and recorded on the competence record at the back of this document.
- They must be wearing high visibility clothing that distinguishes them from everybody else in the yard.
- They must be fit to do it — good hearing and eyesight, and not impaired by fatigue, drugs or alcohol.
- One marshal only for any one manoeuvre. Two people signalling is how drivers get conflicting instructions.

3. Where the marshal stands — the part that saves their life

- Always in a position of safety, never in the vehicle's path and never between the vehicle and a fixed structure. Being crushed against a wall is exactly how the Sheridan Skips injury happened.
- Always in the driver's view, normally at the driver's side, and never in the blind spot.
- Far enough back to see the whole manoeuvre and the area behind the vehicle.
- Never walk backwards while signalling. Never cross behind a reversing vehicle.
- If the marshal loses sight of the driver, or the driver loses sight of the marshal, the manoeuvre stops immediately.

The rule to drum in: IF I CANNOT SEE THE DRIVER'S FACE OR MIRRORS, THE DRIVER CANNOT SEE ME, AND THE VEHICLE STOPS.

4. Before the manoeuvre

1. Agree with the driver what is going to happen and what the signals mean before anything moves.
2. Check the area behind and around the vehicle is clear of people, obstructions and overhead hazards.
3. Exclude other pedestrians from the area for the duration.

4. Confirm the route and the final position.
5. Confirm the emergency stop signal and that the driver will stop instantly on it.

5. Signals used on this site

Use a single consistent set and brief everyone on it, including visiting drivers. The set below is the common industry pattern.

Signal	Meaning	How it is given
STOP — emergency	Stop immediately	Both arms raised, palms forward, held. Any person may give this signal, not just the marshal.
Stop — normal	Stop the manoeuvre	One arm raised, palm forward
Come towards me / continue	Keep reversing or moving	Both arms bent, palms inward, beckoning towards the body
Move away from me	Move forward away from the marshal	Both arms bent, palms outward, pushing away
Steer left / right	Turn in that direction	Arm extended horizontally in the direction required
Slow down	Reduce speed	Arm out, palm down, moved slowly up and down
Distance remaining	How much room is left	Hands held apart showing the gap, brought together as it closes
Operation complete	Manoeuvre finished, brake on	Both arms crossed in front of the chest

If the marshal and driver cannot maintain clear line of sight for the whole manoeuvre, use radios instead, with continuous speech. Silence on the radio means STOP.

6. Vehicle marshal competence record

Complete one row per person. Nobody marshals on this site unless they appear here.

Name	Briefed on this procedure (date)	Signals demonstrated correctly (date)	Observed marshalling a live manoeuvre (date)	Authorised by	Refresher due

Refresher: every 3 years, and immediately after any incident or near miss involving a vehicle manoeuvre.

Prepared by	Approved by	Date	Review date