Safe Use of Bicycles and Personal Mobility Devices at Work

Delivery and logistics operations have always relied on conventional motor vehicles (e.g., lorries, vans and motorcycles). In recent years, bicycles and Personal Mobility Devices (PMDs) have entered the scene as an environmental-friendly and efficient alternatives, especially for short-distance deliveries.

It has been reported that accidents involving power-assisted bicycles (PABs) has increased (The Straits Times – A wheel menace, 4 Jun 2017). With increasing use of bicycles and PMDs for work, employers should ensure such devices are ridden safely. Irresponsible use of such mobility devices may cause injury to riders, as well as pedestrians and other road users. Hence, besides obeying traffic rules, WSH Council would like to propose some good practices for employers and employees.

Good practices employers should adopt

Risk Management
- Conduct a comprehensive Risk Assessment (RA) to cover hazards associated with bicycles and PMDs, and include control measures to address them.
- You are encouraged to insure your employees who cycle or use PMDs for work. Work with your insurer to ensure that the current insurance plan for your business provides adequate coverage for your employees.

Communication
- Establish two-way communication to better understand challenges that your employees are facing and how these concerns can be addressed.

Training and Education
- Provide adequate instructions, information and training (e.g., device familiarisation and defensive riding) to employees who will be using bicycles and PMDs.
- Encourage your employees to go for LTA’s Safe Riding Programme (SRP). It teaches them how to ride safely and harmoniously with other commuters. For more information on SRP, click here.
- Educate your employees on handling emergency situations (e.g., collision with pedestrian or other vehicles).

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1 Bicycles include manually-powered and LTA-approved power-assisted bicycles.
2 Examples of PMDs include electric and kick-scooters, hover boards, uniwheels, skateboards, and so on.
3 Recommendations are proposed in consultation with LTA.
Approved riding equipment and protection
- Use only Land Transport Authority (LTA) type-approved and compliant PABs, and PMDs complying with the Active Mobility Act requirements[^4].
- Implement a maintenance regime for company-owned bicycles and PMDs to keep them in good working condition. This includes daily checks, periodic inspection and servicing.
- Provide adequate personal protective equipment (e.g., helmets, high-visibility clothes, and reflective vests) for employees using bicycles and PMDs.

Encourage good riding behaviour
- Share key rules and code of conduct from the Active Mobility Act with your employees. A summary can be found on LTA’s website [here](#).
- Develop an effective system to encourage safe behaviour (e.g., incentive for accident-free riders and/or penalties for risky behaviour).
- Create a channel for the public to provide feedback should they observe risky behaviour from your employees.
- Helmet-mounted cameras and similar technology can be a recording tool in the event of accidents, and also a means of monitoring rider’s behaviour.
- Ensure good planning of work schedules (taking traffic and weather conditions into consideration) to avoid riders rushing for time or fatigue.

Environment
- Cease delivery services during wet weather.
- Encourage your employees to keep themselves hydrated especially when making rounds at lunch time, and during the hotter months.

[^4]: Unladen weight ≤ 20kg, width ≤ 700mm and maximum device speed ≤ 25km/hr.
Safety tips for riders

Safety rules and procedures
- Stick to safe work procedures provided by your employers.
- Observe all rules under the Active Mobility Act\(^5\) (e.g., keeping within speed limits and not riding recklessly) and give way to pedestrians and slow down at crowded areas and where there are blind spots.

Cycling on roads (bicycles only)
- Follow traffic rules when cycling on roads.
- Avoid weaving in between vehicles.
- Avoid cycling in heavy vehicles’ blind spots.
- Avoid cycling on the right lane (fast lane).

Equipment
- If you are using your own PABs or PMDs, you should do regular maintenance to keep them in a serviceable condition.
- Wear helmet and covered shoes at all times.
- Wear bright clothing where possible to make yourself more visible to other road users.

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\(^5\) The Active Mobility Act was introduced in 2017 to regulate the use of bicycles, PMDs and PABs on public pathways. The regulations under the Active Mobility Act specify requirements (non-exhaustive) that include speed limits, permissible device specifications and types of pathways which different devices are allowed to travel on. For more information about the Active Mobility Act, click [here](#).

Written by the Workplace Safety and Health (WSH) Council