

Tool Box Talk No.72

Company Vehicles



1. Keep vans clean and tidy at all times inside and out
2. Ensure you check the following daily
 - Oil levels
 - Water (screen wash and water reservoir)
 - Brake lights
 - Headlight and rear light
 - Tyres
3. Report any defects immediately to your supervisor
4. Regularly check the first aid box to ensure it is fully stocked.
5. Regularly check the fire extinguisher to ensure it is in date and has not been tampered with or damaged in anyway.
6. Make sure you have your seat belt on at all times when the vehicle is moving.
7. When driving ensure all doors are shut at all times regardless of the weather.
8. Stick to the speed limit and drive sensibly, remember you are representing the company when driving in the vans.
9. When arriving on site take care not to make excessive noise, cause nuisance or leave litter.
10. No Smoking, Alcohol or drugs at any time