

VEHICLE DAILY SAFETY CHECKS

Introduction

All mobile plant and other vehicles which operate on Tarmac sites must be maintained in a safe condition. Carrying out daily safety checks helps us to ensure that this is the case.

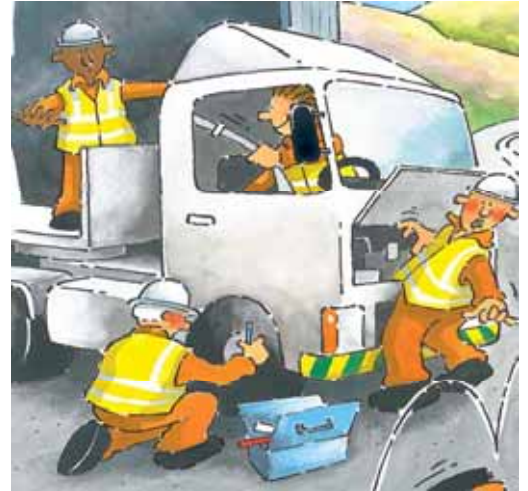
Golden Rule 5 - Vehicles

Do not operate any vehicle unless:

- The specified daily checks have been completed and it is safe to operate.

Tarmac's SHE Standard 15 'Mobile Plant' states that:

- Each vehicle should have a Vehicle Daily Safety Check carried out by the operator as soon as practicable at the start of the shift (or when the vehicle is put to work for the first time that shift).



Recording Vehicle Daily Safety Checks

Each vehicle must have its own Vehicle Daily Safety Check Book. The book should be kept in the vehicle cab so it can be filled in immediately after the daily checks have been done.

Tarmac has two books for recording daily safety checks:

- the 'Yellow' book - suitable for loading shovels and dump trucks (but it can also be used for smaller vehicles, such as 4x4s and vans)
- the 'Blue' book – suitable for forklift trucks, telehandlers etc.

Replacement books can be obtained from the Stationery Department at Tarmac Ettingshall (tel 01902 353 522).

Carrying Out the Checks

The checks must be done as soon as practicable at the start of each shift (or when the vehicle is first put to work that shift).

The vehicle operator is responsible for carrying out the checks.

New operators should be given 'in-house' training to show them how to carry out the checks properly, how to fill in the book and what to do if defects are found.

The Site Manager is responsible for making sure that the operator is carrying out, recording and reporting the checks properly. The Site Manager is also responsible for making sure that any defects reported are dealt with appropriately and within reasonable timescales.

Instructions on how to carry out Vehicle Daily Safety Checks and guidance on what to check for is printed inside the 'Yellow' and 'Blue' Vehicle Daily Safety Check Books. Refer to this guidance for details.

Complacency

Beware of complacency when carrying out daily checks. Where vehicles are generally in good condition, defects may be less likely and some operators may begin to pay 'lip service' to daily checks. Where this happens, the completion of the Vehicle Daily Safety Check Book becomes a tick-box exercise only. Operators must be conscientious and do the checks properly every single day. Ask yourself the following questions:

- Do I ever tick the box without doing the check?
- Do I conduct a proper brake test, in the brake testing area, every single day?
- When I am sitting in the cab, how can I be sure that all the lights (headlamps, brake lights, reversing lights, etc) are all in working order?
You need the help of a colleague to do this check properly.
- Are the mirrors set up to give 360° visibility to enable me to reverse safely?
When did you last ask a colleague to help you perform a 360° 'red-stick' test to check the vehicle's all-round visibility?

Managers/Supervisors – Are you satisfied that Vehicle Daily Safety Checks are being done properly on your site? When did you last audit your system?

What To Do When Defects Are Identified

It is often difficult deciding what to do when defects are identified. Do I park up the vehicle and not use it? Do I carry on using it and get the defect repaired later?

The answer to this question will depend upon the nature of the defect. Below are some examples to help you decide what to do:

Reportable defects, where the vehicle could safely continue to be operated:

- a crack appears across a wing mirror (visibility unaffected)
- a small stone chip appears in the windscreen
- minor damage to a light fitting
- wear or minor damage to tyres.

Reportable defects, where the vehicle **must be parked up** and not used until the defect has been rectified:

- defective seatbelt (Golden Rules require that seatbelts **must** be used by all occupants)
- defective brakes (service or parking)
- defective steering
- no horn
- no audible reverse warning (where fitted)
- no rear view CCTV (where fitted)
- damage to mirrors which compromises 360° visibility
- significant fuel, oil or fluid leaks.

To prevent vehicles being parked up unnecessarily, sites should keep critical spares available so that defective parts can be replaced immediately. Such items should include a spare seatbelt, spare CCTV camera, spare mirrors, replacement lamps etc.

Below is a list of defects which do not fit into either of the above categories. Where such defects are found, the operator must consult with his supervisor or Site Manager, and through risk assessment decide whether or not the vehicle can continue to be operated. Such defects could include:

- damage to steps and handrails
- VMS radar not working
- no body-up warning (dump trucks)
- a blown headlamp or similar
- no flashing beacon
- mechanical defects.

REMEMBER – Maintaining vehicles in a safe working condition is a key part of having a safe site.

ZERO TOLERANCE means not operating a vehicle that is unsafe.

QUESTIONS – (there may be more than one correct answer)

		A	B	C
1	When do you need to check your vehicle?	On a weekly basis	I don't - this is a done by qualified engineers	Daily, and before operating it
2	Where is the Vehicle Daily Safety Check Book kept?	At the site office	In your locker	In the vehicle cab
3	How do you know what to check on your vehicle and how to check it?	Your mate will show you	Full training will be given	Follow the Vehicle Daily Safety Check Book
4	What test should you carry out to ensure 360° visibility?	You can check this from the cab by yourself	Red-Stick Test	I don't need to do one - nobody comes into my area
5	Can you still continue using your vehicle with the following defects?	Damage to mirrors	Seatbelt defective	No horn

