VEHICLE HOUSEKEEPING – October 2011

Introduction

Over the past few months a trend has been noted running through the audit forms being returned to the SHEQ Department, showing that Company Vehicles are not being kept in a clean and tidy state.

What has been found?

• Yard Audits carried out by Supervisors are showing that company vehicles have not been washed for some time.

• Interiors of the vehicles have become very cluttered, with newspapers and wrappers being left on dash boards and other rubbish being allowed to accumulate in the foot wells and under the seats.

• An example of this is, on installation team flatbeds, loads have been incorrectly stowed and secured on the beds which could potentially cause injury to either the crew of the vehicle, or a passer by, or damage to another vehicle or building if they break loose.

What needs to be done?

• Company vehicles are to be swept out and washed down at least once a week, or more often depending upon conditions. Remember, having clean, serviceable lights, clean windows, and unobstructed controls are a legal requirement.

• Rubbish and old newspapers etc. are to be removed from vehicles at the end of each working day and placed in the recognised recycling or waste bins available.

• Make sure that your vehicle is correctly loaded and all items are secured to prevent them from moving around.

• These actions should all be recorded on your Daily Vehicle Check sheet, which is held in your Team Leader File – Section 18.

Why should we?

• One of the first things that anyone notices about you, and the Company as a whole, is the condition of the vehicle you are in. Imagine what their reaction will be if you roll up in a dirty van, with rubbish thrown across the dashboard. There is
also the legal aspect to remember. It could result in you being fined and may result in you facing disciplinary action.

- Whilst it is a dirty job, remember you work in the public eye. Make sure that your wagon is clean and tidy at all times so that it shows both the Company, and you, in a professional manner.