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| RECORD OF TOOL BOX TALK | |
| Workplace: | Date: |
| Name of supervisor or presenter: | Time: |
| Topics discussed: Working safely around moving vehicles | |
| **WORKING SAFELY AROUND MOVING VEHICLES**  A daily risk for many dealership employees is working safely around moving vehicles. This risk is present in all workshops, predelivery, spare parts & sales areas, both internal and external.  Failure to understand this risk can result in an accident, which may include personal injury.  **It is everyone’s responsibility to show due regard, judgment, and responsibility when working with moving vehicles.**  Here are some ways we can reduce the risks when working around moving vehicles.   * Understand that your safety is your personal responsibility * Always give right of way to moving vehicles. Never assume that the driver has seen you. * In all company carparks, roads, and work areas, reduce your speed to a crawl (10kph). This is now the speed limit and will be enforced.   Employees who disregard this limit will face disciplinary action.   * Sound the horn when reversing out of, or entering work areas, or areas with limited visibility. Ask a fellow employee for assistance if vision is restricted. * For your own safety and the safety of others. **Report unsafe driving to your supervisor.** * Be alert and always follow the correct procedures.   **Summary:**  Take responsibility for your own safety at all times.  Act responsibly  Report unsafe driving practices immediately – do not wait for an accident to happen.  **Discussion Points** | |