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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 responsiblyReport unsafe driving practices immediately – do not wait for an accident to happen.**Discussion Points**  |