

ANNEX X DRIVERS SAFE PRACTICE CHECKLIST

	Drivers Safe Practice Checklist	Ver-00 DD/MM/YYYY
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S.N	Safe Practice	Remarks
1.	Only operate vehicles if you are competent and authorised to drive them	
2.	Do not drive when your abilities are impaired by ill health, poor vision, prescribed/illegal drugs or alcohol	
3.	Make sure you fully understand the operating procedures of the vehicles you control	
4.	Know the site routes and follow them. Take care at pedestrian cross-overs.	
5.	Understand the system of signals used on site	
6.	Visiting drivers: seek appropriate authority to enter the site and operate vehicles	
7.	Know the safe operating limitations of your vehicles, particularly relating to safe maximum loads and gradients	
8.	Carry out daily checks on your vehicles and report all defects immediately to supervisors	
9.	Follow site procedures and comply with all site rules	
10.	Do not drive at excessive speeds	
11.	Wear appropriate PPE when out of the vehicle	
12.	Ensure that windows and mirrors are kept clean and clear	
13.	Keep the vehicle tidy and free from items which may hinder the operation of vehicle controls	
14.	Do not allow passengers to ride on vehicles unless safe seating is provided	
15.	Park vehicles on flat ground wherever possible, with the engine switched off, the handbrake applied	
16.	Do not reverse without reversing aid or banksman assistance	
17.	Do not remain on vehicles during loading operations, unless the drivers position is adequately protected	
18.	Ensure loads are safe to transport	
19.	Do not attempt to get on or off moving vehicles	
20.	Do not make adjustments with the engine running and guards removed	
21.	Do not smoke during refuelling operations	
22.	Do not use a mobile phone whilst driving on site	
Signature		
Drivers Name		
Drivers Signature		