



Record of Toolbox Talk/Staff Briefing

Date:	Subject:	Pre-use checks on lorry loaders	Conducted by:
Requirement:	To carry out pre-use checks on lorry loaders at the start of each working day, or shift; or when taking the vehicle over for the first time.	Reason:	It is a legal requirement only to use safe work equipment; and to ensure that a documented process is in place to prove this is being done.
Requirement:	To ensure checks are conducted in accordance with both the generic formal training provided and the specific manufacturer's instructions.	Reason:	This ensures not just <i>the level of</i> checks are right but also that the <i>methods employed</i> are fully compliant.
Requirement:	During pre-use checks, complete the daily pre-use check sheet which includes at the end, you making a declaration whether you consider it safe to use.	Reason:	This sheet ensures you have carried out the relevant types and levels of checks and confirms you have done them. It provides proof to VOSA and any other party requesting the information that it has been done.
Requirement:	Ensure every single box on the check sheet has either a tick, or a cross, or n/a written in it.	Reason:	A blank box creates doubt and may lead to a misunderstanding or lack of proof at a later date if the sheet needs referring to.
Requirement:	Get the daily pre-use check sheet signed by your line manager or supervisor.	Reason:	To confirm you have reported any defects or that the lorry loader is safe to use; and that the person responsible for ensuring defects are rectified is aware action is required.
Requirement:	Do not take out a lorry loader which you have found to be unsafe to use unless or until repairs are made and signed off by a suitably competent person.	Reason:	Do not put yourself and others at risk! You and the Company could be subject to prosecution should an incident occur. Make sure the repairer signs, prints and dates your sheet when repairs are complete.
Record of any questions raised by those present at the briefing and answers provided.			
Question:		Answer:	

I confirm I have received this toolbox talk/staff briefing on the subject and points listed above. I understand the information provided to me and I am signing to acknowledge that I have received a copy of this document. I have also been informed a copy has been placed on my employee training file.

Name:

Signed:

Date: