

Audit/Inspection Checklist

Code Title	Safe Driving	Code No.	OSHJ-GL-10	Rev. No.	1.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Are the risks associated with driving identified and assessed?	5.1: Risk Assessment	<ul style="list-style-type: none"> – Check risk assessment
2.	Are the drivers competent, fit and healthy to drive safely?	5.2: Drivers	<ul style="list-style-type: none"> – Check employee records
3.	Are the vehicle paths properly designed and adequate parking with proper segregation provided?	5.2.1: Driving in Workplace	Visual inspection for: <ul style="list-style-type: none"> – Barricades – Signals – Separate loading bay
4.	Are the vehicles are fit and safe for the intended use?	5.3: Vehicles	Visual Inspection on <ul style="list-style-type: none"> – Vehicles – Vehicle maintenance record
5.	Does the entity record and retain maintenance records?	5.3: Vehicles	<ul style="list-style-type: none"> – Check Maintenance records
6.	Are vehicle paths segregate, properly lit with adequate signage and speed limits?	5.4: The Environment	<ul style="list-style-type: none"> – Visual verification for: – Signage – Speed limits – Separation & segregation
7.	Does the employee provided with training about heat safety? Are the drivers provided with necessary training and training record available?	6: Training	<ul style="list-style-type: none"> – Check Training Records



8.	Are there procedures in place for emergencies related to vehicle and driving and the drivers are trained on ERP?	7:Emergency Preparedness and Response	— Check ERP Check training record
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