



## Pre-operation Inspection & Starting of Company Vehicles

Developed by:	Approved by:	Date created:	Last revision:
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Possible Hazards Present	Personal Protection Required	Additional Training	
- Unsafe vehicle operation	- CSA Footwear - High Visibility Clothing		
<ol style="list-style-type: none"> <li>1. Open hood of vehicle.</li> <li>2. Check engine, transmission, power steering oil levels, radiator coolant and windshield levels (top up as needed)</li> <li>3. Check all belt condition and tension (no more then 3/4" movement one way)</li> <li>4. Visually check for fluid leaks etc. in engine compartments.</li> <li>5. Close hood of vehicle.</li> <li>6. Unplug vehicle (winter operation)</li> <li>7. Enter vehicle, drivers side.</li> <li>8. Check that there are no lockout/tag out tags and that the vehicle is safe to start.</li> <li>9. Ensure vehicle is in park or neutral and park brake is on.</li> <li>10. Start vehicle.</li> <li>11. Once vehicle is idling smoothly, check all gauges and warning lights for proper operation.</li> <li>12. Check fuel gauges.</li> <li>13. Turn on hazard lights and headlights.</li> <li>14. Check operation and condition of all lights, condition and proper inflation of all tires (kick test)</li> <li>15. Verify that license validation sticker and/or safety inspection decal are current and legible.</li> <li>16. Visually inspect general external condition of vehicle.</li> <li>17. If vehicle has external equipment attached or is loaded, ensure all is secure.</li> <li>18. Ensure proper documentation is present, current, and in good condition (registration, permits, safety inspection, appropriate MSDS, etc..)</li> <li>19. Ensure that all safety and emergency equipment required by law (Fire extinguisher, first aid kit, roadside flares, or triangles) are present and in operable condition.</li> <li>20. Complete and sign Drivers Daily Inspection Report.</li> </ol>			
Documentation/Legislation Workplace Safety and Health Regulation, M.R. 217/2006  22 Powered Mobile Equipment		<p style="text-align: center;"><b>This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum every three years.</b></p>	