

TOOLBOX TALK — DRIVING FOR WORK — THE VAN IS YOUR MOST DANGEROUS TOOL

TOOLBOX TALK

Five to ten minutes at the workplace, spoken by the supervisor, recorded below — and two-way, or it is not a talk

KD-TBT-DR-028 Rev A0

WHY THIS TALK: The road is where a lot of us get hurt going to and from work, and the site vehicle rules are only half of it. The van with the loose load and the tired driver is a work activity, and the same law applies.

1 THE SESSION

SITE / PROJECT	DELIVERED BY	DATE	TIME

2 THE POINTS TO MAKE — TICK AS COVERED, IN YOUR OWN WORDS

	Fit to drive: rested, sober, off the phone — and the shift pattern that has you driving two hours each end is a hazard to be planned, not endured
	Loads secured and inside the vehicle's limits: a loose gas bottle or a pallet on the tail-lift becomes the missile in a hard stop
	Walk-round before you leave: tyres, lights, mirrors, wipers, load — defects reported, not driven for a fortnight
	On site: the site speed limit, the marked routes, the one-way system — and reversing only with a banksman where the rules say
	Seatbelts on in every site vehicle including the dumper and the telehandler — roll-over protection only works with you in the seat
	Keys out, handbrake on, bucket down, engine off before you walk away — every time, however short
	Licence, insurance, tax and test current — your problem if not, and the company's
MADE SPECIFIC TO THIS SITE	

3 ASK THE CREW — AND WRITE DOWN WHAT COMES BACK

- Who drove more than an hour to get here this morning, and how long is the shift?
- What is loose in the back of the van you arrived in?
- Where is the site speed limit posted, and what is it?

WHAT THE CREW RAISED, AND WHAT HAPPENS ABOUT IT

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4 WHO WAS THERE

NAME	COMPANY	SIGNATURE

RECORD COMPLETED BY	SIGNATURE	DATE	FILED WHERE

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.