

# Completed Toolbox Talk

## Unit B Industrial Estate 2 Croydon

YOUR  
LOGO  
HERE

**Project:** Unit B Industrial Estate 2 Croydon

**Organiser:** Joe Bloggs

**Date:** 30/04/2019 06:41

**Talk subject:** Vehicle Security

It is estimated that eight out of every 1000 HGVs on the road are stolen every year and only one of those eight is recovered. More than half of all trucks are stolen from operators' own premises.

### Company must have in place:

#### Be Secure

- When you leave your vehicle, always lock it and always take your keys with you. Never leave them in the cab.
- Always make sure whenever possible that your cab and, where appropriate, the load compartment are secure.
- When loading or unloading, lock the cab.
- When driving, where appropriate, lock the load compartment.
- Check that all security devices are working.

#### If keys are kept not at work:

- Make sure they cannot be identified – don't leave anything on the key ring that tells who they belong to or what vehicle they fit;
- Never leave them where strangers can see them; and
- Always keep them somewhere safe.

#### If Keys are kept in Key box in Yard:

- Make sure they are in a lockable place out of sight of strangers; and
- Never use a 'hiding place', for example, inside the front bumper.
- The theft of vehicle keys is on the increase, so be warned!

#### Park Safely

- Whenever possible decide where you are to park overnight before starting your journey.
- Park your vehicle within sight and where you can return to it quickly for short breaks.
- When returning, check all round for signs of interference, including any load security seals.

#### Plan Ahead

- Plan your route beforehand. That way you will not have to stop to ask directions. If you know exactly where you are going, no-one can mislead you with wrong directions.
- Be unpredictable in your daily work pattern.

## **Be Aware**

- Avoid talking about loads or routes with other drivers or customers (including over radios, phones or via social media).
- Be cautious if you are forced to stop, for example, at the scene of an accident or an emergency, or at police stops.
- If you are carrying a dangerous load card, keep it safe; and
- if you are stopped by the Police or DVSA and are suspicious about the validity of the officer, follow the instructions on the reverse of the card.

## **Everyday Security**

- Avoid regular routes or stops for newspapers, cigarettes or meals – a recognisable pattern makes you an easier target for thieves.
- Never give lifts; it is illegal to carry unauthorised persons when transporting dangerous goods.
- Make sure you understand and use the vehicle's security equipment and check it's working properly.
- Never leave keys in or on your truck.

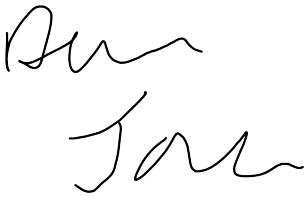
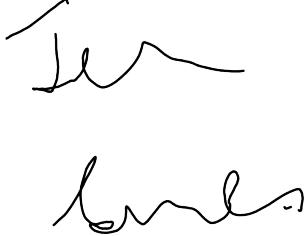
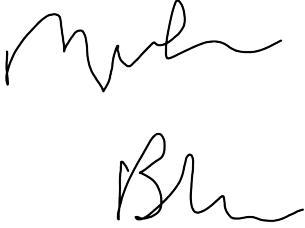
## **Company Security**

- Your company security instructions and procedures are designed to protect your vehicle and its load. Follow them at all times.
- If you fail to follow them, your employer could take disciplinary proceedings against you, the driver.
- Remember, if you lose your truck, you could lose your job.
- If you see anything suspicious, report it to the Police by dialling 999, or the non-emergency line 101, and to your employer.

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# Personnel Attending

## Vehicle Security

Forename-Surname	Signature of attendee
David Jones	
John Smith	
Mike Brown	

Are there any other questions about this toolbox talk or any other health and safety issues?

Q. Who is responsible for the keys at the end of a day? A. It is the driver's responsibility to make sure they are put in a safe place for example a lock box at the operating centre.

Trainer signature  
Joe Bloggs

30 April 2019