***Please submit a copy to the office upon completion of setup***

|  |  |  |  |
| --- | --- | --- | --- |
| **WHAT** | **DATE COMPLETED** | **COMPLETED BY** | **COMMENTS** |
| **Must be readily available in company vehicle:** |  |  |  |
| Vehicle registration and insurance |  |  |  |
| Vehicle owner’s manual |  |  |  |
| Company safety manual / handbook |  |  |  |
| Copy of the WSH Act and Regulation |  |  |  |
| MSDS records   * Fuel * Fire extinguisher * Any chemicals transported in vehicle (i.e. anti-freeze, oil, windshield washer fluid, etc) |  |  |  |
| Fire Extinguisher   * 5 lb. ABC is recommended for cars and light duty pick-up trucks. * Check with reputable fire extinguisher company for the appropriate size and class of extinguisher for your vehicle. |  |  |  |
| First Aid Kit and First Aid Log Book |  |  |  |
| Emergency contact numbers |  |  |  |
| Incident and hazard/near miss report forms |  |  |  |
| Communication device (note: cannot be used while vehicle is in motion unless a hands-free device is available and used) |  |  |  |
| Relevant safe work practices (SWPs) / Job procedures |  |  |  |
| **Suggested items:** |  |  |  |
| PPE such as safety vest, gloves, safety glasses. If going to construction sites or industrial facilities: safety boots, hard hat, safety vest, safety glasses, hearing protection. |  |  |  |
| Vehicle Accident Kit   * Accident report form * Disposable camera * Pencil * Chalk * Tape measure |  |  |  |
| Personal eye wash bottle (required as per hazard assessment) |  |  |  |
| Booster cables (SWP required) |  |  |  |
| Safety triangles, warning light or road flares |  |  |  |
| Rated tow rope. Do not use chains. SWP required |  |  |  |
| Sand, salt or non-clumping cat litter |  |  |  |
| Antifreeze/windshield washer fluid |  |  |  |
| Winter survival kit for travel on highways/remote areas. Blanket, extra clothing and shoes, candle in deep can and matches. |  |  |  |
| Winter Tire chains |  |  |  |
| Flashlight |  |  |  |
| Bottled water and non-perishable food such as granola bars, dried fruit. |  |  |  |
| Seat belt cutter or Swiss Army Knife and emergency car escape hammer stored in middle consul (or available on key chains). |  |  |  |
| Road maps or GPS/Navigation system |  |  |  |
| Tire pressure gage |  |  |  |
| Tie downs/ straps |  |  |  |
| Spare tire (properly inflated), jack and wrench |  |  |  |
| Shovel |  |  |  |

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_