

EXAMPLE OF DAILY/PERIODIC CHECKS ON STREET COLLECTION VEHICLES

*This WISH reference document is aimed at health and safety improvements in the waste management industry. This document is linked to **WISH WASTE 04 SAFE OPERATION OF WASTE AND RECYCLING VEHICLES** but is not a formal part of this guidance. It simply gives an example of how some organisations approach the relevant topic. It is an example and should not be taken as good practice – you need to decide how you will do things rather than simply copy this example, although it may help you in deciding. All WISH reference documents are available on the WISH web site.*

Introduction

Vehicles used for the collection of waste and recycling should be fit for purpose, roadworthy, and incorporate essential safety features. This reference document provides an example of the daily and periodic condition checks that should be carried out and recorded. You should not simply copy this example – you need to decide how you will do things, although this example may help you in deciding.

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Daily checks For condition, adjustment and effective operation	Nil defect ✓	Defect noted ✓	Defect reported Y/N
Fluids (levels and leaks)			
Fuel			
Oil			
Water			
Hydraulics			
Road legal			
Condition of body and cab			
Number plates			
Exhaust emissions			
Dashboard instruments			
Road safety			
Brakes			
Steering			
Tyre condition and inflation			
Wheel security			
Battery			
Driving lights, indicators, reflectors			
Windscreen, wipers, washers, mirrors			
Horn			
Operational safety			
CCTV			
Reversing mirrors			
Reversing alarm			
Beacons			
Bin hoist			
Handbrake warning lights/alarms (where fitted)			
Other powered systems, if fitted, eg			
Rave plate			
Tipping mechanism			
Emergency stop devices			
Spray suppression			
Ancillary equipment			
Hygiene (wash basin, wipes etc)			
Fire extinguisher			
First-aid supplies			
Personal protective equipment			
Communications (radio/phone)			
Brush and shovel			

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Description of defects noted during daily checks <small>(if other than fair wear and tear, try to indicate possible cause and suggested ways to prevent reoccurrence)</small>	Defect number
Odometer readings (mileage)	Vehicle number
to	
to	
to	
to	
Certification	
I confirm that I have undertaken the checks detailed above, and where remedies could not be carried out, reported the defects in accordance with current policy. I confirm that the details on this sheet are correct.	
Signature	Date
Manager's confirmation	
I confirm that to the best of my knowledge, the details recorded are correct.	
Signature	Date

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Weekly checks and routine maintenance tasks	Nil defect ✓	Defect noted ✓	Defect reported Y/N
Tighten wheel nuts			
Check tyre pressures			
Clear debris from			
Hopper			
Rams			
Interior of body			
Other places (eg axles, prop shafts etc)			
Clean			
Hopper			
Bin lifts			
Lubricate			
Bin lifts			
Rams			
Wash body and clean cab			
Examine the functionality of all safety features/equipment (including safety limit switches)			
Description of defects noted during weekly checks (if other than fair wear and tear, try to indicate possible cause and suggested ways to prevent reoccurrence)		Defect number	
Odometer readings (mileage)		Vehicle number	
to			
to			
to			
to			
Certification			
I confirm that I have undertaken the checks detailed above, and where remedies could not be carried out, reported the defects in accordance with current policy. I confirm that the details on this sheet are correct.			
Signature		Date	
Manager's confirmation			
I confirm that to the best of my knowledge, the details recorded are correct.			
Signature		Date	