

# Office Risk Assessment Checklist

## Transport & Logistics

### DOCUMENTATION

Is the previous audit filed?

Yes

No

Na

Is the membership valid?

Yes

No

Na

### GENERAL

Is the load labeled correctly?

Yes

No

Na

Is the driver wearing the correct PPE?

Yes

No

Na

Is the assistant having correct PPE?

Yes

No

Na

Is a secured fire extinguisher available on site?

Yes

No

Na

Is a dangerous goods operator card available in vehicles?

Yes

No

Na

Does the driver have a valid license?

Yes

No

Na

Is the vehicle carrying hazardous waste?

Yes

No

Na

Is the vehicle registered for the same?

Yes

No

Na

Are lights functional in vehicles?

Yes

No

Na

Is the windscreen in good condition?

Yes

No

Na

Are tires in good condition?

Yes

No

Na

Are side and rear mirrors working well?

Yes

No

Na

Is the vehicle insured?

Yes

No

Na

Does the insurance cover oil spills?

Yes

No

Na

Is the waste manifest signed correctly?

Yes

No

Na

Is the vehicle inspected daily?

Yes

No

Na

Are tanks and containers in good condition?

Yes

No

Na

Is there a valid trim card for load?

Yes

No

Na

Are drivers and assistants trained to operate the vehicle?

Yes

No

Na

## GENERAL COMPLIANCE

Is the vehicle compliant?

Yes

No

Na

Additional comments

Signature

SIGNATURE

## OPERATIONAL REQUIREMENTS

Is the vehicle clean to be operated safely?

Yes

No

Na

Is the drip tray in good condition?

Yes

No

Na

Does the operator manual have all procedures?

Yes

No

Na

Is the hose in good condition?

Yes

No

Na

Is the pump secured?

Yes

No

Na

Is the pump neat?

Yes

No

Na

Is the spill kit complete?

Yes

No

Na

Is the spill kit in good condition?

Yes

No

Na

Is a fully stocked first aid kit available?

Yes

No

Na

Are oily rags and filters contained using the proper method?

Yes

No

Na

## PROCESS APPLICATION

Is spill procedure followed?

Yes

No

Na

Are fire safety procedures followed?

Yes

No

Na

Are health and safety procedures followed?

Yes

No

Na