

Safety Checklist



TAXI / LIMOUSINE

Supervisor: _____ Date: _____

Department/Area : _____

Yes	No	Driving Safety
		Vehicles inspected prior to driving, service logs maintained
		Steering wheel, mirrors, seat and other controls adjusted before driving
		Seatbelts worn at all times
		Vehicles equipped with fire extinguishers, flares and first aid kits
		Employees attend mandatory defensive driving courses
		Cell phones not used while operating a vehicle
		Clear and reliable dispatch system to allow immediate communication between the driver and the base in the event of an emergency
		The seat and head rest adjusted to allow proper posture

Mechanic Safety

		Appropriate personal protective equipment worn
		All machinery moving parts and points of contact properly guarded
		Power tools grounded with a third prong or rated "double insulated"
		Ground Fault Circuit Interrupters (GFCI) installed on outlets near water sources
		Frayed power cords repaired or replaced promptly
		Doors closed and circuit spaces covered on panel boxes
		Fire extinguishers kept free of obstructions, fully charged, locations clearly identified
		Exit doors properly illuminated, location adequately identified
		Oily rags and other flammable materials deposited in approved closed metal bins
		"No Smoking" rules strictly enforced
		MSDS sheets available for hazardous chemicals and accessible to all employees
		All chemicals stored in their proper containers and appropriately labeled

