

Vehicle Repair & Maintenance influences the health & safety of workers in two ways.

1. Regular maintenance correctly planned and carried out is essential to keep vehicles safe, reliable and on the road
2. Maintenance has to be performed in a safe way, with appropriate protection of vehicle technicians and others who may be affected by their actions. This may be in the workplace at the time of repair or later whilst the vehicle is in use.

Maintenance activities and in particular failure to carry them out correctly, can have serious impacts on the safety and health, not only for the workers carrying out the activity, but on others, as shown in the following examples:

- Lack of maintenance may not only shorten the lifespan of a vehicle and its components, but can also cause incidents, for example, unrepaired damage to a braking system may lead to a serious accident, injuring the driver, passengers and others nearby.
- Poor quality or incomplete maintenance repairs can cause safety problems, for example using the wrong parts for replacement or repair may result in serious injuries to other workers, as well as damage to the vehicle.

This covers all aspects of repair and maintenance on our vehicles including when working with mechanical & electrical components and wiring.

When replacing components, correct fitment is not only **ESSENTIAL** but **CRITICAL** at preventing future breakdowns and for keeping newly-installed components operating correctly. This will prevent other potential defects from occurring and in the worst case, if components or wiring are not installed correctly, could lead to a major incident such as a fire.

All components and wiring must be secured whether internal or external to the vehicle i.e., if wiring runs along the chassis, it can easily get caught or damaged if not correctly secured, therefore all components and wiring must be secured correctly.

Sharp edges and heat will cause damage to wiring insulation with the potential of creating a short circuit. Never secure wiring onto, or across a sharp edge or directly onto a source of heat, always use correct methods for securing wiring.

**ALL COMPONENTS & ASSOCIATED PARTS MUST BE FITTED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED FITMENT INSTRUCTIONS.**

Examples below of incorrectly completed repairs and maintenance which almost led to loss a vehicle



**Always ask a line manager for advice if you are unsure or have a question reading a repair**



# TBT 60 Vehicle Repair and Maintenance



I have attended the Vehicle Repair & Maintenance Toolbox Talk and I understand the importance of always following manufacturer's recommendation and guidance when working on vehicles.

I am aware that if at any time I am unsure of any aspect of a repair or maintenance I should seek advice from my line manager.

I understand the importance of adhering to the training which I have been given.

**By signing this acknowledgement, you are confirming that you understand the content.**

**Employee to complete in block capitals**

NAME: ..... NUMBER: .....

GARAGE: ..... JOB TITLE: .....

SIGN: ..... DATE: .....

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