



# TOOLBOX TALK

## Fatigue : The hidden Killer



Edition : 001

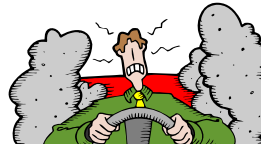
Week : 12 Dec 10

**M**any people consider tiredness to be a symptom of laziness and as something that can be overcome with will power or motivation. Unfortunately, this is not the case and tiredness and its effects are inevitable and catastrophic as you can see.

Incident investigations have always identified fatigue as one of the contributory causes of road accidents. It is called "**the hidden killer**", and responsible for at least **30% of fatal accidents**. Yet, it's taken for granted.

**How do you know when you are fatigued whilst driving?** When you have one or a combination of the following:

- You keep yawning;
- You have difficulty keeping your head up, or your eyes open;
- Your eyes feel sore or heavy;
- Your vision starts to blur or dim;
- You become impatient and make rash decisions
- You feel hungry or thirsty;
- Your reactions seem slow;
- Your driving speed creeps up or down;
- You don't notice a vehicle until it suddenly overtakes you;
- You don't remember driving the last few kilometres.



*Sleep debt is cumulative and must be paid back*

*Remember the only substitute for sleep is sleep.*

*Short-term measures may help you stay alert for awhile, but eventually you will need to sleep, even if you are behind the wheel of a vehicle.*



### Survival

- No food:  
3 to 4 weeks
- No water:  
3 to 4 days
- No shelter:  
3 to 4 hours
- No sleep when driving:  
3 to 4 seconds

### You can prevent fatigue by:

- Plan your trip with a good night's sleep (7 to 8 hours) beforehand;
- Plan not to travel more than **9 hours** in any one day;
- Take **regular breaks** (every 2 hours, take 15-minute rest or more);
- When you stop for rest, get out of the vehicle and walk around for a while;
  - Plan to start your trip early in the day & try as much as possible not to drive into the night.

### Don't forget:

- **More than 50% of fatigue related** accidents occur between 00:01 and 06:00;
- Caffeine is a stimulant that promotes **false** alertness;
- Always follow **journey management** requirements;
- **Sleep** is the only thing to cure fatigue.



This picture shows the final position of the two trucks after one of the drivers fell asleep and hit the vehicle coming from the opposite direction

### NOW !!

- Forward/discuss with staff
- Display on notice boards
- Discuss with contractor drivers
- Discuss with family and friends
- Forward to Logistics contractors

Send your comments/suggestions to : <mailto:Safety.Talk@lafarge.com>





# TOOLBOX TALK

## Threats at Parking



Edition: 010

Threats at Parking

Week: 13 Feb 11

Accidents at parking lots are common these days; they are either caused by careless driving, pedestrians or combination of both. A driver's assistant slept under a vehicle at a parking lot and got crashed by that vehicle's driver as he was moving out.



All drivers Park and move in and out of parking or Rest areas daily. A lot of things can go wrong between the time you steer your vehicle into the parking lot and the time you move out. Traffic accidents, falls and assaults are just a few of the threats of workplace parking lots and garages.

Serious injury and fatality can occur at these low speed maneuvers. In most countries with very hot climates, people often look for a shade and cool area to rest. Parked Heavy Goods vehicles seem to provide this environment and third party fellow workers rest under these vehicles without realizing that they are committing an unsafe act. It is important to follow safe and proper techniques to prevent driving over persons that could be resting under the vehicle.



### What must a Driver do before starting his vehicle and Driving off?

Make it a habit to GET OUT AND LOOK even if the stop was for just a few minutes. Before manoeuvring your vehicle - get out and look around the vehicle; under the vehicle and the immediate surrounding that you are manoeuvring out from. Walk around your vehicle, especially to the rear, to get a complete picture. Proceed immediately before the picture changes. Make certain that mirrors are clean and properly adjusted. Too often, drivers forget to properly adjust and clean mirrors to gain maximum visibility.



**The combination of vehicles and pedestrians in an area poorly controlled by traffic signs makes the typical parking lot perilous. Stay alert as a driver and as a pedestrian.**

### Some tips:

- ✦ Slow down when driving through a parking lot. Excessive speed is the cause of many accidents in these congested areas.
- ✦ Be alert to inattentive pedestrians, vehicles backing out of parking spaces
- ✦ Pay attention to where you are parking. Can you find the vehicle promptly upon your return? Will this be a safe place to walk when you get off work after dark?
- ✦ When you are walking, never assume a driver sees you. Don't get so wrapped up in conversation with a friend that you step out in front of a vehicle.
- ✦ Stick to the pedestrian walkways and agreed circulation plan at the site.
- ✦ Wear sturdy shoes with low heels and non-slip shoes for your commute; change your shoes when you get to work, if needed.



**Remember: Poor lighting on both the vehicle and the parking area, isolated areas and rough walking surfaces add to the dangers.**



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# TOOLBOX TALK

## Headrest for whiplash injury



Edition: 011

### Headrest for whiplash injury

Week: 20 Feb 11

When you enter your vehicle, do you think to check if your headrest is properly adjusted? Did you know that a poorly adjusted headrest can cause serious injuries in an accident?

Every year, thousands of drivers suffer whiplash injuries after a road accident. Most cars and trucks are equipped with headrests, but most drivers don't know how useful these are, some even think headrests are just there for comfort. They have a much more important purpose.

The main purpose of the headrest is to guard against whiplash injury.

#### What is Whiplash Injury?

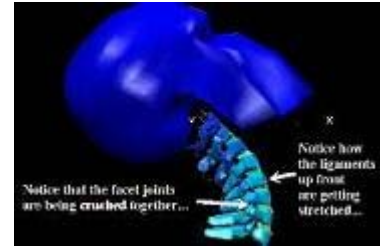
Whiplash is an acute injury of at least moderate intensity which causes a strain to the bones, muscles, nerves, tendons, and vertebral discs of the neck region. It is caused by a sudden, unexpected impact which jerks the head back and then forward causing the neck to snap out of alignment.

#### How Does Whiplash Occur?

Whiplash occurs mainly as a result of a vehicle being struck in the rear or side by another vehicle. The impact causes a transfer of energy that may injure bones or soft tissue (whiplash), which may in turn lead to ailments such as neck pain and stiffness, dizziness, and headaches.

#### What are the Symptoms?

Headaches/migraines neck pain, dizziness (nausea/vomiting), problems thinking or remembering, numbness and tingling (arms, face, shoulders), low back pain, hip pain, impaired vision ...



A well adjusted head restraint



A poorly adjusted head restraint

Illustrations from [http://www.nspca.co.uk/roadsafety/info/adjust\\_head\\_restraints.pdf](http://www.nspca.co.uk/roadsafety/info/adjust_head_restraints.pdf)



**A poorly adjusted headrest serves no purpose! If the headrest is too low, the driver's head will be thrown back violently in a rear collision. Whiplash may occur as a result.**

#### Some tips to prevent/minimize whiplash injury:

For a headrest to be efficient, it should:

- ✦ be made of the same material as the seat;
- ✦ be sufficiently strong to hold up under impact;
- ✦ be sufficiently soft to avoid the occupant's head from bouncing forward
- ✦ not be more than 10 centimeters from the back of the head. The middle of the headrest should be level with the eyes or the top of the ears
- ✦ be tilted forward. The closer the headrest is to the back of your head, the safer you'll be.

Also, remember to check or adjust the headrest each time you get into your car, especially if another person has recently been driving it.



**Even low speed accidents can cause significant injuries depending on where and how hard your car got hit, your position in the car, the position of your head, type of seat, position of the headrest**



A well adjusted head restraint

A poorly adjusted head restraint

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# TOOLBOX TALK

## Kill your speed.....



Edition: 002

**Kill your speed before it kills you!!!**

Week: 19 Dec 10

Some excuses people often give after accident!!!

*"..... suddenly the vehicle in front stopped.  
Everyone else was speeding.  
I slammed the brakes on but I couldn't stop in time.  
Suddenly a car pulled out from nowhere. .... "*

Speed is one of the main causes of many road accidents. Not everybody understands or realises how fast is "fast":

- At 60 kph one travels 17 meters per second;
- At 80 kph, 22 meters per second.
- At 100 kph, 28 meters per second.

It is really important to know that the braking distance increases dramatically as the speed increases. At three different speeds, the **shortest** possible stopping distances **under PERFECT conditions** (a dry road, excellent brakes, and an alert driver) are:



Speed	Stopping distance
40 kph	28 m
60 kph	58 m
80 kph	100 m

**NB:** Alcohol, drugs, fatigue, food, illness can affect your Reaction Time thus increasing your stopping distance.



**ABS does not reduce braking distance!!** It allows you to maintain steering during heavy braking by releasing individual wheels prior to locking up and reapplying them.

**In order to be prepared for the "unexpected" and react to it, a driver has to:**

- Always keep within speed limit;
- Adjust speed to road, traffic and weather conditions;
- Maintain a reasonable forward and rear "buffer" of space around your vehicle. Safety distance should **not be less than 2 seconds** in a light vehicle and **4 SECONDS** for logistics vehicle;  
(Always add a further second each for: wet roads, poor visibility, and night...)
- Concentrate on the driving task;
- Anticipate what hazards could be present in parts of the road that are not visible.



**A little more speed can result in a whole lot more distance that is required to stop. This is often far more in meters than people realize.**

**No appointment or job is so urgent that speeding can be justified!!!**



*This picture shows what's left after a speed related accident. The whole family ( driver and passengers) were killed in the accident*

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# TOOLBOX TALK

## Deadly distractions



Edition: 003

**Deadly distractions**

Week: 26 Dec 10

### What is a distraction?

It's anything that takes your hands, eyes or **attention** away from driving. Among the most common driving distractions are:

- Adjusting the radio, cassette or CD player
- Using/dialing a wireless phone
- Eating and drinking while driving
- Smoking while driving
- Engaging in any discussion with passengers which can lead to non focus on the road and hazards
- Outside distractions, including: Accidents, Vehicles stopped by police, Friends in other vehicles, Roadside advertising, New construction (shops, restaurants, etc.)

### Mobile Phones distractions

When you're searching for a number, dialing or talking, you're not watching the road like you should. When using a hand held mobile phone you will travel an additional 14 metres before you will come to a stop in an emergency braking situation.

**Remember: The use of cell-phones, hand-free devices when operating a vehicle is prohibited by Lafarge**



*A simple second of distraction took away her life and dreams*



**Several studies have demonstrated that talking on a mobile phone distracts a driver, even with a hands-free device.** Texting and using "smart phones" that provide e-mail access... make it worse.

### Turning Knobs Means Turning Your Head

Think about it; let's say you're going 80 km/h. If you look down for just two seconds to choose a CD or adjust the A/C controls, you'll have travelled 44 meters blindly.

Inserting a CD or searching for a radio station makes you six times more likely to get into an accident than glancing at the fuel gauge or speedometer.

Try these tips to help keep your attention on the road:

- Ask your passenger to adjust the radio controls or change your CD for you.
- Take advantage of normal rest stops to adjust controls or do other things.
- With more complex devices – GPS/navigation systems, etc. – take the time to stop in a safe place before giving them your attention.



**You might not have a second chance and, Don't think this can't happen to you.....**



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# TOOLBOX TALK

## Night driving



Edition: 004

**Night driving**

Week: 02 Jan 11

**Night driving is defined as driving in hours of full darkness, from 15 minutes after sunset until 15 minutes before sunrise when daylight is not enough for good visibility.**

In most countries, statistics have shown that the risk of accidents increases at night. Other vehicles and road users may not be easily visible and often seem to suddenly appear. Drivers and pedestrians may be intoxicated by use of drug and alcohol or affected by fatigue, making their behaviour more unpredictable and dangerous...

An unlit road presents dangerous situations such as pedestrians walking on the road wearing dark clothes, cyclists and vehicles with faulty or no rear lights.

During daylight animals react to an approaching vehicle by running away but at night they tend to freeze when faced by the headlights of a vehicle.

It is difficult to judge the distance of an approaching vehicle or one in front of you and this must be taken into consideration when overtaking or approaching a vehicle.

Bright lights of oncoming vehicles are another hazard. Never react to this by switching on your own vehicle's bright lights.

Fatigue is also one of the main hazards of night driving that can affect either yourself or other drivers. Don't try to beat fatigue.



*This fatal accident happened last year at 10.20 pm in a BU delivery operations*



**There is an increased risk of falling asleep during the night with the potential for collision and rollover**

### Some tips

- Plan your trip beforehand. The best option is to avoid driving at night. Check if night driving is permitted in your BU.
- Don't get behind the wheel if you feel tired and if you start to feel sleepy, you should find a safe place to stop (not the hard shoulder of a motorway) as soon as possible.
- Speed should be reduced at night as vision is restricted and your stopping distance should be within the area of the light of your headlamps.
- Be alert for vehicles that may have broken down and are parked on the side of the road.
- Delivery vehicles should be fitted with reflective tape to increase their visibility.



**Remember:**  
**Night driving on Lafarge business needs approval of BU GM subject to documented and approved Risk assessment**



*This vehicle rolled over after a collision with an animal in the night. Two people died and one injured.*

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# TOOLBOX TALK

## Wet-weather Driving



Edition: 005

**Wet-weather driving**

Week: 09 Jan 11

Most people tend to blame the weather for related accidents but this is just an excuse. Rain and wet roads are the most common hazards that we face in our driving experiences.

Failure to respond to the hazards and risks associated with poor weather conditions is the main cause of accidents linked to driving in the rain

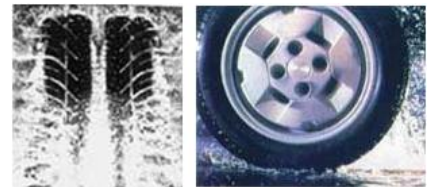
Weather conditions affect traction, visibility and vehicle control.

Our vehicles need more space and distance to be controlled, so we need to make additional allowances of at least twice what we would allow in dry weather to cope with wet conditions.

The tires need to be in good condition as the tyre contact on the road is important. Unless there is sufficient tread depth, the tires can't pump or push water away from out tracks.

Using worn out tires or tires with insufficient tread means that our vehicle will be more likely to hydroplane and skid.

Hydroplaning is when tires loose grip because of build up of water between the tyre and the road.



Hydroplaning (Aquaplaning) caused by Tread Failures



**Poor weather conditions have never caused an accident. Drivers who fail to respond appropriately to weather conditions cause accidents.**

### Some tips

- Check your windscreen wipers well in advance,
- Check and make sure tires are in good condition with tread depth of no less than 2 mm that covers the entire breadth and round it's entire circumference
- Warm up your windscreen to improve visibility in addition to the use of wipers
- Keep a safe speed and your lights on whilst driving
- Wet-weather driving demands gentle use of
  - Steering
  - Clutch
  - Brake
  - Accelerator
  - Larger allowance for errors and emergencies
- Stop in a safe place during heavy rain if the visibility is poor and you are not familiar with the road



**A vehicle that is lightly laden is more prone to hydroplaning because there is less weight / pressure on the tires**



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# TOOLBOX TALK

## Head-On Collisions



Edition: 006

Head-On collisions

Week: 16 Jan 11

You're driving down a two-lane road and you see a car approaching in your lane at a high speed. You blow your horn, but the car continues to move toward you in your lane. You think the driver might be asleep or drunk or he is just a non experienced driver etc... You are about getting involved in a head-on collision.

Head-on collisions are defined as those accidents in which vehicles collide in the same lane. Most of these events happen when the "Wrong Way Driver" is drunk, drugged out or totally incapacitated from some other cause.

In most cases, more than 50% of people in the two cars die while others get seriously injured. Unrestrained occupants are thrown forward where they hit the car interior, vehicles rotate about one another very rapidly, and this spinning action tends to hurl passengers to the rear of the car and to the side of the vehicle that has been damaged. The speed at which vehicles approach each other is generally too fast to permit driver actions that reduce impact severity.

It's important to remain alert! Don't fall asleep at the wheel, don't drive while impaired by alcohol & drug, don't cross the centre line, don't take your eyes off the road, keep at or below the speed limit...in short: concentrate on driving!



This accident happened last week where a competitor's aggregate truck collided with a bus killing 11 people and injured 5 others



**Driving off the road isn't without risk: There is a possibility of getting injured which is always better than a head-on collision. Aim for something relatively soft**



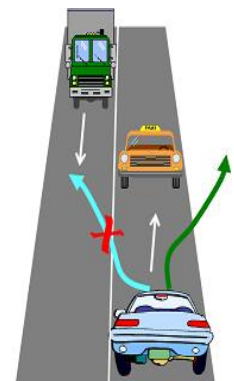
A direct "head-on" is a "dead" stop. No chance!

**In a collision, the occupants of the lighter car would experience much higher accelerations, hence much higher forces than the occupants of the heavier car**

### Some tips to avoid head-on collisions

#### Remember the 5 Rs

1. Read the road ahead. See forward, make use your horn and lights to "wake other driver up". Make sure all passengers use their seat belt
2. Reserve a space on the side of your vehicle for safe manoeuvring to the right
3. Drive to the Right; If you move to the left, the head-on collision you were hoping to avoid may still happen. If the oncoming driver recovers, he may instinctively swerve back into his proper lane. NEVER DRIVE TO THE LEFT
4. Reduce speed and wait as long as you can to pull out of your lane
5. Ride off the road to the right if necessary. Pull as far to the right as possible



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# TOOLBOX TALK

## Stuck Accelerator



Edition: 007

Stuck accelerator

Week: 23 Jan 11

Finding yourself in a car with a stuck accelerator pedal is a terrifying experience for any driver; below are comments from a victim:

... "My car started to accelerate. "I was in tears – I really could see myself dying, I took my foot off the accelerator – but I wasn't slowing down at all. I hit the brakes. They were braking ok, they were keeping me at about 70mph... Then the brakes started burning out – I could see smoke coming from the brakes..." He had to drive on the hard shoulder to avoid crashing but lost control and hit a roundabout. He now says he's giving up driving for good

In number of cases, the accelerator is found just stuck under the carpet mat not properly secured. This tells you that the least important and most overlooked item, such as a **carpet mat** inside a vehicle, can be a potential cause of a serious accident.



### What to do if such incident happens?

- **Keep calm** – the perception of the average driver with a stuck accelerator is that they can't break either, but this is a misconception brought on by panic.
- If it is a manual transmission car, **Press the brake firmly**, then **push the clutch pedal, switch to the neutral** position and stop the vehicle. Switch off the engine when the vehicle comes to a complete stop.
- If it is an automatic transmission car, Press the brake firmly then switch to the neutral position (N) and stop the vehicle. Switch off the engine when the vehicle comes to a complete stop.

### What **NOT** to do

- ✗ Try to un-jam the accelerator
- ✗ Use the handbrake or pump the brakes
- ✗ Switch off your engine while driving as it may lock your steering wheel.
- ✗ Remove the key from the ignition until you've stopped to avoid locking of the steering wheel



**Shift to Neutral or Park is your best option in an emergency. Switching off the ignition causes a loss of power-steering assist and cuts off vacuum boost for the brakes**

### Preventive actions:

- Pay attention to every detail that can affect your safety on road. Even the least important and most overlooked item, such as a carpet mat inside a vehicle, can be the cause of a serious accident (crashing the car, causing death to self and other road users)
- It is essential to carry out pre-journey checks on all vehicles including own and hire cars and make sure the floor mat is secured correctly;
- Never overlay two mats on top of each other as the top-most mat can slip and trap the accelerator pedal or interfere with the brake pedal.



**If you need to stop immediately, step on the brake pedal with both feet using firm and steady pressure. Do not pump the brake pedal as it will deplete the vacuum utilized for the power brake assist**



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# TOOLBOX TALK

## Driver Safety & Security



Edition: 008

Driver Safety & Security

Week: 30 Jan 11

Drivers are nowadays victims of accidents in which various methods are used but all aiming at same result: depriving victim of his/her valuable items or car. In some cities women are "good" targets and these ambushes have lead to robbery, carjacking and even rape, and murder. Below are some of the methods hijackers used:

**The polite beggar:** "A gentleman driving with his window open was approached by a beggar requesting money. When he replied that he did not have any, the beggar stabbed him with a used syringe....."

**Smash-and-grab:** You leave your handbag, mobile phone, laptop etc..Visible on the seat, when you stop at traffic lights and intersections, someone pops up, smashes and grabs the item...

**Bump-and-Rob:** a car bumps yours in order to get you to pull over to "file an accident report." One early tip-off of a crime-in-progress is if his car is trying to barricade yours from leaving. Drive to the nearest safe haven or police station

**Good Samaritan:** Returning to her parked car, a woman found it with a flat tire. A passerby insisted on helping the woman, he used the tire-iron to knock the woman unconscious and steal her wallet and car. Guess who had deflated the tire and waited for her? Drive to a service station to check your car rather...

**Eggs-on-Windshield:** If eggs are smashed on your windshield while you're driving, do NOT operate the wiper or wiper/spray. It will make the mess worse by smearing it; the wiper/spray will mix water and egg into a milky cream that fully blocks your vision. Then you're forced to stop and become a victim of robbers. Instead, just drive away. If you need to, stick your head out the window to see ahead until you get to a station to clean your windshield.



**Never show resistance to an armed hijacker, you can't predict what he is capable of, leave the car and/or money rather than your life which you'll never get back!!!**

### Some tips:

- ✦ Think fast whatever the situation is and get prepared, don't take unnecessary risk
- ✦ At an intersection or traffic light make sure you see the rear wheels of the car in front of you. If not then you are too close to take evasive action if confronted.
- ✦ **Do** not wind down your window if approached by someone at traffic lights or an intersection.
- ✦ Drive with locked doors and ensure that windows are either fuller or very nearly closed.
- ✦ **Store** all valuables items inside the car out of sight.
- ✦ If confronted by armed hijackers it is better to **give** them your vehicle and avoid any sudden physical movement that may cause them to shoot at you.
- ✦ **Vary** your routes (for Heavy good vehicles, only authorized routes can be used).
- ✦ **Do not allow** your vehicle to get boxed in, do your best to keep a safe distance from the car in front of you.



**Before entering your vehicle, check for suspicious objects on, in and under your vehicle. Look for smudge marks, especially around the wheels. Look for hanging wires**



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# TOOLBOX TALK

## Dangerous Breakdowns



Edition: **009**

### Dangerous Breakdowns

Week: **06 Feb 11**

An accident happened **last week** when a Heavy good vehicle (HGV) hit a light vehicle (A) ahead of him and this HGV was hit from behind by another vehicle (B). As a result, there were major damages to the vehicles and two people lost their lives. **Investigations revealed** that vehicle A suddenly got his steering wheel locked after its engine unexpectedly went off. Driver said he could not manage to pull aside because of the locked steering wheel! This accident doesn't allow enough time to the HGV to stop at the right time and avoid the crash.

This accident shows how we expose ourselves on the road by not taking care of our vehicles. Apart from the frustration this gives, you might not be lucky the next time your vehicle has a breakdown!

Knowing how to avoid or deal with emergency breakdown situations is the responsibility of everyone driving a vehicle

Below are some checks that will help keep your vehicle fit and safe:

- Check tire pressures and check tires for damage or wear. Replace tires with tread depth below 2mm, bumps, bulges, exposed cords and deep cuts.
- Check that all lights are working and replace any broken/burned out bulbs.
- Check that windshield wipers and blades are working properly. Replace wiper blades that streak the window.
- Check, and change if necessary, oil and filter, water in the radiator, windshield washer fluid, brake fluid and battery.
- Check all hoses for cracks or leaks, check fan belts for wear or slackness
- Have the exhaust system checked if it sounds noisy or rattles.
- Keep your vehicle clean, inside and out.
- Keep seat belts clean to prevent dirt and moisture from damaging the mechanism.



Above pictures show accidents that happen in South Africa in 2005. Sudden breakdown on the motorway can also lead to this

You don't need to be expert in this, make sure these checks are done by someone for your safety



**Keeping your vehicle in good shape also reduces the amount of fuel it uses and increases the resale value. It helps to protect the environment as well!**

#### Some tips:

- ✦ Use checklist above for regular vehicle maintenance
- ✦ When travelling, be aware of early trouble signs by monitoring your dashboard gauges and warning lights for any abnormal defect.
- ✦ Get your vehicle checked immediately when you notice any defect. If you are not sure, don't always assume it's a minor defect and you can still use the vehicle
- ✦ Remember to carry an emergency kit that contains:
  - basic tools such as a screwdriver and tire iron
  - booster cables for batteries
  - first aid supplies
  - Reflective triangle
  - road map if traveling to non familiar area
  - water container
  - extra pair of windshield wiper blades
  - flashlight with extra batteries
  - Emergency numbers (Emergency services, nearby workshops, Mechanic, electrician ....)



**Always be prepared for the unexpected.**

**A well-maintained vehicle will generally start in all weather conditions.**



This could happen to you if your vehicle stops suddenly....

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