



OFFICE (Delivery/Messengers)

Hazard		Satisfactory	Needs Attention	Not Applicable	Target Date for Completion	Date Completed
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
1	Employees practice defensive driving and seat belts/ shoulder harnesses are worn at all times.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
2	Company alcohol and drug use policy is observed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
3	Vehicles are locked when unattended to avoid theft.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
4	Vehicles are parked in legal spaces and do not obstruct traffic.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
5	The speed limit safe for conditions is not exceeded.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
6	Employees park their vehicles in well-lighted areas and/or near entrances to avoid criminal misconduct.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
7		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
8		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
9		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

_____ Name

_____ Date

Actions Taken to Correct Items Checked as "Needs Attention"

Hazard #	
Hazard #	
Hazard #	
Hazard #	
Hazard #	