

Physical Plant Vehicle Safety Equipment Maintenance Policy

The University of Northern Iowa Physical Plant maintains a fleet of vehicles, which are used for transportation of employees, tools, and equipment to and from university job sites. Vehicles are equipped with safety equipment depending on the job being done by the driver of the vehicle.

FIRST AID KITS should be readily available, if needed, to employees whose work area is away from the first aid supplies at the Physical Plant. First aid kits are to be kept in each vehicle. When first aid supplies are used from the vehicle first aid kit, the kit should be re-supplied as soon as possible from the master first aid boxes located throughout the Physical Plant.

FIRE EXTINGUISHERS are issued to vehicles whose driver may have occasion to weld, burn, or perform any other work resulting in a source of ignition. If a vehicle issued fire extinguisher is discharged it should be immediately brought to the attention of Darrell Hansen of the Operations and Planning Unit. A determination will be made as to whether the fire extinguisher needs to be recharged or replaced.

Initial outfitting of vehicles with safety equipment and subsequent maintenance or replacement of missing safety equipment will be the responsibility of the unit to which the vehicle is assigned.

If vehicles are taken out of service and replaced, the first aid kit and fire extinguisher if equipped should be transferred from the old vehicle to the new one. If a vehicle is added to the unit, the vehicle should be equipped with a first aid kit and a determination made as to whether a fire extinguisher is needed.

Twice per year, in the months of January and July, the Physical Plant Vehicle Safety Equipment Inspection form (copy attached) will be completed on each Physical Plant vehicle by the unit to which the vehicle is assigned. It will be the responsibility of the unit to return a copy of the inspection report to the Physical Plant Safety Office by the last day of the month due.

**PHYSICAL PLANT
VEHICLE SAFETY EQUIPMENT INSPECTION**

VEHICLE # _____

UNIT TO WHICH VEHICLE IS ASSIGNED _____

YES NO

_____ _____ Is vehicle equipped with a first aid kit?

_____ _____ Is first aid kit fully supplied?

_____ _____ Does operator of vehicle weld, burn, or perform
other work that results in a source of ignition?

_____ _____ Is vehicle equipped with a fire extinguisher?

_____ _____ Is fire extinguisher fully charged?

INSPECTED BY _____