**A1 Wokingham Loo Hire**

Continuously look for pedestrians, forklifts and hazards.

Loading/Unloading A1 Loo Hire Truck

 **Ensure**

 **all necessary**

 **PPE**

**is worn at all times**

Employee arrives at depot

Put on PPE

Vehicle checks to be completed

Load

Unload

Collect paperwork from canteen

Load the number of toilets required

Remove the toilets from the vehicle

Input fleet number on delivery ticket

Done

Sign paperwork and return to office

Leave yard with toilets

Check and ensure toilets are strapped down correctly

Make a note of fleet number and damage. Take photos.

Move to the wash bay area

Move to the quarantine location in the yard

Sign and return paperwork to the office

Yes

No

Any damage?

Check for damage and fleet number is on paperwork