

Introduction

Collisions are the number one cause of death in the workplace. More than 36 per cent of all work-related deaths are due to traffic trauma.

The key causes of collisions are:

- Aggressive driving
- Speed
- Driving while impaired (drugs and/or alcohol)
- Fatigue
- Following too closely
- Not shoulder checking
- Stopping too close to the vehicle in front
- Inattention and distractions (such as using cell phones, eating, drinking)
- Disobeying signs or signals
- Turning left in front of oncoming vehicles
- Running off the road
- Not adjusting for road conditions and seasonal changes
- Not taking animal hazards into account

Failure to adhere to any of these policies and procedures will result in immediate disciplinary action and possible termination of employment.


Training Requirements

Appropriate Level of Driver's License	Required
Defensive Driving	Recommended
Transportation of Dangerous Goods (TDG)	Required when transporting controlled products in bulk.


Critical Task Inventory

- Rules for Company Vehicle Use
- Daily Visual Inspection of Vehicle
- Electronic Devices and Driving
- Securing Cargo
- Changing a Tire
- Vehicle Incidents

Safety Equipment

Image	Description	Standard
	Seatbelt	Required to Be Worn at All Times
	Flares / Reflective Triangles	Required
	First Aid Kit (BC Level 1 with 3 Blankets)	Required
	Fire Extinguisher	Required
	MSDS	Required when Transporting Controlled Products

Winter Safety Equipment

Image	Description	Standard
	Window Scraper / Snow Brush	Required

Frequency of Exposure (F)	Severity of Loss (S)	Probability of Loss (P)	F + S + P = Risk Rating (R)
1 = Up to Weekly 2 = Up to Daily 3 = 1+ Times / Day	1=Class C – Minor, non-disabling, non-disruptive 2=Class B – Serious injury or disruptive loss 3=Class A – Major injury, permanent disability or loss	1=Limited chance adverse event will occur 2=Adverse event likely to occur 3=Adverse event likely to occur soon	7 to 9 = High Risk 5 to 6 = Medium Risk 3 to 4 = Low Risk
Type Of Hazard: H = Health (acute or chronic) S = Safety (people and equipment) Q = Quality P = Production E = Environment			

Rules for Company Vehicle Use

Hazard Assessment	F	S	P	R
Damage to Company Image (S)	3	2	2	7
Fines and/or Speeding Tickets (S)	3	3	1	7
Vehicle Damage (S)	3	2	2	7

Protect the Company Image

- Operate the vehicle within the legal limits and with courtesy to other road users.
- Keep vehicles clean inside and out.

Wear Seatbelts & Do Not Speed

- Any fines or speeding tickets must be reported to management immediately.
- Employees are responsible for paying their own fines and tickets.
- Passengers in the box of the vehicle is strictly prohibited.

Protect Vehicles from Theft & Damage

- Vehicles are to be locked when not in use.
- Any damage to the vehicle must be reported to management immediately.
- Smoking is not permitted in any company vehicle.
- You must allow for time for the vehicle to warm up and allow for the fluids to start cycling through the system. **Do not start and immediately begin driving** as this wears on the vehicle excessively and may cause the vehicle to fail.

Daily Visual Inspection of Vehicle

Hazard Assessment	F	S	P	R
Personal Injury (S)	3	3	2	8
Vehicle Breakdown (S)	3	3	2	8

General Requirements

It is the responsibility of the operator to ensure that all parts are working properly and all fluid levels are kept at an acceptable level.

Vehicle walk Around

- Vehicles need to be visually inspected before each use.
- Do a walk-around of the vehicle noting any leaks, tire condition, or any new body damage. Check the under-carriage for any foreign objects.
- Do not operate any vehicle that has a defect which could make it unsafe.
- Ensure that enough fuel and supplies are in the truck to achieve the daily goals set out by the crewboss.
- Check all fluid levels before departure.

Electronic Devices and Driving

Hazard Assessment	F	S	P	R
Distraction – Contact with Another Vehicle, Person or Object (S)	3	3	2	8

Permitted Use

It is prohibited by law to drive while holding a cell phone or while operating any hand-held electronic device.

A person may use an electronic device in a hands-free telephone function while driving if:

- It is not operated by hand,
- It is voice-activated or requires only one touch to make, answer or end a call,
- Any earpiece is worn only in one ear and inserted prior to driving, and
- It is securely fixed to the vehicle or worn securely on the body, and is within easy reach of the driver.

Precautionary Measures

If there is no permitted hands-free function available, turn the phone off when possible.

To make or receive a call using a hand-held cell phone or other electronic device:

- Safely pull over, park the vehicle and turn on the 4-way stop flashers before communicating with the caller.
- Alternatively, allow the message system to answer the call and return the call when it is safe to do so.

Special Exception

Legislation permits you to use your hand-held cell phone while driving only to call the police, fire department or ambulance service about an emergency.



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Securing Cargo

Hazard Assessment	F	S	P	R
Hit by Material in an Accident (S)	3	2	2	7
Theft (S)	3	2	2	7

Securing Cargo

- Always transport cargo in a secured area (i.e. cargo box, trunk, or trailer). During an accident, unsecured cargo can become projectiles.
- Cargo placed in a truck box must be suitably secured.

Changing a Tire

Hazard Assessment	F	S	P	R
Equipment Damage (S)	1	3	1	5
Personal Injury (S)	1	3	2	6
Another Flat Without a Spare (S)	1	2	2	5

Precautionary Measures

- Always follow the instructions in the owners' manual to help prevent equipment damage and personal injury.
- Retighten the lug nuts after 5 minutes of driving on the replaced tire. Retighten again after 100 kilometers.
- Repair or replace the damaged tire as soon as possible.



Vehicle Incidents

If you are involved in a motor vehicle incident:

- Administer first aid and call for medical assistance if potentially necessary.
- Contact the RCMP or local police if required.
- Document who, what, where, when, and why notes for future reference.
- Take pictures of the scene if possible.
- Contact your Supervisor.

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