

Safe Work Practice – Driving (Company Vehicles)	SWP-022
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Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety
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GENERAL:

Diversified Staffing Services has established this Safe Driving program to ensure the health and safety of its employees and clients, by increasing awareness of the risks associated with driving and reducing the number of motor vehicle accidents.

Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer’s recommended operating guidelines.

PROTECTIVE MECHANISMS:

- Alberta Traffic Safety Act
- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Emergency Response Plan (ERP)
- Hazard Assessment
- Driver Log
- Van Inspection Report
- Company Rules
- Van Safety Program

SELECTION AND USE:

N/A

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Ensure worker is trained/certified
- Holds a valid Alberta Driver’s license
- Compliance
- Enforcement

WORKER RESPONSIBILITY:

1. Ensure you have a valid operator’s license.
2. Be conversant with traffic laws and regulations.
3. Drive defensively.
4. Do not speed.
5. Back in when practical.
6. Ensure the vehicle has an emergency road kit.
7. Ensure you are not under influence of alcohol or drugs.
8. Avoid driving when fatigued.
9. Ensure seatbelts are worn at all times when travelling.
10. Be familiar with vehicle and its capabilities.
11. Avoid offering rides to strangers or hitchhikers.
12. Perform a “walk around” prior to travelling.
13. Use good judgement and understand the basic recovery skills appropriate to the vehicle you are driving.



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Winter Driving – All the above are applicable and should include the following:

14. Clear snow from all windows, lights and mirrors, when required.
15. Avoid using cruise control on icy roads.
16. Accelerate and brake gently to reduce skids or spinouts.
17. Ensure winter clothing does not restrict movement, vision or hearing.
18. Ensure fuel tank is full when possible.
19. Ensure you are familiar with the installation of snow chains, if applicable.
20. Monitor weather reports, road conditions.
21. Do not operate a cell phone while driving.

CELL PHONE USAGE:

1. When vehicle is in motion calls may not be answered by the driver and must be directed to voicemail or a passenger.
2. If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location.
3. If making an emergency call (911) the vehicle must be safely parked before making the call.
4. Ensure that cell phones are not utilized while fueling equipment or vehicles.

For further information, see the appropriate current Occupational Health & Safety Legislation.

NOTE:

- All vehicles must be inspected prior to use.

***The information contained within this document does not take precedence over Alberta Traffic Safety Act, Occupational Health and Safety legislation. All employees operating company vehicles should be familiar with the Alberta Traffic Safety Act and the *Occupational Health and Safety Act* and the *Regulations*.**

Controlled by: Safety Specialist	Revised: June 17, 2019	Approved by: Senior Management	Path: P:\Corporate\Safety Docs\Safe Work Practices (SWP's)
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