

# **Driving and Vehicle Operation**

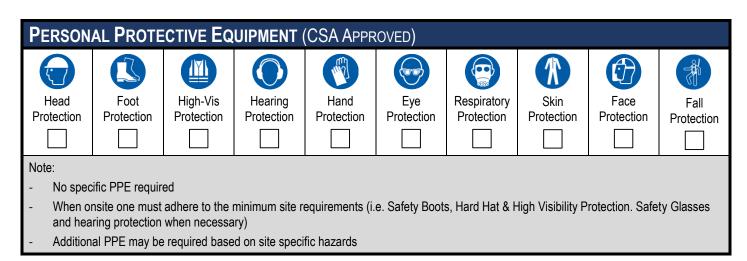
Date Revised:	March 2021	Overall Task Risk Rating:	Before Controls	С	After Controls	С		
Description:	Activities that require and/or are related to the operation of vehicles.							
Location(s):	Office, Shop, Asphalt Plant, Construction Projects							
Associated Documents: Housekeeping WTS, Hazardous Agents WTS, Noise WTS, Traffic Control WTS, Loading and Unloading WTS, Fueling and Refueling WTS, Equipment & Machinery Operation WTS, Equipment Repairs (Blocking) WTS								

RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

If extreme weather conditions do not allow for the safety of the driver or others nearby

If the driver is under any influence that could affect their driving ability (drugs, alcohol, fatigue)



### SAFE WORK PRACTICES (SWP)

General Driving Practices:

- Drivers must carry a valid driver's license and/or operating ticket
- Ensure vehicle permit, insurance card, trip inspection report, CVOR permit are in vehicle
- Personal electronic devices (including cellular phones, music devices and radios) are not permitted to be used while working and shall
  remain with personal belongings (out of sight) during working hours
- Do not drive while under any influence (i.e. drugs, alcohol, fatigue) that could affect your ability
- Drive in accordance with traffic laws (i.e. within the posted speed limits or at a safe speed based on driving conditions)
- If you are not familiar with the safe use of any machinery or vehicle, ask your foreman / superintendent for assistance prior to starting
- Check for clearance under bridges and overpasses
- Never leave equipment running while unattended remove the ignition keys and lock the doors before leaving the vehicle

Mount / dismount the equipment in a safe manner using the 3-point contact system

#### Housekeeping:

• Trucks / vehicles should be cleared daily of any garbage so as to not obstruct breaks, accelerator pedals, stick shifts or windows Guarding:

- All exposed moving or rotating parts must be adequately guarded
- Before starting a machine or vehicle, ensure guards and safety devices are in place and functioning properly
- No one is to make any protective guarding ineffective

Seatbelts:

- Must be worn by operators and passengers
- Employees must not be transported outside of the cab or inside of the cab if there is no passenger seat



# **Driving and Vehicle Operation**

Lock out / Tag out:

• When authorized persons are setting up or making adjustments to machinery or vehicle, they must ensure that the vehicle is locked out Reversing:

• Use a spotter or signal person when view of the path of travel is obstructed for construction activities

Fueling / Re-Fueling:

• Ensure all equipment and vehicles, are shutdown prior to commencing fueling/refueling activities

Stopping and Parking Vehicles:

- Park in a legal, safe area that does not obstruct traffic, preferably on a level surface (when possible) if obstruction is unavoidable, set up traffic control to route traffic away from the parked vehicle/ equipment
- If it is necessary to park on a slope, park with the wheels turned into a bank/ berm or block the wheels

Activate park and/or emergency brakes (and transmission lock, if the vehicle/ equipment is equipped)

### Inspections:

- All vehicle operators must conduct and record pre-use inspections
- Damaged vehicles must be noted, taken out of use, and reported immediately
- Operators of Trucks / Equipment which are CVOR registered are required to complete Pre-Trip inspections prior to operating it

 Do not use defective vehicle or machinery, inform your Foreman / Superintendent immediately Training:

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)
- Operators must hold valid licence class for specific vehicles they are driving
- Only trained, authorized personnel are allowed to operate company equipment or vehicles

JOB HAZARD AND RISK	Analysis	RISK RATING SYSTEM C Low risk of injury or equipment / property damage.	
TASK HAZARDS	RATING BEFORE CONTROLS	TASK CONTROLS	RATING AFTER CONTROLS
Equipment Failure	С	<ul> <li>Operators must conduct and record pre-use inspections</li> <li>Report any damage, vehicle contact or other malfunction</li> </ul>	С
<ul> <li>Lack of operator's training</li> </ul>	С	Only those with proper training are to operate vehicles	С
Lack of Maintenance C		<ul> <li>Vehicles must be maintained as per the preventative maintenance schedule</li> </ul>	С
Lack of house keeping	С	<ul> <li>Trucks / vehicles should be cleared daily of garbage so as not to obstruct brakes, accelerator pedals, stick shifts or windows</li> </ul>	С
<ul> <li>Vehicle Collisions / Personal Injury</li> </ul>	С	<ul> <li>Do not drive while under the influence of drugs or alcohol</li> <li>Do not drive if fatigued</li> <li>Drive in accordance to current weather conditions</li> <li>Seatbelts must be worn at all times</li> </ul>	C
Distracted Driving	С	<ul><li>Stay focused and comply with all rules of the road</li><li>Do not use hand held devices while operating vehicles</li></ul>	С
<ul> <li>Lack of Signalers</li> </ul>		<ul> <li>Vehicle operators whose view is obstructed, shall be directed by a competent signal person</li> <li>Workers in the vicinity of moving vehicles (including signalers), must wear CSA approved high visibility garments</li> </ul>	С
Poor Ergonomics	С	<ul> <li>Adjust the seats, steering wheel, mirrors, etc. so that they fit your size and your driving needs</li> </ul>	С