











Date Revised:	March 2020	Overall Task Risk Rating: <b>C</b>
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)

**PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)**

									
Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note:

- No specific PPE required
- When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses and hearing protection when necessary)
- Additional PPE may be required based on site specific hazards

**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



**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

<b>JOB HAZARD AND RISK ANALYSIS</b>		<b>RISK RATING SYSTEM</b>
		<span style="color: red;">A</span> High risk of injury or equipment / property damage. <span style="color: yellow;">B</span> Medium risk of injury or equipment / property damage. <span style="color: green;">C</span> Low risk of injury or equipment / property damage.
TASK HAZARDS	TASK CONTROLS	RATING
<ul style="list-style-type: none"> <li>• Equipment Failure</li> </ul>	<ul style="list-style-type: none"> <li>• Operators must conduct and record pre-use inspections</li> <li>• Report any damage, vehicle contact or other malfunction</li> </ul>	C
<ul style="list-style-type: none"> <li>• Lack of operator's training</li> </ul>	<ul style="list-style-type: none"> <li>• Only those with proper training are to operate vehicles</li> </ul>	C
<ul style="list-style-type: none"> <li>• Lack of Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicles must be maintained as per the preventative maintenance schedule</li> </ul>	C
<ul style="list-style-type: none"> <li>• Lack of house keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Trucks / vehicles should be cleared daily of garbage so as not to obstruct brakes, accelerator pedals, stick shifts or windows</li> </ul>	C
<ul style="list-style-type: none"> <li>• Vehicle Collisions / Personal Injury</li> </ul>	<ul style="list-style-type: none"> <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
<ul style="list-style-type: none"> <li>• Distracted Driving</li> </ul>	<ul style="list-style-type: none"> <li>• Stay focused and comply with all rules of the road</li> <li>• Do not use hand held devices while operating vehicles</li> </ul>	C
<ul style="list-style-type: none"> <li>• Lack of Signalers</li> </ul>	<ul style="list-style-type: none"> <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>	C
<ul style="list-style-type: none"> <li>• Poor Ergonomics</li> </ul>	<ul style="list-style-type: none"> <li>• Adjust the seats, steering wheel, mirrors, etc. so that they fit your size and your driving needs</li> </ul>	C