



### Driving

Developed by:	Approved by:	Date created:	Last revision:
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Possible Hazards Present	Personal Protection Required	Additional Training
<ul style="list-style-type: none"> <li>- Distractions,</li> <li>- Traffic,</li> <li>- Vehicle Equipment Failure</li> <li>- Pedestrian</li> <li>- Lack of Lighting,</li> <li>- Weather &amp; Road Conditions,</li> <li>- Wildlife,</li> <li>- Slips &amp; Trip</li> <li>- Eating, Drinking</li> <li>- Strains &amp; Sprains</li> </ul>	<ul style="list-style-type: none"> <li>- CSA Footwear</li> </ul>	<ul style="list-style-type: none"> <li>- Valid Drivers License</li> </ul>

This task may only be performed by qualified and authorized personnel.

No person shall ride upon any portion of a vehicle or equipment not specifically designed for or approved for the use of passengers.

Ignition sources shall not be used in the vicinity of any vehicle, and equipment while refueling.

Workers shall not get on or off any moving vehicle or equipment.

Vehicle and equipment operators should, so far as reasonably practicable, request assistance whenever backing, maneuvering in tight areas or where vision is restricted.

Vehicles or equipment with internal combustion engines shall not be operated in enclosed areas for prolonged periods of time, unless adequate ventilation is provided to ensure emissions do not exceed allowable levels.

If an emergency occurs while conducting this task. Secure the area to prevent further injury or damage and call for emergency assistance as identified in your job plan.

1. Pre-Trip Planning:

- Confirm status of the vehicle that you will be using during your trip or related work. Confirm that the vehicle to be used is in good working condition and that all required maintenances are up to date
- Activate your Working Alone Plan in the event you are by yourself.
- Plan or discuss your route that will be taken to the jobsite or destination. This will help prevent distraction or disorientation during your trip.
- Check weather conditions along the route you will be taking, and dress appropriately for conditions present. Give yourself appropriate time to travel based on both road and weather conditions.



- If required, identify special equipment or controls (emergency stops, lockout procedures, safety footwear, etc.)

2. Vehicle Walk Around:

- Consider visually inspecting tires and overall vehicle condition. Have any deficiencies corrected before departing on your trip.
- Once seated in the vehicle adjust seat and mirrors to proper positions before departing to prevent distractions while driving.
- Secure all equipment being transported within the vehicle.
- Confirm that the path of your vehicle will not be obscured as it departs from its parked location.

3. Driving:

- Always drive within the speed limit. Drive at speeds that are safe for the conditions, recognizing that, in some driving to appropriate levels as required by the circumstances (rain, fog, snowy conditions) this may be below the posted speed limit
- In considering what a "safe" speed is, also consider the potential impact of a collision on road users such as pedestrians and cyclists who are inherently vulnerable
- Wear a seatbelt at all times, and ensure that passengers do the same.
- Drive with your headlights on at all appropriate times if your vehicle is not fitted with daytime running lights; or if environmental conditions warrant it.
- Plan realistic driving schedules, stop for appropriate rest breaks, and take a rest if you are feeling tired.
- Hand-held mobile phones and other electronic communication devices including hands-free cellular accessories are a distraction and shall not be used while driving company vehicles. Pull safely off the roadway or have calls to go to voicemail.
- vehicles equipped and installed VHF radios are approved for use vehicle driving.

When finished operation for the day, ensure your vehicle idles down if required. And if fitted with a Master ignition switch, turn the switch to the OFF position.

**Documentation/Legislation**

Workplace Safety and Health Regulation,  
M.R. 217/2006

- 4 - General Workplace Regulations
- 16 - Machines, Tools, & Robots
- 22 Powered Mobile Equipment

**This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum every three years.**