

Driving for Work: Developing Safe Practices for Employers and Workers

OCTOBER 2010

Government
of Alberta



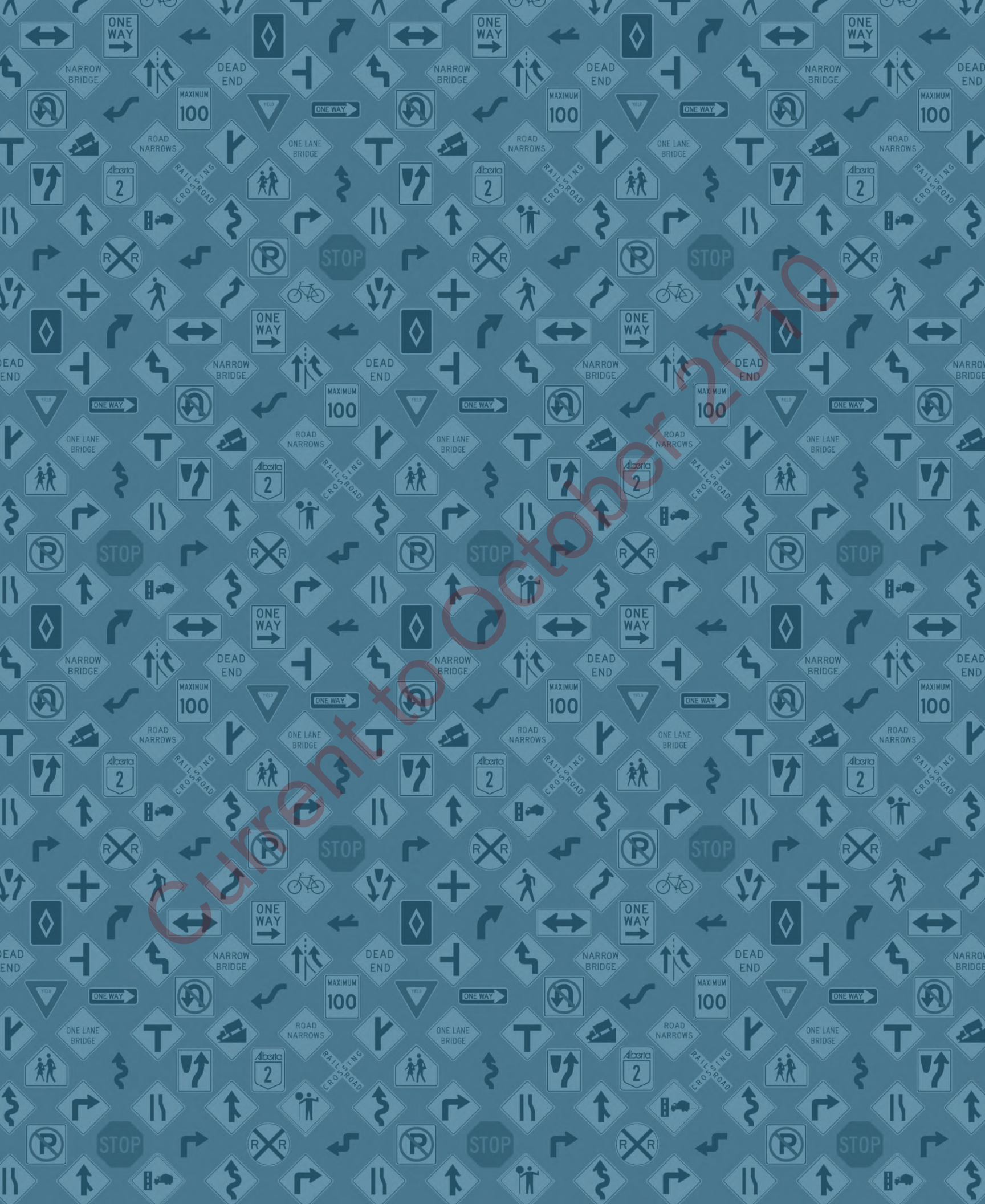


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About this Document

This document is a comprehensive resource on driving for work in Alberta that is geared to employers and workers.

Driving for Work: Developing Safe Practices for Employers and Workers includes information most employers and workers need to begin to create and maintain a safe and healthy workplace, such as:

- an overview of the importance of management and organizational commitment to safe driving
- an overview of current legal obligations under occupational health and safety and traffic safety legislation, as well as applicable and related federal legislation
- emphasis on the need for worker involvement in health and safety
- support for setting up a successful safe driving policy and programs for the specific needs of a particular workplace
- processes and procedures for investigating, reporting, and monitoring incidents involving drivers and vehicles.

For the purposes of this document, **safe practices** are defined in the following way:

A safe practice is a program, process, method, or activity that is effective at providing a reasonable assurance of the desired outcome to protect employers and workers. The safe practice is suitable for most workplaces and can be used and customized as needed. Such practices reflect current thinking and must meet or exceed legislative requirements. Safe practices need to be continually monitored and improved to ensure the ongoing safety of workers.

The focus of this document is employers of any worker who drives on roads for any part of their work and the workers themselves. This includes, but is not limited to:

1. Employers that have workers who drive to carry out their professional responsibilities. For example:
 - a. Surveyors
 - b. Repair and maintenance workers
 - c. Sales people
 - d. Home care workers
 - e. Trades people
 - f. Workers who drives to and from meetings.

2. Employers with professional drivers (includes self-employed drivers and those under federal jurisdiction) such as:
 - a. Tractor trailer drivers
 - b. Delivery drivers
 - c. Bus/van drivers – public transit, motor coach, school buses
 - d. Taxi drivers.
3. Employers with drivers who operate vehicles around “live” roads
 - a. Tow truck drivers
 - b. Road construction and maintenance crews
 - c. First responders – fire, ambulance, police.

While the focus of this document is not on safe driving practices for non-work purposes, it is hoped that employers and workers will apply these practices for all the driving they do to ensure their safety and that of others on the road.

Driving for Work: Developing Safe Practices for Employers and Workers presents general information related to driving for work that needs to be interpreted and applied to the conditions of your workplace. Because of the variety of work-related driving that occurs in Alberta “one size” does not fit all for safety. That is why some sections present information in a general manner and others present information specific to types of drivers such as commercial vehicle drivers. Ensure you pay attention to the legislation that affects your workers.

If in doubt about what information, legislation, or advice may apply to your situation, it is best to meet or exceed any requirements or recommendations.

Not all requirements under the *Occupational Health and Safety (OHS) Act*, Regulation and Code or under the *Traffic Safety Act (TSA)* and its regulations are discussed in this document. This information is not intended to be legal advice nor is it a definitive guide to the legislation. You are advised to review the legislation thoroughly and to consult a lawyer if you have any specific legal issues. In case of inconsistency between this resource and occupational health and safety legislation, traffic safety legislation, or any other legislation, the legislation will always prevail.

Provincial Legislated Requirements



The Provincial legislation referenced in this document is highlighted inside yellow boxes with a red border. These boxes contain the minimum requirements, although many businesses do exceed these.

Federal Legislated Requirements



Federal legislation in this document is inside yellow boxes with a blue border.

Other legislation that commonly applies to Alberta worksites:

- Employment Standards Code: www.employment.alberta.ca/es
- Alberta Human Rights Act: www.qp.alberta.ca/574.cfm?page=A25P5.cfm&leg_type=Acts&isbncln=9780779744060
- Workers' Compensation Act: www.qp.alberta.ca/574.cfm?page=W15.cfm&leg_type=Acts&isbncln=9780779725809

Definitions



Definitions for words or terms that require some explanation are highlighted inside purple boxes.

All terms that are **bolded** in the text of the document are defined in the glossary at the end of the document.

Example



Examples of different situations help the reader better understand the information or how it may apply to their workplace, are highlighted inside brown boxes.

Resources



Resources that were consulted in the development of the text for that section or which may be useful to your company are highlighted in green boxes at the end of each section.

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Acknowledgements

We acknowledge the valuable contributions of the organizations and their representatives who actively participated in this project:

- Alberta Centre for Injury Control & Research (ACICR)
- Alberta Employment and Immigration (AEI)
- Alberta Motor Association (AMA)
- Alberta Motor Transport Association (AMTA)
- Alberta Roadbuilders & Heavy Construction Association (ARHCA)
- Alberta Transportation (AT)

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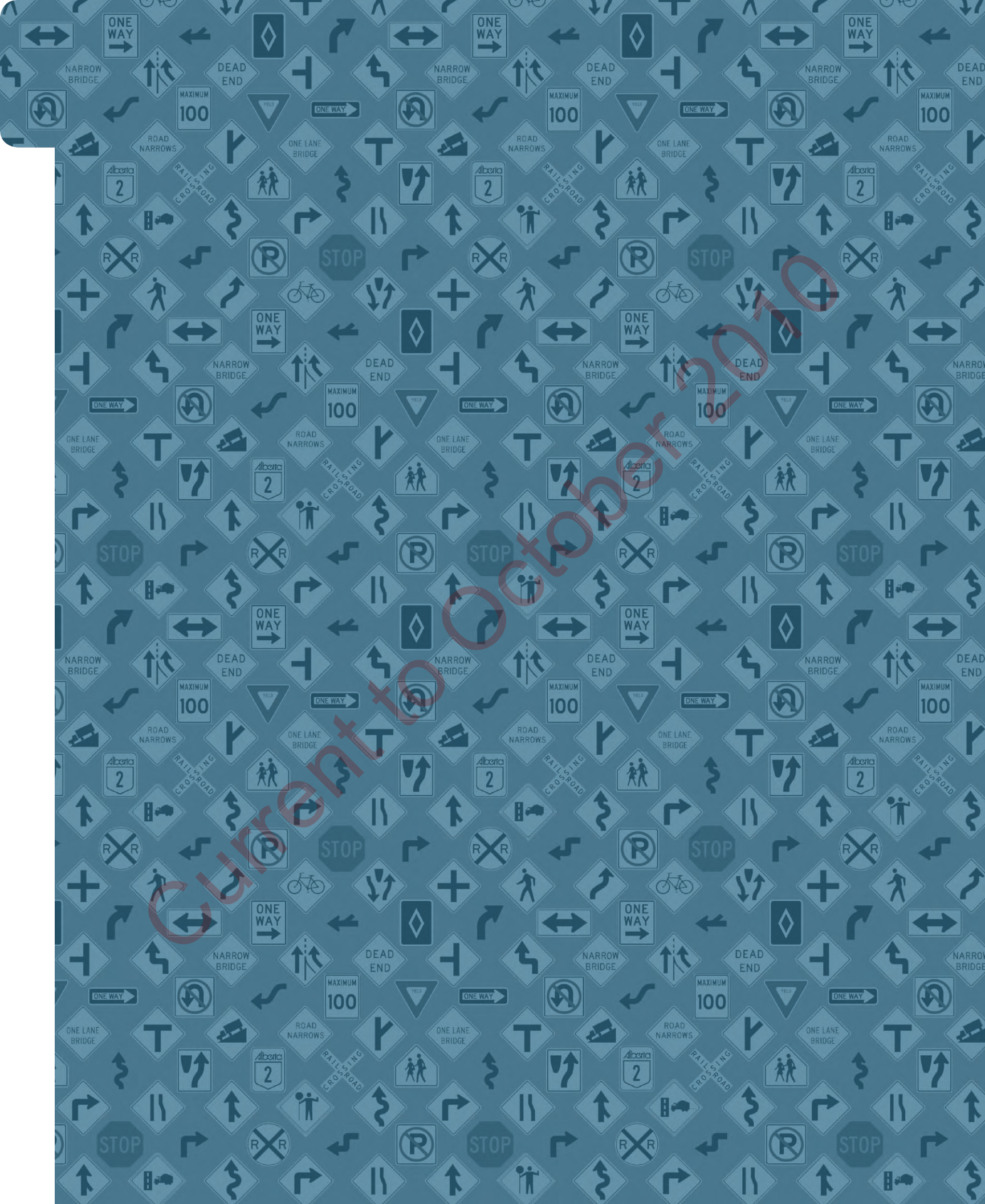
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Current to October 2010

Highlights





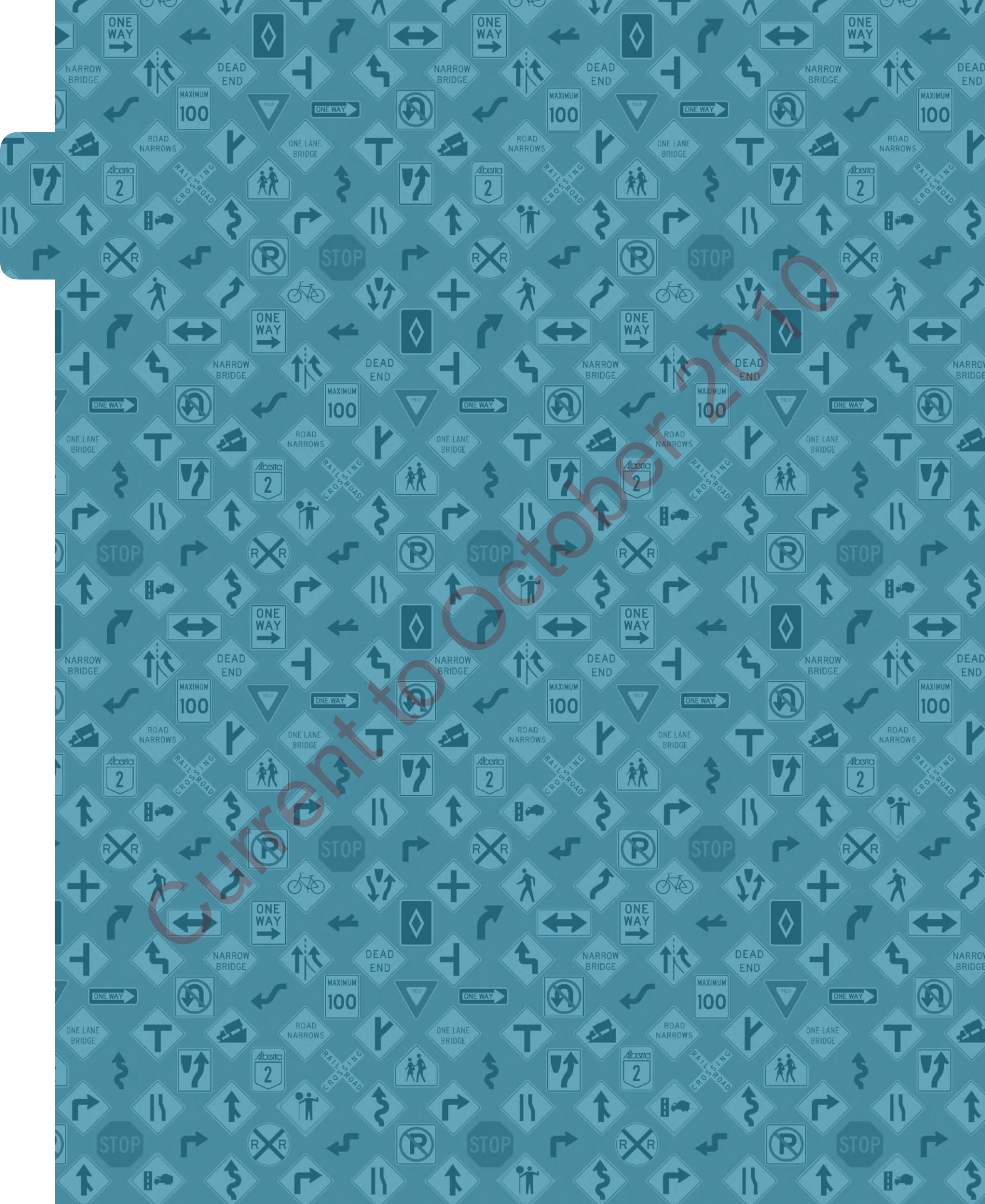
Highlights

Introduction	<ul style="list-style-type: none"> → This document, <i>Driving for Work: Developing Safe Practices for Employers and Workers</i>, is aimed at addressing the needs of both employers and workers when it comes to safe driving practices. → Work-related motor vehicle incidents are part of the larger picture of road-related injuries and fatalities in Alberta.
Section 1 Organizational Commitment to Health & Safety	<ul style="list-style-type: none"> → Employers and workers both have a role in ensuring safe driving practices are a priority and are adhered to by all drivers. → The same amount of emphasis should be placed on safe driving as on any other safety-related practice. → The moral, legal, and financial implications are too significant for every organization not to be committed to keeping workers healthy and safe.
Section 2 Legislative Responsibilities	<ul style="list-style-type: none"> → Employers are legally responsible for providing a safe and healthy working environment for workers. → Provincial and federal occupational health and safety legislation help protect the health and safety of workers while on the job. → The province's traffic safety laws are aimed at protecting all operators of motor vehicles whether they are on the job or not.
Section 3 Multiple Employer Environments	<ul style="list-style-type: none"> → A work site having multiple employers engaged in work <i>at the same time</i> must have a <i>single</i> prime contractor for the site. → It is important to be clear as to who is the employer or prime contractor because the employer or prime contractor is ultimately responsible for health and safety.
Section 4 Hazard Assessment & Control	<ul style="list-style-type: none"> → Hazard identification, assessment and control are key elements in creating an effective health and safety program, and are important requirements under Alberta's OHS Code. → Hazard identification and assessment are fundamental steps toward preventing work-related injury or illness. → Vehicles used for work purposes are work sites. For this reason, the hazard assessment requirements apply to the operation of vehicles.
Section 5 Safe Driving Policy	<ul style="list-style-type: none"> → A safe driving policy is an important part of managing health and safety in your workplace and an important step in demonstrating management commitment to safe driving for all workers. → While directed at ensuring workers who drive as part of their job do so as safely as possible, it should also encourage the same driving practices during non-work hours.
Section 6 Competency, Training & Fitness for Driving at Work	<ul style="list-style-type: none"> → Both employers and workers have the responsibility to ensure competency related to the work that is to be done. → Competency, training and fitness for work are necessary for all occupations. → These requirements are particularly important for those who drive for work, as they can not only put themselves at risk but also others if they don't safely operate their vehicle at all times.

Section 7 Working Alone	<ul style="list-style-type: none"> → A worker is working alone if they are alone at a work site <i>and</i> assistance is not readily available in case of emergency, injury, or illness. → Workers who drive for their job may often find themselves working alone. → Employers have responsibilities for minimizing and eliminating risks associated with workers working alone. → Employers are required to ensure workers working alone have some effective way of communicating with individuals who can respond if there is an emergency or the worker is injured or ill.
Section 8 First Aid	<ul style="list-style-type: none"> → Workers must have access to appropriate first aid services and supplies, even when they are on the road. → Employers are required to have an emergency communication system in place so that first aid services can be accessed by an ill or injured worker. This is a key requirement for workers who are on the road, particularly if they are travelling alone. → Any vehicle driven for work purposes must have a first aid kit.
Section 9 Emergency Response Planning for Drivers	<ul style="list-style-type: none"> → An emergency response plan will ensure your workers have an appropriate action plan in the event of an emergency on the road. → The OHS Code requires employers to establish an emergency response plan for response to an emergency that may require rescue or evacuation. Those who drive while working are included in this as they may require rescue or assistance while on the road.
Section 10 Workplace Violence	<ul style="list-style-type: none"> → It is important to remember that workplace violence can occur when someone is on the road or drives regularly for work, just as easily as it can occur at a work site that isn't mobile. → Anyone who drives for work needs to control aggressive driving behaviour and also needs to know how to prevent incidents of road rage against them while driving.
Section 11 Vehicle Safety	<ul style="list-style-type: none"> → Road safety relies on safe driving, as well as proper vehicle maintenance. → Employers must ensure any vehicles their workers operate on the job are safe and meet required standards. → Workers also have a responsibility to ensure the vehicles they are operating are safe, especially if they are using their personal vehicle for work.
Section 12 Incident Reporting & Investigation	<ul style="list-style-type: none"> → Workers must report incidents to their employer. Employers must ensure that all incidents that occur are investigated. → By investigating an incident and implementing corrective measures, it is possible to prevent it from happening again or to prevent a more serious incident. → Near misses identify conditions or practices that must be changed to prevent future incidents.
Section 13 Program Evaluation & Monitoring	<ul style="list-style-type: none"> → The purpose of reviewing your safe driving program is to make sure it's up-to-date and being used appropriately by all workers who operate a vehicle. → The review should involve workers as they are familiar with the equipment and how it is used. → Evaluation will indicate where changes may be required to reduce near misses, motor vehicle incidents, injuries or fatalities.

Introduction





Introduction

- This document, *Driving for Work: Developing Safe Practices for Employers and Workers*, is aimed at addressing the needs of both employers and workers when it comes to safe driving practices.
- Work-related motor vehicle incidents are part of the larger picture of road-related injuries and fatalities in Alberta.

Highlights

Did you know that a traffic collision occurs every five minutes in Alberta? Or that on average, one person will be killed and 65 people will be injured every day in Alberta because of motor vehicle collisions? Many of those injured or killed are workers who are required to drive for a living or as a part of their work.

The Alberta government is committed to reducing these numbers and improving traffic safety throughout the province. The *Alberta Traffic Safety Plan: Saving Lives on Alberta's Roads* proposes a comprehensive framework for reducing collisions and aims to make Alberta's roads the safest in the country. Shortly after the release of Alberta's Traffic Safety Plan in 2006, the Ministers of Employment and Immigration and Transportation jointly established the Road Safety at Work Strategic Planning Committee to build and support a workplace culture of injury prevention on Alberta's roads. The Road Safety at Work Strategic Plan is a cooperative effort that supports Alberta's Injury Control Strategy, the Work Safe Alberta Strategy, Alberta's Traffic Safety Plan, and other industry initiatives.

The overall cost of motor vehicle collisions to Alberta is estimated to be at least \$4 billion per year¹. That is about \$12 million every day. However, the economic costs are secondary to the personal and societal costs. The emotional, psychological and physical impacts on families, communities and workplaces cannot be measured.

A number of the strategies contained in *Road Safety at Work: Three-Year Strategic Plan* involve publishing best practices for occupational road safety and encouraging industry to adopt effective road safety practices. This document, *Driving for Work: Developing Safe Practices for Employers and Workers*, is aimed at meeting those goals and addressing the needs of both employers and workers when it comes to safe driving.

1 Alberta Traffic Safety Plan: Saving Lives on Alberta's Roads. www.transportation.alberta.ca/3112.htm

Health and Safety Management Systems

A health and safety management system is a process to minimize the incidence of injury and illness at the workplace. The scope and complexity of a health and safety management system varies, depending on the type of workplace and the nature of the work performed.

The purpose is to identify, assess, and control workplace hazards. Incorporating a focus on driving into your health and safety management system could require updating some of the components or adding a few additional ones:

- Organizational commitment (see section 1 of this document)
- Hazard assessment and control (see section 4 of this document)
- Vehicle Inspections (see section 11 of this document)
- Review of vehicle safety features and vehicle maintenance records (see section 11 of this document)
- Competency, fitness, and training for drivers (see section 6 of this document)
- Emergency response planning (see section 9 of this document)
- Incident investigation (see section 12 of this document)
- Program administration (see section 13 of this document).

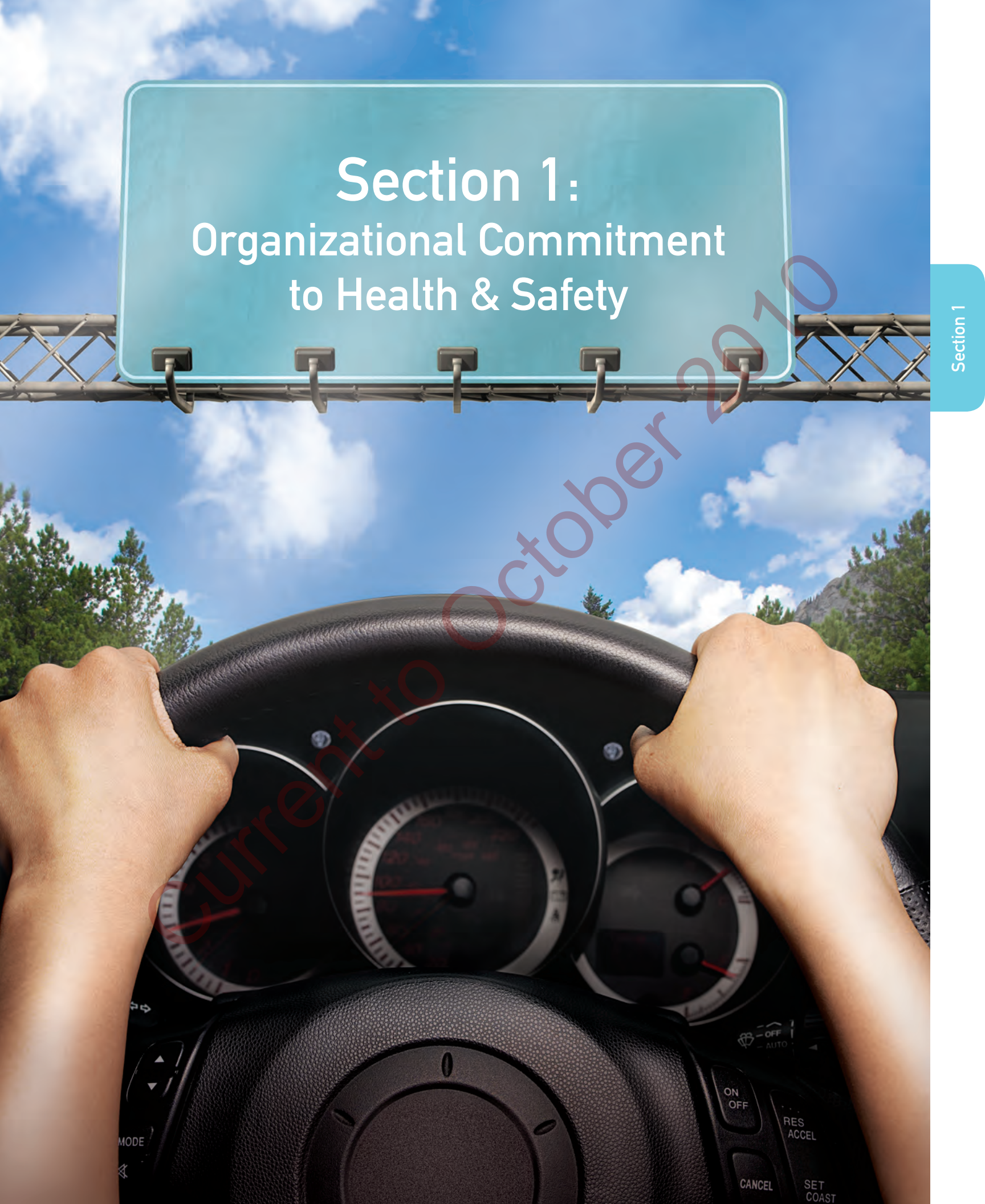
Resources

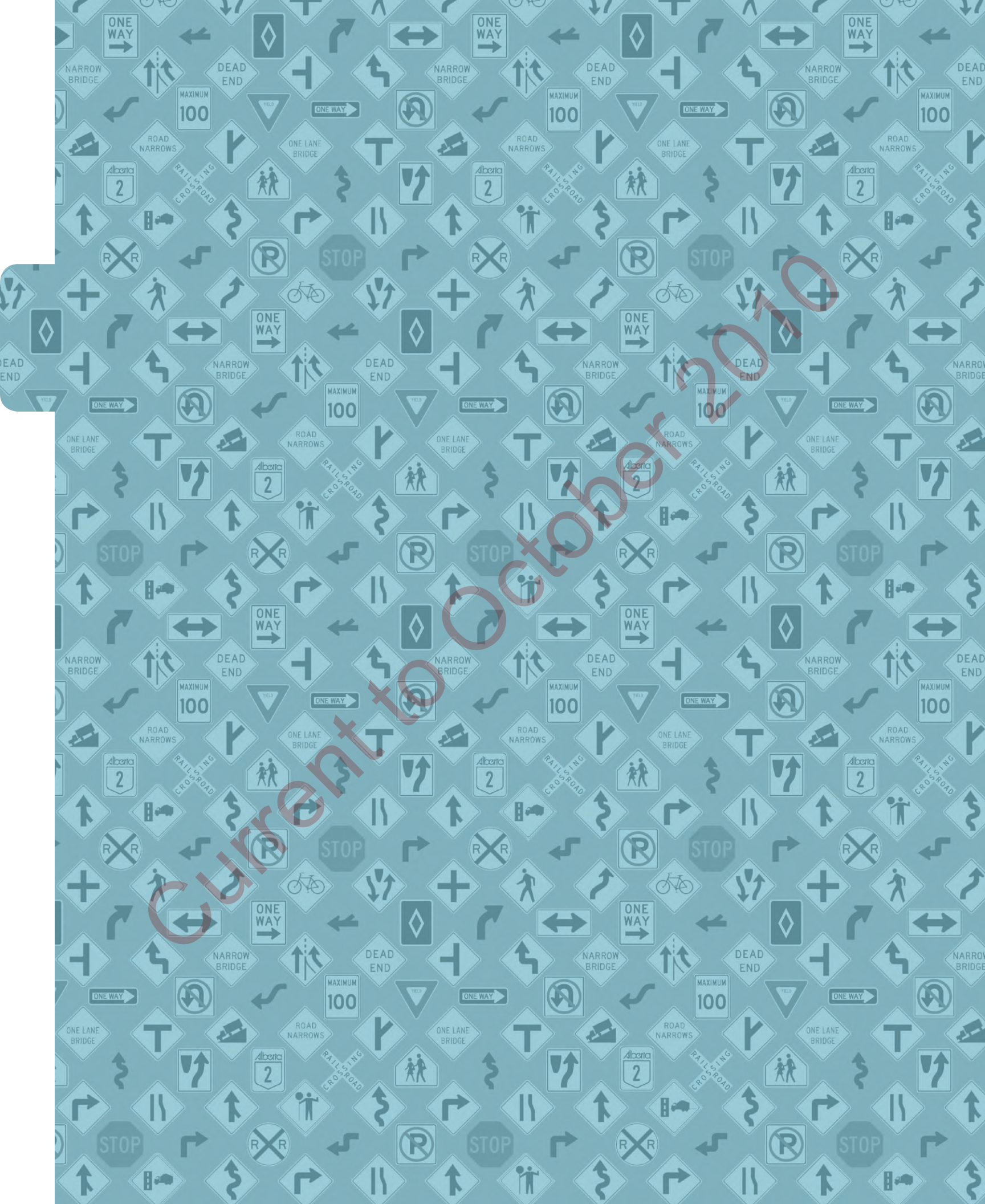


Resources for Introduction

- *Alberta Traffic Safety Plan: Saving Lives on Alberta's Roads*: www.transportation.alberta.ca/Content/docType48/Production/trafficsafetyplan.pdf
- *Work Safe Alberta, Road Safety at Work: Three-Year Strategic Plan, 2006-2008*: www.employment.alberta.ca/documents/WHS/WHS-WSA_rsaw-strategy06-08.pdf
- *Alberta Injury Control Strategy*: www.acicr.ca/Upload/about-acicr/supporting-public-policy/injury-control-strategies/alberta-injury-control-strategy/AlbertaInjuryControlStrategy-Final.pdf

Section 1: Organizational Commitment to Health & Safety





Section 1: Organizational Commitment to Health & Safety

- Employers and workers both have a role in ensuring safe driving practices are a priority and are adhered to by all drivers.
- The same amount of emphasis should be placed on safe driving as on any other safety-related practice.
- The moral, legal, and financial implications are too significant for every organization not to be committed to keeping workers healthy and safe.

Highlights

Committing to Health & Safety on the Road

*"In 2008, motor vehicle incidents accounted for more than \$26.5 million in injury claims for the Workers' Compensation Board in Alberta. Although this cost is a 22% decrease from 2000, there were still 2,939 new highway motor vehicle claims reported and 44 motor vehicle fatalities. Evidently, road safety is a significant concern."*²

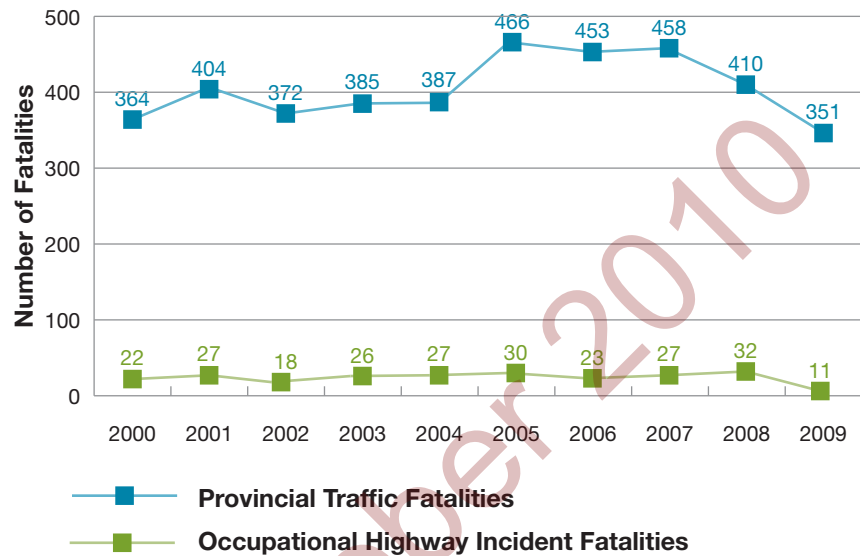
Every year in Alberta, nearly 400 people die and more than 27,000 people are injured in over 112,000 motor vehicle collisions in Alberta³. These fatalities and injuries have great personal, community and societal implications, as well as a monetary cost of \$4 billion to Albertans. This reality is made even more disturbing by the fact that most of these collisions are preventable.

² Working Safely Behind the Wheel, Workers' Compensation Board (WCB), December 2009.

³ Alberta Traffic Safety Plan: Saving Lives on Alberta's Roads. www.transportation.alberta.ca/3112.htm

The following chart compares occupational incident fatalities with provincial traffic fatalities over the last 10 years.

Occupational Highway Incident Fatalities and Provincial Traffic Fatalities in Alberta: 2000-2009



Reference: WCB data prepared by AEI Data Development and Evaluation 2009. 2009 Alberta Traffic Collision Statistics – Alberta Transportation.



The following table provides an overview of the motor vehicle incident fatalities by industry sector in Alberta between 1999 and 2009. Motor vehicle fatalities make up approximately 30 per cent of the workplace fatalities in Alberta every year⁴. The Transportation, Communication and Utilities sector accounted for 33 per cent of the motor vehicle incident fatalities, while the Construction and Construction Trade Services sector accounted for 22 per cent.

Motor Vehicle Incident Fatalities by Industry Sector – Alberta: 1999-2009*

Industry	Number of Fatalities	Per cent
Agriculture and Forestry	11	2.7
Business, Personal and Professional Services	20	5.0
Construction and Construction Trade Services	90	22.3
Manufacturing and Processing	25	6.2
Mining and Petroleum Development	57	14.1
Public Administration, Education & Health Services	13	3.2
Retail and Wholesale Trade Services	39	9.7
Transportation, Communication and Utilities	133	33.0
Other & Unknown	15	3.7
All Industries	403	100

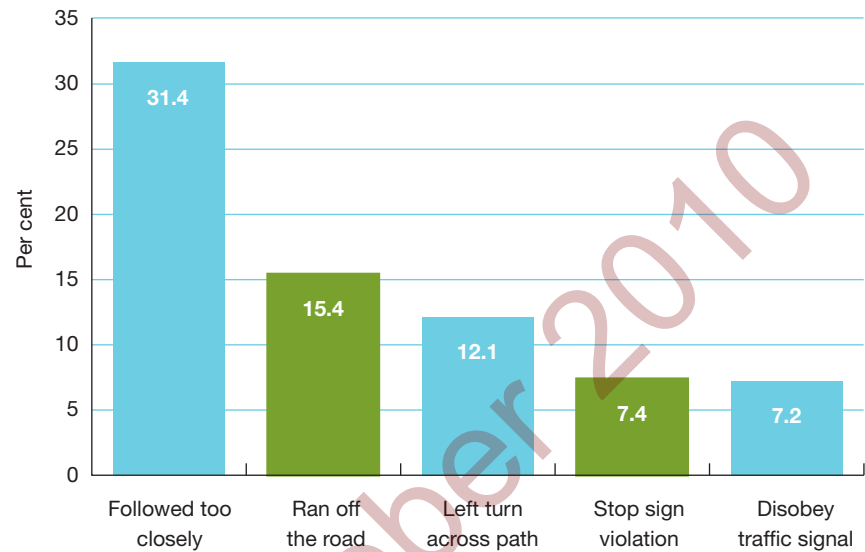
* Industry sectors defined by Alberta WCB

Reference: WCB data, prepared by AEI Data Development and Evaluation. 2009.

4 Alberta Employment and Immigration, Occupational Fatalities in Alberta, 1999-2008. Calculated from data on P.2.

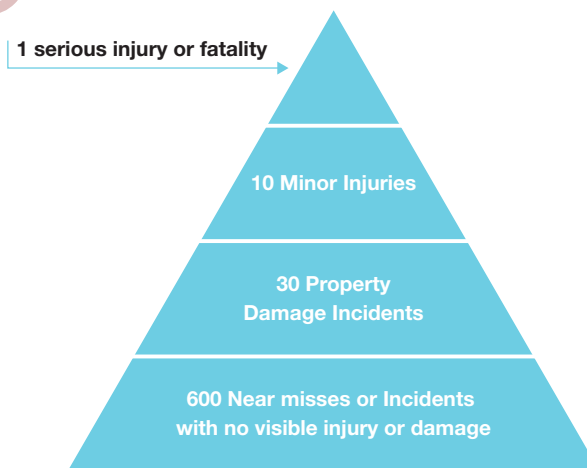
In 2009, 90 per cent of total collisions involved one or more drivers identified as committing a driving error.

Improper actions of Drivers Involved in Casualty Collisions – Alberta 2009 Five Most Common



Reference: Alberta Transportation. Alberta Traffic Collision Statistics 2009.

There is clearly room for improvement when it comes to preventing work-related motor vehicle incidents. Employers and workers both need to take responsibility for health and safety when it comes to driving on the job. It is important to remember that minor vehicle incidents should be treated seriously to see if they are an indicator of a larger problem that could have more significant consequences (Figure 1).



Adapted from Practical Control Leadership by Frank E. Bird, Jr. and George L. Germain, 1990.

Figure 1. Incident pyramid.

Why should we pay attention to health and safety?

The same amount of emphasis should be placed on driving safety as on any other part of your health and safety program. The moral, legal, and financial implications are too significant for your organization not to commit to keeping workers healthy and safe.

1. It is the right thing to do.

Protecting workers from injury and illness is the right thing to do.

2. It's the law.

OHS is about the prevention of workplace injury or illness. Because it is such an important issue, there are laws in place to ensure that Albertans have a safe and healthy place to work.

Breaching the obligations set out in the *OHS Act* can result in a fine of not more than \$500,000 and in the case of a continuing offence, to a further fine of not more than \$30,000 for each day during which the offence continues after the first day or part of a day; imprisonment for a term not exceeding 6 months; or to both fines and imprisonment.

A second or subsequent offence can result in a fine of not more than \$1,000,000 and in the case of a continuing offence, to a further fine of not more than \$60,000 for each day or part of a day during which the offence continues after the first day; imprisonment for a term not exceeding 12 months; or to both fines and imprisonment.

Reference: *OHS Act*, Section 41

Provincial Legislated Requirements

Bill C-45 (also known as the Westray Bill) changed the Criminal Code of Canada allowing managers, supervisors and others to be charged for wilful negligence towards workplace health and safety.

Everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task.

Reference: *Criminal Code of Canada*, Section 217.1

Federal Legislated Requirements

In Alberta, the rules of the road are covered in the *Traffic Safety Act (TSA)*. Regulations under the *Act* deal with rules of the road, cargo securement, commercial vehicles, inspections, bus safety, driver training and examinations, vehicle equipment, vehicle seizure, demerit points, and log haul regulations. There are a lot of responsibilities that vehicle owners and drivers must comply with to ensure they are safe and legal on the road. Through monitoring and enforcing safety standards, Alberta Transportation aims to keep the province's highways safe for all road users.

Failure to comply with the rules of the road can result in charges being laid by a peace officer. For more information on the penalties please refer to the:

- Demerit Point Program and service of Documents Regulation
available at: www.qp.alberta.ca/574.cfm?page=2002_331.cfm&leg_type=Regs&isbncln=0779752910
- Specified Penalty Listing available at: www.qp.alberta.ca/570.cfm

3. Health and Safety is good business.

The true cost of a vehicle incident extends well beyond the event itself. In addition to repairs and equipment replacement costs, there are other financial and intangible costs. Increased WCB and insurance premiums, a tarnished public image, decreased worker and management morale, the loss of future contracts, and civil, regulatory and criminal liability are all potential consequences.

Employers with poor health and safety records including non-compliance with the legislation, have higher staff turn-over, resulting in increased administrative and training costs. The costs imposed by these consequences may be enough to bankrupt smaller companies. Preventing incidents from ever occurring simply makes good business sense.

4. More Business, Better Business

A safe and healthy business is a well-managed business. That's why:

- many companies check to ensure that suppliers have a good health and safety record before they contract them for work or to provide services
- financial institutions are interested in a firm's health and safety record when considering a loan application.

An unsafe business exposes you to liabilities that others don't want to assume.

5. More Motivated Workers

An active commitment to health and safety lets workers know that they matter most. You have already invested in your workers through training and on-the-job experience. It makes sense to keep them in their jobs by preventing injury and illness.

6. Better Quality

Many businesses, regardless of size, have found that the quality of their products and services improved with a commitment to the health and safety of workers. Many factors contribute to improved quality, such as:

- training
- effective communication
- worker involvement, and
- a system for ensuring standards are met.

Measuring Your Commitment and Involvement

Commitment to health and safety has to start at the top. As an employer, you should take every possible opportunity to show your workers that you are committed to health and safety by becoming actively involved. Talk to your workers about your health and safety practices. Offer your suggestions for improvements and solicit their suggestions. Make your workers feel comfortable coming to you to discuss their concerns. At meetings, make sure health and safety is discussed and takes an active role.

Measuring Your Commitment and Involvement (Sample Template)

To determine the extent of your commitment to and involvement in health and safety, honestly answer these self-assessment questions:

Commitment Indicators	Yes	No
1. Do you set realistic health and safety goals, assign responsibilities and hold people accountable for them?		
2. Do you hold yourself accountable for all your health and safety responsibilities?		
3. Do you have a joint work site health and safety committee?		
4. Is health and safety discussed at all your meetings?		
5. Are your workers given the opportunity to express their concerns about health and safety issues?		
6. Do they feel comfortable expressing their concerns about health and safety issues?		
7. Do you follow up on the concerns raised by your workers?		
8. Do you do regular maintenance of vehicles that will be driven by workers?		
9. Do you enforce safe driving practices regardless of the work schedule?		
10. Do you ensure that safe driving practices are reviewed before the job starts?		
11. Are health and safety concerns included in budget planning?		
12. Do you take an active role in all aspects of your health and safety system?		
Total		

If you answered:

Yes, to all questions

You are probably very committed and involved in your program. Congratulations! But is there still room for improvement?

Yes, to only some of them

You may need to reassess your commitment to health and safety.

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only complete, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Making a list of the questions you answered “no” to in the self-assessment questionnaire above will help you identify areas you may need to improve upon in your health and safety management system as whole, or just the aspects related to safe driving. Keep these questions in mind as you go through the rest of this document. It should help you to answer yes to all of the questions.

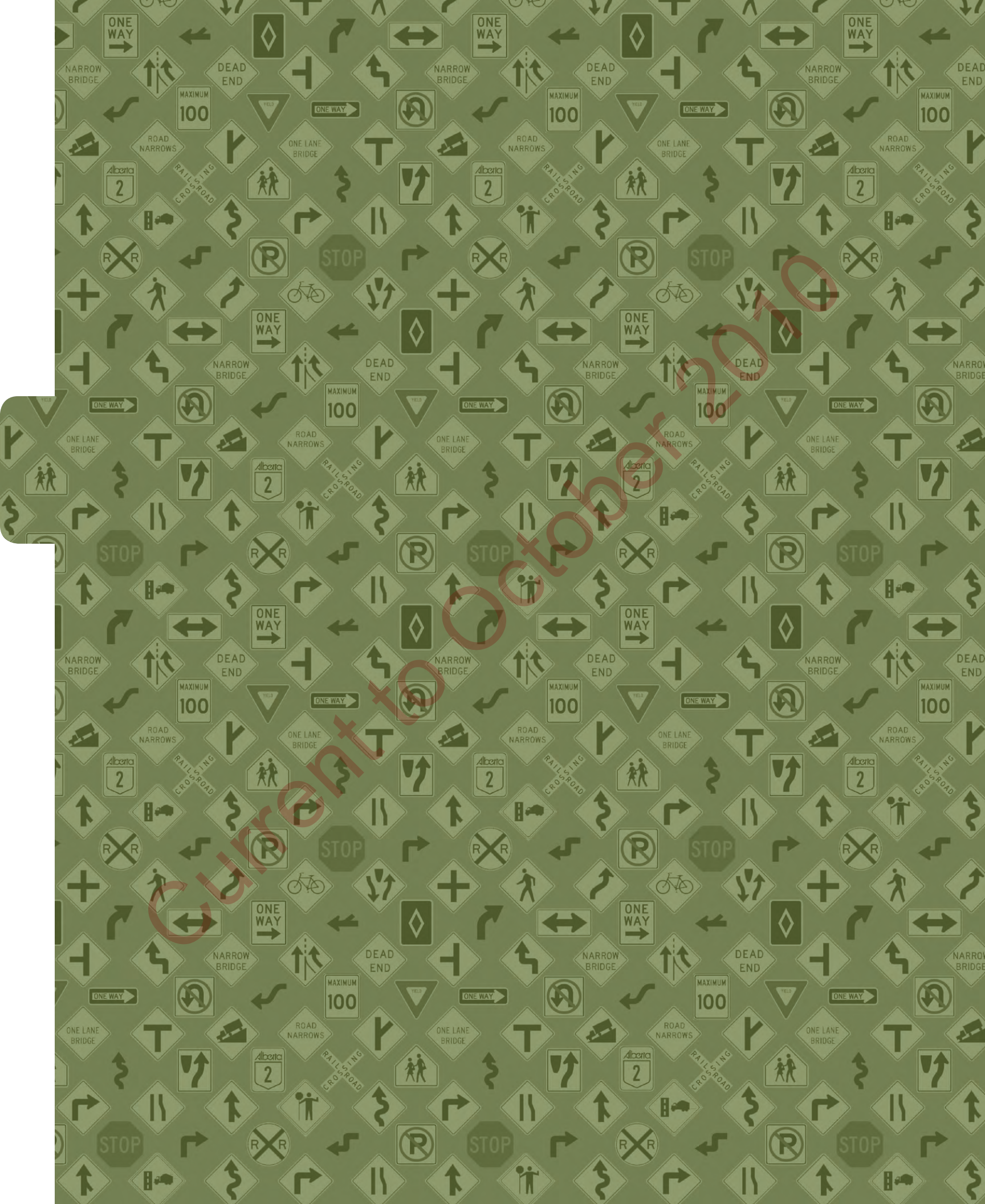
Resources



Resources for Organizational Commitment to Health & Safety

- Alberta Association for Safety Partnerships:
www.safetypartnershipsaasp.com/aasp_tmpl.php?content=home
- Alberta Traffic Safety Plan: Saving Lives on Alberta's Roads, Alberta Infrastructure and Transportation, October 2006: **www.transportation.alberta.ca/Content/docType48/Production/trafficsafetyplan.pdf**
- Occupational Injuries and Diseases in Alberta, 2009 Summary, AEI: **www.employment.alberta.ca/SFW/129.html**
- Working Safely Behind the Wheel, WCB - Alberta, December 2009: **www.wcb.ab.ca/pdfs/public/driving_safely.pdf**
- Occupational Fatalities in Alberta: Occupational Fatalities and Fatality Rates 1999-2008, AEI: **www.employment.alberta.ca/documents/WHS/WHS-PUB_10yr_fatal.pdf**
- Practical Loss Control Leadership. Frank E. Bird, Jr., George L. Germain. 1990.

Section 2: Legislative Responsibilities



Section 2: Legislative Responsibilities

- Employers are legally responsible for providing a safe and healthy working environment for workers.
- Provincial and federal occupational health and safety legislation help protect the health and safety of workers while on the job.
- The province's traffic safety laws are aimed at protecting all operators of motor vehicles whether they are on the job or not.

Highlights

Whether your company is big or small, based at one location or many, has one worker who drives or many, you are legally responsible for providing a safe and healthy working environment.

Alberta's OHS legislation helps protect the health and safety of workers while on the job, and the province's traffic safety laws are aimed at protecting all operators of motor vehicles whether they are on the job or not. The following section will explain how both the *OHS Act* and the *TSA* apply to workers who drive on the job.

Federal OHS Legislation

For industries that fall under federal jurisdiction such as interprovincial or international trucking, Part II of the *Canada Labour Code* applies to ensure occupational health and safety obligations are met. For more information visit the Human Resources and Skills Development Canada website at: www.rhdcc-hrsdc.gc.ca/eng/labour/health_safety/overview.shtml

Provincial OHS Legislation

Alberta's Occupational Health and Safety legislation applies to all provincially regulated industries in Alberta. It has three components:

1. *OHS Act*
2. OHS Regulation
3. OHS Code

Workers and employers both have specific health and safety roles contained within the *OHS Act*, Regulation, and Code.

Information for Employers

Definitions



Defining an Employer

“Employer” means:

- a person who is self-employed in an occupation,
- a person who employs one or more workers,
- a person designated by an employer as the employer’s representative, or
- a director or officer of a corporation who oversees the occupational health and safety of the workers employed by the corporation.

Reference: OHS Act, Section 1(k)

Under the OHS Act and OHS Regulation, employers are responsible for ensuring the health and safety of all workers at the **work site**. This includes those who drive on the job, as their work site is their vehicle.

Definitions



Defining a work site

“Work site” means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

Reference: OHS Act, Section 1(cc)

There are also more specific requirements of employers outlined in the OHS Code, depending on the hazards and the work to be done.

Employer Responsibilities

Provincial Legislated Requirements



Employers shall ensure, as far as it is reasonably practicable for the employer to do so,

- the health and safety of workers engaged in the work of that employer,
- the health and safety of those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and
- that the workers engaged in the work of that employer are aware of their responsibilities and duties under the OHS Act, the OHS Regulation and the OHS Code.

Reference: OHS Act, Section 2(1)

Continued on page 29.

Continued from page 28.

Provincial Legislated Requirements

An employer must:

- ensure that all equipment used at a work site
 - is maintained in a condition that will not compromise the health or safety of workers using or transporting it
 - will safely perform the function for which it is intended or was designed
 - is of adequate strength for its purpose, and
 - is free from obvious defects.
- ensure that the worker uses or wears equipment required under the *OHS Act* at the work site.

Reference: OHS Regulation, Section 12(1)

An employer must:

- ensure if the work to be done may endanger a worker
 - that the work is done by a worker who is competent to do the work, or
 - by a worker who is working under the direct supervision of a worker who is competent to do the work.

Reference: OHS Regulation, Section 13(1)

An employer must:

- ensure that a worker is trained in the safe operation of the equipment the worker is required to operate.
- Ensure that the training includes
 - selection of the appropriate equipment
 - the limitations of the equipment
 - an operator's pre-use inspection
 - the use of the equipment
 - the operator skills required by the manufacturer's specifications for the equipment
 - the basic mechanical and maintenance requirements of the equipment
 - loading and unloading the equipment if doing so is a job requirement
 - the hazards specific to the operation of the equipment at the work site.

Reference: OHS Regulation, Section 15(1), 15(2)

Incident and Injury Reporting

If an injury or accident occurs on a work site, some incidents must be reported to the OHS branch of Alberta Employment and Immigration (AEI). A vehicle driven for work purposes is a mobile work site, so the same requirements apply.

If an injury or accident occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall notify a Director of Inspection of the time, place and nature of the injury or accident as soon as possible.

Provincial Legislated Requirements



The injuries and accidents to be reported include:

- An injury or accident that results in death
- An injury or accident that results in a worker being admitted to a hospital for more than 2 days.

Reference: OHS Act, Section 18(1), (2)

For more information refer to the Work Safe Alberta Bulletin Reporting and Investigating Injuries and Incidents at: http://employment.alberta.ca/documents/WH5/WH5-PUB_li016.pdf. Reportable incidents should be called into the OHS Contact Centre at 1-866-415-8690 as soon as possible after the incident has occurred.

Due Diligence

Due diligence is the level of judgment, care, prudence, determination and activity that a person would reasonably be expected to do under particular circumstances.

Employers are required by the Alberta OHS legislation to ensure, as far as **reasonably practicable**, the health and safety of both the workers engaged in the work of that employer and those workers not engaged in the work of that employer, but present at the employer's work site at which that work is being carried out.

By including the words reasonably practicable, legislators make the *OHS Act* strict liability legislation and introduce the possibility of due diligence as a defence.

Three main factors are used by the court in determining a valid defence of due diligence:

- Foreseeability – could a reasonable person have foreseen that something could go wrong?
- Preventability – was there an opportunity to prevent the injury or incident?
- Control – who was the responsible person present who could have prevented the injury or incident?

Information for Workers

Worker's Responsibilities

Every worker shall:

- take reasonable care to protect the health and safety of the worker and of other workers present while the worker is working, and
- co-operate with the worker's employer for the purposes of protecting the health and safety of
 - the worker
 - other workers engaged in the work of the employer, and
 - other workers not engaged in the work of that employer but present at the work site at which that work is being carried out.

Reference: OHS Act, Section 2(2)

- A worker who is not competent to perform work that may endanger the worker or others must not perform the work except under the direct supervision of a worker who is competent to perform the work.
- A worker must immediately report to the employer equipment that
 - is in a condition that will compromise the health or safety of workers using or transporting it,
 - will not perform the function for which it is intended or was designed,
 - is not strong enough for its purpose, or
 - has an obvious defect.
- If the OHS Regulation or OHS Code imposes a duty on a worker
 - the duty must be treated as applying to circumstances and things that are within the worker's area of occupational responsibility, and
 - the worker must perform that duty.

Reference: OHS Regulation, Section 14

- A worker shall participate in and apply training provided by the employer.

Reference: OHS Regulation, Section 15(4), (5)

Provincial Legislated Requirements



Current to October 2010

A **competent worker** is required to apply training to their work and have sufficient experience to be able to complete a task safely and properly without supervision or with minimal supervision. A trained worker needs mentoring or supervision to ensure they can complete work assigned. For more information about competency and training, please see section 6 of this document.

Imminent Danger

Both employers and workers have specific roles in regard to the workers' *responsibility* to refuse work where an imminent danger exists. It is important to note that workers cannot be disciplined for refusing this type of work, regardless of the outcome of the investigation.

Definitions



Imminent danger means a danger that is not normal for that occupation, or a danger under which a person engaged in that occupation would not normally carry out the person's work.

Reference: OHS Act, Section 35(2)

Example



Examples of Imminent Danger for Driving

- A worker is asked to drive during an extreme winter storm when visibility is drastically reduced and roads are icy
- A worker is asked to drive an unsafe vehicle that has not been deemed mechanically fit (i.e. brakes need replacing or taillights don't work)
- A worker is asked to drive while taking prescription medications that cause drowsiness.

Worker Responsibilities

No worker shall:

- carry out any work, if on reasonable and probable grounds, the worker believes that there exists an imminent danger to the health or safety of that worker
- carry out any work if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site, or
- operate any tool, appliance or equipment if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site.

A worker who refuses to carry out work or operate a tool, appliance or equipment shall, as soon as practicable, notify the employer at the work site of the worker's refusal and the reason for refusal.

Reference: OHS Act, Section 35(1), (3)

Provincial Legislated Requirements

Employer Responsibilities

On being notified of refusal to work under imminent danger, the employer shall:

- investigate and take action to eliminate the imminent danger
- ensure that no worker is assigned to use or operate the tool, appliance or equipment or to perform the work for which a worker has made notification of refusal to work unless
 - the worker to be so assigned is not exposed to imminent danger or
 - the imminent danger has been eliminated
- prepare a written record of the worker's notification, the investigation and action taken
- give the worker who gave the notification a copy of the record.

Reference: OHS Act, Section 35(4)

Provincial Legislated Requirements

The Role of an Occupational Health and Safety Officer

The role of an OHS Officer is to ensure that employers are meeting the minimum legislated standards required in the *OHS Act*, Regulation, and Code. Officers typically do this through a combination of education and work site inspections.

OHS Officers may visit work sites for a variety of reasons, including but not limited to:

- addressing complaints received about possible health and safety concerns
- responding to and investigating a reportable incident under section 18 of the *OHS Act*
- meeting with an employer as part of the OHS Employer Injury and Illness Prevention Program or other strategic inspection initiative
- giving a presentation to employers and workers about the legislation, or
- conducting an unannounced inspection of a work site.

The OHS Officer may write orders to the employer to correct any deficiencies related to the legislation and follow up at a later date to ensure compliance. If an OHS Officer sees something at a work site that could immediately be dangerous to workers, they can write a stop use order for a particular piece of equipment or a stop work order for a dangerous action or condition.

Legal Consequences of Non-Compliance

Provincial Legislation

Under section 41 of the *OHS Act*, charges can be laid for up to two years after an incident. For a first offence, fines can be up to \$500,000 and/or six months in jail. These penalties can be doubled for a second offence.

Provincial Legislated Requirements



A person who knowingly makes any false statement or knowingly gives false information to an officer or a peace officer engaged in an inspection or investigation is guilty of an offence and liable to a fine of not more than \$1,000 or to imprisonment for a term not exceeding 6 months or to both fine and imprisonment.

Reference: *OHS Act*, Section 41(3)

Federal Legislation

Under federal legislation, employers and supervisors can now be charged under the *Criminal Code* of Canada. The *Criminal Code* was amended under Bill C-45, also known as the Westray Bill, to allow these charges to be laid. The Westray Bill holds organizations responsible for *acts or omissions* which result in workplace fatalities. Organizations are broadly defined as groups who possess a formal structure and present themselves to the public as a unified entity.

Every one who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task.

Reference: Criminal Code of Canada, Section 217.1

Federal Legislated Requirements

Charges can be laid against senior officers or other representatives of the organization. It is not necessary for a single person to have carried out the offense for it to be considered one; the actions of several representatives, acting independently of one another, can be combined and treated as an offence by the organization.

When an officer is of the opinion that work is being carried out in a manner that is unhealthy or unsafe to the workers engaged in the work or present where the work is being carried out, the officer may, in writing, order the person responsible for the work being carried out:

- to stop the work that is specified in the order, and
- to take measures as specified in the order that are, in the opinion of the officer, necessary to ensure that the work will be carried out in a healthy and safe manner.

Reference: OHS Act, Section 9(1)

When an officer is of the opinion that a tool, appliance or equipment being used or that may be used by a worker

- is not in safe operating condition, or
- does not comply with the adopted code

the officer may in writing order the worker to stop using or to refrain from using that tool, appliance or equipment.

Reference: OHS Act, Section 11(1)

Provincial Legislated Requirements

The *Traffic Safety Act*

All drivers, vehicles, and public roadways within the province of Alberta fall under the *Traffic Safety Act (TSA)* and related regulations. In addition to the rules of the road you must follow for your personal driving, please keep these additional rules of the road in mind when you or your workers are driving for work.

Provincial Legislated Requirements



A driver of a vehicle and any other person using a **highway** shall, insofar as applicable, obey the Rules of the Road, except when otherwise instructed by any applicable traffic control device, or directed by a peace officer.

Reference: TSA, Section 111

Provincial Legislated Requirements



A person shall not drive a motor vehicle on a highway:

- unless that person is the holder of a subsisting operator's licence
- unless that motor vehicle is of a class or type that is authorized to be operated under the class of the operator's licence held by that person
- contrary to a restriction or condition to which that person's operator's license is subject
- unless that person's operator's licence is in that person's possession.

Reference: TSA, Section 51(a)-(d)

Commercial Vehicles

Definitions



Defining a commercial vehicle

"Commercial vehicle" means a vehicle operated on a **highway** by or on behalf of a person for the purpose of providing transportation but does not include a private passenger vehicle.

Reference: TSA, Section 1(1)(h)

Provincial and Federal National Safety Code (NSC) legislation applies to Alberta carriers who have commercial vehicles registered that are:

- Trucks, tractors or trailers or a combination of these vehicles that are registered to provincially regulated motor carriers and have a registered gross weight of 11,794 kilograms or more;
- Buses with a manufactured seating capacity of 11 persons or more, including the driver;
- Trucks, tractors or trailers, or a combination of these vehicles that are registered to federally regulated motor carriers and have a registered gross weight greater than 4,500 kilograms.

Reference: Commercial Vehicle Safety Compliance in Alberta, July 2009. www.transportation.alberta.ca/Content/docType276/Production/Edmanual.pdf

Provincial Legislated Requirements

Defining a highway

“Highway” means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:

- a sidewalk, including a boulevard adjacent to the sidewalk,
- if a ditch lies adjacent to and parallel with the roadway, the ditch, and
- if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,
- but does not include a place declared by regulation not to be a highway.

Reference: TSA, Section 1(1)(p)

Definitions

Defining a driver

“Driver” means a person who is driving or is in actual physical control of a vehicle.

Reference: TSA, Section 1(1)(k)

Definitions

Examples



Examples of Drivers

- a carrier or owner who occasionally drives
- a mechanic who test-drives a vehicle
- a part-time worker who comes in for vacation relief

The Commercial Motor Transport section of the TSA contains some important rules related to the operation of commercial vehicles in Alberta.

Provincial Legislated Requirements



A person shall not do the following:

- in the case of a commercial vehicle that is used or intended to be used to transport goods or provide a service other than the transportation of passengers, operate the commercial vehicle on a highway unless the operation of that vehicle
 - is carried out under the authority of a safety fitness certificate, or
 - is exempted from the requirement of a safety fitness certificate being issued in respect of the vehicle.
- in the case of a commercial vehicle that is a bus, operate the vehicle on a highway unless the operation of that vehicle
 - is carried out under the authority of a safety fitness certificate and an operating authority for which an operating authority certificate is issued.
- In the case of a commercial vehicle that is used or intended to be used to transport passengers and that is designed for carrying 10 or fewer persons, including the person driving the vehicle, operate the vehicle on a highway unless the operation of the vehicle
 - is carried out under the authority of an operating authority certificate.

Reference: TSA, Section 131(1)(a), (b)(i), (b.1)

The Commercial Vehicle Safety Regulation (CVSR)

The CVSR addresses operating standards and inspections for commercial vehicles which include, but are not limited to:

Provincial Legislated Requirements



A person shall not operate or permit another person to operate a commercial vehicle on a highway if the commercial vehicle or any equipment pertaining to the commercial vehicle is in a condition that is likely to cause danger to persons or property.

Reference: CVSR, Section 3

A carrier shall prepare and carry out a maintenance and inspection program that pertains to the carrier's commercial vehicle.

A maintenance and inspection program must be in writing and provide for a continuous and regular program for the inspection, maintenance and repair of the carrier's commercial vehicle...

A carrier shall maintain a copy of the maintenance and inspection program in each location of the carrier where the maintenance and inspection of the carrier's commercial vehicles are carried out, and shall ensure that the copy is readily accessible to the employees of the carriers who carry out the maintenance and inspection program.

Reference: CVSR, Section 6(1), (3), (4)

Provincial Legislated Requirements

Trucks must be inspected at least annually and buses semi-annually by a technician and at a facility that is certified by Alberta Transportation. To find a commercial vehicle inspection facility please visit: **www.transportation.alberta.ca/685.htm**. Section 37 requires written records be maintained related to the vehicle type, inspections, repairs, manufacturer defects and repairs, and trip inspection reports. For more information see section 11 of this document.

Sections 14, 15, and 16 of the CVSR outline the need to report and repair any major defects detected during the daily trip inspection or during the operation of the commercial vehicle. Such defects must be reported to the carrier and repaired immediately and the vehicle may not be operated further until the defects have been repaired. All other defects must be reported to the carrier prior to the next required daily trip inspection report.

Carriers are also responsible for ensuring cargo is properly secured on all commercial vehicles.

A driver, a carrier or an owner of a commercial vehicle shall ensure that cargo transported by a commercial vehicle is contained, immobilized or secured so that it cannot:

- leak, spill, blow off, fall from, fall through or otherwise be dislodged from the commercial vehicle, or
- shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or manoeuvrability is adversely affected.

Reference: CVSR, Section 17(4)

Provincial Legislated Requirements

The Commercial Vehicle Certificate and Insurance Regulation (CVCIR)

The CVCIR contains important rules regarding the need for safety fitness certificates, written safety programs and a designated safety person.

Provincial Legislated Requirements



The registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must establish, maintain and follow a written safety program that, in a manner that is clearly documented, addresses matters relating to the safe use and operation of commercial vehicles, including:

- speed limits, seat-belt use, drug and alcohol use, defensive driving, load security, and fuelling
- proper records and recording of information including, as required, bills of lading, manifests, dangerous goods documents, time records, drivers' daily logs and weigh slips
- policies that drivers are expected to comply with the law, and policy and procedures related to driver training, responsibilities, conduct and discipline
- instructions for the use of safety equipment, including, as required, the use of fire extinguishers, goggles, and hard hats
- training for employees about safety laws and their application and an ongoing program for evaluating their driving skills
- retention of complete records for each driver in accordance with section 41 of this Regulation, driver records
- policies for ensuring that drivers are properly qualified for the type of vehicle they operate.

The registered owner must designate a person as responsible for:

- maintaining and implementing the safety program, and
- ensuring compliance with safety laws.

It is a condition of every safety fitness certificate that the registered owner and the owner's employees must comply with the registered owner's safety program.

Reference: CVCIR, Section 40

The registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must maintain, for each of that owner's drivers, a driver file containing numerous pieces of information, as outlined in Section 41 of the Commercial Vehicle Certificate and Insurance Regulation.

Transportation of Dangerous Goods

The *Dangerous Goods Transportation and Handling Act* and the *Dangerous Goods Transportation and Handling Regulation* set safety standards and shipping requirements for thousands of different dangerous goods.

A person shall not handle, offer for transportation or transport any dangerous goods unless the person complies with all applicable safety requirements,

- the goods are accompanied with all applicable documents prescribed under section 31(1)(l), and
- the means of containment and of transport comply with all applicable safety standards and display all applicable safety marks.

Reference: *Dangerous Goods Transportation and Handling Act*, Section 19

The Lieutenant Governor in Council may make regulations generally for carrying out the purposes and provisions of this Act, including regulations establishing shipping records and other documents that must be used in handling, offering for transport or transporting dangerous goods, the information that must be included in those documents and the persons by whom and the manner in which they must be used and kept.

Reference: *Dangerous Goods Transportation and Handling Act*, Section 31(1)(l)

Provincial Legislated Requirements

Hours of Service

In Alberta, hours of service rules for commercial vehicle drivers are set out in the *Drivers' Hours of Service Regulation*. This provincial regulation, along with related federal legislation, governs the maximum driving times and minimum off-duty times of commercial vehicle drivers (both bus and truck) employed or otherwise engaged in commercial transportation.

Federally-regulated carriers must comply with the federal hours of service regulations, even when travelling within Alberta. More information on federal hours of service can be found on Alberta Transportation's website at: www.transportation.alberta.ca/675.htm

Provincial and federal hours of service regulations require drivers to keep a record of their daily driving and other work activities in a prescribed format and to make these records available to designated enforcement officials upon request. More information on logbooks and examples of logs can be found in the manual, Commercial Vehicle Safety Compliance in Alberta: Module 5 at: www.transportation.alberta.ca/Content/docType276/Production/Module5.pdf

Provincial Legislated Requirements



A carrier shall not permit a driver to commence a work shift unless the driver has been off duty for at least eight consecutive hours immediately prior to commencing the work shift.

Reference: Drivers' Hours of Service Regulation, Section 5(1)

For the exceptions to this rule, see sections 5(3) and 5(4) of this Regulation.

Provincial Legislated Requirements



A carrier shall not permit a driver during the driver's work shift

- to exceed 13 hours of driving time, or
- to drive at any time after the driver has been on duty for 15 or more consecutive hours.

Reference: Drivers' Hours of Service Regulation, Section 6(1)

For the exceptions to this rule, see sections 6(3) and 6(4) of this Regulation.

There are many other requirements and duties set out in the TSA and its regulations. It is your responsibility to become familiar with and follow those that apply to your operations and workers who drive for you and to remember that federal and provincial carriers have to comply with the TSA while in Alberta.

The Role of a Carrier Services Compliance Investigator

A Carrier Services Compliance Investigator's duties include, but are not limited to:

- addressing complaints received about possible commercial transportation and NSC violations
- conducting complex investigations into transportation related violations including dangerous goods transportation violations and federal hours of service violations
- conducting audits to confirm industry compliance with NSC standards, transportation legislation and/or permits issued by the department

- delivering awareness sessions on NSC subjects to industry and other government agencies
- providing additional recommendations to the department advising additional punitive action such as administrative penalties or changes to a carrier's safety fitness rating or permit privileges
- providing information to other enforcement agencies for possible further action
- providing information to the Vehicle Safety Branch with regard to commercial vehicle inspection facility violations.

While Compliance Investigators have the authority to enforce the *TSA* and regulations, as well as dangerous goods transportation and federal hours of service legislation, they cannot:

- assist employers/carriers with the training of their employees
- assist employers/carriers with the writing or implementation of their safety and maintenance programs.

The Role of a Commercial Vehicle Enforcement Transport Officer

The role of a Commercial Vehicle Enforcement Transport Officer includes, but is not limited to:

- addressing complaints received about on-road commercial transportation violations
- enforcing various provincial and federal Acts and regulations as they relate to commercial transportation
- delivering awareness sessions to industry and other government bodies with relation to transportation compliance
- ensuring compliance with NSC requirements and Commercial Vehicle Safety Alliance (CVSA) standards through the operation of permanent and portable weight scales and mobile patrols
- operating as an On-Highway Dangerous Goods Inspector.

While Transport Officers have the authority to enforce various provincial and federal Acts and regulations, they cannot:

- conduct training sessions for a carrier's employees
- conduct CVSA inspections at a carrier's facility to determine the on-road fitness of their vehicles.

Where Do I Find the Legislation?

Provincial Legislation

- OHS legislation is available at: **www.employment.alberta.ca/whs-legislation**
 - The Explanation Guide to assist in interpretation of the legislation is available from the same link
- Traffic safety legislation is available at: **www.transportation.alberta.ca/525.htm**

Printed copies of provincial legislation may be purchased from the Alberta Queen's Printer at: **www.qp.alberta.ca/** or in person at:

Edmonton Bookstore
Main Floor, Park Plaza
10611- 98 Avenue
Edmonton, Alberta T5K 2P7
Phone: 780-427-4952

Call any Government of Alberta office toll-free. Dial 310-0000, then the area code and telephone number you want to reach

Federal Legislation

- Federal hours-of-service legislation is available at: **www.tc.gc.ca/eng/roadsafety/safedrivers-commercialdrivers-hoursofservice-index-110.htm**
- The Canada Labour Code, Part II is available at: **<http://laws.justice.gc.ca/en/L-2/>**

Resources for Provincial OHS Legislation



Resources

- eLearning program on the legislation: www.employment.alberta.ca/ohs-elearning
- OHS Act, Regulation, Code and Explanation Guide: www.employment.alberta.ca/whs-legislation
- Employer's Guide: OHS Act: www.employment.alberta.ca/documents/WHs/WHs-PUB_li009.pdf
- Worker's Guide: OHS Act: www.employment.alberta.ca/documents/WHs/WHs-PUB_li008.pdf
- Bulletin: Due Diligence (LI015): www.employment.alberta.ca/documents/WHs/WHs-PUB_li015.pdf
- Bulletin: Reporting Injuries and Incidents (LI016): www.employment.alberta.ca/documents/WHs/WHs-PUB_li016.pdf

Resources for Traffic Safety Legislation



Resources

- Traffic Safety Act: www.qp.alberta.ca/574.cfm?page=T06.cfm&leg_type=Acts&isbncln=9780779738533
- CVSR: www.qp.alberta.ca/574.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779740727
- CVCIR: www.qp.alberta.ca/574.cfm?page=2002_314.cfm&leg_type=Regs&isbncln=9780779738755
- Drivers' Hours of Service Regulation: www.qp.alberta.ca/574.cfm?page=2002_317.cfm&leg_type=Regs&isbncln=9780779733934
- Dangerous Goods Transportation and Handling Act: www.qp.alberta.ca/574.cfm?page=D04.cfm&leg_type=Acts&isbncln=0779719743
- Commercial Vehicle Safety Compliance in Alberta, Module 5 – Hours of Service, July 2009: www.transportation.alberta.ca/Content/docType276/Production/Module5.pdf
- Commercial Vehicle Safety Compliance in Alberta, July 2009: www.transportation.alberta.ca/Content/docType276/Production/Edmanual.pdf
- Vehicle Inspection Facility Search www.transportation.alberta.ca/685.htm



Resources



Resources for Federal Legislation

- Canada Labour Code Part II Overview: www.rhdcc-hrsdc.gc.ca/eng/labour/health_safety/overview.shtml
- Bill C-45 – The Westray Bill: www2.parl.gc.ca/HousePublications/Publication.aspx?pub=bill&doc=C-45&parl=37&ses=2&language=E
- A Plain Language Guide to Bill C-45: Amendments to the *Criminal Code* Affecting the Criminal Liability of Organizations: www.justice.gc.ca/eng/dept-min/pub/c45/index.html#toc
- Commercial Vehicle Driver Hours of Service Regulations: www.tc.gc.ca/eng/roadsafety/safedrivers-commercialdrivers-hoursofservice-index-110.htm

Section 3: Multiple Employer Environments



Section 3: Multiple Employer Environments

- A work site having multiple employers engaged in work at the same time must have a *single* prime contractor for the site.
- It is important to be clear as to who is the employer or prime contractor because the employer or prime contractor is ultimately responsible for health and safety.

Highlights

It is common for more than one employer to be working at a work site at the same time. Each of these employers may be directing the activities of one or more other employers. With so many people at the work site, each responsible for health and safety, it makes sense to have a single party coordinate the activities for the entire work site.

A work site with only one employer present does not require a prime contractor. A work site having multiple employers engaged in work *at the same time* must have a single prime contractor for the site.

Every work site must have a prime contractor if there are 2 or more employers involved in work at the work site at the same time.

The prime contractor for a work site is:

- the contractor, employer or other person who enters into an agreement with the owner of the work site to be the prime contractor, or
- if no agreement has been made or no agreement is in force, the owner of the work site.

If a work site is required to have a prime contractor, the prime contractor shall ensure, as far as it is reasonably practicable to do so, that the *OHS Act*, Regulation and Code are complied with in respect of the work site.

Reference: *OHS Act*, Section 3

Provincial Legislated Requirements

Defining owner

“Owner,” in respect of a work site, means the person in legal possession of the work site or, if the person in legal possession does not request the work, the person with an ownership interest in the work site who requests that the work be done.

Reference: *OHS Act*, Section 1(v)

Definitions

By entering into an agreement with another party, the owner can transfer the prime contractor title and responsibilities to a person, a group of persons, or an employer. To prove that an agreement has been made between the parties, AEI recommends that the agreement be in writing. In transferring this responsibility, the owner should be sure that the other party is capable of fulfilling, and likely to fulfill, the prime contractor responsibilities. This is necessary because prime contractor responsibilities originate with the owner and the owner must be diligent in transferring these responsibilities.

Many companies often sub-contract driving duties and it is therefore important for those responsible for drivers to be clear as to who is the employer or prime contractor because the employer is ultimately responsible for the health and safety of its workers.

Example



Example of Prime Contractor

ABC Warehousing Ltd. stores products for many different companies at their warehouse. When a company needs more product, they contract or send one of their own drivers to pick up the materials. Because there could be many different companies on their work site (ABC's warehouse) at a given time, all companies that store materials there are informed when the storage contract is signed, that ABC Warehousing Ltd. is the prime contractor. The drivers that enter that work site must follow the *OHS Act*, Regulation, Code and ABC's safety rules at the site at a minimum.

What is a work site?

It is important to remember to define your work site when determining if you need a prime contractor or not. This may need to be re-evaluated if changes are made to the **work site**.

Definitions



Defining work site

"Work site" means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

Reference: *OHS Act*, 1(cc)

Fulfilling prime contractor responsibilities

The prime contractor has the overall responsibility for health and safety at the work site. In fulfilling this responsibility, the prime contractor must ensure that all reasonable measures have been taken to comply with the *OHS Act*, Regulation and Code and that each of the employers at the work site complies with the legislation.

The prime contractor shall ensure, as far as it is reasonably practicable to do so, that the *OHS Act*, Regulation and Code are complied with in respect of the work site.

One of the ways in which a prime contractor of a work site may meet the obligation stated above is for the prime contractor to do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the *OHS Act*, Regulation and Code in respect of the work site.

Reference: OHS Act, Section 3(3) and 3(4)

Provincial Legislated Requirements

An effective health and safety management system (see Introduction and section 1 of this document) is one way of meeting this requirement, although other equally effective alternatives may also be used. The purpose of the system or process is to have employers cooperate with one another to ensure the health and safety of workers at the work site. Having a prime contractor also helps clarify who is accountable for what.

The prime contractor is required to monitor activities at the work site to ensure that the health and safety system is functioning properly. This is intended to be high level oversight or auditing. The employer is responsible for the details of their workers' health and safety. The prime contractor is not required to be present at the work site.

Example of Prime Contractor

The prime contractor is located at one road construction site, but is also responsible for another location one mile away. The driver of a grader is told to relocate from the first site to the second site. Even though the prime contractor is located at one site, that contractor is still responsible for the health and safety of the employers and workers at the other work site, including the driver of the grader while he is driving to and working at the second location.

Example

First Aid

The required first aid services, equipment and supplies vary depending on the location of the work site, the number of workers at the site, and whether the work being performed is considered to be of a low, medium or high hazard. More information can be found in section 8 of this document.

Provincial Legislated Requirements



A prime contractor must ensure that first aid services, supplies, equipment and a first aid room are available at the work site and are suitable for the type of work site and the total number of workers at the work site, or

The employers and prime contractor at a project may enter into written agreement to provide collectively first aid services, supplies and equipment...

Reference: OHS Code, Section 178(2) and 178(3)

Example



Example of First Aid

The driver of an oil well service truck does not require first aid training for his job, as he is the only worker from his company at the work site. It is reasonable to expect the prime contractor for the well site to provide first aid services, to all the workers on the site.

Hazard Assessment

The prime contractors must communicate the hazards at their work site to all employers.

Provincial Legislated Requirements



A prime contractor must ensure that any employer on a work site is made aware of any existing or potential work site hazards that may affect that employer's workers.

Reference: OHS Code, Section 7(5)

One of the ways to accomplish this could be to have a site meeting at the start of each day. On a construction site, these are often called a "toolbox talk" to ensure all contractors are aware of each other's activities and the hazards that could influence each other's work. In the case of those who will be driving on the job, the meeting could be called a "driving safety talk" and could include an overview of where drivers are travelling to, route plans, hazards they may encounter along the way, and their scheduled breaks/stops. The "Driving Safety Meeting Checklist" at the end of this section gives an example of the topics that could be covered before workers head out on the road. A hazard assessment and control sheet sample template is included at the end of section 4 of this document.

Driving Safety Meeting Checklist (Sample Template) found on page 54.

Hazard Assessment and Control Sheet (Sample Template) found on page 71.

Vicarious Liability

Employers should be aware of the concept of vicarious liability, which holds the employers liable for the wrongful acts of employees in the course of carrying out their duties. This includes any workers who drive for their job.

Section 144 of the *TSA* addresses vicarious liability as it applies to commercial vehicles. If, in the course of their work, anyone who is responsible for loading, unloading, adjusting, keeping documentation and records or giving instructions regarding the operation of a motor vehicle, fails to comply with the requirements of the *TSA* or its regulations, both that person and the carrier are jointly liable for this non-compliance.

With respect to a commercial vehicle, where a person other than the carrier responsible for the commercial vehicle carries out a related function in respect of that commercial vehicle and as a result of carrying out that related function the *Traffic Safety Act* is not complied with, that person and the carrier are jointly and severally liable for that non-compliance.



Provincial Legislated Requirements

Defining related function

“related function” means the loading of goods on or into a commercial vehicle; the adjusting or rearranging of goods being carried by a commercial vehicle; or the unloading or removal of goods from a commercial vehicle.



Definitions

Reference: *TSA*, Section 144(1), (2)

Example of Vicarious Liability

An operations manager directs an employee to drive for longer than the Driver's Hours of Service Regulation allows. This creates vicarious liability because there is increased risk to the driver and public by the extra hours the driver is on the road.



Example

Resources for Multiple Employer Environments

- Bulletin: Due Diligence (LI015): http://employment.alberta.ca/documents/WHS/WHS-PUB_li015.pdf
- OHS Code Explanation Guide 2009: www.employment.alberta.ca/whs-legislation
- Bulletin: *OHS Act* Amended in 2002 — Highlights (LI020): http://employment.alberta.ca/documents/WHS/WHS-PUB_li020.pdf
- Bulletin: Prime Contractors (LI018): www.employment.alberta.ca/documents/WHS/WHS-PUB_li018.pdf
- Bulletin: Preventing Violence and Harassment at the Workplace (VAH001): www.employment.alberta.ca/documents/WHS/WHS-PUB_vah001.pdf



Resources

Driving Safety Meeting Checklist (Sample Template)

Date	Workers in attendance
Overview of drivers' routes/schedules	
<input type="checkbox"/> Routes reviewed with driver	
<input type="checkbox"/> Employer has copy of route plan	
<input type="checkbox"/> Schedule reviewed with driver	
<input type="checkbox"/> Employer has copy of schedule, including breaks, estimated arrival time at stops, and time of return	
Driver preparation	
<input type="checkbox"/> Loose objects inside vehicle are secured	
<input type="checkbox"/> Review the safe driving policy. Electronic devices are not to be used unless the vehicle is safely off the roadway or legally parked.	
<input type="checkbox"/> Review the hazard assessment for the trip including known hazards along the route (have others drivers share their experiences with the same routes)	
<input type="checkbox"/> Driver has with the appropriate personal protective equipment (PPE) for the materials they are carrying and the sites they are visiting. E.g. high visibility vest, CSA approved footwear.	
Involve drivers in the meeting	
<input type="checkbox"/> Review reports of recent collisions or incidents, including near misses	
<input type="checkbox"/> Choose a real-life example (recent incident or near miss) to review. Highlight behaviours your workers can change right away to reduce their risk.	
<input type="checkbox"/> Invite drivers to ask questions and provide input on how to avoid such incidents	
<input type="checkbox"/> Respond to questions you can answer and offer to find answers to those you don't know	
<input type="checkbox"/> Allow time at the end of the meeting for questions and suggestions on any driving-related safety issues	
<input type="checkbox"/> Ask drivers for feedback about the meeting	
<input type="checkbox"/> Involve drivers in preparing for and/or leading future driving safety meetings	
Follow up	
<input type="checkbox"/> Look into complaints, concerns, and suggestions that the drivers raised	
<input type="checkbox"/> Report back to the drivers to let them know what will be done	
<input type="checkbox"/> Keep records of each driving safety meeting	
Notes and Action Items	

Supervisor's Signature: _____ **Date:** _____

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your worksite. Further, it is essential that this document is not only complete, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Section 4: Hazard Assessment & Control





Section 4: Hazard Assessment & Control

- Hazard identification, assessment and control are key elements in creating an effective health and safety program, and are important requirements under Alberta's OHS Code.
- Hazard identification and assessment are fundamental steps toward preventing work-related injury or illness.
- Vehicles used for work purposes are work sites. For this reason, the hazard assessment requirements apply to the operation of vehicles.

Highlights

"Risk assessments for any work-related driving activity should follow the same principles as risk assessments for any other work activity. You should bear in mind that failure to properly manage work-related road safety is more likely to endanger other people than a failure to properly manage risks in the workplace."⁵

Hazard identification, assessment and control are at the foundation of occupational health and safety, and are important requirements under Alberta's OHS Code.

This section will outline some general information on hazard assessment and control that can apply to a broad range of occupations and will then specifically address driving safety hazard assessment.

Introducing Hazard Assessment & Control

Why Conduct a Hazard Assessment?

Hazard identification and assessment are fundamental steps toward preventing work-related injury or illness. Identifying hazards means taking a careful look at what could harm workers. Assessing hazards means setting priorities for controlling the risk of exposure of workers to hazards that have been identified.

5 Driving at Work: Managing Work-Related Road Safety, Department for Transport, UK, September 2003, <http://www.hse.gov.uk/pubns/indg382.pdf>

In its simplest form, identifying and assessing hazards answers questions like “What if...”

- ...a driver experiences a micro-sleep while operating one of our vehicles?
- ...seat belts are not worn at all times when operating a vehicle?
- ...workers exit a vehicle onto icy ground?
- ...workers are unaware of the properties of chemicals they are transporting?
- ...one of our workers is injured or killed in a collision while working?

The benefits of identifying and assessing hazards may include:

- identifying the need for worker training
- identifying poor or missing procedures
- increasing worker participation and ownership of workplace health and safety
- providing a useful tool when investigating incidents.

Employer Responsibilities

Provincial Legislated Requirements



Employers must:

- assess a work site and identify existing and potential hazards before work begins
- involve affected workers in the hazard assessment and in the control and elimination of the hazards identified
- ensure that workers affected by the hazards identified in a hazard assessment report are informed of the hazards and of the methods used to control or eliminate the hazards
- prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified and ensure that the date on which the hazard assessment is prepared or revised is recorded on it.*

Reference: OHS Code, Sections 7 and 8

*A properly completed checklist may be acceptable as a hazard assessment report as long as it is dated and identifies the appropriate control measures.

Worker Responsibilities

Every worker shall cooperate with the worker's employer for the purposes of protecting the health and safety of the worker and other workers.

Reference: *OHS Act*, Section 2(2)(b)

Provincial Legislated Requirements

When to Repeat a Hazard Assessment

An employer must make sure that a hazard assessment is done:

- at **reasonably practicable** intervals to prevent the development of unsafe and unhealthy working conditions
- when a new work process is introduced
- when a work process or operation changes, or
- before the construction of significant additions or alterations to a work site.

Reference: *OHS Code*, Section 7(4)

Provincial Legislated Requirements

Mobile Work Sites

Any vehicles used for work are work sites. For this reason, the hazard assessment requirements apply to the operation of vehicles.

Multiple Work Sites

If an employer has several work sites with similar hazards, and the safe work practices to be followed at each work site are identical, a single hazard identification and assessment applicable to all work sites is acceptable. The employer must ensure that there are no unusual circumstances present at any of the work sites that differ significantly from the others.

Field Level Hazard Assessment

At work locations where the activities and conditions change frequently, employers and workers often rely on a field level hazard assessment. These assessments are done on the spot at the beginning of a work day or when a new job is started. The sample template at the end of this section can be used for these hazard assessments.

Hazard Assessment and Control Sheet (Sample Template) found on page 71.

Identifying and Assessing Hazards

Definitions



Defining a hazard

A “hazard” is a situation, condition or thing that may be dangerous to the safety or health of workers.

Reference: OHS Code, Part 1

For the purposes of occupational health and safety, hazards are usually grouped into four categories: physical, chemical, biological, and psychosocial. Most driving related hazards would fall into either the physical or psychosocial category.

Examples of physical hazards related to driving may be poor weather conditions or faulty brakes on a vehicle. Examples of psychosocial hazards may include fatigue or stress while driving.

Who Should Identify and Assess Hazards?

It is best to have a few competent people with different perspectives involved with the process to ensure all the hazards are identified and the appropriate control measures for the situations are found. It can be beneficial to have a representative from the work site health and safety committee. At a minimum, the employers and affected workers must be involved in the hazard assessment.

Driving Safety Hazards

Identifying Driving Safety Hazards

There are a wide range of hazards that may be encountered while operating a motor vehicle. Conditions surrounding the vehicle are continually changing.

The UK guide for driving at work suggests a five-step process for identifying road-related risk.

1. Identify hazards which might result in injury on the road – make sure you include the driver, the vehicle, and the journey.
2. Decide who might be harmed – in most cases it will be the driver, but could also include passengers, other road users or pedestrians.
3. Evaluate the risk and decide if existing measures are sufficient.
4. Create a record of your findings.
5. Review and revise your assessment as necessary.⁶

⁶ Driving at Work: Managing Work-Related Road Safety, Department for Transport, UK, September 2003, <http://www.hse.gov.uk/pubns/indg382.pdf>

Sources of Driving Hazards

There are three different sources of potential hazards while driving, each of which must be addressed in different ways: the driver, the vehicle, and the road conditions.

1. The Driver

The physical and mental state of the driver has a significant impact on how that person drives and the likelihood of an incident occurring. An assessment of someone who is required to drive as part of their job should address their qualifications, competencies and their health and fitness.

Example: Qualifications

- A driver without the required training and type of licence for a specific class of vehicle may not know how that type of vehicle handles in certain conditions.



Example

More information on training and competency is available in section 6 of this document.

Examples: Fitness for work

- A worker who was up with a sick child all night is exhausted before he or she arrives at work.
- A worker taking cold medication may not react in time to avoid a collision.
- A worker under a great deal of stress may be very distracted on the road.



Example

More information on fitness for work is available in section 6 of this document.

Example: Distracted Driving

- The use of electronic devices, reading, writing or grooming all take a driver's attention away from driving.



Example

More information on safe driving policies is available in section 5 of this document.



How can driver-specific hazards be eliminated or controlled?

The controls that work in one situation may not work in another which means it is very important to do a hazard assessment for each unique situation. Many situations can be dealt with before the driver begins operating the vehicle. Some suggested controls may include:

- ensuring the worker has a valid operator's licence including training appropriate to the type of driving and type of vehicle he or she will be operating
- ensuring that drivers of commercial vehicles meet medical standards for drivers
- implementing a safe driving policy that addresses issues such as driving while under the influence of drugs or alcohol, distracted driving, and fatigue management practices.

2. The Vehicle

The risks surrounding the use of a vehicle should be carefully examined. An assessment of the vehicles that workers will be driving should include:

- ensuring the vehicle is suitable for the job and type of driving that will be done
- regularly scheduled pre-trip, monthly, and annual inspections of all vehicles and prompt repair of any defects that are found
- ensuring vehicles contain proper safety equipment and the driver knows how to use that equipment
- reviewing the ergonomics of the vehicle and making any necessary changes or repairs.

3. The Road Conditions

Of the three sources of driving hazards, the road conditions are the most difficult to control. However, the degree of risk they pose can be significantly reduced by ensuring that the trip is well-planned and a competent driver is assigned to that route.

When trip planning, you should consider:

- weather forecasts for the areas in which the worker will be driving
- schedules and timing of the trip, as well as distance
- type of road the vehicle will be operated on. e.g. divided highway, undivided highway, roads in cities/urban areas, gravel roads, dirt roads
- collision history of the road i.e. is it a road on which a high number of collisions occur?
- route that will be taken
- potential for wildlife
- traffic volume.

The type of road the vehicle will be operated on is a hazard that is often overlooked by employers but can have a significant impact on the risk involved for a driver. In 2009, collisions that occurred in rural areas accounted for about 70 per cent of all fatal crashes while collisions occurring in urban areas resulted in the highest proportion of non-fatal injury collisions and property damage crashes.⁷

Samples of a completed hazard assessment and a blank template are included at the end of this section.

For further information on Driving Hazard Assessment, access our eLearning program at: www.worksafe.alberta.ca/roadsafety

← Hazard Assessment and Control Sheet (Sample Template) found on page 71.

Workplace Hazardous Materials Information System (WHMIS)

Drivers and their employers, through the course of their work, could be exposed to a **harmful substance** through normal vehicle maintenance such as getting fuel, or adding windshield washer fluid. Employers should ensure these hazards are addressed in the hazard assessment.

If a worker may be exposed to a harmful substance at a work site, an employer must

- establish procedures that minimize the worker's exposure to the harmful substance, and
- ensure that a worker
 - is trained in the procedures
 - applies the training and
 - is informed of the health hazards associated with exposure to the harmful substance.

Reference: OHS Regulation, Section 15(3)

Provincial Legislated Requirements

Detailed information for employers on WHMIS can be found at:
www.employment.alberta.ca/documents/WHMIS/WHMIS-PUB_ch008.pdf

Information for workers on WHMIS can be found at:
www.employment.alberta.ca/documents/WHMIS/WHMIS-PUB_ch007.pdf

7 Alberta Transportation. Alberta Traffic Collision Statistics 2009
<http://transportation.alberta.ca/statistics>

Give Us Room to Work

Other motorists can be a significant hazard for drivers of tow trucks and emergency vehicles. Employers of tow truck drivers and emergency personnel need to consider the additional risk these drivers face while responding to an emergency.

In 2005, it became law under Bill 39 that motorists must slow to 60 km/hr when passing stopped emergency services and tow vehicles when their lights are flashing.

The changes were implemented to make it safer for police officers, firefighters, ambulance workers and tow truck drivers who work on or near Alberta's busy roads.

The passage of Bill 39 was part of the - Give Us Room to Work - initiative aimed at reducing the risk of injury and death to emergency services personnel when responding to or working at emergency scenes.

More information can be found at: www.saferoads.com/drivers/constructionsfty_faq.html

Fatigue

Another significant driving hazard that anyone behind the wheel can face is fatigue. Driving while extremely tired can make a driver a road hazard. It can be as dangerous as impaired driving because it slows a driver's reaction time, decreases awareness and impairs judgment in a way similar to alcohol or drugs.

Lack of sleep is one of the most common causes of drowsy driving. Other factors that can cause fatigue include driving long distances alone or without rest breaks, and driving through the night or at times when the driver normally sleeps. Taking medication that increases sleepiness or drinking alcohol also contributes to driver fatigue.

Fatigue is a particularly important issue for commercial drivers who spend long hours driving. Fatigue management should be a priority for employers of commercial drivers or other drivers who are on the road for a significant amount of time. Both safety and business-related factors are reasons to address fatigue as part of your company's health and safety management program.

The Canadian Sleep Institute's training manual *Fatigue Alert for Commercial Motor Carriers* points out that preventing or managing fatigue can reduce the loss of lives, injury, and disability. Frequently, collisions involving trucks and buses are not the fault of the commercial driver. However, a driver's alertness and vigilance can make all the difference in their response to someone else's mistake.

Hours of service regulations are an important and necessary component of responsible fatigue management; however, on their own, they have significant limitations. A comprehensive approach should incorporate a multitude of factors that are recognized as playing a key role in either contributing to fatigue or helping with its management:

- Hours of service
- Scheduling and dispatching practices
- Fitness for work
- Health and lifestyle
- Sleep and sleep disorders
- Fatigue countermeasures
- Research
- Design and technology
- Workplace management practices
- Ergonomic regulations
- Awareness, education, and training.

There are a number of different sources that can be accessed by employers in developing a fatigue management program or policy.




The federal government, Alberta Transportation, and the Alberta Motor Transport Association are involved in the development of a North American fatigue management program for commercial motor carriers. More information can be found at: www.tc.gc.ca/innovation/tdc/projects/road/d/9664.htm

Enform has developed the *Guide to Safe Work: Fatigue Management* which can be found at: http://www.enform.ca/media/3560/gtsw_final_2007.pdf

Eliminating and Controlling Road Safety Hazards

Whenever possible, hazards should be eliminated. If this is not possible, they must be controlled. Control means reducing the hazard to levels that do not present a risk to worker health and safety.

There are many different ways to control workers' exposures to hazards – engineering controls, administrative controls, personal protective equipment, or any combination of these. Below is a brief outline of the controls and how they apply to road safety.

Provincial Legislated Requirements	 <p>If an existing or potential hazard to workers is identified during a hazard assessment, an employer must take measures in accordance with this section to eliminate the hazards, or if elimination is not reasonably practicable, control the hazard.</p> <p>If reasonably practicable, an employer must eliminate or control a hazard through the use of engineering controls.</p>
Example	 <p>Example: Engineering Controls</p> <ul style="list-style-type: none">→ Eliminate: replacing driver's seats with a seat more suitable for the ergonomics of the driver.→ Substitute: adding a portable back rest. <p>If a hazard cannot be eliminated or controlled through the use of engineering controls, the employer must use administrative controls that control the hazard to a level as low as reasonably achievable.</p>
Example	 <p>Examples: Administrative Controls</p> <ul style="list-style-type: none">→ Implement safe driving procedures→ Provide training and supervision for workers who drive on the job→ Ensure regular maintenance of all vehicles→ Require travel plans for all workers that include route plans and scheduled breaks. <p><i>Continued on page 67.</i></p>

Continued from page 66.

If the hazard cannot be eliminated or controlled with engineering or administrative controls, the employer must ensure that the appropriate personal protective equipment is used by workers affected by the hazard.

Provincial Legislated Requirements

Examples: Personal Protective Equipment (PPE)

- Includes gloves, weather-appropriate clothing, and non-slip footwear.
- Ensure that the right type of PPE is selected for the job, PPE fits properly and is comfortable under the working conditions, and workers are trained in the need for PPE. Workers must be trained in the correct use, care, limitations and assigned maintenance of the PPE they are using.

Example

If the hazard cannot be eliminated or controlled through the use of engineering controls, administrative controls or personal protective equipment, the employer may use a combination of the three if there is a greater level of worker safety because a combination is used.

Example: Combination of Controls

- If your vehicle breaks down on the highway in the winter, use:
 - your 4-way flashers (engineering control)
 - a cell phone to call your designated contact at the office to alert them to what has happened and request assistance (administrative control)
 - high visibility clothing and winter wear if you have to exit the vehicle (personal protective equipment)

Example

Reference: OHS Code, Section 9



You need to assess what is the most appropriate control for your situation including but not limited to:

- considering whether there are alternatives to driving - air, rail, or videoconference
- avoiding situations with time pressures that force workers to be in a hurry to get to a meeting or location
- conducting regular vehicle inspections and routine maintenance
- ensuring company policies emphasize the need to follow all traffic safety legislation
- ensuring drivers have their fitness for work assessed
- ensuring that workers are qualified and trained for the type of driving they will be doing.

If conditions are not appropriate for travel, ensure that employers, supervisors and workers are all in a position to make the decision not to travel.

Resources for Hazard Identification, Assessment and Control



Resources

- Driving Hazard Assessment eLearning program: www.worksafe.alberta.ca/roadsafety
- Canadian Centre for Occupational Health and Safety: www.ccohs.ca/oshanswers
- OHS Explanation Guide, Part 2: www.employment.alberta.ca/SFW/3969.html
- United Kingdom's Department for Transport, Driving for Work: Managing Work-Related Road Safety: www.hse.gov.uk/pubns/indg382.pdf
- Coalition for Cell-Phone Free Driving video, "Fatal Distraction": www.cellphonefreedriving.ca/resources.aspx
- Fatigue Impairment educational materials: www.fatigueimpairment.ca/sec_mat/en_educationalMaterials.asp
- Safety for the Long Haul: Large Truck Crash Risk, Causation & Prevention, Ronald R. Knipling. American Trucking Associations Inc. 2009. www.atabusinesssolutions.com/p-208-safety-for-thelong-haul.aspx
- Driver-initiated distractions: Examining strategic adaptation for in-vehicle task initiation, Horrey & Lesch: www.ncbi.nlm.nih.gov/pubmed/19114145
- Comparing safety climate factors as predictors of work-related driving behavior, Wills et al.: <http://eprints.qut.edu.au/7900>
- Best Practices for Truck Safety, Work Safe BC: www.worksafebc.com/news_room/news_releases/assets/nr_09_06_12/best_practices.pdf

Continued on page 70.

Resources



Continued from page 69.

- Work-Related Roadway Crashes - United States, 1992-2002: www.cdc.gov/niosh/docs/2003-119/pdfs/2003-119.pdf
- Bulletin: WHMIS Information for Employers (CH008): www.employment.alberta.ca/documents/WHMIS/WHMIS-PUB_ch008.pdf
- Bulletin: WHMIS Information for Workers (CH009): www.employment.alberta.ca/documents/WHMIS/WHMIS-PUB_ch007.pdf
- Safe Roads.com Give us Room to Work: www.saferoads.com/drivers/constructionsfty_faq.html
- Government of Alberta information bulletin, "Don't drive if you're too tired – it's not worth the risk", February 19, 2010: www.alberta.ca/acn/201002/27853E6D374C3-EFA4-FBC5-0B5627727FE993D5.html
- Canadian Sleep Institute, Participant Handbook, "Fatigue Alert for Commercial Motor Carriers", October 2001.
- Enform, *Guide to Safe Work – Fatigue Management, Version 2* – September 2006: http://www.enform.ca/media/3560/gtsw_final_2007.pdf



Step 2: Identifying Controls

- Take the hazards identified on the checklist from the previous page and list them on the Hazard Assessment and Control Sheet
- Identify the controls that are in place: engineering, administrative, PPE or a combination for each hazard
 - Set priorities
 - Where controls are identified that are not in place, develop an action plan to ensure they are completed.

Hazard	Controls in Place (list)		Priority to Implement Controls	Follow-up Action(s) For Controls Not in Place	Due Date/Person Responsible
	Engineering	Administrative			
Collisions with other vehicles or objects	→ Anti-lock brakes → Tie-down cargo → Store in containers/tool-boxes secured in place → Barrier between occupants and cargo (net, bulk head)	→ Walk around vehicle before trip → Driver's license → Defensive driving course → In car observation and evaluation by supervisor for new drivers/vehicles → Review and comply with cargo and load limitations specified by manufacturer			
Loose Cargo – striking vehicle occupants			Medium	Inspect all vehicles to ensure proper tie downs are available in vehicles to secure cargo	Fred Jones September 15, 2010

Hazard	Controls in Place (list)			Priority to Implement Controls	Follow-up Action(s) For Controls Not in Place	Due Date/Person Responsible
	Engineering	Administrative	PPE			
Weather conditions – bad road conditions and/or poor visibility	Pre-trip: → Consider rental of 4x4 vehicle, if road conditions require → Take emergency kit	→ Pre-trip inspection Pre-trip: → Adjust schedules based on weather forecasts → Re-schedule if weather or road conditions are too bad → Winter driving course During trip: → Contact supervisor/manager for advice or assistance. → Adjust speed to conditions; stop driving and seek shelter, if required				
Distracted driving		Review the safe driving policy which prohibits the use of electronic devices and other distractions that take the driver's attention away from the road.		High	Add review of the safe driving policy to the agenda for the next staff meeting	Sally Lee September 8, 2010
Incidents due to mechanical failure		→ Pre-trip inspection → Follow owner's manual and manufacturer's maintenance schedule. → Ensure tires are in good condition and appropriate for the road conditions				

Hazard	Controls in Place (list)			Priority to Implement Controls	Follow-up Action(s) For Controls Not in Place	Due Date/Person Responsible
	Engineering	Administrative	PPE			
Getting lost	<ul style="list-style-type: none"> → Emergency kit if stranded → Use GPS, satellite phone and/or cell phone and maps 	Pre-trip: <ul style="list-style-type: none"> → Plan route. Provide copy of travel plans to supervisor/manager and person meeting at the location. 				
Fatigue		Pre-trip <ul style="list-style-type: none"> → Get plenty of rest → Leave early enough to allow for stops along the way During Trip: <ul style="list-style-type: none"> → Take rest stops → 3 points of contact 				
Entering and exiting the vehicle	<ul style="list-style-type: none"> → Grab bars and/or running boards, if applicable 		<ul style="list-style-type: none"> → Non slip footwear 	Medium	Inspect all vehicles to ensure grab bars or running bars are appropriate; put in work orders for any changes that may be required	Mark Wright September 30, 2010
Repetitive stress due to driving for long periods	<ul style="list-style-type: none"> → Select most appropriate vehicle for driver 	<ul style="list-style-type: none"> → Rotate driving responsibilities, if possible → Take breaks to stretch and get out of vehicle → Ergonomics assessment of vehicle and driver 	<ul style="list-style-type: none"> → Back rest/supports as required to make vehicle fit the driver 			
Fuelling the vehicle		<ul style="list-style-type: none"> → Follow pump directions (i.e. turn off vehicle, no smoking, no use of cell phones) → WHMIS training 	<ul style="list-style-type: none"> → Gloves, if required 	Medium	Review WHMIS training records to ensure all staff have training appropriate to this hazard	Sally Lee September 15, 2010

Hazard	Controls in Place (list)			Priority to Implement Controls	Follow-up Action(s) For Controls Not in Place	Due Date/Person Responsible
	Engineering	Administrative	PPE			
Working alone	→ Emergency kit → Cell phone	Pre-trip planning: → Complete a route plan, provide copy to supervisor/manager before leaving and a copy at your destination → Use safe lifting techniques		Medium	Review safe work procedure for working alone with staff – keep training records	Sally Lee September 15, 2010
Loading and unloading materials from the vehicle	→ Forklift, pallet jack, dolly where possible		→ High visibility vest if doing around traffic → Appropriate footwear	Medium	→ Purchase enough high visibility vests so there is at least one in each vehicle → Review the legislation on when workers must wear vests at next staff meeting	Fred Jones September 15, 2010 Mark Wright September 8, 2010
Workplace violence/road rage		→ Workplace violence training in company policy and procedures				

Signatures:

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your worksite. Further, it is essential that this document is not only complete, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Add any identified hazards specific to your work site to the list:

Add any identified hazards specific to your work site to the list:

[illegible]

Step 2: Identifying Controls

- Take the hazards identified on the checklist from the previous page and list them on the Hazard Assessment and Control Sheet
- Identify the controls that are in place: engineering, administrative, PPE or a combination for each hazard
 - Set priorities
 - Where controls are identified that are not in place, develop an action plan to ensure they are completed.

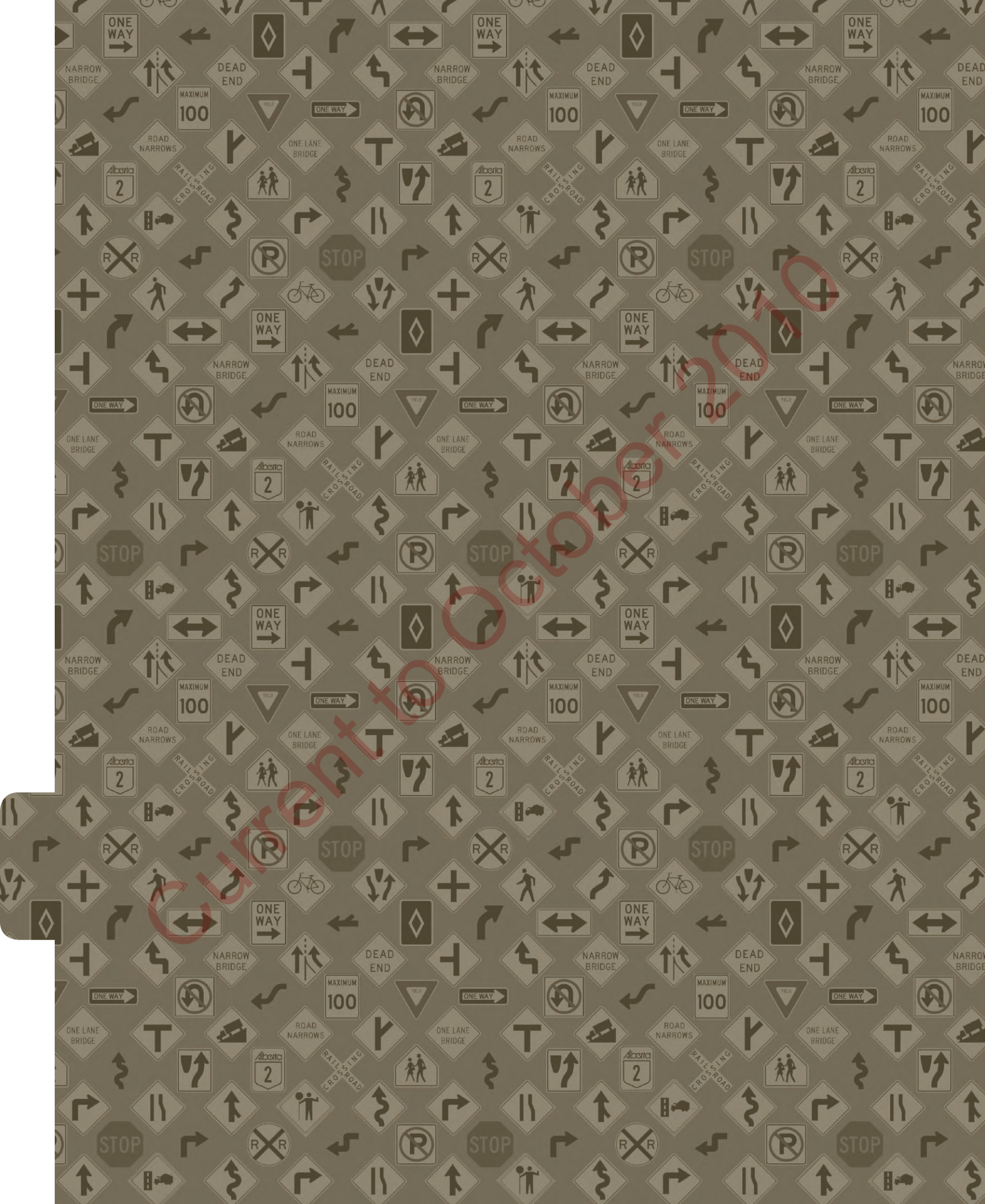
Hazard	Controls in Place (list)			Priority to Implement Controls	Follow-up Action(s) For Controls Not in Place	Due Date/Person Responsible
	Engineering	Administrative	PPE			

Hazard	Controls in Place (list)			Priority to Implement	Follow-up Action(s) For	Due Date/Person Responsible
	Engineering	Administrative	PPE			

Signatures:

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Section 5: Safe Driving Policy



Section 5: Safe Driving Policy

- A safe driving policy is an important part of managing health and safety in your workplace and an important step in demonstrating management commitment to safe driving for all workers.
- While directed at ensuring workers who drive as part of their job do so as safely as possible, it should also encourage the same driving practices during non-work hours.

Highlights

Establishing a Safe Driving Policy

A safe driving policy is an important part of managing health and safety in your workplace. While directed at ensuring workers who drive as part of their job do so as safely as possible, it should also encourage the same driving practices during non-working hours.

A safe driving policy can include safety issues related to:

- speed
- seat belt use
- distracted driving
- emergency preparedness
- other safe driving practices.



Suggested Process

1. Review any previous incidents
2. Ask for input from a variety of your staff
3. Draft your company safe driving policy and have it signed and dated by the owner or Chief Executive Officer of the company
4. Communicate the policy to staff through health and safety meetings, bulletin boards and in lunch rooms
5. Include the policy as a part of orientations for new workers
6. Include the policy in your health and safety manual
7. Ensure everyone commits to safe driving. Build it into performance reviews at all levels for those who drive for their job or those who manage employees who drive for their job.

Safe Driving Policy (Sample Template) found on page 83. →

A safe driving policy like the sample included at the end of this section can apply to most employers.

Resources



Resources for a Safe Driving Policy

- Alberta Motor Association, Safe Driving Policy, December 2009.
- American Medical Association, Physicians Guide to Assessing and Counseling Older Drivers, Safe Driving Tips, June 2003.
- GeoLibrary.Org, Safe Driving Policy: **www.geolibrary.org/library/default.aspx?CategoryID=632**
- Canadian Centre for Occupational Health and Safety: Guide to Writing an OHS Policy Statement: **www.ccohs.ca/oshanswers/hsprograms/osh_policy.html**

Safe Driving Policy (Sample Template)

Intent

_____ is committed to driving safety and minimizing the risk of injury to workers and members of the public, and loss of property arising from vehicle incidents.

The following policy addresses the important safety issues around automobile use while on the job. Application of the safe driving practices outlined in this policy is strongly encouraged while driving during non-working hours as well.

Scope

This policy applies to all workers and contractors involved in the management and use of all vehicles provided or funded for business purposes. This includes the use of your personal vehicle for work purposes.

Standards

The following standards will be adhered to by _____ and its workers and contractors:

- Fleet vehicles will be selected, equipped, maintained and serviced to ensure the safety of drivers, passengers and members of the public
- Drivers will demonstrate safe driving practices
- All incidents and near misses will be reported and investigated in accordance with the *Traffic Safety Act* and the *Occupational Health and Safety Act*, Regulation and Code
- Driving safety will be managed, monitored and reviewed as part of our general health and safety programs.

Responsibilities

Managers responsible for drivers and vehicles shall:

- Ensure that drivers hold appropriate and current licences
- Ensure that drivers of commercial vehicles meet medical standards for drivers
- Ensure that workers do not drive while fatigued; be mindful of workers traveling long distances after their work shift has finished
- Encourage drivers to use safe driving practices
- Select appropriate vehicles for the task
- Monitor and take action on motor vehicle incident data
- Conduct investigations, including driver interviews following motor vehicle incidents
- Ensure that drivers complete mandatory driving safety training and are provided with appropriate driving safety information.

Workers who must drive for their job shall adhere to the following safe driving practices:

1. Speed

Speed and speed variance (sudden and unsafe increases or decreases in speed) are critical safety issues that contribute to motor vehicle deaths, injuries and property damage. A worker driving unduly fast may place the safety of co-workers or members of the public, his or her job performance, or the safe and efficient operation of the vehicle at risk. Speeding is not acceptable and adversely affects _____'s reputation in the community. The speed driven must be appropriate to existing conditions and the maximum speed in accordance with posted speed limits. Drivers found to be speeding will be disciplined according to company disciplinary policy.

2. Seat Belt Use

_____ recognizes that seat belt use is an important and effective means of protection for our workers. While traveling on _____ business, drivers and passengers must use seat belts correctly at all times. The driver will operate the vehicle only after others are buckled up. Drivers and/or passengers on company business will be disciplined according to company disciplinary policy if found not to be wearing seat belts while driving.

3. Distracted Driving

Operating a motor vehicle requires the driver's full attention at all times and readiness to deal with any emergency situation. Workers of _____ who are driving for work should not engage in any activity that results in them being distracted including, but not limited to, reading, writing, grooming, using cellular phones and manually entering information into computers or navigation systems. When it is safe to do so, workers should pull over and park the vehicle in a safe and legal location prior to using an electronic device. Drivers found to be distracted during driving will be disciplined according to company disciplinary policy.

4. Emergency Preparedness

Drivers need to ensure their vehicle is prepared for potential road and weather conditions including equipping it with an emergency kit and a winter survival kit appropriate for the areas in which they drive.

5. Trip Planning

Plan your trips ahead of time. Decide what time to leave so you have enough time to drive safely and arrive on time. Plan which roads to take and make someone aware of your planned route. Try to avoid heavy traffic and poor weather conditions.

6. Other Safe Driving Practices

When driving on _____ business, a worker must:

- Hold a valid vehicle operator's licence for the class of vehicle being driven.
- Comply with the rules and regulations in Alberta's *Traffic Safety Act* at all times.
- Never drive while impaired by drugs (prescription, non-prescription or illicit) or alcohol.
- Never drive while impaired by fatigue. As a guideline, employees should not drive more than 8 hours per day or more than 5 hours when combined with regular (non-driving) work. Employees should take a rest break at least every two hours. Ensure you are parked in a safe location.
- At a maximum, provincially regulated drivers can drive 13 hours out of 15 hours on duty and no more than four consecutive hours in accordance with the Hours of Service legislation.
- Workers under federal legislation may drive for 13 hours of a maximum 14 hours on duty.
- Perform a pre-trip inspection when traveling for an extended period of time. If you are unfamiliar with the vehicle or have not driven it in some time, a more thorough inspection is warranted.
- Ensure that all loads and miscellaneous articles are properly secured.
- Ensure all equipment is set and adjusted properly (i.e. mirrors, head restraints).
- Drive with headlights on at all times (not just daytime running lights).
- Drive defensively.

Our company's goal is a healthy, injury-free workplace. Through everyone's personal commitment and active participation, we can achieve this goal.

Signed: _____

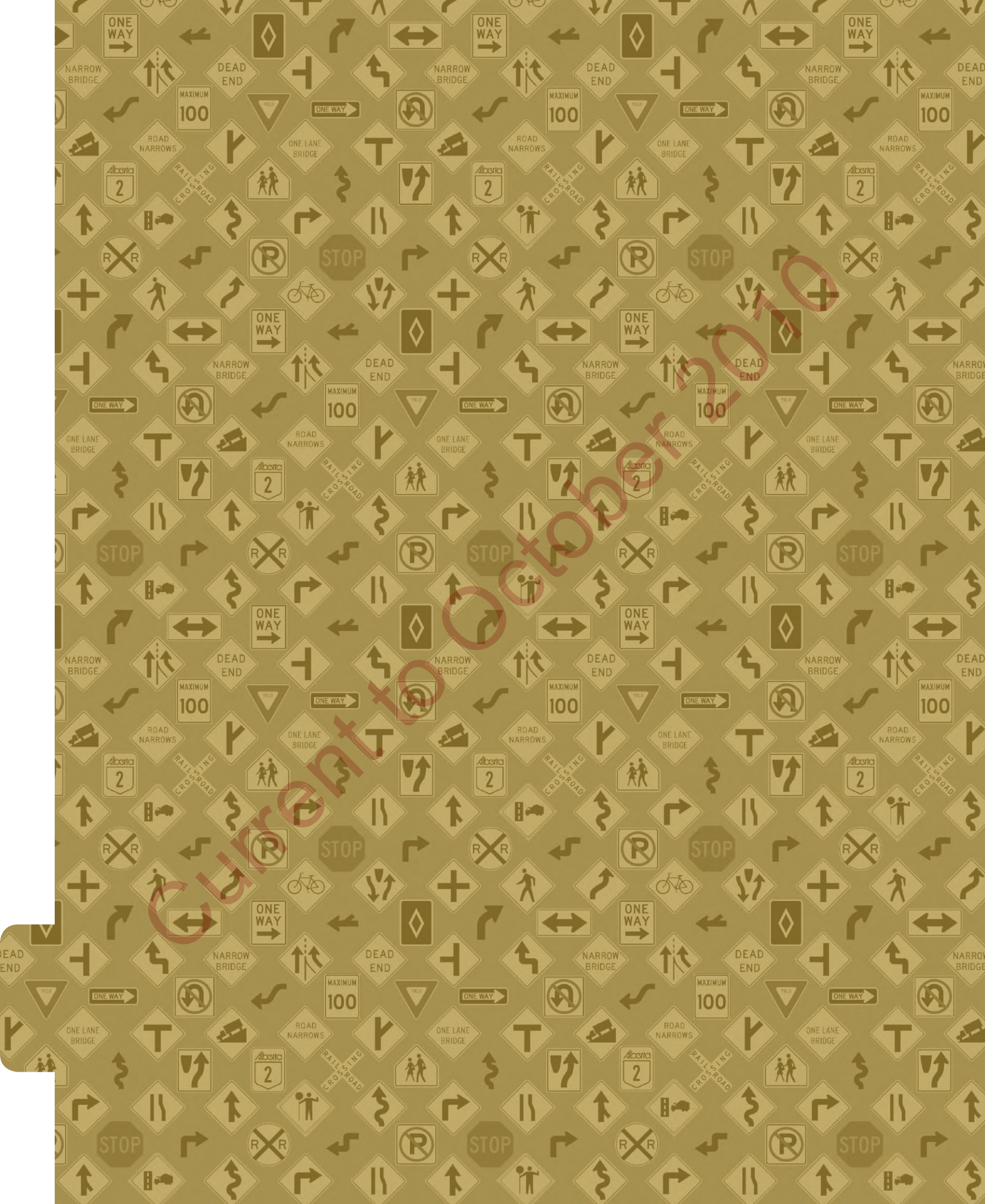
Date: _____

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Current to October 2010

Section 6: Competency, Training & Fitness for Driving at Work





Section 6: Competency, Training & Fitness for Driving at Work

- Both employers and workers have the responsibility to ensure competency related to the work that is to be done.
- Competency, training and fitness for work are necessary for all occupations.
- These requirements are particularly important for those who drive for work, as they can not only put themselves at risk but also others if they don't safely operate their vehicle at all times.



Highlights

Defining competent

Employers must be able to demonstrate their workers are “competent”. A competent worker must be:

adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Reference: OHS Regulation, Section 1(g)



Definitions

A worker must demonstrate competency whenever undertaking a new task, or whenever a task has changed to include new hazards. There isn't an easy answer for what it means to be competent; it will vary based on the worker and the hazards of the task. It's important to understand that training and competency are not the same things.

Trained Worker	Competent Worker
→ Training is a formal process of instruction	→ Has completed the training and can apply it to their task
→ Trained workers need mentoring or supervision to ensure they can complete work assigned	→ Has sufficient experience to be able to complete a task safely and properly without supervision or only minimal supervision
→ This continues until the supervisor is comfortable with their skills to complete the tasks alone or with minimal supervision	
Example	Example
→ A new driver has just received his class 3 driver's licence.	→ A professional driver who has been driving class 3 vehicles in various road conditions, carrying various loads for 10 years.

Both employers and workers have the responsibility to ensure competency for the task. A valid driver's licence does not guarantee the worker is competent. The specifics of the vehicles they drive, the loads they carry and the operating conditions will all need to be considered when determining competency.

Provincial Legislated Requirements



If work is to be done that may endanger a worker, the employer must ensure that the work is done

- by a worker who is competent to do the work, or
- by a worker who is working under the direct supervision of a worker who is competent to do the work.

Reference: OHS Regulation, Section 13(1)(a), 13(1)(b)

Provincial Legislated Requirements



A worker who is not competent to perform work that may endanger the worker or others must not perform the work except under the direct supervision of a worker who is competent to perform the work.

Reference: OHS Regulation, Section 14(1)

Driver Competency, Training & Fitness for Work

Competency, training and fitness for work are necessary for all occupations. For those who drive for work, those requirements are particularly important as they can not only put themselves at risk but others as well if they don't safely operate their vehicle at all times.

Driver Competency

To prove themselves as competent, drivers must consistently demonstrate good driving behaviours and habits that will keep themselves and others they encounter on the road safe. Employers should assess many factors when determining competency. These can include, but are not limited to:

- relevant, previous experience and references from previous jobs that required driving
- the class of operator's licence held and whether or not it is the class of licence required for the job and the vehicle
- the status of the worker's operator's licence (both when being hired and periodically during employment)
- the worker's awareness of your company's safe driving policy and understanding of what is expected of them
- whether or not the driver has the proper endorsements (i.e. 'S' endorsement for a school bus operator).

The New Driver Checklist at the end of this section can be a valuable tool for employers. It outlines some suggested pre-employment and training requirements for new drivers hired by your company. Not all items in the checklist will be applicable to every employer and it should be adjusted according to your specific needs and requirements.

Section 256 of the OHS Code describes a worker's responsibilities prior to operating powered mobile equipment, which includes vehicles. Emphasis is placed on the worker being trained and competent to operate the equipment safely.

Some workers use their personal vehicles for work purposes. In this case, the OHS Code considers the license requirement to have been met once an employer ensures that the worker has met the appropriate licenced driver requirements for the type of personal vehicle being used. In Alberta, there are seven different classes of operator's licences. For more details on the specific criteria for each class of licence, please refer to the Service Alberta website at: www.servicealberta.gov.ab.ca/drivers_licence.cfm



← New Driver Checklist (Sample Template) found on page 95.

Provincial Legislated Requirements



A worker must not operate powered mobile equipment unless the worker

- is trained to safely operate the equipment
- has demonstrated competency in operating the equipment to a competent worker designated by the employer
- is familiar with the equipment's operating instructions, and
- is authorized by the employer to operate the equipment.

Reference: OHS Code, Section 256(1)

If a worker uses a personal vehicle for work purposes, an employer must ensure that the worker complies with the operator responsibilities required under section 256(1) of the OHS Code by complying with the appropriate licenced driver requirements of the *Traffic Safety Act*.

Reference: OHS Code, Section 290.1(a)

Driver Training

It takes study and practice to be a safe driver. With the knowledge and skill that comes from education and training, drivers will become more aware of their responsibilities when behind the wheel and the role they play in improving traffic safety.

Driving involves certain risks. To avoid and minimize these risks, a proper hazard assessment is required when driving for work. Drivers also need knowledge of the laws and rules of the road, the skills required to drive and handle a motor vehicle, and the proper attitude when behind the wheel.

In the event of an incident, the investigating organization (RCMP, city police, Alberta Transportation, or OHS Officers) will ask to verify this information. It is the operator's responsibility to have a valid licence under the TSA. However, it is the employer's responsibility to ensure the driver is competent.

Driver training and assessment should occur consistently and regularly throughout employment, particularly for commercial vehicle drivers. A driver's record of incidents, no matter how minor or serious, should be addressed. All drivers must be mentally and physically fit to drive, ensure their vehicle is well maintained and in good working condition, and drive within the law.

The need to ensure drivers are properly trained can't be emphasized enough. Many companies place great emphasis on the maintenance and safety of vehicles and while those factors are important, they are not the

cause of most collisions. 2009 collision statistics indicate that 99 per cent of vehicles involved in casualty collisions had no apparent defects.⁸ Ninety per cent of total collisions involved one or more drivers identified as committing a driver error. Rick Gellar of Markel Insurance Company of Canada states that “drivers signal that they need remedial training or upgrading long before they get into accidents... It’s better to identify at-risk drivers and retrain them instead of just firing them.”⁹

Gellar indicates that everybody should be receiving upgrading and retraining on a regular basis. That way, remedial work doesn’t seem like punishment and—more importantly— your drivers can shed their dangerous habits before an incident occurs.

Commercial vehicle drivers also need to be particularly alert to the actions of oncoming drivers and other drivers at intersections. About 70 per cent of drivers of other vehicles involved in fatal collisions with truck tractors committed a driving error. The most common errors were being left of centre, violating a stop sign and following too closely.¹⁰

It’s important that drivers take some personal responsibility for ensuring they have a good understanding of the rules of the road and the skills that are required to be a good driver. The following links are just two examples of the type of traffic safety information that can be valuable to both drivers and employers.

→ 60-Second Driver video clips, Manitoba Public Insurance:

www.mpi.mb.ca/english/dr_tips/60sec.html

→ National Road Safety Foundation traffic safety programs:

www.nationalroadsafety.org/page.php?id=16

Driver Fitness

Alberta has over 2.7 million licenced drivers, representing almost 75 per cent of our population.

Medical advisors and administrators from all Canadian provincial driver licensing bodies developed the medical standards used in Alberta. A person who holds or applies for a driver’s licence must immediately disclose to the Registrar a disease or disability that may interfere with the safe operation of a motor vehicle.

Commercial drivers require a higher level of fitness for work than other drivers who may drive for work because of the nature of their cargo, types of vehicles being driven, the physical nature of the work, increased time on the roads and the consequences of a collision involving a large vehicle.

More details on the diseases that may affect safe operation of a commercial vehicle can be found in the Canadian Council of Motor Transport Administrators (CCMTA) Medical Standards for Drivers:
www.ccmta.ca/english/pdf/medical_standards_march_2009.pdf

8 Alberta Transportation. Alberta Traffic Collision Statistics 2009
<http://transportation.alberta.ca/statistics>

9 November 2009, Today’s Trucking.
Rick Gellar, Markel Insurance Company of Canada.

10 Alberta Transportation. Office of Traffic Safety.
Truck Tractor Collision Facts 2004-2009.

What is a medically at-risk driver?

Someone who is a medically at-risk driver is a person who, regardless of age, has a medical condition or conditions that *could* affect driving performance, but further assessment or testing is needed to determine whether their medical condition(s) have made them unsafe to drive.¹¹

Carriers are responsible for determining their own policy on medically at-risk drivers. There are resources available to assist with this including the CCMTA Medical Standards for Drivers mentioned above.

Resources



Resources for Competency, Training & Fitness for Work

- CCMTA Medical Standards for Drivers: www.ccmta.ca/english/pdf/medical_standards_july06.PDF
- University of Alberta Medically At-Risk Driver Centre: www.mard.ualberta.ca/Home/index.cfm
- AAA, How to Avoid Drowsy Driving: www.aaa.foundation.org/pdf/DrowsyDrivingBrochure.pdf
- Government of Alberta, Driver Fitness and Monitoring - Keeping Drivers Safe and Mobile: www.transportation.alberta.ca/Content/docType47/Production/keeping_drivers_safe.pdf
- Government of Alberta, Driver Handbooks: www.transportation.alberta.ca/531.htm
- Today's Trucking, Risking Business, November 2009: www.todaystrucking.com
- United Kingdom's Department for Transport guide, Driving for Work: Managing Work-Related Road Safety: www.hse.gov.uk/pubns/indg382.pdf
- National Road Safety Foundation, Traffic Safety Programs: www.nationalroadsafety.org/page.php?id=16
- Manitoba Public Insurance, Driving Tips - 60 Second Driver video clips: www.mpi.mb.ca/english/dr_tips/60sec.html
- Government of Alberta, Alberta Traffic Collision Statistics 2009: <http://transportation.alberta.ca/statistics>
- Government of Alberta, Communications Resource Toolkit 2010: www.saferoads.com/pdf/Comm_Res_Toolkit_2010.pdf
- Service Alberta, Driver's Licence Program: www.servicealberta.gov.ab.ca/drivers_licence.cfm

11 University of Alberta's Medically At-Risk Driver Centre. www.mard.ualberta.ca/Home/index.cfm

New Driver Checklist (Sample Template)¹²

NEW DRIVER CHECKLIST		
Name:		
Date:		
Pre-Employment Requirements	Date Received	Action Required
Application for Employment		
Driver's Abstract		
References Checked		
Medical Fitness for Work Assessment (if applicable)		
Road Evaluation and Written Tests (if applicable)		
Other:		
Other:		
New Driver Training	Date Received	Action Required
Driver's licence		
Pre-employment evaluation completed		
Driver's Abstract		
Certification of road test/written examination		
Certificate of Compliance		
Brake Inspector Qualifications Statement		
Certificate of Violations		
Acknowledgement of Log Book Instruction		
Driver Data Sheet		
Acknowledgement of Safe Driving Policy		
Other:		
Other:		

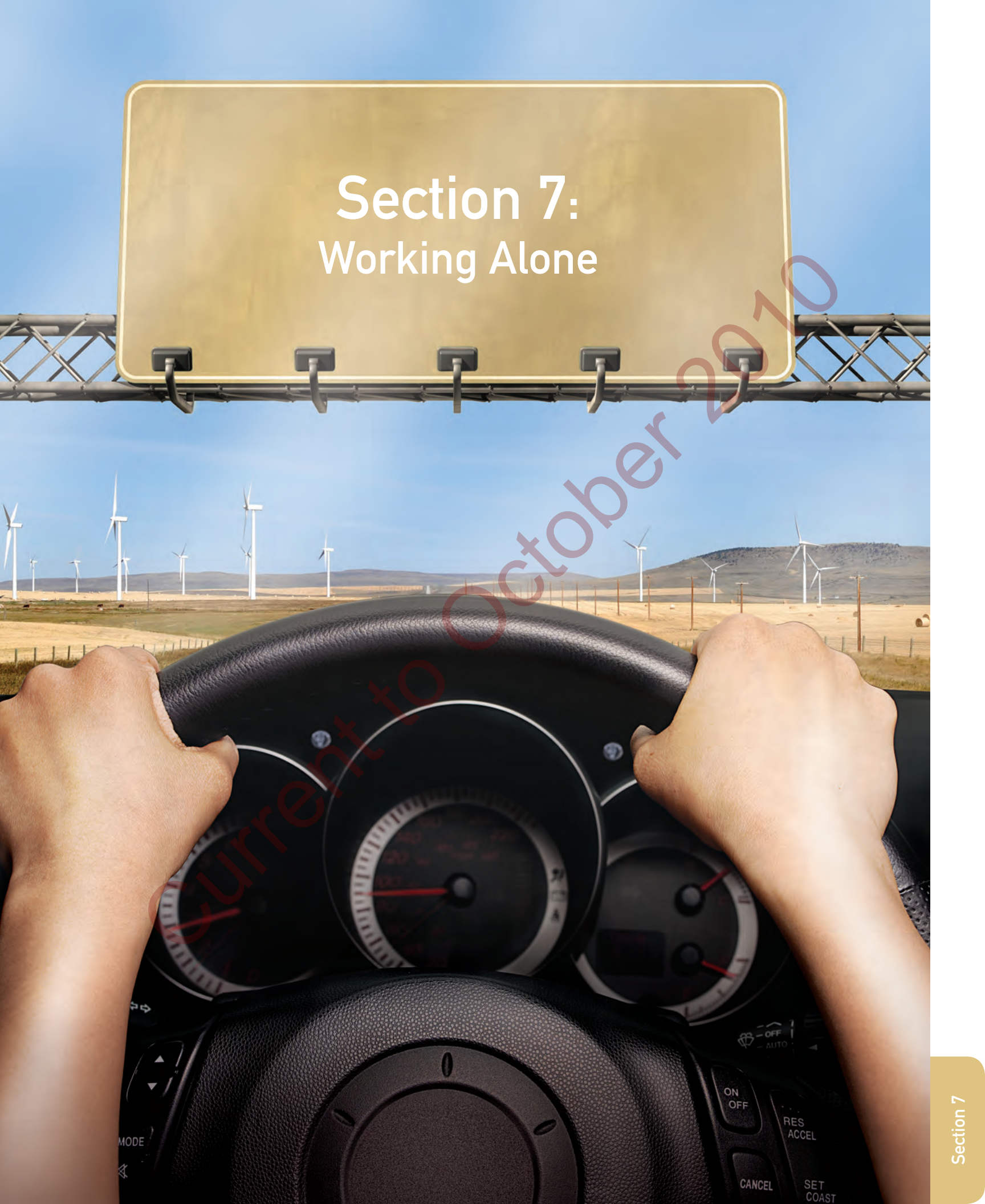
¹² Adapted from Mullen Trucking L.P.

Training	Date Received	Action Required
Transportation of Dangerous Goods		
Hours of Service		
Fatigue Management		
Wheel and Brake		
Health and Safety Basics		
Cargo Securement		
Incidents and Claims Reporting		
Other:		
Other:		

Signed off by:	
	Manager
Signed off by:	
	Worker
Date:	

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Section 7: Working Alone





Section 7: Working Alone

- A worker is working alone if they are alone at a work site and assistance is not **readily available** in case of emergency, injury, or illness.
- Workers who drive for their job may often find themselves working alone.
- Employers have responsibilities for minimizing and eliminating risks associated with workers working alone.
- Employers are required to ensure workers working alone have some effective way of communicating with individuals who can respond if there is an emergency or the worker is injured or ill.

Highlights

A worker is working alone if they are alone at a work site *and* assistance is not readily available in case of emergency, injury, or illness. Workers who drive for their job may often find themselves working alone.

Defining readily available

Three factors must be assessed when determining if assistance is “readily available” in the event of an injury, illness or emergency:

1. Awareness – will other persons capable of providing assistance be aware of the worker’s needs?
2. Willingness – is it reasonable to expect that those other persons will provide helpful assistance?
3. Timeliness – will assistance be provided within a reasonable period of time?

Reference: OHS Code Explanation Guide, Part 28

Definitions

The above three factors should be considered in your hazard identification, assessment, and control for working alone. Following is an example of how working alone requirements can be applied to those who drive while working.

Example



Examples of Working Alone while Driving

A worker driving on the highway between Calgary and Edmonton versus a worker driving on a remote abandoned logging road.

It is reasonable to expect that during daytime hours, if a worker driving the highway requires assistance, then other highway users will become aware of the need. It is also reasonable to expect that other highway users will willingly provide assistance and do so in a timely manner. The working alone requirements do not apply. However, if the driving occurs throughout the night, particularly on a less travelled roadway, the working alone requirements may apply.

By contrast, it is reasonable to expect that a worker driving on a remote abandoned logging road will not encounter anyone on the road. In the event of an injury, illness or emergency, it is unreasonable to expect someone will be aware of the situation or be willing to provide assistance in a timely manner. The working alone requirements apply.

Reference: OHS Code Explanation Guide 2009, Part 28

Employer Responsibilities

Employers have responsibilities for minimizing and eliminating risks associated with workers working alone. Under the OHS Code, employers are required to assess their workplace (which includes mobile work sites) and take preventive measures that eliminate or control risks when their workers work alone.

Employers are also required to ensure workers working alone have some effective way of communicating with individuals who can respond immediately if there is an emergency or the worker is injured or ill.

An employer must, for any worker working alone, provide an effective communication system consisting of

- radio communication,
- landline or cellular telephone communication, or
- some other effective means of electronic communication

that includes regular contact by the *employer* or designate at intervals appropriate to the nature of the hazard associated with the worker's work.

If effective electronic communication is not practicable at that work site, the employer must ensure that

- the employer or designate visits the worker, or
- the *worker* contacts the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work.

Reference: OHS Code, Section 394(1), 394(1.1)

Provincial Legislated Requirements

Working alone while driving

One of the risks faced by workers who travel alone is being involved in a motor vehicle collision. The consequences are greater when workers can't communicate in remote areas or are unable to summon help.

To prevent a motor vehicle incident while driving alone, the "rules of the road" must be followed at all times. The following control measures may help you to managing risks while driving alone:

1. Safe Work Procedures – Workers must have full concentration on the road when travelling alone. An employer should allow sufficient rest time for workers who are travelling on long trips.
2. Equipment and Supplies – Well-maintained vehicles prevent exposing workers to unnecessary risk. Appropriate first aid and emergency supplies must be provided.
3. Travel Plan – An employer should consider a procedure appropriate to the hazards to track the whereabouts of their workers. The travel plan submitted by the worker can be used to assess the rest time available to the worker travelling alone.

A Working Alone Checklist for workers who travel alone is included at the end of this section.

Working Alone Checklist
(Sample Template) found
on page 103.

Resources



Resources for Working Alone

- Canadian Centre for Occupational Health and Safety: Working Alone FAQ: www.ccohs.ca/oshanswers/hsprograms/workingalone.html
- Canadian Centre for Occupational Health and Safety: Working Alone Off-Site: www.ccohs.ca/oshanswers/hsprograms/workingalone_offsite.html
- Working Alone: www.employment.alberta.ca/SFW/355.html
- Working Alone Safely: a Guide for Employers and Employees: www.employment.alberta.ca/documents/WHS/WHS-PUB_workingalone.pdf
- Bulletin: Alberta's OHS Code – An Explanation of the “Working Alone” Requirements (WA002): www.employment.alberta.ca/documents/WHS/WHS-PUB_wa002.pdf
- OHS Code Explanation Guide, Part 28: www.employment.alberta.ca/documents/WHS/WHS-LEG_ohsc_p28.pdf

Current to October 2010

Working Alone Checklist (Sample Template)¹³

This checklist is intended to help employers implement best practices for workers travelling alone. The questions in bold reflect mandatory requirements. Other questions suggest recommended practices that are highly desirable. This checklist can be modified for your particular industry or business and its requirements.

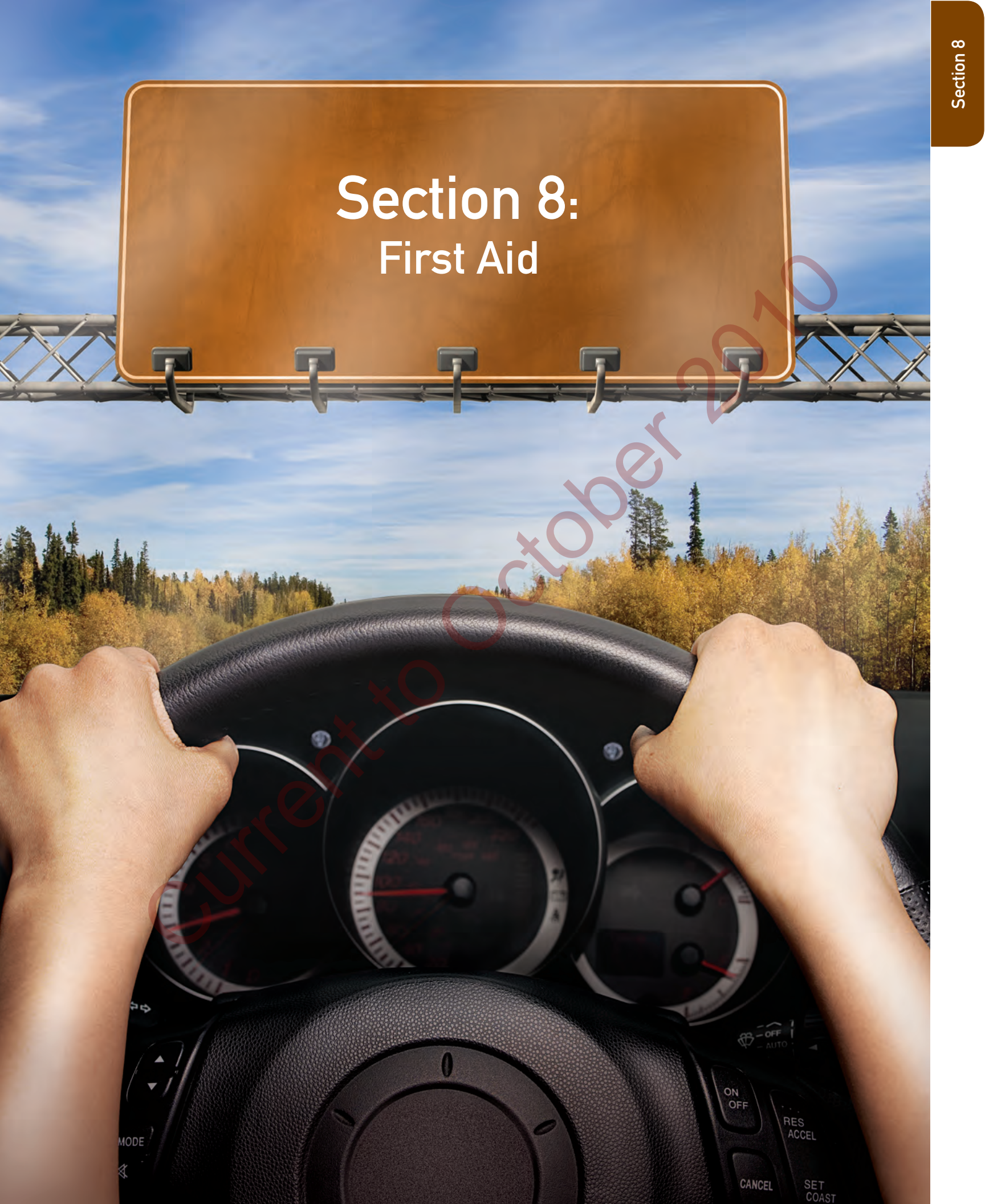
Worker Training	Yes	No	N/A
Do you ensure workers are trained and competent to work and drive alone safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers informed of the hazards associated with working alone while driving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For workers who have to travel alone to remote locations, do they have some training in emergency survival?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe Work Procedure	Yes	No	N/A
Do you have a safe work procedure for workers travelling alone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do workers have adequate rest periods scheduled when they are travelling alone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Safety	Yes	No	N/A
Do you ensure vehicles used by workers are in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all vehicles used by workers under regular maintenance programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment and Supplies	Yes	No	N/A
Do you provide workers with the appropriate first aid supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do workers carry the required first aid supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do workers carry the emergency supplies when they travel in extreme cold or inclement weather conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	Yes	No	N/A
Do you have an effective means of communication for workers to contact persons capable of responding when that worker needs immediate assistance while on the road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a procedure for tracking "overdue" workers that is appropriate to the hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the method of communication involve the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Regular telephone, cell phone, or radio contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Reporting to designated locations according to the "travel plan"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Others? Specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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¹³ Alberta Employment and Immigration.
Working Alone Safely: A Guide for
Employers and Employees. Page 19.

Current to October 2010

Section 8: First Aid





Section 8: First Aid

- Workers must have access to appropriate first aid services and supplies, even when they are on the road.
- Employers are required to have an emergency communication system in place so that first aid services can be accessed by an ill or injured worker. This is a key requirement for workers who are on the road, particularly if they are travelling alone.
- Any vehicle driven for work purposes must have a first aid kit.

Highlights

In the event of an injury, first aid arrangements need to be in place. Everyone must have access to first aid services and supplies, even when they are on the road.

Defining First Aid

“First aid” means the immediate and temporary care given to an injured or ill person at a work site using available equipment, supplies, facilities, or services, including treatment to sustain life, to prevent a condition from becoming worse or to promote recovery.

Defining First Aider

“First aider” means an emergency first aider, standard first aider or advanced first aider designated by an employer to provide first aid to workers at a work site.

Reference: OHS Code, Part 1

Definitions

Employer Responsibilities

Emergency Communication System

Employers are required to have an emergency communication system in place so that first aid services can be accessed by an ill or injured worker. This is a key requirement for workers who are on the road, particularly if they are travelling alone.

The type of system or approach to providing emergency communication is at the discretion of the employer and depends on the results of the hazard assessment. It may involve the use of telephones, cellular telephones, satellite telephones, portable two-way radios, or other means that are equally effective.

The intent of the requirement is to make sure that ill or injured workers can access first aid services quickly and reliably if no one is around to help them. The simplest way to achieve this is for the worker to call 9-1-1 if he or she is in an area that 9-1-1 services can be accessed.

Provincial Legislated Requirements



An employer and prime contractor must ensure that an emergency communication system is in place for workers to summon first aid services.

Reference: OHS Code, Section 179(d)

Employers and workers can reasonably assume that assistance would be provided to a worker injured while on the road as mentioned in the Working Alone section of this document (for more information see section 7).

Equipment and Supplies

Provincial Legislated Requirements



An employer and prime contractor must

- ensure that first aid services, first aid equipment, supplies and the first aid room required by the OHS Code are
 - located at or near the work site they are intended to serve, and
 - available and accessible during all working hours;
- ensure that first aid equipment and supplies are
 - maintained in a clean, dry and serviceable condition
 - contained in a material that protects the contents from the environment, and
 - clearly identified as first aid equipment and supplies.

Reference: OHS Code, Section 179(a), 179(b)

First Aid Kits

Any vehicle driven for work purposes must have a first aid kit. It can stand alone or be a part of a larger emergency vehicle kit (see section 9 of this document on Emergency Response Planning for more information).

The contents of first aid kits are standardized and are available at many safety supply stores. To select a first aid kit, determine the hazard level of the work site using Schedule 2 of the OHS Code and how many workers there are. Driving is generally considered medium hazard work. It is best to have the kit for the maximum number of people the vehicle can safely hold.

First Aid Requirements for Medium Hazard Work

Number of workers at work site per shift	Close work site (up to 20 minutes)	Distant work site (20-40 minutes)	Isolated work site (more than 40 minutes)
1	Type P First Aid Kit	Type P First Aid Kit	Type P First Aid Kit
2 - 9	1 Emergency First Aider No. 1 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit 3 Blankets	1 Standard First Aider No. 2 First Aid Kit 3 Blankets
Reference: excerpt from Table 6, Schedule 2, OHS Code			

Provincial Legislated Requirements

A list of items that should be included in a Type P, Number 1 or Number 2 First Aid Kit can be found in Schedule 2, Table 3 of the OHS Code at: www.employment.alberta.ca/documents/WH5/WH5-LEG_ohsc_2009.pdf

First Aid Records

An employer is required to create and maintain an accurate written record of all work-related injuries or sudden occurrences of illness that workers experience while on a work site, including mobile work sites.

An employer must record every acute illness or injury that occurs at the work site in a record kept for the purpose as soon as is practicable after the illness or injury is reported to the employer.

A record must include the following:

- the name of the worker
- the name and qualifications of the person giving first aid
- a description of the illness or injury
- the first aid given to the worker
- the date and time of the illness or injury
- the date and time the illness or injury was reported
- where at the work site the incident occurred
- the work-related cause of the incident, if any.

The employer must retain the records for three years from the date the incident is recorded.

Reference: OHS Code, Section 183

Provincial Legislated Requirements

First Aid Record (Sample Template) found on page 111.

A sample First Aid Record is included at the end of this section.

Worker Responsibilities

Workers are required to report any work-related physical injury or sudden occurrence of illness experienced while at work as soon as possible. An employer must ensure workers know who the first aiders are and how to contact them. Prompt reporting ensures complete and accurate information and allows the injury or illness to be assessed and treated as necessary.

Provincial Legislated Requirements



If a worker has an acute illness or injury at the work site, the worker must report the illness or injury to the employer as soon as is practicable.

Reference: OHS Code, Section 182

Resources



Resources for First Aid

- Bulletin: First Aid Records (FA009):
http://employment.alberta.ca/documents/WHS/WHS-PUB_fa009.pdf
- OHS Code Explanation Guide 2009, part 11:
www.employment.alberta.ca/documents/WHS/WHS-LEG_ohsc_p11.pdf

First Aid Record (Sample Template)

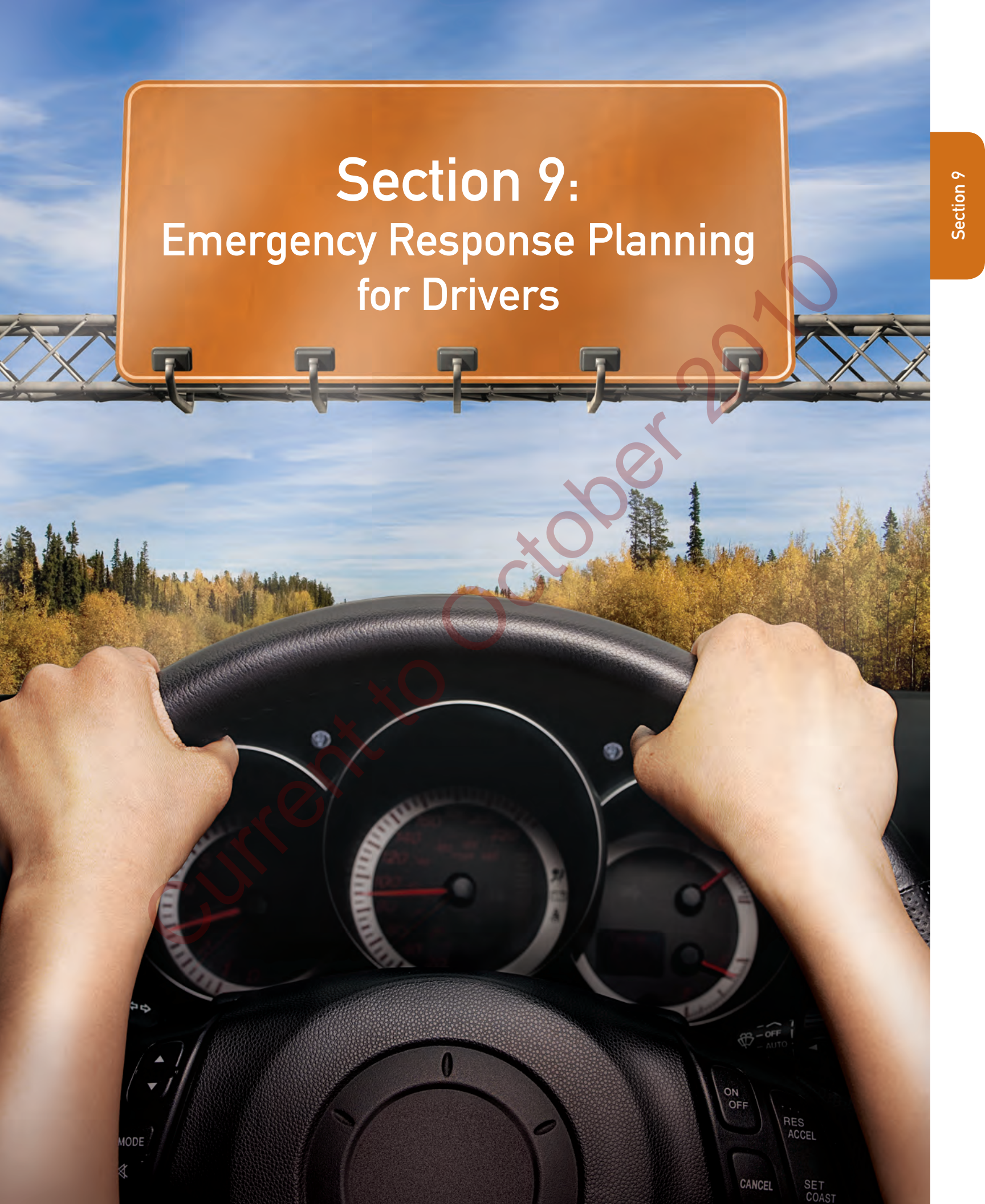
Date of injury or illness:		Time:	___ AM
	Month/Day/Year		___ PM
Date injury or illness reported:		Time:	___ AM
	Month/Day/Year		___ PM
Full name of injured or ill worker:			

Description of the injury or illness:
Description of where the injury or illness occurred/began:
Causes of the injury or illness:
Direct cause(s):
Contributing cause(s):

First aid provided? No <input type="checkbox"/> Yes <input type="checkbox"/> (If yes, complete the rest of this page)	
Name of first aider:	
First aid qualifications:	
<input type="checkbox"/> Emergency First Aider	<input type="checkbox"/> Emergency Medical Technician - Paramedic
<input type="checkbox"/> Standard First Aider	<input type="checkbox"/> Emergency Medical Technician - Ambulance
<input type="checkbox"/> Advanced First Aider	<input type="checkbox"/> Emergency Medical Technician
<input type="checkbox"/> Registered Nurse	<input type="checkbox"/> Emergency Medical Responder
First Aid provided:	
<input type="checkbox"/> Copy provided to worker <input type="checkbox"/> Copy refused Injured worker's initials _____	
<div style="text-align: center;"> CONFIDENTIAL Keep this record for at least 3 years from date of injury or illness reported </div>	

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Section 9: Emergency Response Planning for Drivers





Section 9: Emergency Response Planning for Drivers

- An emergency response plan will ensure your workers have an appropriate action plan in the event of an emergency on the road.
- The OHS Code requires employers to establish an emergency response plan for response to an emergency that may require rescue or evacuation. Those who drive while working are included in this as they may require rescue or assistance while on the road.



Highlights

Emergency Response Plans

Defining Emergency

An “emergency” means any situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention.



Definitions

Reference: Canadian Centre for Occupational Health and Safety

Many different kinds of emergencies can occur on a work site, but for the purposes of this guide, this section on emergency response planning will focus on emergencies that can occur while driving. These may include emergencies such as a collision, vehicle breakdown, or a severe storm while on the road. They may also include emergencies related to commercial vehicles such as a spill or leak that occurs during the transport of dangerous goods.

Planning and preparing in advance for emergencies is important. An emergency response plan will reduce the risk to the health, safety and lives of people at your work sites, including vehicles.

The OHS Code requires employers to establish an emergency response plan for response to an emergency that may require rescue or evacuation. Those who drive while working are included in this as they may require rescue or assistance while on the road.

Provincial Legislated Requirements



An employer must:

- establish an emergency response plan for responding to an emergency that may require rescue or evacuation
- involve affected workers in establishing the emergency response plan
- ensure that an emergency response plan is current.

An emergency response plan must include the following:

- the identification of potential emergencies
- procedures for dealing with the identified emergencies
- the identification of, location of and operational procedures for emergency equipment
- the emergency response training requirements
- the location and use of emergency facilities
- the fire protection requirements
- the alarm and emergency communication requirements
- the first aid services required
- procedures for rescue and evacuation
- the designated rescue and evacuation workers.

Reference: OHS Code, Sections 115 & 116

Hazard assessments, safe driving policies, and route plans cover a lot of the elements that are needed for planning the response to an emergency while driving, but there are other things that should be addressed when it comes to planning for a potential emergency while on the road.

Emergency Response Planning for Driving (Sample Template) found on page 121.

A sample template for creating an Emergency Response Plan for driving is included at the end of this section.

Vehicle Emergency Kit

Preparing for an emergency while on the road can not only give a worker and their employer “peace of mind” while driving, it can also mean the difference between life and death if an emergency occurs.

Every vehicle should contain an emergency kit. The Alberta Motor Association (AMA) suggests the following items be kept in a box, toolkit, or lock box in the trunk or under a seat.

- Cell phone and emergency charger (call for help immediately)
- First aid kit and first aid book

- Wind-up flashlight
- Whistle (to help attract attention)
- Roadmaps
- Tools (wrenches, screwdrivers, pliers, and socket wrenches)
- Booster cables (to jump-start a dead or faulty battery)
- Food that won't spoil (i.e. Energy bars or chocolate bars)
- Bottled water in plastic bottles (so they won't break if frozen; change every six months)
- Windshield washer fluid
- Tow rope
- Fire extinguisher
- Warning light or emergency triangles
- Extra fuses
- Duct tape (examples: temporarily fix a broken windshield wiper, hold glass together, pick up glass shards, serve as a temporary gas cover or mend a broken hose).

If you find yourself in an emergency situation, remember to stay in your car with your seat belt on. If you choose to exit your vehicle, wait ahead of your car and stay well off the road.

Winter Vehicle Emergency Kit

The AMA recommends adding the following items to your basic vehicle emergency kit during the winter months. Remember to carry items that will keep you warm and dry. Alberta's severe weather can cause the temperature to drop quickly below freezing.

- Weather radio (in case you lose power in the vehicle; to stay up-to-date on weather conditions and potential winter storms)
- Small shovel, scraper and snowbrush
- Blankets
- Sand or kitty litter (to help weigh down the car and prevent swaying and to use for traction if stuck)
- Antifreeze
- Extra gloves or mittens
- Scarf and toque
- Candle
- Matches

If you find yourself in a winter emergency situation, use common sense. Stay in your vehicle during storms and wait for help to arrive. If you must leave your vehicle, keep all areas of your skin covered. Wind chills can freeze body parts in a matter of minutes. You should also keep your exhaust pipe clear of snow and start your vehicle intermittently instead of running it continually.

Commercial Vehicle Emergency Equipment

Commercial vehicles are required to carry certain equipment in case of an emergency. Reflective advance warning triangles warn traffic of a disabled commercial vehicle. They must comply with the Society of Automotive Engineers standards. For more information visit their website at <http://standards.sae.org/commercial-vehicle/>

First aid kits and fire extinguishers are also required emergency equipment. The updated standards are included in the CVSR: www.qp.alberta.ca/574.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779740512

Transportation of Dangerous Goods

Federal Legislation

Shippers who offer some types of dangerous goods for transport are required under federal legislation to create and maintain an Emergency Response Assistance Plan (ERAP) prior to shipping their goods.

Federal Legislated Requirements



No person shall import, offer for transport, handle or transport dangerous goods...unless that person has an emergency response assistance plan that is approved under this section before

- a. importing the dangerous goods
- b. offering the dangerous goods for transport or
- c. handling or transporting the dangerous goods, in the case where no other person is required to have an emergency response assistance plan under paragraph (a) or (b) in respect of that handling or transporting.

The plan shall outline what is to be done to respond to an actual or anticipated release of the dangerous goods in the course of their handling or transporting that endangers, or could endanger, public safety.

Reference: *Transportation of Dangerous Goods Act*, Section 7(1) & (2)

An ERAP provides on-site assistance to local authorities in the event of an incident involving dangerous goods. The assistance provided would include, without being limited to:

- the provision of emergency response advice first by telephone, then by a knowledgeable person attending the accident site
- the supply of specialized equipment
- a response team to mitigate the effect of the dangerous goods at the incident site

The Transportation of Dangerous Goods Regulations includes the dangerous goods and the concentration or quantity for which an ERAP is required. They include dangerous goods which are more harmful than others, and may present wide spread hazards in the event of an accident.

More information on ERAPs, including a generic plan template, can be found on Transport Canada's website at: www.tc.gc.ca/eng/tdg/erap-intro-327.htm

Provincial Legislation

The provincial *Dangerous Goods Transportation and Handling Act* reinforces the application of federal legislation, including the Emergency Response Assistance Plan requirement.

Before offering for transportation any prescribed quantity or concentration of dangerous goods, a person shall have an emergency response assistance plan that is approved under this section and that outlines what is to be done if there is an accident in transporting the dangerous goods.

Reference: *Dangerous Goods Transportation and Handling Act*, Section 21(1)

Provincial Legislated Requirements

The provincial Dangerous Goods Transportation and Handling Regulation sets safety standards and shipping requirements in Alberta for thousands of different dangerous goods. The regulation also provides a means of communicating the nature and level of danger associated with various chemicals and other products.

A key monitoring and response resource for carriers that transport dangerous goods is the provincial Coordination and Information Centre (CIC). The CIC is set up to answer questions about dangerous goods from industry and enforcement personnel. The CIC answers questions about dangerous goods from industry and enforcement personnel and responds to an average of 350 dangerous goods transportation incidents per year. They can be contacted at 1-800-272-9600, 24 hours a day, seven days a week.



Resources for Emergency Response Planning for Drivers

- Canadian Centre for Occupational Health and Safety:
www.ccohs.ca/oshanswers/hsprograms/planning.html
- Canadian Centre for Occupational Health and Safety, Emergency Planning Response Guide:
www.ccohs.ca/products/publications/emergency.html
- How to prepare an Emergency Response Plan for your Small Business: www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/emergency_response_guide.pdf
- Centers for Disease Control and Prevention Emergency Preparedness and Response Site:
www.bt.cdc.gov
- Transport Canada, Primer on the *Transportation of Dangerous Goods Act*, 1992: www.tc.gc.ca/tdg/publications/primer_e.htm
- Transport Canada, Emergency Response Assistance Plan:
<http://www.tc.gc.ca/eng/tdg/erap-menu-72.htm>
- Transport Canada, Emergency Response Guidebook:
www.tc.gc.ca/canutec/en/guide/menu.htm
- Alberta Motor Association – Emergency Kit:
www.ama.ab.ca/cps/rde/xchg/ama/web/everything_auto_EmergencyCarCareKit-11464.htm?link=txt
- Introduction to Emergency Response Assistance Plans, Transport Canada: www.tc.gc.ca/eng/tdg/erap-intro-327.htm
- Dangerous Goods Handling, Government of Alberta:
www.transportation.alberta.ca/519.htm
- Society of Automotive Engineers
<http://standards.sae.org/commercial-vehicle>

Emergency Response Planning for Driving (Sample Template)

Instructions

An Emergency Response Plan is required for each type of emergency that may require rescue or evacuation.

Workplace Information	
Company/Department	
Address	
Emergency Response Plan Date (yyyy/mm/dd)	
Types of Emergencies (e.g. Motor vehicle collision, vehicle break down, severe weather, dangerous goods spill)	
Workplace Emergency Requirements and Procedures	
Worker Training and Communication (Explain the method of training / communication workers received on the procedures outlined below)	
Telephone Numbers	
Fire:	
Police:	
Ambulance:	
Vehicle Recovery Service (Name & number):	
Supervisor/work site contact (Name & number):	
Other:	
Emergency Response Procedures for Workers	
1.	
2.	
3.	
4.	

Emergency Equipment and Supplies for Drivers	
Type of Equipment	Location in the Vehicle
First Aid Kit and Supplies	
Fire Extinguisher	
Emergency Kit	
Winter Emergency Kit	
Other	

Legislated Requirements		
Indicate legislated requirements being met: (i.e. working alone, first aid, rescue and evacuation requirements in the OHS Code)		
Additional Information		
Response Plan Communicated to Workers?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, explain below)
Reviewed and Completed by Manager	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, explain below)
Signature of Manager	Name of Manager (PRINT)	Date (yyyy/mm/dd)

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Section 10: Workplace Violence



Section 10: Workplace Violence

- It is important to remember that workplace violence can occur when someone is on the road or drives regularly for work, just as easily as it can occur at a work site that isn't mobile.
- Anyone who drives for work needs to control aggressive driving behaviour and also needs to know how to prevent incidents of road rage against them while driving.

Highlights

Violence in the Workplace

The potential for violence in the workplace is a hazard. Identifying situations where workers may be exposed to violence assists the employer in implementing controls to improve workers' safety. It's important to remember that workplace violence can occur when someone is on the road or drives regularly for work just as easily as it can occur at a fixed work site.

Assessing your risk of workplace violence

When assessing the potential for violence, ask yourself if your work on the road could include any of the following:

- Driving/parking in or near high crime areas
- Driving/parking in isolated or remote areas
- Driving during rush hour or through construction zones (when other drivers may be frustrated or impatient)
- Driving/parking at night.

Road Rage

Road rage is an act of violence that all drivers need to be aware of and should try to avoid. Most road rage incidents start off as a simple encounter between two drivers. An initial encounter can soon escalate and lead to more aggressive and dangerous behaviour.¹⁴

Anyone who drives for work needs to control aggressive driving behaviour and also needs to know how to prevent incidents of road rage against them while driving.

The following actions will help drivers avoid being a victim of road rage¹⁵:

- Leave yourself enough time to get to your destination; avoid the temptation to speed and "make time" on the road, which puts stress on you and the drivers around you.
- Don't take traffic problems personally.



¹⁴ www.roadragers.com

¹⁵ Canadian Driver. By Lawrence Herzog. April 1, 2005. www.canadiandriver.com/2005/04/01/feature-road-rage-just-how-prevalent-is-it.htm. Accessed on: July 12, 2010.

- Avoid eye contact with an aggressive driver.
- Don't make obscene gestures, which can escalate the incident.
- Don't tailgate.
- Use your horn sparingly (the polite honk can be misinterpreted).
- Don't block the passing lane (some drivers think you're aggressively holding them back when you do this).
- Don't block the right-hand turn lane.
- Create a relaxing and comfortable environment in your car that will help you stay calm.
- Report aggressive drivers to the police.
- If you believe another driver is attempting to start a fight, immediately get help. Do not get out of your car and do not go home. Instead, proceed to the nearest police station or, if one is not nearby, to a public place.
- Don't overreact to every mistake on the roadway. Downplay the event and it will fade away.

Employer Responsibilities

Employers must consider workplace violence when conducting their hazard assessment. Identifying situations where workers may be exposed to violence assists the employer in putting controls in place such as policies and procedures to lower the possibility of workers being exposed to violence.

Provincial Legislated Requirements



Workplace violence is considered a hazard for the purposes of conducting a hazard assessment.

- An employer must develop a policy and procedures respecting potential workplace violence.
- An employer must ensure that workers are instructed in
 - how to recognize workplace violence
 - the policy, procedures and workplace arrangements that effectively minimize or eliminate workplace violence
 - the appropriate response to workplace violence including how to obtain assistance, and
 - procedures for reporting, investigating and documenting incidents of workplace violence.

Reference: OHS Code, Part 27

Prevention of Workplace Violence

Workplace Violence Policy Statement

According to the Canadian Centre for Occupational Health and Safety, the most important component of any workplace violence prevention program is management commitment which is best communicated in a written policy. A policy will inform workers about:

- what behaviours (i.e. violence, intimidation, bullying, harassment, etc.) management considers inappropriate and unacceptable
- what to do when incidents covered by the policy occur
- contacts for reporting any incidents.

It will also encourage workers to report such incidents and will show that management is committed to dealing with incidents.

A sample policy statement is included at the end of this section.

Workplace Violence Policy Statement (Template) found on page 129.

Workplace Violence Procedures

Workplace violence procedures outline the methods or processes required to make the policy operate on a day-to-day basis. The procedures may vary considerably from employer to employer depending upon size, role and local conditions. The Alberta WCB recommends the procedures address the following areas:

How potential hazards will be identified and communicated to staff

Hazard assessments regarding workplace violence will be completed as part of the regular hazard assessment program. The results of the hazard assessment will be communicated to workers at the regular staff meetings.



Example

How to respond to workplace violence

All workers who are exposed to potential or real situations of workplace violence should leave the immediate area if possible, and drive to a safe location. Call for assistance or 911 immediately once safely stopped.



Example

How to report workplace violence

Employees are required to report all incidents of workplace violence to their supervisor as soon as it is safe to do so. Ensure the vehicle is parked in a safe location before calling.



Example

How to investigate and document incidents of workplace violence

Example



All incidents of workplace violence will be documented on the Incident Report and Investigation Form and the supervisor is responsible for investigating the incident to determine the causes and to identify how to prevent future occurrences.

For more information on conducting an incident investigation and sample incident investigation forms see section 12 of this document or access the AEI eLearning program on incident investigation at: <http://employment.alberta.ca/whs/learning/Incident/Incident.htm>

Support available for victims of workplace violence

Example



All workers exposed to workplace violence will be advised to consult with a health care professional for counselling.

Training of workers

Example



All workers will be instructed in the workplace violence policy and procedures in orientation. The policy and procedures will be reviewed annually or as new hazards arise.

The WCB offers half day courses on preventing workplace violence. More information can be found at: www.wcb.ab.ca/public/preventing_violence.asp

Workplace Violence Procedures
(Sample Template)
found on page 130.

A sample template for Workplace Violence Procedures is included at the end of this section.

Resources



Resources for Workplace Violence

- Bulletin: Preventing Violence and Harassment at the Workplace (vah001): www.employment.alberta.ca/documents/WHs/WHs-PUB_vah001.pdf
- Canadian Centre for Occupational Health and Safety: www.ccohs.ca/oshanswers/psychosocial/violence.html
- Canadian Driver, April 2005: www.canadiandriver.com/2005/04/01/feature-road-rage-just-how-prevalent-is-it.htm
- RoadRagers.com: www.roadragers.com
- OHS Code Explanation Guide 2009, Part 27: www.employment.alberta.ca/documents/WHs/WHs-LEG_ohsc_p27.pdf
- Alberta WCB. Preventing Workplace Violence: www.wcb.ab.ca/public/preventing_violence.asp

Workplace Violence Policy Statement (Sample Template)

The management of _____ recognizes the potential for workplace violence and other aggressive behaviour directed at our workers. We will not tolerate behaviour from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes our workers and will take whatever steps are appropriate to protect our workers from the potential hazards associated with workplace violence. We are committed to providing our workers with an appropriate level of protection from the hazards associated with workplace violence.

Management Responsibilities

- Inform workers if, to management's knowledge, the workers will be in an area where there is a potential for violence and identify any risks that are specific to that area.
- Ensure that appropriate procedures are in place to minimize the risk to our workers from violence.
- Ensure that employees are trained in recognizing and responding to situations involving workplace violence.
- Ensure that every reported incident of workplace violence is investigated, and potential areas for improvement are identified and appropriate control measures are implemented.

Worker Responsibilities

- Workers for _____ are required to be familiar with and follow the procedures that are in place to protect them from workplace violence.
- All workers must participate in the training of workplace violence prevention.
- Workers are required to immediately report all incidents of workplace violence to their supervisor or alternate _____ (i.e. manager, foreman, security).
- Workers are also responsible for participating in work site hazard assessments and implementing controls and procedures to eliminate or control the associated hazards.

No worker can be penalized, reprimanded or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence.

Signature of Company Owner/President	Date

Reference: Alberta WCB, Preventing Violence at Work

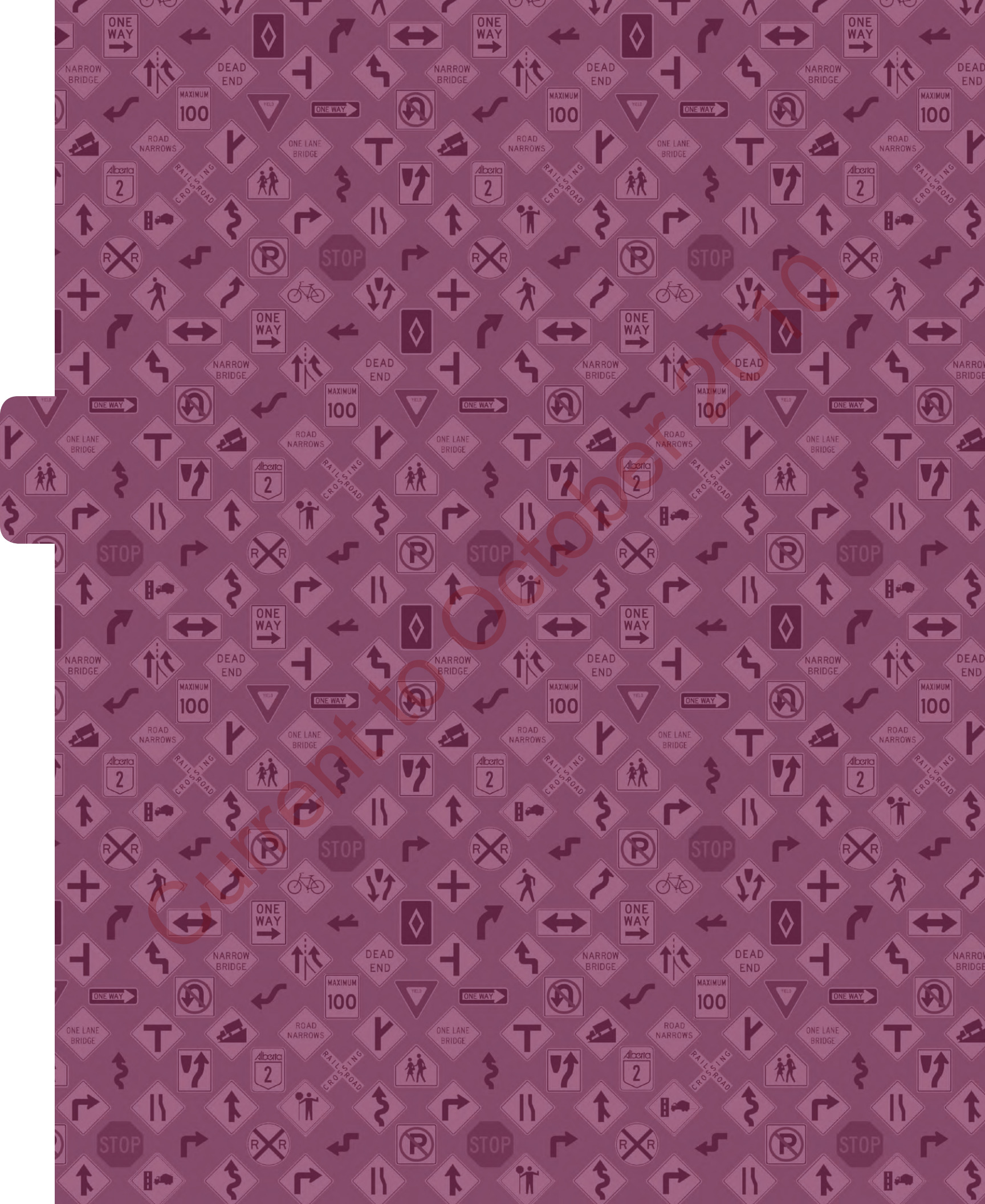
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Workplace Violence Procedures (Sample Template)

1. How potential hazards will be identified and communicated to staff
2. How to respond to workplace violence
3. How to report workplace violence
4. How to investigate and document incidents of workplace violence
5. Support available for victims of workplace violence
6. Training of workers

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Section 11: Vehicle Safety



Section 11: Vehicle Safety

- Road safety relies on safe driving, as well as proper vehicle maintenance.
- Employers must ensure any vehicles their workers operate on the job are safe and meet required standards.
- Workers also have a responsibility to ensure the vehicles they are operating are safe, especially if they are using their personal vehicle for work.

Highlights

Please note that this section focuses exclusively on the vehicle; it is understood that unsafe driver behaviours will negate the benefits of any mechanical devices intended to enhance safety.

There are many different kinds of vehicles on the road today but regardless of the type of vehicle – van, bus, motorcycle, large commercial truck, or car to name just a few – it should be safe and well maintained.

Road safety relies on safe driving, as well as proper vehicle maintenance. Identifying and removing unsafe vehicles from the road can prevent vehicle failure on Alberta's highways and reduce collisions that may result in injuries or death.

Employer Responsibilities

Employers must ensure any vehicles their workers operate on the job are safe and meet required standards. The Vehicle Safety and Carrier Services Branch of Alberta Transportation is responsible for vehicle equipment, safety legislation and standards in Alberta. It directs and evaluates existing legislation and safety standards regarding vehicle equipment and develops new legislation as required. The Vehicle Safety section also provides advice on the application of the *TSA* and its accompanying regulations, as they apply to vehicle safety.



A person shall not:

- permit another person to drive or operate a vehicle on a highway unless that vehicle complies with the vehicle and equipment standards set out in the regulations in respect of that vehicle.
- permit another person to drive or operate a vehicle on a highway unless that vehicle complies with the vehicle and equipment standards set out in the regulations in respect of that vehicle.

Reference: *TSA*, Section 65(1)(b)

Provincial Legislated Requirements

Employers should also be aware of the following sections of the OHS Code that outline their responsibilities if they have workers who operate a motor vehicle:

Manufacturer's Specifications

Provincial Legislated Requirements



An employer must ensure that equipment and supplies are erected, installed, assembled, started, operated, handled, stored, serviced, tested, adjusted, calibrated, maintained, repaired and dismantled in accordance with the manufacturer's specifications or the specifications certified by a professional engineer.

Reference: OHS Code, Section 12(d)

Inspection and Maintenance

Provincial Legislated Requirements



An employer must ensure that powered mobile equipment is inspected by a competent worker for defects and conditions that are hazardous or may create a hazard.

- An inspection must be made in accordance with the manufacturer's specifications.
- If an inspection indicates that powered mobile equipment is hazardous or potentially hazardous, an employer must ensure that
 - the health and safety of a worker who may be exposed to the hazard is protected immediately,
 - the powered mobile equipment is not operated until the defect is repaired or the condition is corrected, and
 - the defect is repaired or the unsafe condition corrected as soon as reasonably practicable.
- if an inspection indicates that the powered mobile equipment is potentially hazardous but the equipment can be operated safely, an employer must ensure that
 - the operator is made aware of the potential hazard, and
 - the defect or condition is repaired as soon as reasonably practicable.
- An employer must ensure that a record of the inspections and maintenance carried out as required is kept at the work site and readily available to a worker who operates the powered mobile equipment.

Reference: OHS Code, Section 260

Refuelling

An employer must ensure that a worker does not

- smoke within 7.5 metres of a vehicle while it is being refuelled,
- refuel a vehicle when there is a source of ignition within 7.5 metres of that vehicle, or
- dispense flammable fuels into the fuel tank of a motor vehicle or watercraft while its engine is running.

Reference: OHS Code, Section 279

Provincial Legislated Requirements

Worker Transportation

An employer must ensure that

- no part of an operator's or passenger's body extends beyond the side of a vehicle or powered mobile equipment while it is in operation.
- equipment or material in a vehicle or unit of powered mobile equipment is positioned or secured to prevent injury to the operator and passengers, if any.

Reference: OHS Code, Section 275(1), 275(2)

Provincial Legislated Requirements

Employers also have responsibilities related to the operation of commercial vehicles that are legislated in the CVSR under the TSA. Responsibilities pertaining to cargo securement and daily trip inspections are highlighted later in this section.

Worker Responsibilities

Workers also have a responsibility to ensure the vehicles they are operating are safe, especially if they are using their personal vehicle for work. Traffic safety legislation requires them to operate a vehicle that meets legislated standards and is in good working order.

Provincial Legislated Requirements



Except as otherwise permitted under the *Traffic Safety Act*, a person shall not do any of the following:

- drive or operate a vehicle on a highway unless that vehicle complies with the vehicle and equipment standards set out in the regulations in respect of that vehicle
- A person shall not permit another person to drive or operate a vehicle on a highway unless that vehicle complies with the vehicle and equipment standards set out in the regulations in respect of that vehicle
- where that person is the owner of a vehicle, drive or operate the vehicle on a highway unless the vehicle and its equipment are maintained
 - in good working order, and
 - in a condition that meets the requirements of the *Traffic Safety Act*
- drive or operate a vehicle on a highway unless the vehicle and its equipment are used in a manner or as prescribed or provided for by regulation.

Reference: TSA, Section 65(1)(a) - (d)

To make sure that the personal vehicle is mechanically sound and therefore safe to use for work purposes, the worker must ensure that the vehicle is maintained. This requirement can be met by ensuring the worker follows the maintenance requirements specified by the vehicle manufacturer.

Provincial Legislated Requirements



If a worker uses a personal vehicle for work purposes, the worker must ensure that the vehicle is maintained in sound mechanical condition.

Reference: OHS Code, Section 290.1 (b)

Vehicle Safety Features

Vehicle safety is becoming increasingly important to employers, whether they are providing one or two vehicles for workers or an entire fleet. An Australian study of corporate road safety initiatives states: “Traditionally, vehicle selection has been largely guided by operational needs and budget. However, in parallel with an increase in vehicle safety concerns by private motorists, vehicle safety has increased in importance as an issue in vehicle selection.”

According to Transport Canada, today's vehicles are much safer than they were in the past. New Canadian motor vehicle safety standards continue to improve safety. Over the years, new standards have led to the creation of an engineered "life space" within the occupant compartment of motor vehicles. Not only have new features been added, like air bags and seat belts, but brakes and tires are continually being improved as well.

The following information from Transport Canada highlights some of the key vehicle safety features and provides links with further details on them.

Please note that this best practices guide does not intend to endorse or promote any specific piece of equipment or manufacturer.

1) Occupant Restraints

a) Seat belts

Today, 93 per cent of Canadians use their seat belts¹⁶. The 7 per cent of Canadians not wearing seat belts account for almost 40 per cent of fatalities in vehicle collisions.

A vehicle's design ensures the driver still has life-saving space left over after the crash. This space dramatically improves the chance of survival, but only if the driver is wearing a seat belt. A properly secured seat belt offers the best protection in head-on, side, and rollover collisions.

In a collision, strong forces are at work. In order to minimize the effects of these forces on occupants, automotive engineers design seat belts to hold drivers and passengers securely in their seats, allowing them to ride out the crash and avoid major contact with the vehicle interior. When seat belts are used properly, they spread the collision forces over the stronger areas of the body's skeleton.

More information on seat belts and how to properly wear seat belts can be found at: www.tc.gc.ca/eng/roadsafety/tp-tp14646-menu-191.htm

b) Air bags

Air bags are built into steering wheels and dashboards, and in the sides of some vehicles, and launch automatically when there is very fast deceleration, like in a crash. They give occupants extra protection, especially during head-on crashes.

To reduce the risk of injury from air bag deployment, the seat should be as far back as possible while allowing the driver to reach the brakes, steering wheel, and accelerator pedal comfortably. The driver's seat belt should be worn properly. In a crash, seat belts stretch and slow down the driver's movement giving the air bag a chance to inflate before the driver moves forward.

More information on air bags can be found at: www.tc.gc.ca/eng/roadsafety/safevehicles-safetyfeatures-airbags-index-459.htm

¹⁶ Transport Canada. Seatbelt Sense.
www.tc.gc.ca/eng/roadsafety/tp-tp14646-menu-191.htm

c) Head Rests

Approximately 20% of casualty collisions are from the centre rear¹⁷. The risk of soft tissue damage, commonly known as whiplash, is three times greater in a rear-end collision than in other types of collisions¹⁸. Properly adjusted head rests (the top of the head rest is level with the top of the occupant's head) can help mitigate a whiplash injury in a rear-end collision.

More information on head rests is available in the *Alberta Occupant Restraint Manual* at: www.capitalhealth.ca/YourHealth/Campaigns/Kidsafe/Alberta_Occupant_Restraint_Manual.htm

2) Electronic Stability Control

Electronic Stability Control (or ESC) is a crash avoidance system found on many recent vehicles. ESC will help a driver stay in control of their vehicle when they need to swerve or brake suddenly to avoid an obstacle.

When the steering does not match the direction of the vehicle, ESC will automatically brake one or more wheels for short periods of time, reduce engine power, or both.

ESC is "ON" whenever a vehicle is started. Some vehicles have a manual ESC Off- switch for certain situations such as when a vehicle is stuck in snow.

Transport Canada's analyses show that ESC could reduce the number of crashes involving a loss of control by light-duty vehicles by 29 per cent. More information on electronic stability control can be found at: www.tc.gc.ca/eng/roadsafety/tp-tp14651-vs200701-menu-738.htm

3) Anti-lock Braking System (ABS)

ABS is designed to help the driver maintain some steering ability and avoid skidding while braking.

ABS uses wheel speed sensors to determine if one or more wheels are trying to lock up during braking. If a wheel tries to lock up, a series of hydraulic valves limit or reduce the braking on that wheel. This prevents skidding and allows the driver to maintain steering control. More information on anti-lock braking systems can be found at: www.tc.gc.ca/eng/roadsafety/tp-tp13082-absind_e-127.htm

4) Tire Safety

A vehicle's tires are engineered to perform safely, day in and day out. But to do their job properly, tires need regular maintenance. Proper tire maintenance is not only critical to the safe operation of your vehicle, but will also:

- improve fuel economy
- extend tire life

17 Alberta Transportation. Alberta Traffic Collision Statistics 2009. <http://transportation.alberta.ca/statistics>

18 Alberta Occupant Restraint Manual July 2003. P. 73. www.capitalhealth.ca/YourHealth/Campaigns/Kidsafe/Alberta_Occupant_Restraint_Manual.htm

- provide better vehicle handling
- help to prevent avoidable breakdowns and collisions, and
- reduce exhaust emissions that contribute to environmental and health problems.

Tires are a vehicle's only contact with the road surface. Without good tires that are properly inflated, a vehicle won't accelerate, brake, or steer properly. They should be checked regularly, at least once a month, and no less frequently than stated in the manufacturer's specifications. Other safety devices such as anti-lock braking systems, traction control systems, and stability control systems may not function correctly when tires are not properly inflated. More information is available at: www.tc.gc.ca/eng/roadsafety/tp-tp2823-menu-200.htm

5) Ergonomics

The American Trucking Association's *Safety for the Long Haul* points to ergonomics as a crucial element of vehicle systems. Ergonomics is the science of designing systems to optimize human performance. A "system" may be anything from a single vehicle component (i.e. a mirror) to the whole road and traffic network. Ergonomic issues relating to vehicle design can include things like visibility from the vehicle, design and placement of controls and displays, and vehicle noise and vibration.

Ergonomics are factored into most vehicle designs today and particular emphasis is placed on ergonomics for commercial vehicle drivers who spend many hours in their vehicles. More information is available at: www.chr.alberta.ca/health/ohsprogmanual/hazard-mgmt/ergonomics-for-drivers.pdf

The Alberta Motor Transport Association offers a course on ergonomics and injury prevention. More information on the course can be found at: www.amta.ca/Safety/Ergonomics&InjuryPrevention.html

Vehicle Maintenance & Inspection

Employers are required to ensure any vehicles driven by workers are properly maintained. Workers are also responsible for maintenance of the vehicles they drive and should not operate any vehicle that has a defect or isn't properly maintained. A pre-trip inspection to check for defects is something every driver should build into their routine.

Workers should familiarize themselves with the vehicle they are driving and know how to perform basic maintenance functions including, but not limited to, checking the oil, adding windshield wiper fluid, and changing a tire. For a complete list of what to inspect and when, refer to the manufacturer's specifications.

Regular service of vehicles will help prevent breakdowns and collisions caused by vehicle failure, and in the end can result in significant savings for employers.

Following are some basic maintenance tips for keeping a vehicle operating safely and efficiently:

1. Be familiar with the vehicle's maintenance schedule and requirements which can be found in the owner's manual.
2. Have trained professionals service all vehicles.
3. Follow the manufacturer's recommendations for checking the engine, cooling and ignition system, brakes, drive-train, and emission-control system.
4. Make sure tires are always inflated to the correct pressure, particularly in winter when the cold weather can decrease tire pressure.
5. At least once a month, perform a monthly check of tire pressure, fluid levels, brakes, steering system, wheel alignment, spark plugs, radiator hoses, clamps, and battery terminals (for corrosion).

While a detailed, monthly maintenance check is recommended for vehicles, anyone operating a vehicle for work should do a daily check as a part of their hazard assessment before heading out on the road. The Vehicle Operator Inspection Checklist for Non-Commercial Vehicles at the end of this section is a valuable tool for employers and workers in ensuring vehicles are in proper working order. It can be modified to suit your organization's needs.

Vehicle Operator Inspection
Checklist for Non-Commercial
Vehicles (Sample Template)
found on page 144.

Commercial Vehicles

"Just as heavy trucks are larger than cars, the issue of vehicle safety is greater for trucks than for cars. More mechanical faults can occur on a large vehicle than a small one, and vehicles as large as heavy trucks are inherently operating on thinner margins of safety in relation to the roadway."¹⁹

Vehicle factors are more likely to be present in truck tractor collisions than in total casualty collisions.²⁰ The federal and provincial governments work closely together to regulate the safe operation of commercial vehicles, including buses and large passenger vans. The NSC is aimed at improving motor carrier safety in Canada through the implementation of consistent standards related to commercial vehicle, driver, and motor carrier safety.

A number of the standards apply to vehicle safety, including Standard 11 - Commercial Vehicle Maintenance and Inspection. However the two key standards highlighted here for the purposes of commercial vehicle safety are Standard 10 (Cargo Securement) and Standard 13 (Trip Inspection).

19 Safety for the Long Haul: Large Truck Crash Risk, Causation & Prevention, Ronald R. Knipling. American Trucking Associations Inc. 2009. www.atabusinesssolutions.com/p-208-safety-for-thelong-haul.aspx

20 Alberta Transportation. Alberta Traffic Collision Statistics 2009. <http://transportation.alberta.ca/statistics>



Cargo Securement

Properly securing cargo is important for many different reasons. A properly secured load can prevent:

- collisions
- deaths and injuries
- the loss of a load
- damage to freight
- damage to vehicles
- destabilizing the vehicle
- fines to the driver or motor carrier
- a vehicle being placed out-of-service
- injuries to drivers and passengers caused by unsecured equipment or material within the vehicle.

NSC Standard 10 and Alberta's CVSR require cargo transported by a vehicle to be contained, immobilized or secured so that it won't leak, spill, blow, fall from the vehicle, fall through the vehicle, otherwise become dislodged from the vehicle or shift upon or within the vehicle, affecting the vehicle's stability and manoeuvrability.

A carrier or an owner of a commercial vehicle shall not permit a driver to operate, and a driver shall not operate a commercial vehicle where the cargo transported in or on the commercial vehicle is not contained, immobilized or secured in accordance with NSC Standard 10 as it relates to the particular type of commercial vehicle if it exceeds 4500kg.

Reference: CVSR, Section 17(3)

Provincial Legislated Requirements

Cargo must remain secured under all normal driving conditions and when a driver is responding to an emergency situation, short of a crash. Specific cargo may have specific securement requirements, and it is your responsibility as an employer and as a driver to know what they are.

NSC Standard 10 is available at: www.ccmta.ca/english/pdf/Standard%2010.pdf

Trip Inspection

Creating, maintaining and following a daily vehicle inspection protocol is a regulatory requirement, but it also makes good business sense. Vehicles are your tools, and maintaining them properly will make it easier for you to perform quality work.

Alberta's CVSR came into effect on July 1, 2009, as did changes to the Vehicle Equipment Regulation. The majority of the changes updated Alberta regulations to ensure they are consistent with current Canadian and North American standards.

One key change was the requirement for a daily written trip inspection report for all trucks, truck-tractors, trailers, and buses. The change brought Alberta in line with other Canadian jurisdictions and in accordance with NSC Standard 13.

NSC Standard 13 addresses daily vehicle trip inspections. The daily vehicle trip inspection standard is intended to ensure early identification of vehicle problems and defects, and to prevent the operation of vehicles with conditions that are likely to cause or contribute to a collision or vehicle breakdown.

Daily vehicle trip inspection is a continuous process designed to protect drivers and alert carriers to mechanical problems. The general objective of daily vehicle trip inspections is to promote an improved level of safety and compliance in commercial vehicles operating on the highway.

The requirements of NSC Standard 13 apply to motor carriers and drivers operating commercial vehicles and can be found at: www.ccmta.ca/english/pdf/nsc_standard_13.pdf

A copy of a trip inspection form for commercial vehicles can be found at: www.transportation.alberta.ca/Content/docType276/Production/Module4.pdf

Permits

The provincial government monitors, controls and issues permits for the movement of all commercial vehicles in Alberta, including oversize and overweight vehicles. This helps to ensure safety and minimize inconvenience to the travelling public. Identifying and removing unsafe vehicles from the road can prevent vehicle failure on Alberta's highways and reduce collisions that may result in injuries or death.

For more information on permits for commercial vehicles in Alberta and how to obtain them, please visit: www.transportation.alberta.ca/520.htm

Partners in Compliance

Safer highways and more efficient movement of transport cargo are the goals of Partners in Compliance (PIC). Commercial carriers with exemplary safety records can save time and money, thanks to an automated system that allows them to bypass Alberta's vehicle inspection stations. PIC is a joint venture between Alberta Transportation, the WCB and member carriers which recognizes a carrier's efforts in safety and compliance. Carriers that apply for and are granted PIC status receive expedited service at Vehicle Inspection Stations, are subject to reduced government filing of recurring documents and are given an "excellent" rating on their Carrier Profiles. More information on PIC and how to become a member is available at: www.partnersincompliance.com



Resources for Vehicle Safety

- Transport Canada, Vehicle Safety Features: www.tc.gc.ca/eng/roadsafety/safevehicles-safetyfeatures-index-454.htm
- Natural Resources Canada, Quick Tips on AutoSmart Vehicle Maintenance: <http://oee.nrcan.gc.ca/transportation/personal/maintaining/vehicle-maintenance.cfm?attr=8>
- Government of Alberta, Occupant Restraints: www.saferoads.com/vehicles/restraints.html
- Government of Alberta, Updated Rules for Vehicles in Alberta: <http://www.transportation.alberta.ca/Content/docType41/production/updatedvehiclerulesAB.pdf>
- *Review of Best Practice Road Safety Initiatives in the Corporate and/or Business Environment*, Monash University Accident Research Centre, Victoria, Australia, March 2000.
- Wolsley UK Company Car and Safe Driving Handbook, North Yorkshire UK, October 2005.
- NSC for Motor Carriers, Standard 10 – Cargo Securement: www.ccmta.ca/english/pdf/Standard%2010.pdf
- NSC - Daily Vehicle Trip Inspection: www.ccmta.ca/english/pdf/nsc_standard_13.pdf
- Alberta Occupant Restraint Manual: www.capitalhealth.ca/YourHealth/Campaigns/Kidsafe/Alberta_Occupant_Restraint_Manual.htm
- Commercial Vehicle Safety Compliance in Alberta: www.transportation.alberta.ca/Content/docType276/Production/Module4.pdf
- Partners in Compliance web site: www.partnersincompliance.com
- Commercial Vehicle Safety Compliance in Alberta, July 2009: www.transportation.alberta.ca/Content/docType276/Production/Appendices.pdf

Resources

Vehicle Operator Inspection Checklist for Non-Commercial Vehicles (Sample Template)

INSTRUCTIONS

- The Vehicle Operator completes the checklist, before using the vehicle, and submits it to the supervisor.
- The supervisor reviews the form and
 - makes arrangements for any servicing required
 - documents servicing and/or corrective actions completed
 - submits the form to the manager.
- The Manager reviews and retains the checklist at the workplace.

Company/Department		
Driver		
Date	Time	
Vehicle Make	Vehicle Model	Licence Plate No.

Vehicles must be maintained in accordance with manufacturer's specifications

A. Operator Competency	Yes	No	Action Required/Comments
Licence class appropriate for vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle orientation received?	<input type="checkbox"/>	<input type="checkbox"/>	
Ergonomic training received?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Documents	Yes	No	Action Required/Comments
Current registration?	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of Insurance?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Outside of Vehicle	Yes	No	Action Required/Comments
Lights clean and operational – head, signal, tail, brake, backup?	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency flashers operational?	<input type="checkbox"/>	<input type="checkbox"/>	
Windshield clean and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	
Mirrors clean and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	
Wipers clean and operational?	<input type="checkbox"/>	<input type="checkbox"/>	
Wiper fluid – ample supply and operational?	<input type="checkbox"/>	<input type="checkbox"/>	

Tires – pressure appropriate and tread in good shape?	<input type="checkbox"/>	<input type="checkbox"/>	
Body – any damage?	<input type="checkbox"/>	<input type="checkbox"/>	
Exhaust system in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
D. Inside of Vehicle	Yes	No	Action Required/Comments
Seatbelts adjust and close securely?	<input type="checkbox"/>	<input type="checkbox"/>	
Internal gauges operational?	<input type="checkbox"/>	<input type="checkbox"/>	
Heater/defrost operational?	<input type="checkbox"/>	<input type="checkbox"/>	
Horn operational?	<input type="checkbox"/>	<input type="checkbox"/>	
Loose objects secured?	<input type="checkbox"/>	<input type="checkbox"/>	
Spare tire, tire wrench, jack available and secured?	<input type="checkbox"/>	<input type="checkbox"/>	
Booster cables available and secured?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Emergency Equipment	Yes	No	Action Required/Comments
First aid kit available	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguisher available	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency triangles available	<input type="checkbox"/>	<input type="checkbox"/>	
Roadside assistance number readily available	<input type="checkbox"/>	<input type="checkbox"/>	
F. Additional Comments			
Signature of Vehicle Operator		Name of Vehicle Operator (PRINT)	

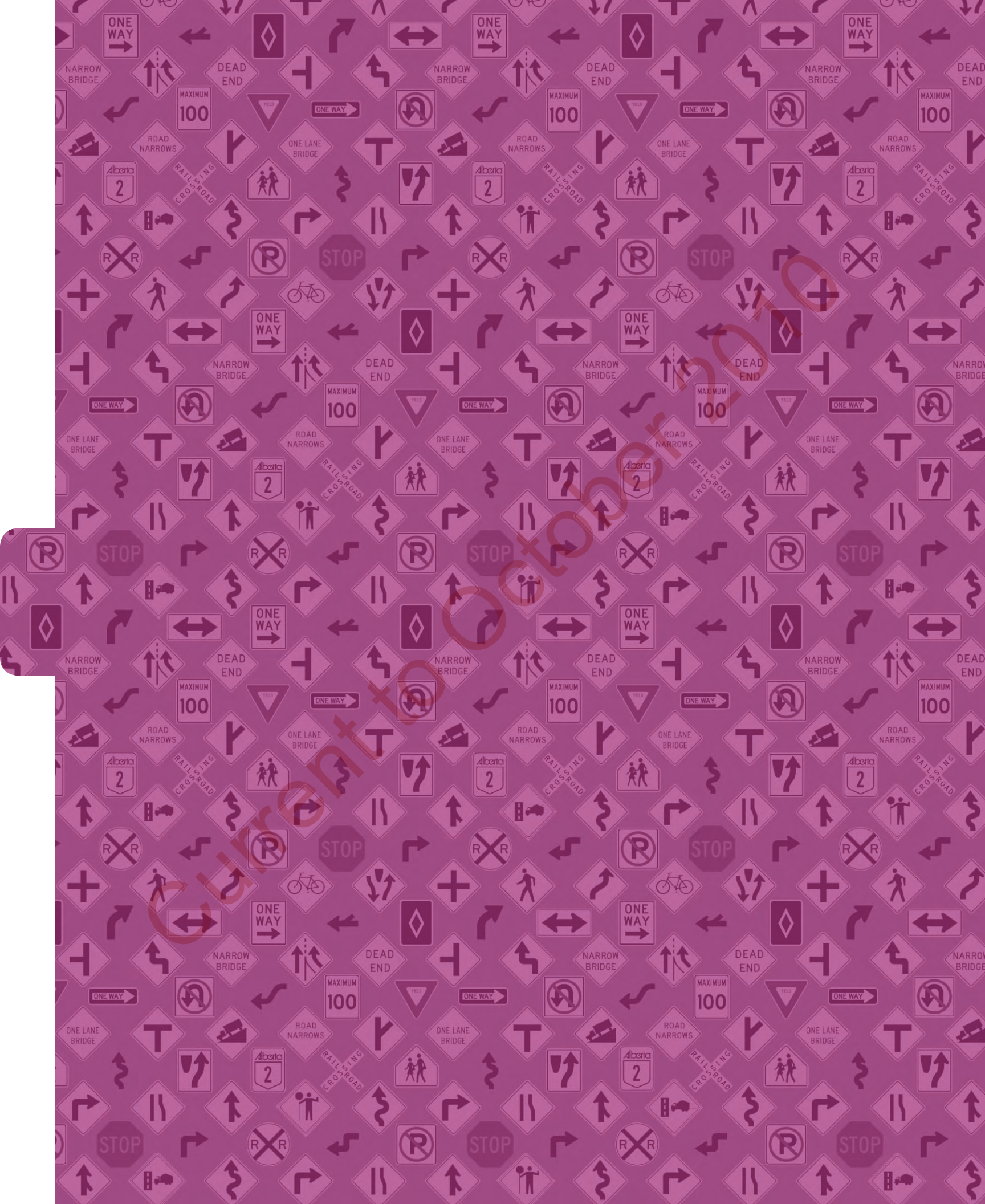
REVIEWED AND COMPLETED BY MANAGER

Corrective Actions Taken		
Signature of Manager	Name of Manager (PRINT)	Date (yyyy/mm/dd)

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your worksite. Further, it is essential that this document is not only complete, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Current to October 2010

Section 12: Incident Reporting & Investigation



Section 12: Incident Reporting & Investigation

- Workers must report incidents to their employer. Employers must ensure that all incidents are investigated.
- By investigating an incident and implementing corrective measures, it is possible to prevent it from happening again or to prevent a more serious incident.
- Near misses identify conditions or practices that must be changed to prevent future incidents.



Highlights

Defining Incident

“Incidents” are any occurrence at a work site that causes or has the potential to cause injury or illness to a worker. For the purposes of this document, this term has the same meaning as the term accident.

Reference: OHS Act, Section 18



Definitions

Companies with an effective health and safety management system reduce the likelihood of having incidents.

When an incident occurs, it must be everyone’s first priority to ensure an injured worker gets prompt and appropriate medical care, if required. After this, by investigating the incident and implementing corrective measures, it is possible to prevent it from happening again or to prevent a more serious incident.

Employer Responsibilities

Incident Reporting

Reporting to OHS

Section 18 of the *OHS Act* requires employers to report a number of different kinds of injuries and accidents to AEI – OHS. The following two apply to driving for work purposes:

- An injury or accident that results in death
- An injury or accident that results in a worker being admitted to a hospital for more than 2 days.

Example



Examples of Driving for Work

- A sales person driving from home directly to a client's place of business is considered work-related driving if that is authorized by the employer.
- Commuting to and from your office every day is not considered driving for work.

Provincial Legislated Requirements



If an injury or accident set out below occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall notify a Director of Inspection of the time, place and nature of the injury or accident as soon as possible:

- an injury or accident that results in death
- an injury or accident that results in a worker's being admitted to a hospital for more than 2 days
- an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury
- the collapse or upset of a crane, derrick or hoist, or
- the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

Reference: OHS Act, Section 18(1), (2)

To report an incident to the Occupational Health and Safety Contact Centre call 1-866-415-8690 as soon as possible after the incident has occurred.

Reporting to WCB

Reporting an incident to OHS is different and separate from reporting an injury incident to WCB. Employers are required to report incidents to the WCB within 72 hours and can do this online at www.wcb.ab.ca/employers/report_injury.asp.

For more information on WCB coverage of traffic incidents please refer to the Worker Fact Sheet, Employer-provided Transportation available at www.wcb.ab.ca/pdfs/workers/WFS_Employer_provided_transportation.pdf

Incident Investigation

Employers must ensure that all incidents at a work site are investigated. Depending on the type of incident and the location, OHS or police may also do an on site investigation, separate from your own.

Reporting to Police

Reporting a traffic incident to the city police or RCMP may also be required depending on the specifics of your incident.

A driver of a vehicle involved in an accident shall, in the form and manner prescribed by the regulation, provide a report of the accident to

- a peace officer having jurisdiction where the accident occurred, or
- an employee of a police service having jurisdiction where the accident occurred who is authorized to receive those reports

Reference: *Traffic Safety Act*, Section 71(1)

Provincial Legislated Requirements

A person is exempted from making a report under section 71 of the *Traffic Safety Act* if as a result of the accident

- no one is injured or dies, or
- the apparent cost to repair property damage is less than \$1,000.

Reference: *Operator Licensing and Vehicle Control Regulation*, Section 147

Provincial Legislated Requirements

Employer Investigation

If an injury or accident referred to in 18(2) occurs at a work site or if any other serious injury or any other accident that has the potential of causing serious injury to a person occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall

- carry out an investigation into the circumstances surrounding the serious injury or accident
- prepare a report outlining the circumstances of the serious injury or accident and the corrective action, if any, undertaken to prevent a recurrence of the serious injury or accident, and
- ensure that a copy of the report is readily available for inspection by an OHS officer.

Reference: *OHS Act*, Section 18(3)

Provincial Legislated Requirements

For more information on conducting your incident investigation, access the Reporting and Investigation Injuries and Incidents Bulletin at:
www.employment.alberta.ca/documents/WHIS/WHIS-PUB_li016.pdf

Goals of Incident Investigation

A successful incident investigation will determine the root cause(s) of the incident and find ways to prevent similar and more serious incidents for your workers.

Conducting an Incident Investigation

It is important to use people with appropriate training in the applicable fields to ensure you will get the most complete incident investigation possible. By following a standardized process, you should be able to gather enough information to answer these questions:

- WHO was involved or injured?
- WHAT occurred?
- WHERE did the incident occur?
- WHEN did the incident occur?
- WHY was the unsafe act or condition allowed?
- HOW can a similar incident be prevented?

Employers with commercial vehicle drivers may also want to consider the Alberta Motor Transport Association's collision investigation course. For more information, go to: www.amta.ca/Safety/Collision_Investigation.html

Sources of Information

There are many places to find information during an incident investigation. The kind of information you will require varies based on the situation. Here are some sources to start your investigation:

- Observations (i.e. weather conditions, road conditions, construction activity, traffic patterns)
- Interview witnesses
- Training records of injured worker
- Interview supervisor or person directing work even if they didn't witness the incident
- Safety meeting minutes if driving safety was discussed
- Inspection and maintenance records for vehicles
- Pictures of the incident/location it occurred.

Incident Investigation Report

When any reportable incident or injury happens, or when an incident occurs that had the potential to cause a serious injury, an investigation has to be conducted and an investigation report completed.

The investigation report is an internal company document and must be kept on file for a minimum of two years following the incident or injury. You're not required to send a copy to the government. However, the report has to be readily available for inspection by an OHS officer when requested.

A template for an Incident Reporting and Investigation Form can be found at the end of this section.

← Incident Reporting and Investigation Form (Sample Template) found on page 155.

Incident Causation

Usually there are several factors that cause or contribute to an incident. It is important not to focus only on the direct causes, but also look for other factors that may have contributed to the incident. If you do this, you will be better able to prevent it from happening again.

- **Direct Cause** – action, event or force that is the immediate, initiating or primary agent which leads to the incident.
- **Indirect Cause** – this alone did not cause the incident, however, it contributed to the outcomes. There may be several indirect causes for an incident. For example:
 - A poorly maintained, unsafe or defective vehicle
 - Unsafe environment or conditions
 - Physical hazards on the road
 - Poor planning
 - Poor training
 - Unsafe driving practices
 - Unusual or unfamiliar route
 - Personal and behavioural factors (i.e. stress or fatigue)
 - Actions of other road users (i.e. pedestrians, cyclists, animals).

Defining Near Miss

“Near misses” are the most common types of incidents. They cause no visible injury or damage but could cause serious injuries or property damage under slightly different circumstances. Near misses identify conditions or practices that must be changed to prevent future incidents. Making the most of these early warnings will help to keep your workers as safe as possible.



Definitions

A template for an Incident Reporting and Investigation Form is included at the end of this section.

← Incident Reporting and Investigation Form (Sample Template) found on page 155.

It is important to put control measures in place that address all causes to prevent future incidents.



What to do After an Auto Collision

While the investigation and reporting requirements of any workplace incident or near miss are important and required by law, it's also important for drivers to know what to do immediately following a collision. Information and a worksheet for gathering the necessary information can be found at the end of this section.

Recommended Information to Collect After a Collision (Sample Template) found on page 158.

Resources



Resources for Reporting and Investigating Incidents and Injuries

- Incident Investigation eLearning program: www.employment.alberta.ca/whs-elearning
- Bulletin: Reporting and Investigating Injuries and Incidents (LI016): http://employment.alberta.ca/documents/WHs/WHs-PUB_li016.pdf
- Risk-based approach to near miss: www.ccohs.ca/hscanada/contributions/RITWIKARTICLE.pdf

Incident Reporting and Investigation Form (Sample Template)

1) Type of incident (as described under section 18 of the OHS Act). Check all that apply.		
<input type="checkbox"/> Serious Injury	<input type="checkbox"/> Serious Incident	<input type="checkbox"/> Minor Injury
<input type="checkbox"/> Property Damage	<input type="checkbox"/> Production Loss	<input type="checkbox"/> Other:
<input type="checkbox"/> Potential for Serious Injury (near miss)		
If near miss, what type of near miss:		
<input type="checkbox"/> Physical Threat (i.e. road rage)	<input type="checkbox"/> Another Vehicle	<input type="checkbox"/> Property Damage
<input type="checkbox"/> Other:		
Requires immediate reporting to the Government of Alberta, OHS:		
<input type="checkbox"/> Yes, call the OHS Contact Centre at 1-866-415-8690		<input type="checkbox"/> No
Date/time reported (if applicable):		
2) Basic information		
Date and time of incident:		
Location of incident (i.e. nearest town or city, street address, land section-division, highway number, direction of travel, or intersection location):		
Name of employer:		
3) Injured workers (if any):		
Name (worker #1):		
Position/title:		
Nature of injury:		
Experience in present job:	<input type="checkbox"/> Less than one year	<input type="checkbox"/> More than one year
Severity:		
<input type="checkbox"/> Fatal	<input type="checkbox"/> More than 2 days in hospital	<input type="checkbox"/> Medical aid
<input type="checkbox"/> First aid	<input type="checkbox"/> Time lost from work	<input type="checkbox"/> Permanent disability

Name (worker #2):		
Position/title:		
Nature of injury:		
Experience in present job:	<input type="checkbox"/> Less than one year	<input type="checkbox"/> More than one year
Severity:		
<input type="checkbox"/> Fatal	<input type="checkbox"/> More than 2 days in hospital	<input type="checkbox"/> Medical aid
<input type="checkbox"/> First aid	<input type="checkbox"/> Time lost from work	<input type="checkbox"/> Permanent disability
4) Witnesses (if any):		
Were witness statements taken?		
<input type="checkbox"/> Yes (attached to report)		
<input type="checkbox"/> No		
5) Circumstances/description of incident (Accurately describe, in chronological order, the relevant details of what happened immediately before, during, and after the incident. Attach a sketch, diagram or photographs if it will help with the description.)		
Sketch, diagram or photographs attached?		
<input type="checkbox"/> Yes		
<input type="checkbox"/> No		
Sketch, diagram or photos of incident scene:		
6) Causes (What were the direct and indirect causes of the incident?)		
Direct causes	Indirect causes	

7) Had a hazard assessment and control report been completed for the driver/trip?		
<input type="checkbox"/> If yes, attach copy to this report		
<input type="checkbox"/> If no, why not?		
8) Corrective actions/follow up: For the purpose of preventing future injuries, corrective actions must be completed in accordance with the <i>OHS Act</i>, Regulation and Code.		
What can be done to prevent a similar incident from occurring in the future? List the actions already taken and any additional actions that must be taken. Indicate who is responsible for seeing the actions completed and by when.		
Action	Person Responsible	Completion Date
9) Investigation team:		
Name (person #1):	Signature	
Name (person #2):	Signature	
Name (person #3):	Signature	
Date completed:		

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your worksite. Further, it is essential that this document is not only complete, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Current 2010 October

What to do after an Auto Collision

STOP

Failure to stop could result in demerit points or criminal prosecution.

CALL AMBULANCE

Call for an ambulance if anyone is seriously injured.

ENSURE SAFETY

Do not stand in between two vehicles, or in front or behind a vehicle to inspect damage. When the area is safe, move vehicles and passengers away from traffic, unless someone is injured or you suspect a drunk driver. To alert other drivers, use hazard lights, cones, warning triangles or flares.

REPORT to the POLICE

- If the total damage to all vehicles and property appears to be more than \$1,000, file a Collision Report Form. Failure to do so could result in demerit points or a fine.
- If anyone is injured.
- If any of the vehicles are not driveable.
- If any driver does not have a driver's licence, or proof of insurance.

INFORMATION

Take pictures and collect information from the other driver and witnesses if possible. As a helpful guide, use the Collision Worksheet on the inside of this brochure.

More copies can be found at: The compensation provided by your insurance company may be limited by the following: www.autoinsurance.alberta.ca

REMEMBER:

The compensation provided by your insurance company may be limited by the following:

- Voluntarily assuming liability;
- Promising to pay for damages;
- Accepting money at the scene; and
- Agreeing to forget about the collision.

CONTACT your INSURER

As soon as possible, advise your insurer of the details of the collision, including any injuries and damages to vehicles or properties. It is important to confirm what is included in your coverage and request the forms required to access coverage. Insurance companies determine liability, not the police. If necessary, liability can be determined by the court.

USEFUL TIPS:

- Read your policy when you purchase insurance coverage. Do not wait until after a collision.
- If you don't understand your policy, ask your agent, broker, or insurance company for clarification.
- If you are involved in an auto collision, keep records of what happened and who you spoke to such as the police or your insurer.

IF YOU HAVE BEEN INJURED

Seek medical treatment as soon as possible.

VEHICLE REPAIR


- You have the right to have your vehicle's damage estimated and repaired at the repair facility of your choice. When you select the repair facility, the responsibility for a satisfactory repair job rests with you, not the insurer.
- Your insurance company may recommend, but not require that your car be repaired at a specific shop.
- In some cases, your insurer may exercise their right to repair your vehicle by giving you formal notice. In such a case, your insurer may have the vehicle repaired where they choose, but must restore the damaged vehicle to its condition prior to the collision.
- In case of disagreement with your insurer over your vehicle's repair, a formal dispute resolution process is available to you.

Reference: Government of Alberta, What to do after an Auto Collision www.autoinsurance.alberta.ca

Recommended Information to Collect After a Collision (Sample Template)

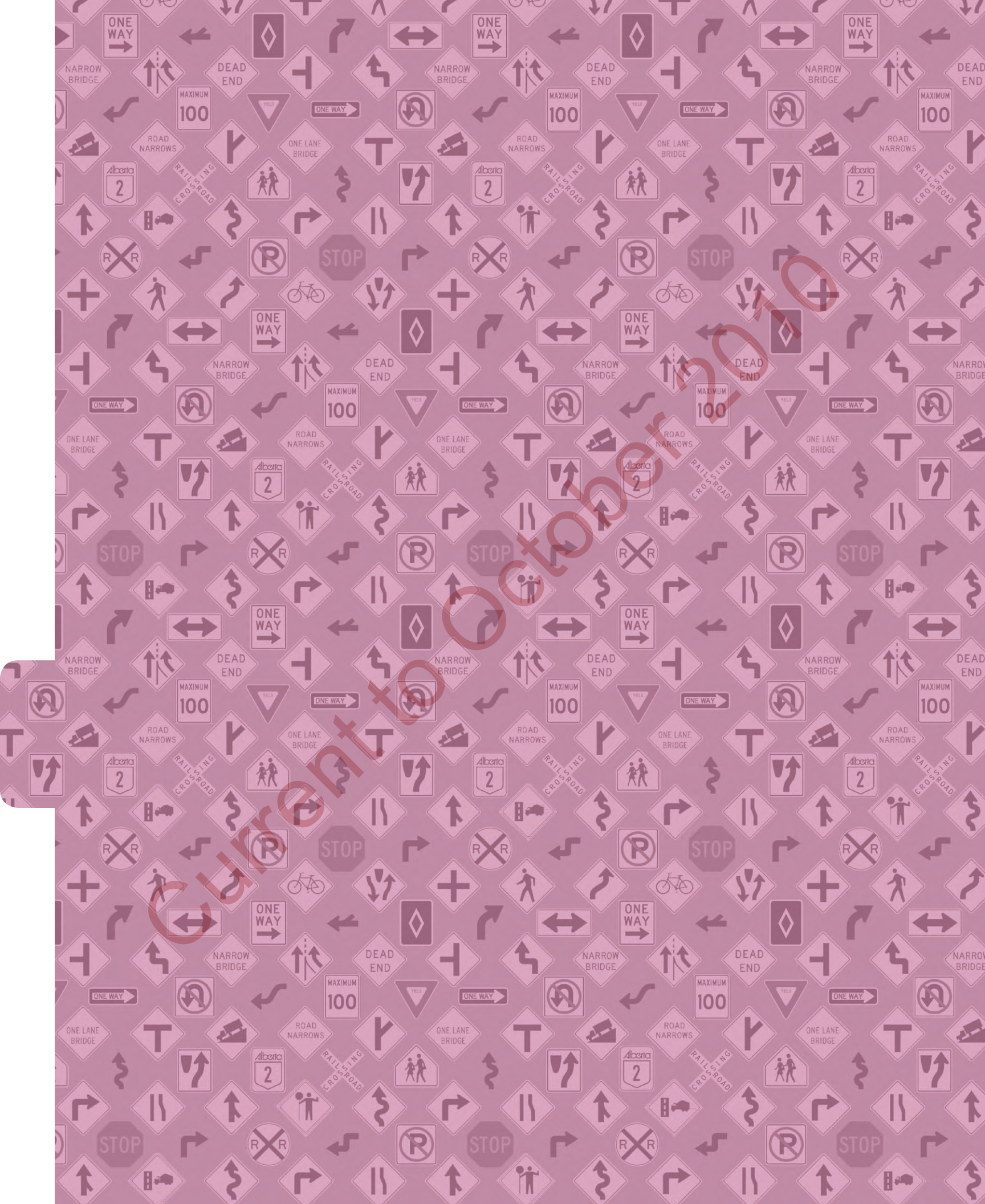
NOT A LEGAL DOCUMENT

YOUR INFORMATION			
Driver's Name		Owner's Name (if different from driver)	
Damage to Vehicle		Is Damage over \$1000? Y/N	Driveable? Y/N
No. of Passengers			
Passengers' Names (list all)		Passengers' Positions in Vehicle	
OTHER DRIVER'S INFORMATION			
Driver's Name		Injured? Y/N	Owner's Name
Street Address		Owner's Address	
City, Town, or Country and Postal Code		Insurance Company	Phone
Bus. Phone	Res. Phone	Insurance Broker or Agent	Phone
Email Address		Insurance Policy No.	Policy Expiry Date MM/DD/YY
Driver's License No.		Damage to Vehicle	Is Damage over \$1,000 Y/N
Car Make, Model		Driveable? Y/N	Injured? Y/N
Year	Colour	Passengers' Names (list all)	
VIN	Plate No.		
No. of Passengers			
Passengers' Positions in Vehicle			

DESCRIPTION OF COLLISION			
Date	Estimated Speed of Vehicle(s)	Weather Conditions (fog, hail, clear)	
Time	Location	Road Conditions (icy, wet, clear, debris)	
Diagram: include streets, traffic controls, visual obstacles, etc. ① Vehicle 1 ② Vehicle 2 <div style="text-align: center;">  </div>		Light conditions (dawn, dusk, dark, day)	
		Description of Collision	
AUTO COLLISION WITNESSES			
Name #1		Phone	
Address		Email Address	
Name #2		Phone	
Address		Email Address	
ATTENDING POLICE OR RCMP			
Name	Badge No.	Division	Bus. Phone
TOW TRUCK OPERATOR			
Company	Truck No.	Bus. Phone	
Driver's Name	Address Towed To		

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your worksite. Further, it is essential that this document is not only complete, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Section 13: Program Evaluation & Monitoring



Section 13: Program Evaluation & Monitoring

- The purpose of reviewing your safe driving program is to make sure it's up-to-date and being used appropriately by all workers who operate a vehicle.
- The review should involve workers as they are familiar with the equipment and how it is used.
- Evaluation will indicate where changes may be required to reduce near misses, motor vehicle incidents, injuries or fatalities.



Highlights

Why Should I Review my Safe Driving Program?

The purpose of reviewing your safe driving program is to make sure it's up-to-date and used appropriately by all workers who operate a vehicle. A review helps you identify the strengths and weaknesses of your program and allows you to focus on the areas that need improvement. It will also help you determine if any necessary interventions have been effective. The review should involve workers as they are familiar with the equipment and how it is used.

Program Administration

Keeping records plays a critical part in monitoring the effectiveness of your health and safety management system for drivers. Examples of records to assist you in evaluation include:

- Worker orientation and training records
- Initial and yearly driver abstract records
- Completed hazard assessments
- Vehicle inspection and maintenance records
- Log books or copies of hours logged by drivers
- Incident investigation reports
- Meeting minutes where driving safety was discussed
- Records of driving infractions for all drivers.

Measuring your Effectiveness

In 2004, the Federal Motor Carriers Safety Administration conducted a study titled *Individual Differences and the High Risk Driver*. Among the findings, were two related to assessing and monitoring drivers and safety programs:

- Checking the driver's abstract was deemed by all participants to be most important in the hiring process.
- Continuous tracking of violations, incidents, and crashes was rated as the most important driver evaluation practice by 99 per cent of the participants.

Evaluating safety policies and programs for workers who drive will indicate where changes may be required to reduce motor vehicle incidents involving fatalities, injuries or property damage. Common ways of measuring driving safety may include:

- Monitoring the number of days lost due to recovery from injuries
- Audits of commercial vehicle drivers' log books
- Periodic review of the safe driving policy
- Monitoring injury data for workers who drive. This can be accessed through the WCB Loss Control Reports available at: <https://ds.wcb.ab.ca/uidp/signon/content/logon.aspx>
- Monitoring property damage reports for vehicles involved in non-injury incidents
- Comparing your company's incident statistics to that of other companies in your industry. You can download the latest version of the Occupational Injuries and Diseases reports in Alberta at: www.employment.alberta.ca/SFW/129.html
- Reviewing collision statistics
- Monitoring driver violations
- Reviewing incident investigations
- Reviewing carrier profiles for employers operating commercial vehicles.



These performance measures however, only focus on what has already happened. Many companies are looking for measures that will help them assess the efficacy of their program, before an incident occurs. These are often known as leading indicators.

According to the Construction Owners Association of Alberta, the most important indicators for safety as it relates to driving are:

- Behaviour based observations of driving
- Near miss reporting
- Worker perception surveys about the state of the health and safety culture for your company
- Pre-employment screening to ensure you select the right workers
- Selecting the right transportation contractors – have a look at their health and safety requirements
- Active management participation in safety
- Verification that hazard assessments are completed before driving begins.

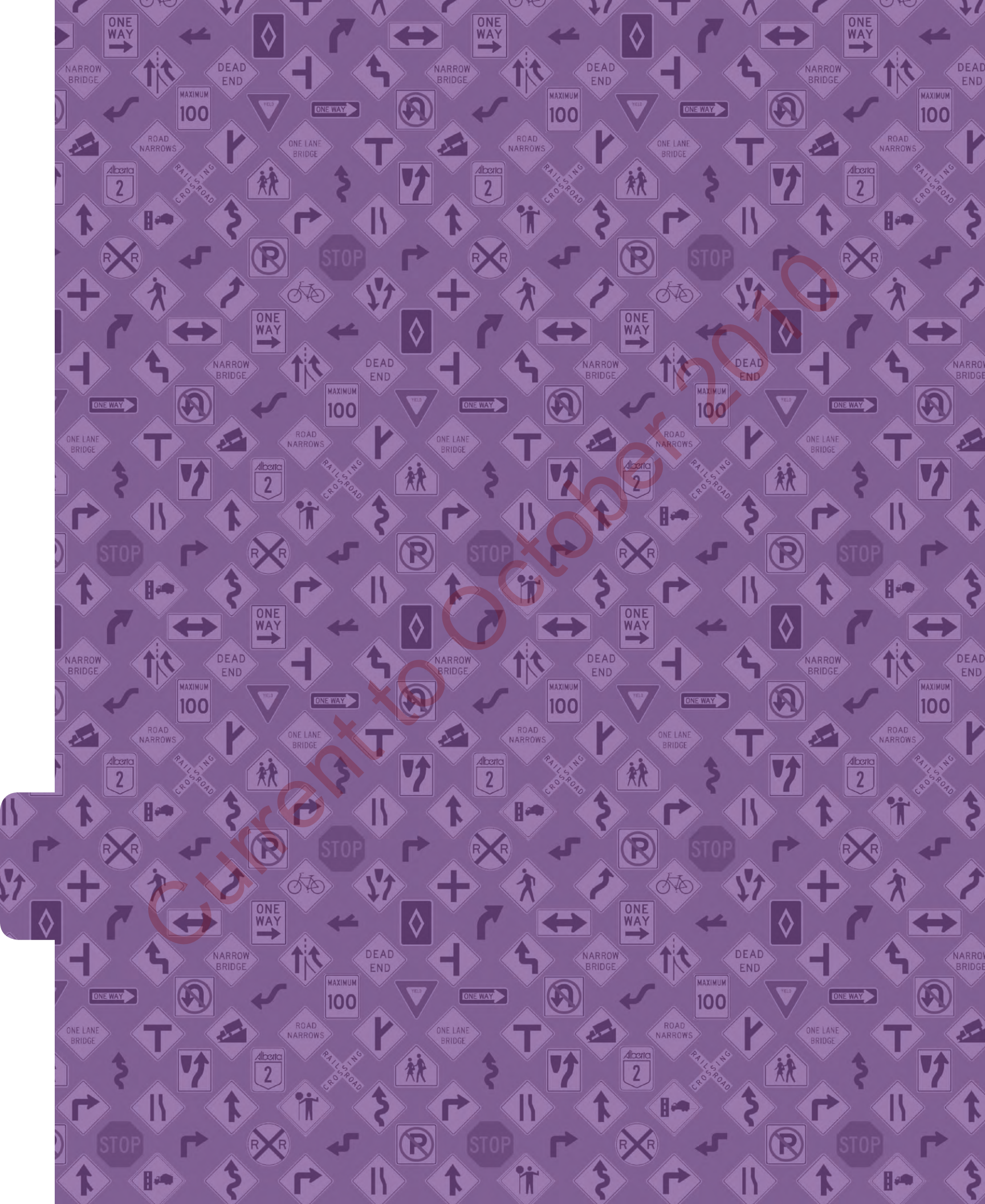
Resources



Resources for Program Monitoring and Evaluation

- Government of Alberta, Building an Effective Health and Safety Management System:
www.employment.alberta.ca/documents/WHS/WHS-PS_building.pdf
- Government of Alberta, Partnerships and CORs:
www.employment.alberta.ca/SFW/277.html
- Government of Saskatchewan, Setting up an OHS Program: www.lrws.gov.sk.ca/Default.aspx?DN=6c991c55-55f3-4c86-89af-343b37e88ce3
- Federal Motor Carrier Safety Administration, Individual Differences and the High Risk Commercial Driver:
<http://www.fmcsa.dot.gov/facts-research/research-technology/tech/high-risk-commercial-driver.htm>
- Construction Owners Association of Alberta, Leading Indicators: www.coaa.ab.ca/BESTPRACTICES/Safety/LeadingIndicators/tabid/154/Default.aspx
- Alberta Reference Guide for Hours of Service Training Development: www.transportation.alberta.ca/675.htm
- Buses/Trucks Certificates and Monitoring:
www.transportation.alberta.ca/499.htm

Abbreviations and Glossary



Abbreviations

ABS	Anti-lock Braking System
AEI	Alberta Employment and Immigration
AMA	Alberta Motor Association
AT	Alberta Transportation
CIC	Coordination and Information Centre
CVCIR	Commercial Vehicle Certificate and Insurance Regulation
CVSA	Commercial Vehicle Safety Alliance
CVSR	Commercial Vehicle Safety Regulation
ERAP	Emergency Response Assistance Plans
ESC	Electronic Stability Control
NSC	National Safety Code
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
TDG	Transportation of Dangerous Goods
TSA	Traffic Safety Act
WCB	Workers' Compensation Board

Glossary

Commercial Vehicle

A commercial vehicle is defined in the *TSA* as a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation but does not include a private passenger vehicle.

Competent Worker

A competent worker is defined in the *OHS Regulation* as a worker who is adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision, or with only a minimal degree of supervision.

Driver

A driver is defined in the *TSA* as a person who is driving or is in actual physical control of a vehicle.

Emergency

The Canadian Centre for Occupational Health and Safety defines an emergency as any situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention.

Employer

An employer is defined in the *OHS Act* as:

- a person who is self-employed in an occupation,
- a person who employs one or more workers,
- a person designated by an employer as the employer's representative, or
- a director or officer of a corporation who oversees the occupational health and safety of the workers employed by the corporation.

First Aid

First Aid is defined in the OHS Code as the immediate and temporary care given to an injured or ill person at a work site using available equipment, supplies, facilities, or services, including treatment to sustain life, to prevent a condition from becoming worse or to promote recovery.

First Aider

First Aider is defined in the OHS Code as an emergency first aider, standard first aider or advanced first aider designated by an employer to provide first aid to workers at a work site.

Harmful Substance

A harmful substance means a substance that, because of its properties, application or presence, creates or could create a danger, including a chemical or biological hazard, to the health and safety of a worker exposed to it.

Hazard

A hazard is defined in the OHS Code as a situation, condition or thing that may be dangerous to the safety or health of workers.

Health and Safety Management System

A health and safety management system is a process to minimize the incidence of injury and illness at the workplace.

Highway

A highway is defined in the *TSA* as any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles.

Imminent Danger

Imminent danger is defined in the *OHS Act* as a danger that is not normal for that occupation, or a danger under which a person engaged in that occupation would not normally carry out the person's work.

Incident

Incidents are any occurrence at a work site (including a mobile work site like a vehicle) that causes or the potential to cause injury or illness to a worker. For the purposes of this document, this term has the same meaning as the term accident.

Direct Cause – action, event or force that is the immediate, initiating or primary agent which leads to the incident.

Indirect Cause – this alone did not cause the incident, however, it contributed to the outcomes. There may be several indirect causes of an incident.

Medically-At-Risk Driver

The University of Alberta's Medically At-Risk Driver Centre defines someone who is "medically at-risk" as a person who, regardless of age, has a medical condition or conditions that *could* affect driving performance, but further assessment or testing is needed to determine whether their medical condition(s) have made them unsafe to drive.

Near Miss

Near misses are the most common types of incidents. They cause no visible injury or damage but could cause serious injuries or property damage under slightly different circumstances. Near misses identify conditions or practices that must be changed to prevent future incidents. Making the most of these early warnings will help to keep your workers as safe as possible.

Owner

Owner (with respect to a work site) is defined in the *OHS Act* as the person in legal possession of the work site or, if the person in legal possession does not request the work, the person with an ownership interest in the work site who requests that the work be done.

Readily Available

The OHS Code indicates three factors must be assessed when determining if assistance is “readily available” in the event of an injury, illness or emergency:

1. Awareness – will other persons capable of providing assistance be aware of the worker’s needs?
2. Willingness – is it reasonable to expect that those other persons will provide helpful assistance?
3. Timeliness – will assistance be provided within a reasonable period of time?

Reasonably Practicable

‘Reasonably practicable’ is a legally defined term that is assessed using the “reasonable person test”. What would a dozen of your peers consider reasonable in a similar set of circumstances? Your peers would likely review what you did and compare it against what they do in their own operations. Some of them might do more, others less. The result would be a balanced and wise judgment that could be defended to others.

Safe Practices

For the purposes of this document, a safe practice is defined as a program, process, method, or activity that is effective at providing a reasonable assurance of the desired outcome to protect employers and workers. The safe practice is suitable for most workplaces and can be used and customized as needed. Such practices reflect current thinking and must meet or exceed legislative requirements. Safe practices need to be continually monitored and improved to ensure the ongoing safety of workers.

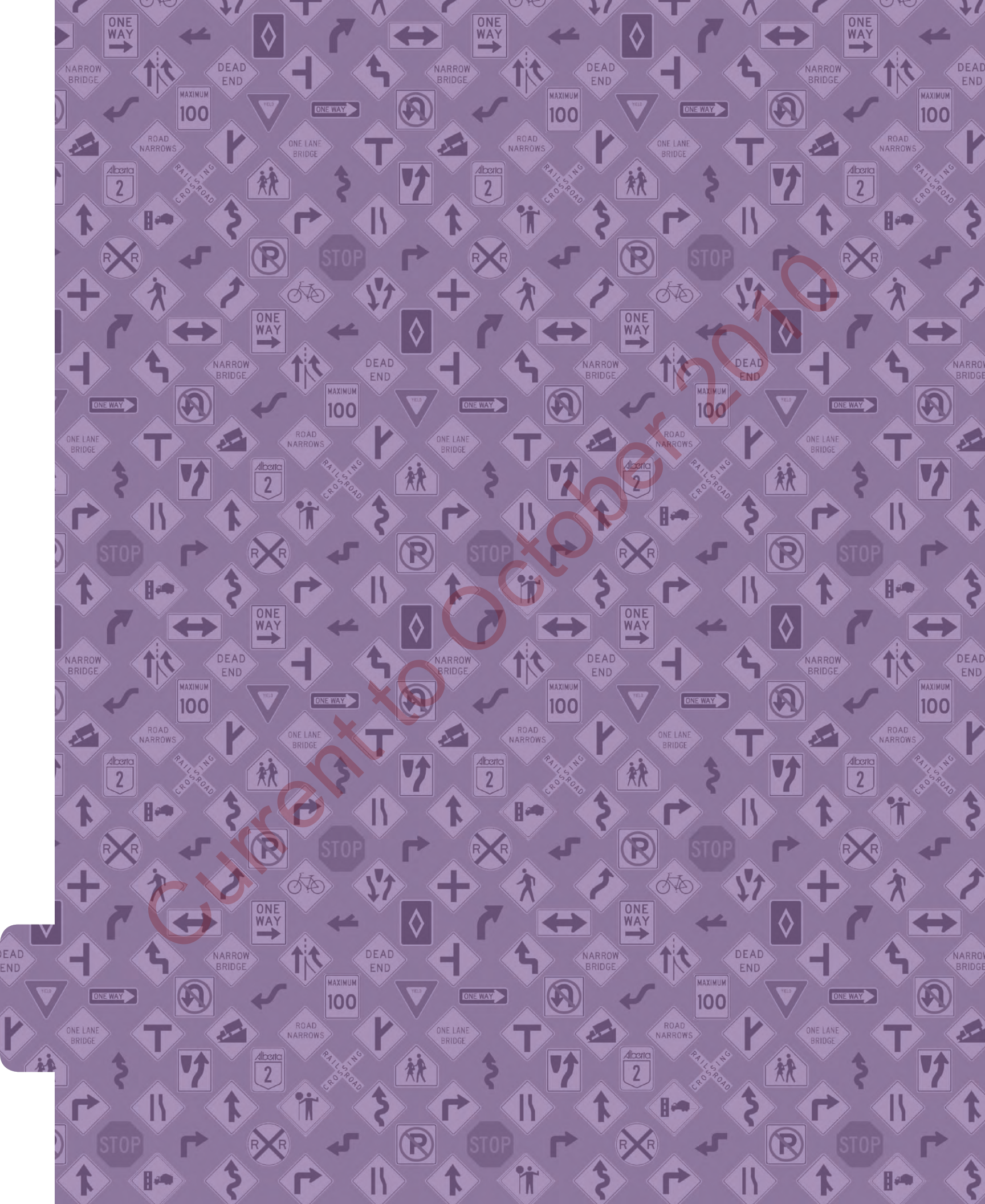
WHMIS

WHMIS stands for Workplace Hazardous Materials Information System and is a national hazard communication system.

Work Site

A work site is defined in the *OHS Act* as a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

Resources



Resources

Main web sites and resources referenced in *Driving for Work: Developing Safe Practices for Employers and Workers*:

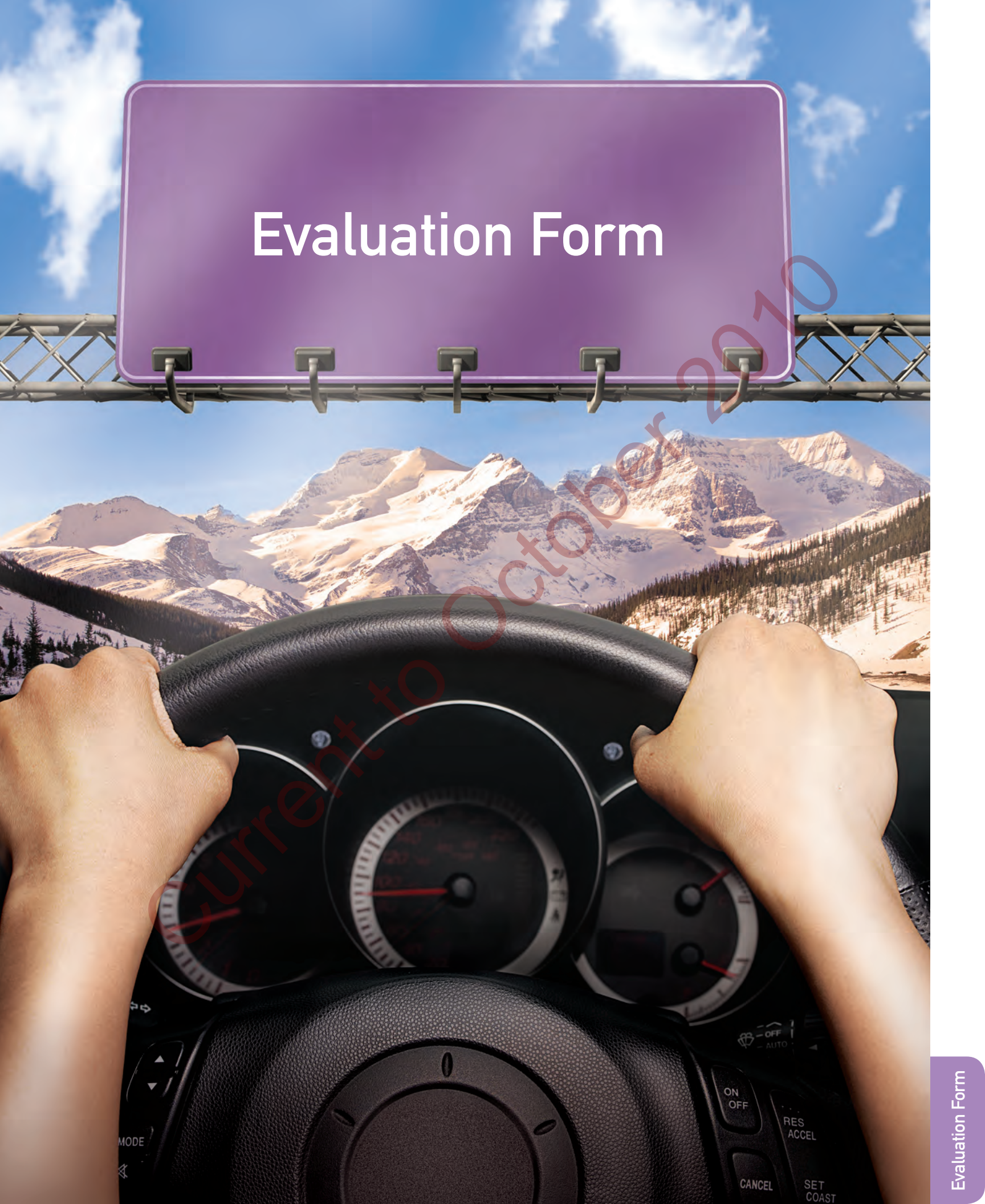
- Alberta Association for Safety Partnerships:
www.safetypartnershipsaaasp.com
- Alberta Employment and Immigration: **www.employment.alberta.ca**
 - Occupational Health and Safety
www.worksafe.alberta.ca
 - Employment Standards
www.employment.alberta.ca/es
- Alberta Health Services: **www.albertahealthservices.ca**
- Alberta Motor Association: **www.ama.ab.ca**
- Alberta Motor Transport Association: **www.amta.ca**
- Alberta Queen's Printer: **www.qp.alberta.ca**
- Alberta Transportation: **www.transportation.alberta.ca**
- Canadian Centre for Occupational Health and Safety: **www.ccohs.ca/oshanswers**
- Canadian Council of Motor Transport Administrators: **www.ccmta.ca**
- Canadian Driver: **www.canadiandriver.com**
- Construction Owners Association of Alberta: **www.coaa.ab.ca**
- Department for Transport, United Kingdom, Driving at Work - Managing Work-Related Road Safety: **www.hse.gov.uk/pubns/indg382.pdf**
- Enform, Guide to Safe Work – Fatigue Management, Version 2 – September 2006: **http://www.enform.ca/media/3554/enform_fatigue_2006.pdf**
- Federal Motor Carrier Safety Administration: **www.fmcsa.dot.gov**
- Government of Canada – Department of Justice: **<http://laws.justice.gc.ca>**
- Government of Canada – Natural Resources Canada: **<http://oee.nrcan.gc.ca/english/index.cfm>**
- Government of Saskatchewan – Labour Relations and Workplace Safety: **www.lrws.gov.sk.ca**
- Markel Insurance: **www.markel.ca**
- Manitoba Public Insurance: **www.mpi.mb.ca**
- National Road Safety Foundation: **www.nationalroadsafety.org/cover.php**

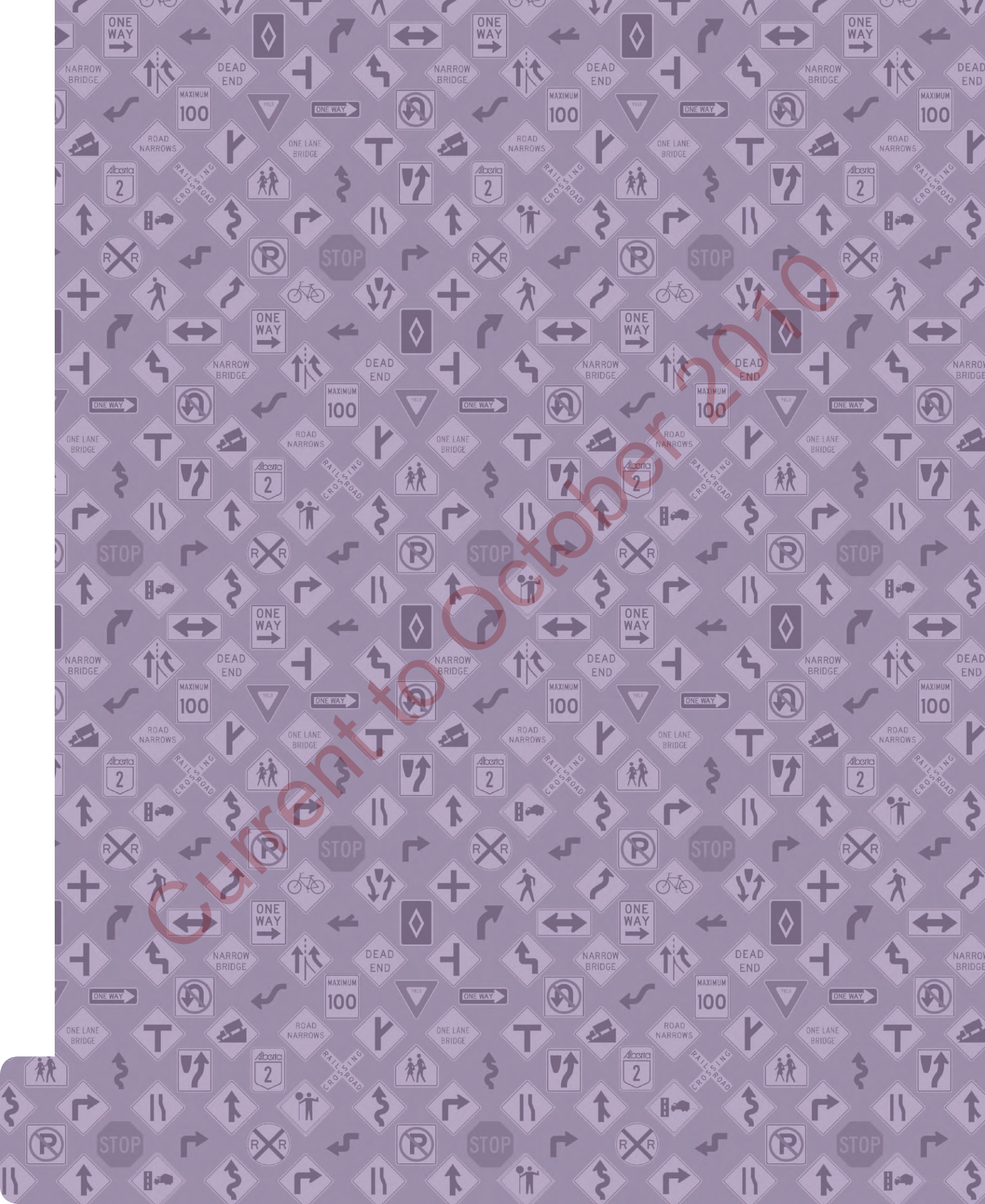
- RoadRagers.Com: <http://roadragers.com>
- Safety for the Long Haul: Large Truck Crash Risk, Causation & Prevention, Ronald R. Knipling. American Trucking Associations Inc. 2009.
www.atabusinesssolutions.com/p-208-safety-for-thelong-haul.aspx
- Traffic Safety in Alberta – Saferoads.com: www.saferoads.com
- Transport Canada: www.tc.gc.ca
- University of Alberta Medically At-Risk Driver Centre:
www.mard.ualberta.ca
- Wolseley UK, Company Car and Safe Driving Handbook, North Yorkshire UK, October 2005.
- Workers' Compensation Board – Alberta: www.wcb.ab.ca
- Work Safe Alberta: www.worksafe.alberta.ca
- Work Safe BC: www.worksafebc.com

Other Related Resources

- Alberta Centre for Injury Control and Research (ACICR):
www.acicr.ualberta.ca
- American Automobile Association: www.aaafoundation.org
- American Medical Association: www.ama-assn.org
- Centers for Disease Control and Prevention, Emergency Preparedness and Response: www.bt.cdc.gov
- Centres for Disease Control and Prevention, National Institute for Occupational Health and Safety: www.cdc.gov/niosh/
- Coalition for Cell-Phone Free Driving: www.cellphonefreedriving.ca/resources.aspx
- Fatigue Impairment Educational Materials: www.fatigueimpairment.ca/sec_mat/en_educationalMaterials.asp
- GeoLibrary.Org: www.geolibrary.org/library/default.aspx?CategoryID=632
- Queensland University of Technology, Comparing Safety Climate Factors as Predictors of Work-Related Driving Behavior, Wills et al.:
<http://eprints.qut.edu.au/7900/>
- Today's Trucking: www.todaystrucking.com

Evaluation Form





Evaluation Form

AEI would like your feedback on *Driving for Work: Developing Safe Practices for Employers and Workers*. All responses are kept confidential and will be grouped with other responses to provide an overall evaluation of the document.

Please refer evaluation form questions and the completed form to:

Program Development and Research
Occupational Health and Safety
9th Floor, 10808-99 Avenue
Edmonton, Alberta T5K 0G5

Fax: 1-780-644-1508 or **Email to:** sharon.l.chadwick@gov.ab.ca

Date: _____

How did you find out about *Driving for Work: Developing Safe Practices for Employers and Workers*?

- ☐ Industry Association - Specify _____ ☐ Government Website
☐ Alberta Health and Safety Conference _____ ☐ Other – Specify _____

The following questions will help us determine the usefulness of the content available in the Guide. Please choose one answer					
	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	No opinion
The information was easy to find.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will be able to apply this information to my workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There was enough information provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What was most useful to you? Why?					

What was least useful to you? Why?

What would you like to see added to the document?

Did you use the information in the document?

- ☐ Yes
- ☐ No - Why not?

Did you use the sample forms provided in the document?

- ☐ Yes – customized it for my needs from the CD
- ☐ Yes – in book or copied from book
- ☐ No – Why not?

Would you recommend this document to others?

- ☐ Yes - Why?

- ☐ No - Why not?

The following questions help us understand how the needs and views of groups of users are different, which will help improve our information products. All answers will be kept confidential.

What is your age category? Select one:

- ☐ 15 or under ☐ 16 – 24 ☐ 25 – 34 ☐ 35 – 44
☐ 45 – 54 ☐ 55 – 64 ☐ 65 or over

**What is the highest level of education you have completed?
Select one:**

- ☐ Less than Grade 12 ☐ University certificate or diploma
☐ High school diploma ☐ University – Bachelor degree
☐ Trades certificate or diploma ☐ Master's degree
☐ College certificate or diploma ☐ PhD
☐ Professional Certification;
please list
-

Where do you live? Select one:

- ☐ Alberta
☐ Outside of Alberta, but within Canada
☐ Outside of Canada

**What industry sector(s) are you employed in?
Select all that apply:**

- ☐ Agriculture and Forestry
☐ Business, Personal and Professional Services
(includes property management)
☐ Construction and Construction Trade Services
☐ Manufacturing and Processing
☐ Mining and Petroleum Development
☐ Public Administration, Education and Health Services
☐ Retail and Wholesale Trade Services
☐ Transportation, Communication and Utilities
☐ Other: _____

How many total workers are there in your company?

- ☐ Less than 10 ☐ 40 – 99
☐ 10 – 19 ☐ 100 or more
☐ 20 – 39

What is your current occupation or position?

Select all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Employer | <input type="checkbox"/> Front line worker |
| <input type="checkbox"/> Labourer | <input type="checkbox"/> Senior manager |
| <input type="checkbox"/> Front line manager | <input type="checkbox"/> Labour organization employee |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Government agency/WCB employee |
| <input type="checkbox"/> Industry association employee | <input type="checkbox"/> Self-employed |
| <input type="checkbox"/> Health and safety professional | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Student | |
| <input type="checkbox"/> Tradesperson | |

Does the company you represent have a Certificate of Recognition (COR)?

- ☐ Yes, please skip the next question
- ☐ No, please proceed to the next question

Why not? _____

Does your company intend to achieve a Certificate of Recognition (COR)?

- | | |
|---|--|
| <input type="checkbox"/> Yes – less than 1 year | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes – 3 - 5 years | <input type="checkbox"/> No – have a different health and safety management system |

Response Request

If you would like a response to your comments please provide the following information:

Name: _____

E-mail: _____

Phone Number: _____

*Thank you for taking the time to provide us with your feedback.
Alberta Employment and Immigration values everyone's opinion.*

Contact us

Occupational Health and Safety Contact Centre

- Edmonton & surrounding area 780-415-8690
- Throughout Alberta 1-866-415-8690
- Deaf or hearing impaired
 - In Edmonton 780-427-9999
 - Throughout Alberta 1-888-232-7215

Websites

- www.worksafe.alberta.ca/roadsafety
- www.transportation.alberta.ca

Email

- whs@gov.ab.ca

Copies of the Legislation

- Queen's Printer
www.qp.alberta.ca
780-427-4952
- Occupational Health and Safety
www.worksafe.alberta.ca
- Transportation
www.transportation.alberta.ca/525.htm

Call any Government of Alberta office toll-free

Dial 310-0000, then the area code and telephone number you want to reach

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