

Improving Safety for Employees Who Drive Their Own Vehicles For Work

March 5, 2019



SafeCare BC
CELEBRATING 5 YEARS SUPPORTING CONTINUING CARE

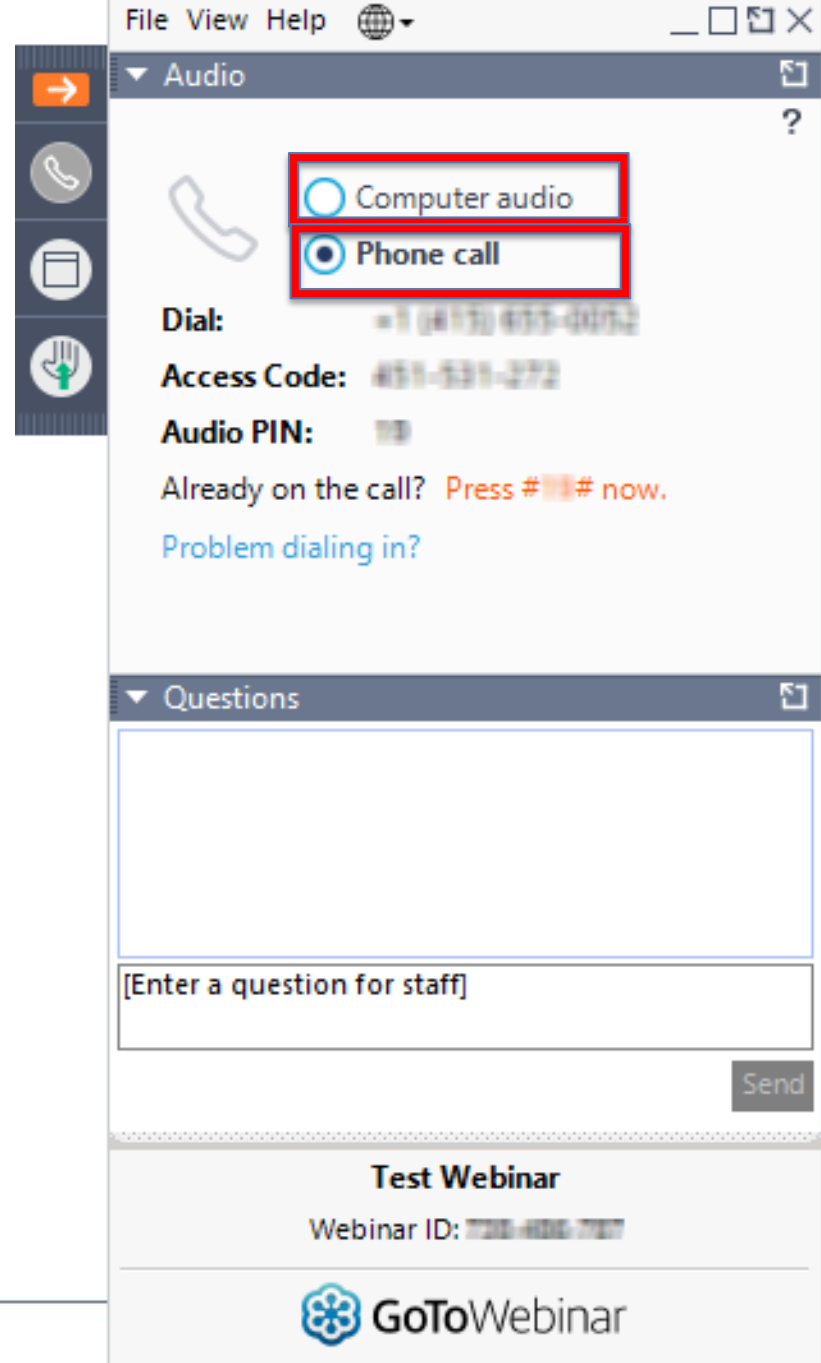


Audio Instructions

Select “Computer audio” to use your computer’s sound

OR

Select “Phone call” to dial in



The screenshot shows a software interface for audio settings. At the top, there are menu options: 'File', 'View', 'Help', and a globe icon. Below this is a dark blue header with a dropdown arrow and the text 'Audio'. To the left of the main content is a vertical sidebar with four icons: an orange arrow, a telephone handset, a document, and a hand with a green arrow. The main content area has a light gray background. It features a telephone handset icon on the left. To its right, two radio button options are listed: 'Computer audio' (unselected) and 'Phone call' (selected). Both options are enclosed in a red rectangular box. Below these options, there are three fields: 'Dial:' with the value '+1 (415) 855-0052', 'Access Code:' with the value '855-531-272', and 'Audio PIN:' with a small icon. Below these fields is a line of text: 'Already on the call? Press # [redacted] # now.' and a link 'Problem dialing in?'. Below the audio settings is another dark blue header with a dropdown arrow and the text 'Questions'. Below this is a large white text input area. At the bottom of this area is a smaller white text input field containing the placeholder text '[Enter a question for staff]'. To the right of this field is a 'Send' button. Below the 'Questions' section is a light gray footer area. It contains the text 'Test Webinar' and 'Webinar ID: 7728-4886-7127'. At the bottom of the footer is the GoToWebinar logo, which consists of a blue hexagonal icon with a white pattern and the text 'GoToWebinar'.



Asking questions

Click on “Questions”
to expand the
Questions pane

Then

Type your question
to the moderator

The screenshot displays the GoToWebinar interface. At the top, there is a menu bar with 'File View Help' and a globe icon. Below the menu bar, the 'Audio' pane is visible, featuring a telephone icon and two radio buttons: 'Computer audio' (unselected) and 'Phone call' (selected). Below these are fields for 'Dial:' (+1 (415) 633-0052), 'Access Code:' (451-531-272), and 'Audio PIN:' (119). A red text prompt says 'Already on the call? Press #119# now.' and a blue link says 'Problem dialing in?'. To the left of the 'Audio' pane, a vertical toolbar contains three icons: a telephone, a calendar, and a hand with a green arrow pointing up. The 'Questions' pane is expanded below the 'Audio' pane, showing a large text input area with the placeholder text '[Enter a question for staff]' and a 'Send' button. At the bottom of the interface, the 'Webinar ID: 7728-4086-707' is displayed, followed by the GoToWebinar logo and name.





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Saleema Dhalla
Senior Director, Strategic
Engagements and Development



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- Industry-funded health and safety association
- Mandate: Reduce injuries among continuing care workers in BC
- Membership: Defined according to classification unit
 - Long-term care (766011)
 - Community health support (766006)





SafeCare BC

CELEBRATING 5 YEARS SUPPORTING CONTINUING CARE

Our Vision

Safe, healthy, and injury-free workplaces in continuing care

Our Mission

To empower those working in the continuing care sector to create safer, healthier workplaces by fostering a culture of safety through evidence-based education, leadership, and collaboration.

Introducing today's presenters



Angelina Robinson

Road Safety At Work

Client Relationship Manager



Rick Walters

Road Safety At Work

Fleet Strategy Manager

Overview

1. Explain why road safety matters
2. Explore safety responsibilities and how they apply when employees drive their own vehicle for work
3. Share practical ways to improve driving safety for employees
 - vehicles
 - drivers
 - journeys
4. Point out tools, resources and links

Why road safety matters

Motor vehicle incidents are the leading cause of traumatic workplace fatalities in BC.

Why road safety matters

19 work-related crash fatalities

34% of traumatic workplace fatalities

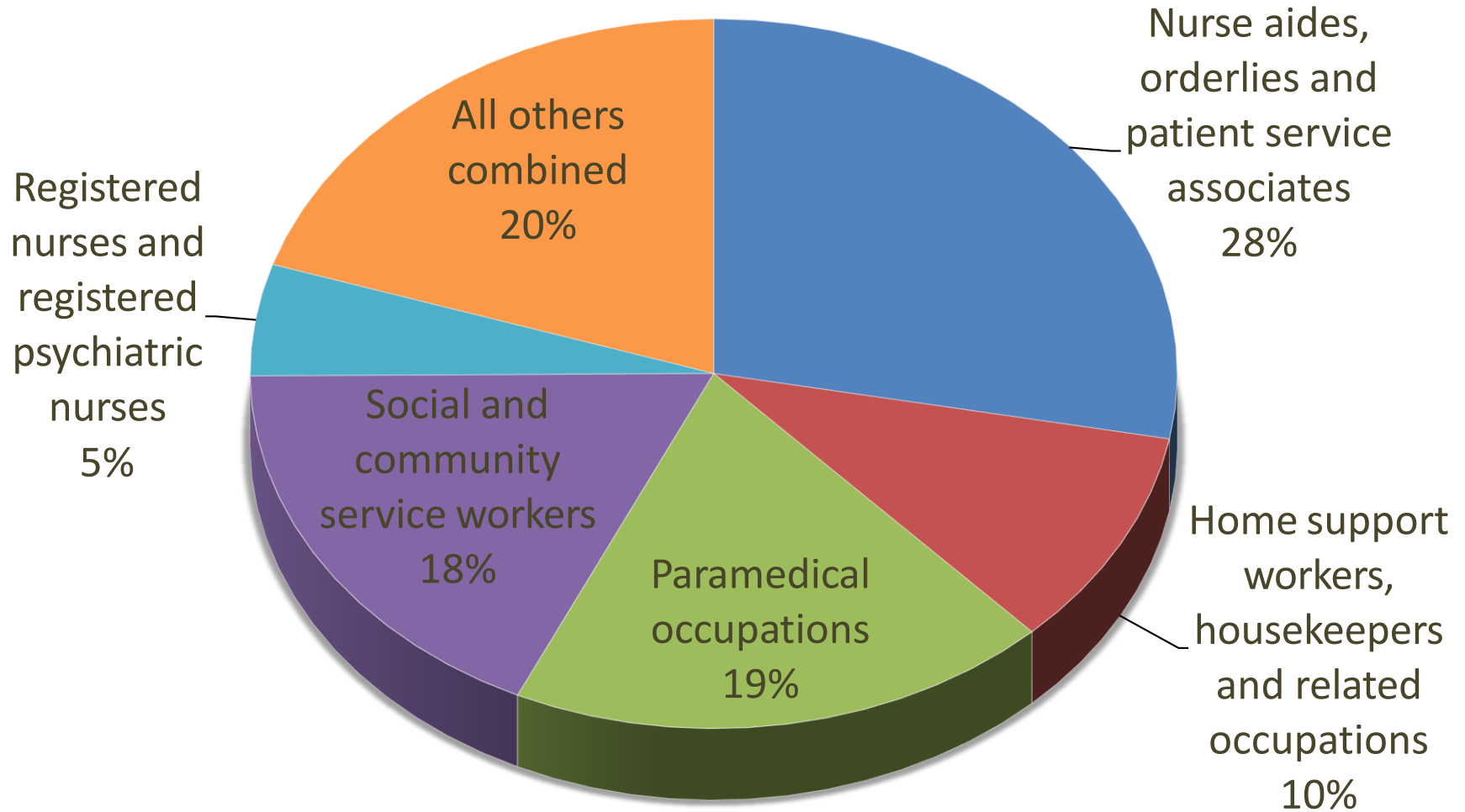
1,370 WorkSafeBC crash-related claims

40,000 lost work days in health care sector

**Staggering human consequences,
financial costs and other implications for organization**



Time-loss Claims Due to Work-Related Crashes Health Care & Social Services (7660)



Why road safety matters

Crashes and statistics involve:

- professional drivers and occasional drivers
- men and women
- all age groups, many with plenty of driving experience
- drivers of company-owned and employee-owned vehicles used for work

Occupational safety requirements

Workers Compensation Act (Updated Apr 6 2020)

Section 21 – employer to ensure safety of employees

Section 22 – employees take reasonable care to ensure their own health and safety; follow safe work procedures

Section 23 – supervisors to ensure safety of workers they supervise

Occupational Health and Safety Regulation

- driver qualifications, vehicle selection and inspection, risk assessments, reducing exposure to hazards, others

Requirements focus on workplace

- **workplace** - any place where a worker is or is likely to be engaged in any work and includes any vessel, vehicle or mobile equipment used by a worker
- vehicle used for work is a ***workplace***
- requirements apply whether a vehicle used for work is owned by the company or by the employee

There's no *grey* about it

White fleet - owned, leased or rented by the company

Grey fleet - owned, leased or otherwise provided by employee and used for work purposes

- requirements apply whether white or grey fleet vehicle
- focus on ensuring safety of employees
- value safety of employees equally – apply same policies, practices and standards, no matter who owns the vehicle they drive for work

Resources



Employers' Guide to Road Safety Requirements

The Occupational Health and Safety Regulation (OHSR) sets out requirements that apply to road safety and work-related driving. Tables below identify measures and practices that will help employers address their responsibilities for the safety of workers who drive their own vehicle or a company-owned vehicle for work purposes. Table One refers to employer responsibilities. Table Two and Three refer to supervisor and driver responsibilities.

Table One: Employer Responsibilities for Drivers

The OHSR identifies employer responsibilities to ensure that only qualified, competent employees operate vehicles for work, and to make sure they operate vehicles in accordance with applicable laws.

Suggested Work Practices to Address Employer Responsibilities for Drivers	Reference
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- Before allowing an employee to drive for work:
- confirm they have a valid and class-appropriate driver's licer
 - check their current driver's abstract for prohibitions, penalties or suspensions
 - have a qualified** supervisor or instructor provide instruction and assessment to confirm the employee has the necessary driver's license to verify continuing competency.

Keep records of employees who have demonstrated competency as:

- periodically** means at regular intervals, annually or more often
- qualified** means being knowledgeable of the work, the hazards of the work, and the necessary training, experience or combination thereof.

- Have a written policy stating that whether they are driving their own vehicle or a company-owned vehicle, employees must comply with the laws and company policies and procedures.
- Support this policy with signed employer-driver agreements that meet their requirements. Require that drivers immediately report driving incidents to their supervisor.
- Have a written policy stating that when employees observe unsafe driving (e.g., vehicle defect, dangerous road conditions, unsafe driver's license, etc.), they must report it to their supervisor. Periodically remind employees of that requirement.
- Have a process to confirm that the person receiving reports invest necessary corrective actions immediately, and communicates the results to the reporting employee.
- Instruct drivers and passengers on the right / duty to refuse unsafe work (e.g., vehicle not safe to drive, dangerous road conditions, etc.).
- Make sure supervisors know they cannot operate or direct anyone to believe doing so would create an undue hazard.
- Ensure supervisors are aware of their duty to investigate refusals and the procedure required by Regulations and/or company policy.



Supervisor's Guide to Occupational Road Safety Requirements

Part 117 of Workers Compensation Act identifies responsibilities for supervisors, including ensuring employees are aware of driving-related hazards they might encounter, and others. The Occupational Health and Safety Regulation (OHSR) also sets out requirements that apply to road safety and work-related driving. The table below suggests measures and practices that will help supervisors address their responsibilities for the safety of employees who drive their own vehicle or a company-owned vehicle for work purposes.

Table One: Supervisor Responsibilities

Reference	What the Regulations Say	Suggested Work Practices to Address Responsibilities
Supervisor's responsibility	A supervisor must not knowingly operate or permit a worker to operate mobile equipment which is, or could create, an undue hazard to the health or safety of any person, or in violation of this Regulation.	<ul style="list-style-type: none"> Perform spot-checks and ride-alongs to confirm drivers are complying with laws and company policies and procedures, have the skills to drive the vehicle in the circumstances they will encounter, and are practicing good vehicle housekeeping. Confirm workers complete pre-trip vehicle inspections (e.g., observe workers doing so). Review maintenance records. Ensure that an inspection or issue makes drivers unsafe to drive. Ensure that no one is driving unsafe work, if by Regulation.
OHSR 16.6		
Procedure for refusal	(2) A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer. (3) A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and (a) ensure that any unsafe condition is remedied without delay, or (b) if in his or her opinion the report is not valid, must so inform the person who made the report.	<ul style="list-style-type: none"> Supervisors do not operate unsafe work, if by Regulation.
OHSR 3.12		
Physical or mental impairment	(1) A worker with a physical or mental impairment which may affect the worker's ability to safely perform assigned work must inform his or her supervisor or employer of the impairment, and must not knowingly do work where the impairment may create an undue risk to the worker or anyone else. (2) A worker must not be assigned to activities where a reported or observed impairment may create an undue risk to the worker or anyone else.	<ul style="list-style-type: none"> Educate upon impairment, or if a supervisor is impaired by an undue risk to the worker to drive. Depending on work activities.
OHSR 4.19		



Workplace rights and responsibilities for drivers

Occupational health and safety statutes identify important rights and responsibilities for each person with a role in the workplace - from employees to owners. The summary below applies a road safety perspective to explain the rights and responsibilities described for workers under the Workers Compensation Act and the Occupational Health and Safety Regulation.

Worker / Driver responsibilities As an employee, you must:	Worker / Driver rights As an employee, you have the right to:
1. take reasonable care to protect your health and safety, and the health and safety of other people who could be affected by the actions you take, or neglect to take at work.	<ul style="list-style-type: none"> receive training, instruction and information about the vehicle you drive, and the driving environments you may encounter;
2. know and follow your employer's safe driving procedures, and the laws and regulations that apply to the vehicles you operate, and the roads on which you operate them.	<ul style="list-style-type: none"> be made aware of known and reasonably foreseeable hazards you might face;
3. as soon as you are aware of them, report unsafe work conditions or unsafe acts to your supervisor or employer. Don't wait or assume that someone else will report it. Where it's safe to do so, be proactive and do what you can to prevent others from being exposed to that hazard.	<ul style="list-style-type: none"> refuse legitimately unsafe driving. That could be dangerous driving conditions, a vehicle that is not road worthy, or a driving assignment you have good cause to believe you can't complete safely;
4. not engage in hostility or other conduct that may endanger any person - drivers, passengers, other motorists, cyclists and pedestrians.	<ul style="list-style-type: none"> participate in your health and safety by reporting concerns to your supervisor or employer, and participating in joint committees, workplace inspections and investigations;
5. make sure that your ability to work without risk to yourself or to any other person is not impaired by alcohol, drugs (including prescription and non-prescription drugs) or other causes, including physical and/or mental impairment due to fatigue.	<ul style="list-style-type: none"> no discrimination: a worker cannot be fired, suspended or demoted for participating in health and safety activities.
6. use or wear protective equipment, devices and clothing when and where required. That includes a hi-vis vest when outside the vehicle and equipped to traffic or mobile equipment, and footwear that allows you to quickly operate foot pedals.	
7. cooperate with members of the occupational health and safety committee or worker representative. Help them help you, and other drivers in the organization.	
8. cooperate with WorkSafeBC officers and any other person who is carrying out a duty under the WCA or the OHSR.	

Employer's Guide to Road Safety Requirements

Supervisor's Guide to Road Safety Requirements

Workplace Rights and Responsibilities for Drivers

Key take-aways

1. Statutes describe requirements for workplace parties: employers, supervisors and drivers.
2. Vehicles used for work purposes are workplaces.
3. Requirements apply equally whether work vehicle is owned by company, or owned by employee.
4. Resources are available at roadsafetyatwork.ca.

Questions and Discussion



Road safety framework

- Drivers – make sure employees have the necessary driving skills and behaviours.
- Journeys – apply procedures that eliminate or reduce exposure to hazards.
- Vehicles – ensure work vehicles are properly selected, inspected and maintained.

Vehicle selection

Vehicles must be fit for purpose: designed and equipped for the work it will be asked to do

- **configuration** - front, all-wheel or 4-wheel drive; sedan, van or pickup?
- **equipment** – cargo securement, navigation / communications?
- **safety features** – 5-star crash rating; which features will improve safety for employees?

Vehicle selection

Employers have duty and authority to specify criteria for employee-owned vehicles used for work

OHSR: employer must ensure that each [vehicle] is capable of safely performing the functions for which it is used...

1. draft, communicate and implement policy
2. conduct initial and periodic inspections to confirm vehicles meet legal and company requirements

Vehicle selection – example policy



Road safety is smart business.

Sample policy: Use of employee-owned vehicles for work

Below is a sample policy to govern employees who use their own vehicles for work. Customize it or adjust the wording to fit your needs. Add relevant sections from Appendix Two.

[Insert date]

Purpose

This document sets out the terms and conditions associated with employee-owned vehicles used for work purposes. This policy applies to all [company name] employees using their own vehicles for work.

Employer responsibilities

The [title or role of person responsible] is responsible for implementing and maintaining this policy.

1. review the policy annually with drivers, supervisors and managers and update it as needed.
2. track associated documents (such as signed procedures, insurance, inspection and maintenance records, etc.).

Supervisors [or insert other title or role] are responsible for ensuring that employees understand and satisfy the terms and conditions of this policy.

Before authorizing an employee to use their vehicle for work, the supervisor must:

1. confirm the vehicle is properly registered and insured.
2. visually inspect the vehicle to verify it meets legal and company criteria in Appendix One).
3. confirm the employee has a valid driver's licence for the vehicle.
4. confirm the employee has the necessary driving skills to operate the vehicle.
5. give the employee a copy of this policy, review it with them and ensure they understand it.

Periodically*, the supervisor [or insert other title / role] will:

1. receive and check vehicle insurance, inspection and maintenance records.
2. verify (e.g. via ride-along assessment) the employee satisfies the criteria in Appendix One).
3. do spot-checks to confirm the vehicle is being properly insured and maintained.

* periodically means at regular intervals, annually or more often.



Road safety is smart business.

Employee responsibilities

Vehicle registration, licensing and insurance

The employee will:

1. have, maintain and renew insurance coverage that meets [company name] requirements (see Vehicle Licensing and Insurance in Appendix One) while the vehicle is used for work.
2. provide [company name] with a copy of the current insurance documents before using the vehicle for work and when the policy is renewed or changed.
3. immediately tell their supervisor of any changed circumstances (for example, if their licence is suspended, their vehicle is not available for work or they get a new or different vehicle for work use).

Vehicle inspection and maintenance

The employee will:

1. inspect the vehicle daily according to steps described in the [company inspection procedure].
2. record vehicle inspections using the [company inspection form] and provide completed logs to their supervisor on request, and at least monthly.
3. ensure the vehicle is maintained consistent with manufacturer recommendations (see the vehicle owner's manual) using a licensed mechanic where appropriate.
4. provide inspection and maintenance records to their supervisor on request.

General requirements

The employee will:

1. operate the vehicle in accordance with the Motor Vehicle Act and its Regulations, the Compensation Act and the Occupational Health and Safety Regulation, and applicable provincial or territorial legislation.
2. cooperate with [company name] supervisors and managers during spot-checks, and participate in appropriate training or instruction.
3. know and follow [company name] safe driving procedures, as further explained in the [company name] safe driving procedures such as for journey management, distracted driving practices, emergency kit and first aid supplies, etc.).



Road safety is smart business.

Sign-off

Note: Rather than the sign-off section below, you might choose to indicate when the policy was implemented and/or reviewed and updated.

I have read and understand the terms and conditions of this policy and agree to comply with them.

Employee signature

Date

Supervisor or manager signature
on behalf of [company name]

Example policy - Use of employee- owned vehicles for work



Vehicle inspections

Occupational Health and Safety Regulation states the operator must:

- inspect work vehicle at start of shift
- report defects and conditions to employer / supervisor
- ensure repairs are made before the vehicle is used for work

Vehicle inspections

Verify employees inspect their work vehicles

- require employees to submit inspection forms with time cards or expense claim
- periodically, have supervisor help employee with inspection
- get employees to use vehicle inspection app and share report with supervisor or manager

Vehicle inspections

Tips for Conducting Vehicle Inspections

Tips for Conducting Vehicle Inspections

Once you develop a systematic approach to checking your car, light truck or van, it takes only a few minutes. Some items should be inspected every day, while others can be inspected on a weekly basis. Information below is laid out in an order that many find to be a logical sequence for an efficient inspection. The tips provide helpful guidance and useful reminders. Click on the links for local instructional videos or step by step instructions on how to inspect each item, and what you should be looking for during the inspection.

	Daily	Weekly	Tips	Website info
Engine Oil	Before starting the engine, check the oil level daily, top up as necessary.		Consult your owner's manual to confirm the oil you use is the right viscosity if operating in extreme heat or cold.	How to Check Engine Oil Bad Engine Oil
Tires/Air Pressure	Visually confirm tires look to be properly inflated. Check for signs of the damage or unusual wear.	Use a tire gauge to confirm all tires are inflated to recommended recommendations.	Find tire inflation recommendations posted on the driver side door jamb or in the glove box and listed in your owner's manual.	Tire Inflation Tips
Spare Tire		Use the gauge to confirm inflated to recommended pressure.	If you have full size spare tire, you may want to rotate it into use to achieve even tire wear.	Tire Maintenance 101

Vehicle Inspections

You count on your vehicle to regularly and reliably deliver you to your destination. People that you share the road with expect that your vehicle is in sound condition – drivers following often rely on your working brake lights to cue their braking reaction; cyclists and pedestrians expect that your wipers are working and that a damaged windshield doesn't impair your ability to see them. Whether you travel on long trips across BC or short trips across town, it is necessary to walk around your vehicle to inspect key vehicle components and confirm they are in proper operating condition.

Several factors should influence how often and thoroughly you inspect your vehicle. For example, if you travel during severe weather conditions or on rugged gravel roads, you should be inspecting all aspects of your vehicle more often. **Aggressive driving** in demanding stop and go urban traffic is hard on your vehicle, insist on daily inspections.

Rather than consider all of the variables to come up with an inspection formula specific to your vehicle or your operations, a good practice is to adopt a two-level approach: daily inspections of critical mechanical and safety items, and weekly inspections for a closer look at key vehicle components.

For practical "how to" information that will help drivers complete inspections, see [Tips for Conducting Vehicle Inspections](#). To help you record and track inspections, see the links below. You are welcome to modify these sample forms to suit your needs.

- Daily Pre-Trip Inspection & Mileage Log V1** - combination of daily pre-trip and business mileage tracker (GGC, 25K, EDC 273K).
- Daily Pre-Trip Inspection & Mileage Log V2** - combination of daily pre-trip and business mileage tracker (GGC, 15K, EDC 240K).
- Daily Inspection and Maintenance Form** - record and track daily inspections, any deficiencies plus associated follow-up (GGC, 15K, EDC 238K).
- Daily and Weekly Pre-Trip Inspection** - record and track daily and weekly inspections, any deficiencies and follow-up action (GGC, 17K, EDC 250K).

Example Inspection Forms



Vehicle maintenance

- maintenance necessary to ensure road-worthiness
- regulations don't prescribe maintenance schedule
- expectation: vehicles used for work are maintained as per manufacturer recommendations
- vehicle **owner** accountable to make sure their vehicle meets *Motor Vehicle Act* requirements

Vehicle maintenance

Employer to confirm employee maintains work vehicle as per MVA requirements, and company policy

- have employees submit report from certified mechanic periodically
- require employees to submit receipts for maintenance



Vehicle maintenance

The screenshot shows the 'ROAD SAFETY AT WORK' website. The 'Tool Kits' menu item is circled in red. Below it, the 'Vehicle Maintenance' sub-menu item is also circled in red. A yellow arrow points from the 'Vehicle Maintenance' item to the main content area. The main content area features an article titled 'Maintenance That's Right for You and Your Vehicle' with a photo of a woman driving. The article includes a tip and several bullet points about vehicle maintenance. The right sidebar contains sections for 'Tool Kits', 'Workshops', 'Advisory Services', 'Trending Now', 'Newsletter', and 'Events Calendar'.

Maintenance That's Right for You and Your Vehicle

AutoCheck

Your Owner's Manual

Help drivers succeed

Employer to verify employee:

- has received adequate instruction
- has demonstrated competency
- is familiar with operating instructions

Build a list of driving abilities necessary for the role

Include those competencies in hiring criteria

Help drivers succeed

Conduct ride-along assessments:

- before hiring, or soon after
- periodically – perishable skills, check-up every 2 or 3 years

Use results to build training plan to develop necessary driving skills

Coaching, mentoring, in-house, online, service providers

RSAW – JIBC Driver Assessment Form

Driver Assessment Form 

Driver Name:	Licence #:	Company:
Date and Time:	Weather:	Vehicle Type:
Assessor / Evaluator:	Route:	
	Score	Comment
Observation		
Eye lead time	Select	
Left - Right / scanning / shoulder checks	Select	
Mirrors / tracking traffic	Select	
Space Management		
Following distance	Select	
Space at stops	Select	
Path of least resistance	Select	
Right-of-way	Select	
Speed Control		
Acceleration/deceleration - smoothness	Select	
Braking: full stops, smooth	Select	
Speed for conditions	Select	
Speed and traffic signs	Select	
Steering		
Lane / turn position / set-up	Select	
Steering: hand position, smoothness	Select	
Communication		
Signals: timing and use	Select	
Other: i.e. horn, eye contact	Select	
General		
Seat and mirror adjustment; seat belt	Select	
Parking / Backing	Select	
Anticipation: adjusts driving	Select	
Judgment: decision-making	Select	
Timing: approach, traffic interactions	Select	
Total Score (out of 40)	0	

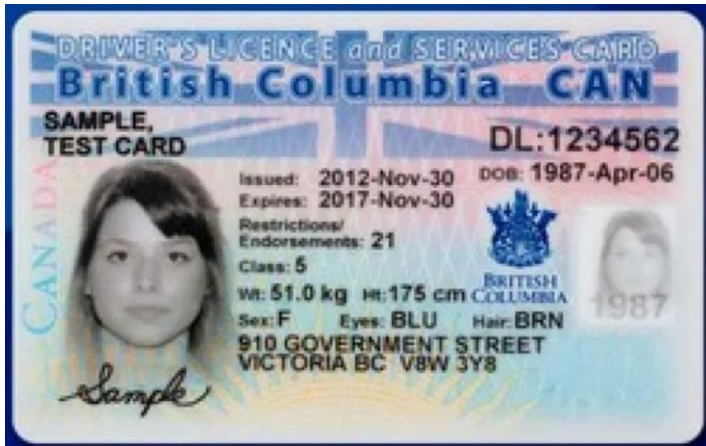
Rating Guide:

0 - Consistently poor performance, violations, dangerous actions, regular major errors
1 - Needs improvement, regular minor errors, inconsistent performance, no caution, poor attitude
2 - Consistently good performance, smooth & precise vehicle control, safe interactions with traffic
32 out of 40 (80%) required to pass with no zeros, maximum of 8 - 1's.

Check insurance coverage

- employee responsible to make sure their vehicle is properly registered, licensed and insured for BC roads
- employer can set minimum insurance requirements
- make sure employee-owned vehicles insured with correct rate class
- get copy of insurance papers when policy renewed or changes

Check driver's licence



[ICBC licence classes and types](#)

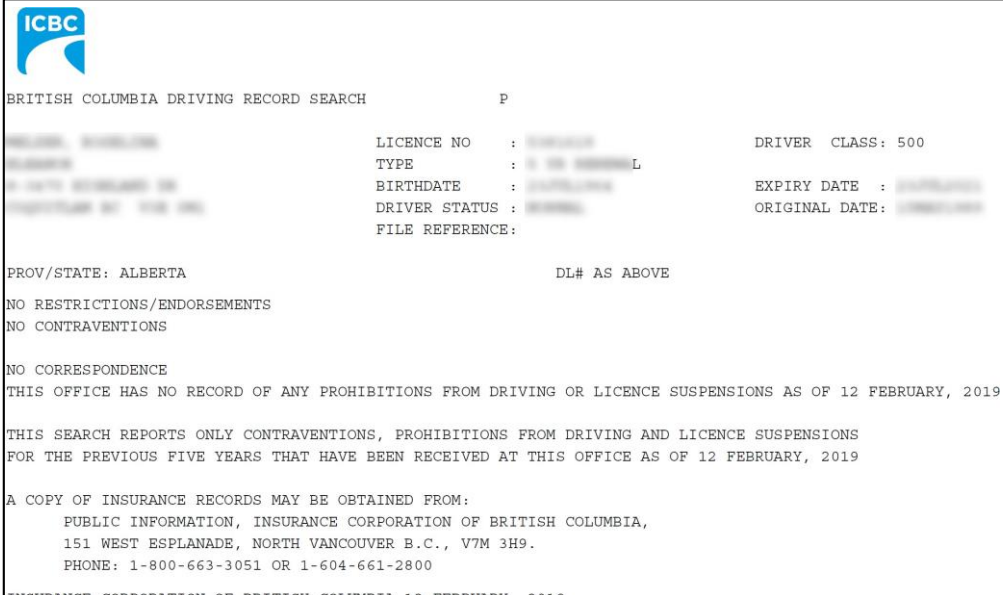
- valid and appropriate for work vehicle
- check pre-hire, annually and soon after expiry date
- note expiry date, restrictions, endorsements
- get a photocopy of both sides of licence for records

Check driver's records

- ICBC website

[Get your driving records](#)

- shows category of licence, issue and expiry date



ICBC
BRITISH COLUMBIA DRIVING RECORD SEARCH P

LICENCE NO :	50000	DRIVER CLASS:	500
TYPE :	1 TO 30000 L	EXPIRY DATE :	2019-02-12
BIRTHDATE :	1970-01-01	ORIGINAL DATE:	2019-02-12
DRIVER STATUS :	VALID		
FILE REFERENCE:			

PROV/STATE: ALBERTA DL# AS ABOVE

NO RESTRICTIONS/ENDORSEMENTS
NO CONTRAVENTIONS

NO CORRESPONDENCE
THIS OFFICE HAS NO RECORD OF ANY PROHIBITIONS FROM DRIVING OR LICENCE SUSPENSIONS AS OF 12 FEBRUARY, 2019

THIS SEARCH REPORTS ONLY CONTRAVENTIONS, PROHIBITIONS FROM DRIVING AND LICENCE SUSPENSIONS FOR THE PREVIOUS FIVE YEARS THAT HAVE BEEN RECEIVED AT THIS OFFICE AS OF 12 FEBRUARY, 2019

A COPY OF INSURANCE RECORDS MAY BE OBTAINED FROM:
PUBLIC INFORMATION, INSURANCE CORPORATION OF BRITISH COLUMBIA,
151 WEST ESPLANADE, NORTH VANCOUVER B.C., V7M 3H9.
PHONE: 1-800-663-3051 OR 1-604-661-2800

- lists contraventions, prohibitions and suspensions in place and for previous five years

Journeys and journey management

JMP – process to minimize exposure to driving-related hazards, and prevent crashes and injuries

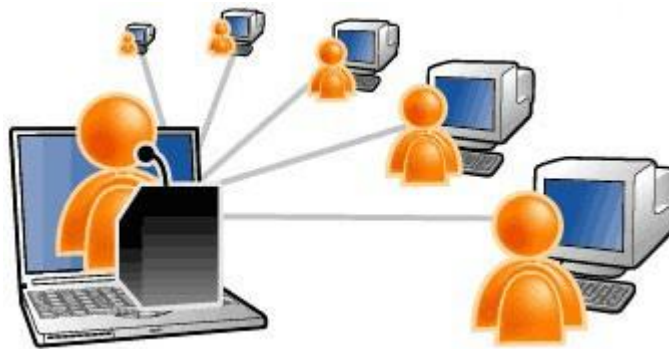
1. avoid unnecessary travel
2. when driving is necessary, know and manage the associated risks



Avoid unnecessary travel

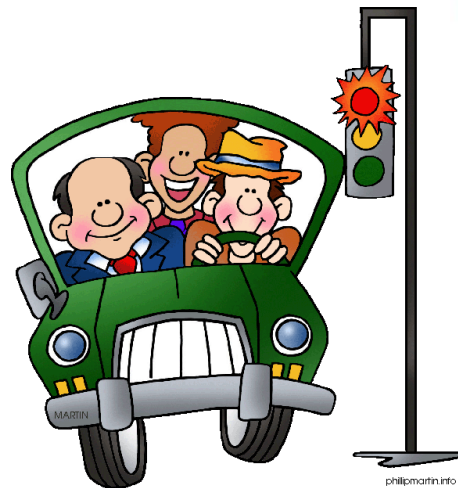
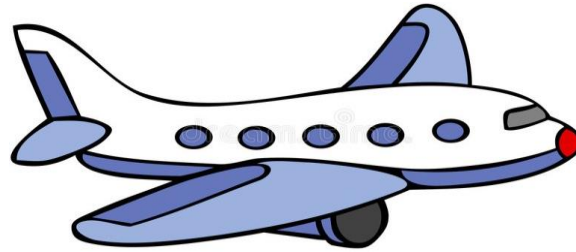
What are the **no-travel** alternatives?

- telephone or conference call
- online meeting, video conference
- email



If travel is necessary, what's the best way to get there?

- plane
- bus or taxi
- walk or cycle
- ride share



If driving is necessary, minimize exposure to hazards

1. identify hazards and assess risks
2. implement measures to avoid or minimize exposure
3. build the trip plan

Identify hazards and assess risks

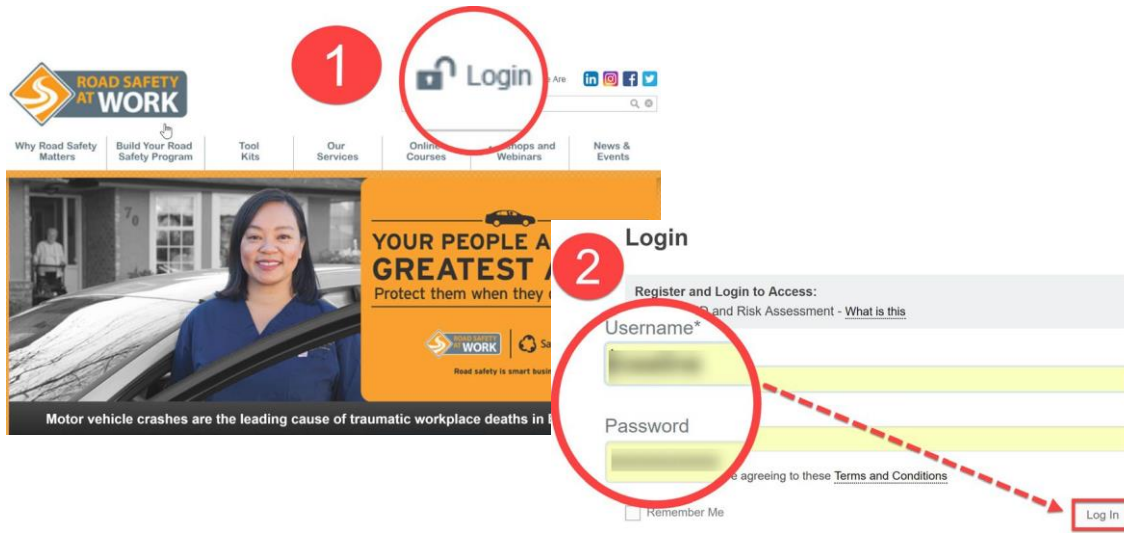
- know the driving hazards employees face
- understand which ones pose greatest risks
- set priorities for action based on risk assessment
- build measures that minimize exposure and reduce associated risks

Online risk assessment tool

- customizable inventory of hazards
- evaluate risks using matrix and scoring guide
- set priorities
- strategies and resources
- planning and tracking tool



Locating the risk assessment tool



Click on Login on
roadsafetyatwork.ca

Create a user
name and
password and
login to *My RSAW*



Start using the *Risk Assessment* tool – save your work to come back anytime to work on it

Manage day-to-day risks

- trip-specific hazards have inherent risks
- discuss with supervisor, co-workers, other drivers
- check weather, road and traffic conditions
- use information to build trip plan that eliminates or minimizes exposure to those hazards

Put journey management to work

- free, mobile-friendly journey management tool
- 15 questions to help prepare the driver and vehicle for the journey ahead
- 2 integrated trip plan forms
- save and print, or email to supervisor and check-in contact



Locating TripCheck



1. Click on Tool Kits tab
2. Select Journey Management
3. Select TripCheck

Summary

- If your employees drive for work, preventing crashes and avoiding injuries should be a top priority.
- Employers, supervisors and employees have legal duties for occupational road safety.
- Those requirements apply whether employees drive fleet vehicles or their own for work.

Summary

- Insist on *fit-for-purpose* vehicles that are properly inspected and maintained.
- Make sure employees have the driving skills they need.
- Implement an effective journey management process.
- Use hazard ID and risk assessment online tool.
- Use TripCheck to manage trip-specific risks.

Questions and Discussion



Contact us with your questions



arobinson@roadsafetyatwork.ca

rwalters@roadsafetyatwork.ca



SafeCare BC
CELEBRATING 5 YEARS SUPPORTING CONTINUING CARE

saleema@safecarebc.ca

Visit our websites for more tools and resources



roadsafetyatwork.ca



www.safecarebc.ca

Thank You!

See next slide for a list of links to resources mentioned in this webinar

Follow Us On



Links to various resources mentioned in this webinar

Legal requirements

[Workers Compensation Act](#)
[Occupational Health and Safety Regulation](#)
[Employer's Guide to Road Safety Requirements](#)
[Supervisor's Guide to Road Safety Requirements](#)
[Workplace Rights and Responsibilities for Drivers](#)

Vehicles

[Example policy - Use of employee-owned vehicles for work](#)
[Tips for Conducting Vehicle Inspections](#)
[Example Vehicle Inspection Forms](#)
[Maintenance That's Right for You and Your Vehicle](#)
[AutoCheck](#)

Driver skills

[Road Safety at Work – JIBC Driver Assessment Form](#)
[Justice Institute of BC Driver Education Centre Driver Qualifications Tool Kit](#)
[Confirm Drivers Are Legally Authorized to Drive](#)
[ICBC Get Your Driving Records](#)

Journey management

[Journey Management Tool Kit](#)
[Online Risk Assessment Tool](#)
[TripCheck](#)
[Build Your Road Safety Plan](#)
[Build Strong Road Safety Policies](#)
[Effective Safe Driving Procedures](#)

Note: Links have not been updated since this webinar was presented