

## Tailgate meeting guide

### Backing up safely

Use this guide to lead a discussion with employees about the risk of driving in reverse. It can help them understand the hazards and take steps to avoid them. Use any of the suggested key points in your talk. Use the form on Page 3 to record meeting details. Consider printing this guide and giving it to drivers.

#### Why is this topic important?

##### *Key points*

- Reversing a vehicle increases your risk of being in a collision or striking a pedestrian
- On average, 1 worker dies every year in BC in reversing incidents
- Safe driving practices can reduce the risk
- Work-related vehicle crashes are the leading cause or traumatic workplace fatalities in BC



#### Why is backing up hazardous?

##### *Key points*

Reversing incidents are often caused by a driver who “looked but did not see” something crucial. Blind spots, distractions, rushing, complacency, and fatigue are common contributing factors.

#### How to safely back up

##### *Key points*

##### **Eliminate the risk**

Look for ways to reduce the number of times you need to reverse. Can you use pull-through parking instead of backing up, for example?

#### Use the proper reversing technique

1. Get out and check the area for people and vehicles that could enter your reversing path. If you see anything that might pose a risk, find a solution
2. Eliminate distractions (e.g., your playlist) so you can focus
3. Use your mirrors and back-up camera
4. Shift your seating position to look through the rear window. Place your right arm on the passenger seat head rest and your left hand on top of the steering wheel. This position gives you a wider field of view through the back window

5. Look over your right shoulder, plan your route, and mentally rehearse the plan
6. Scan all three mirrors again. If safe, look behind you and begin reversing slowly
7. Pause often to check mirrors, back-up camera, and the front of your vehicle as it swings around

### Get help when you reverse

Getting assistance from another person, or using technology, can help prevent a collision.

- Ask a co-worker to be a spotter while you reverse. Make sure that everyone understands the procedure, the hand signals, and the best place for the spotter to stand
- Use a backup sensor if possible. It creates a beeping tone as you get close to an object. Don't rely solely on the backup sensor because they don't provide the full picture

### Understand your blind spots

Your field of vision while reversing is less than you might think. Try this exercise to get an idea of how big your blind spots are.

1. Go to an empty parking lot
2. Place a safety cone behind the vehicle at the closest point you think you will be able to see it from inside your vehicle using your mirrors

3. Get in your vehicle. Can you see the cone?
4. Have someone else place a cone at the point where you can see it using the mirrors. Notice if there is a difference between the 2 cones

While you have the cones out, practice reversing between cones or into a made-up parking space.

### Tailgate meeting activities and resources

- **Ask if anyone has experienced a reversing incident or near-miss**

Ask them to explain the circumstances and what they might have done differently to avoid the incident

- **Go with your crew to sites where reversing incidents or near-misses have happened**

Look at the layout and observe what's going on. Ask the crew to suggest how those sites could be rearranged or what could be done to reduce risks

- **Get managers, supervisors, and dispatchers involved in finding solutions**

Have them attend a meeting to discuss how to plan and adjust routes to reduce reversing frequency and risks.

- Review Road safety at Work's suggestions for [adjusting your mirrors](#)
- Watch SafetyDriven's video on [ground guiding and spotting](#)

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