

Safety For Employees Who Drive Their Own Vehicles For Work

June 19, 2019



manufacturing
Safety Alliance of BC

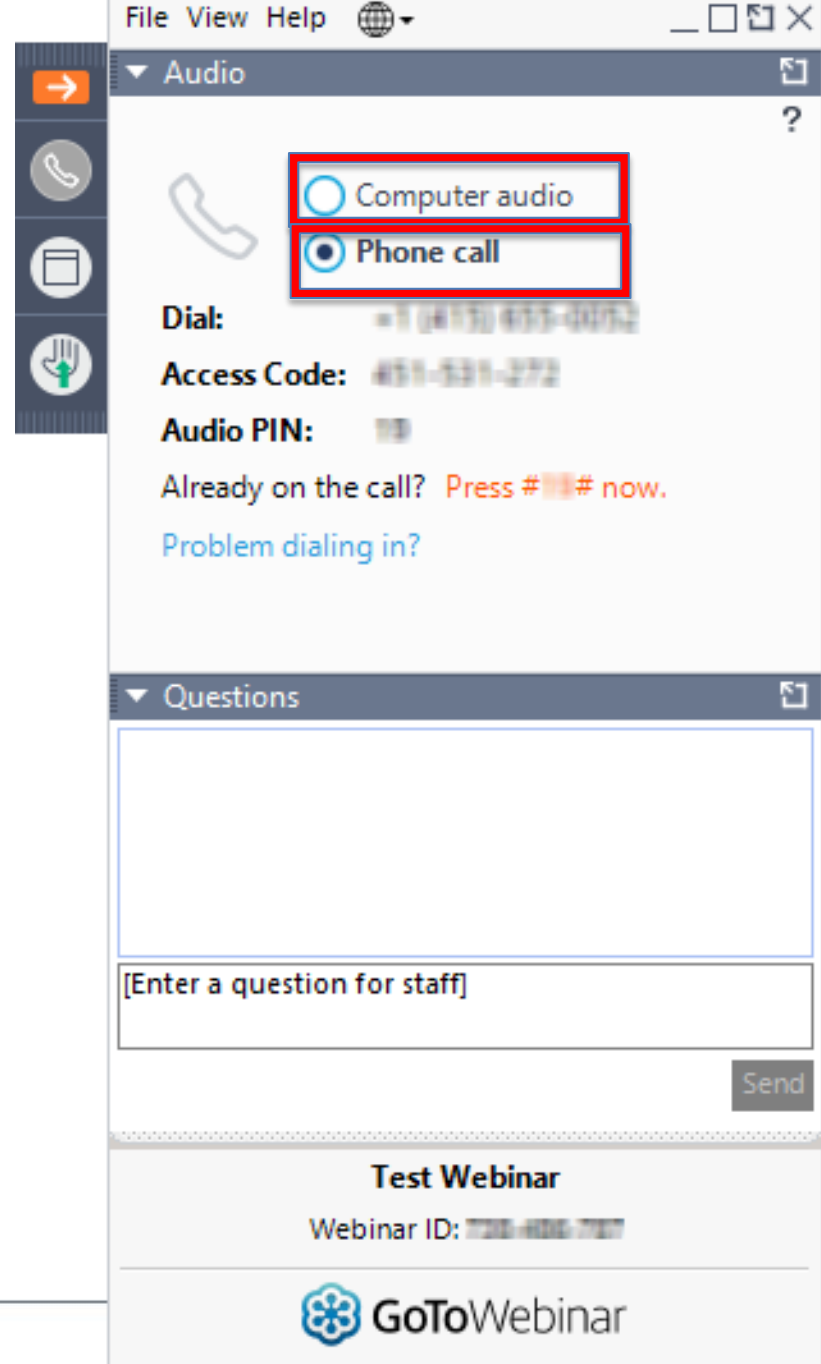


Audio instructions

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

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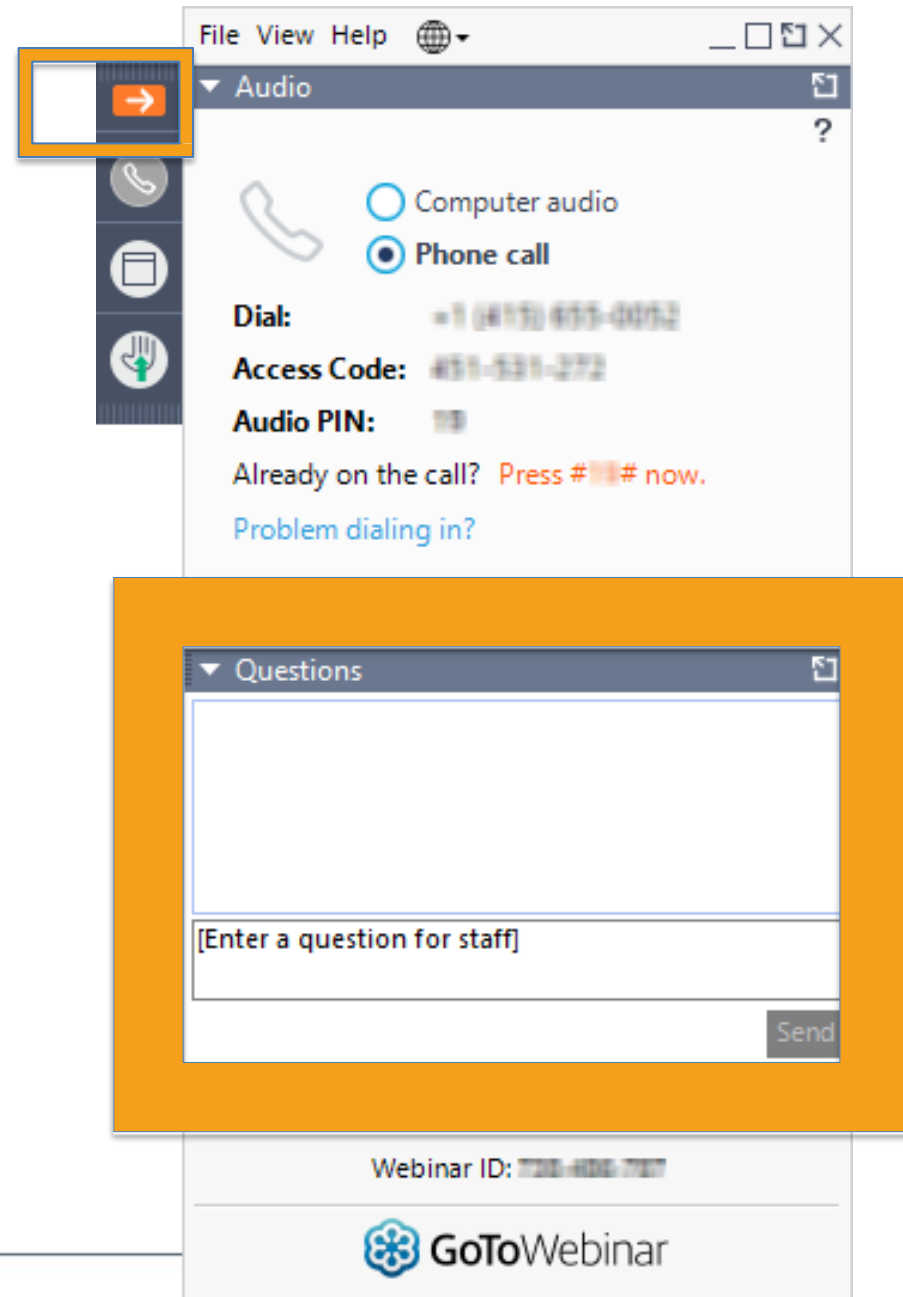


Asking questions

Click on “Questions”
to expand the
Questions pane

Then

Type your question
to the moderator



Our webinar partner



Rosa Diaz

Manufacturing Safety Alliance of BC

Safety Advisor / Safety Programs Support
Coordinator

- Continual Improvement Webinar Series
- OSSE - Occupational Safety Standard of Excellence



Let's make BC workplaces the safest in Canada

Our Vision

Partnering with BC industry leaders to achieve cultural change that ensures safe workplaces for all employees.

Our Mission

We are catalysts for improving workplace health and safety within the BC manufacturing industry. Our leading edge health and safety programs, services and tools enable companies to make a difference in the lives of their employees – every day.



About the Alliance

The Manufacturing Safety Alliance of BC is the industry-driven, not for profit health and safety association for manufacturers and food processors.

The Alliance delivers [online](#), [onsite](#), and [Open Learning classroom training](#) on health and safety topics.

Our advisors give employers [confidential help to build and improve effective health and safety programs](#), and guide their journey to Occupational Safety Standard of Excellence certification (COR for manufacturers).



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 legal responsibilities - occupational road safety
3. Share practical ways to improve driving safety for employees
 - Drivers
 - Journeys
 - Vehicles
4. Identify where to find tools, resources and links

Why road safety matters



Why road safety matters

19

work-related
crash
fatalities



34% of traumatic
workplace fatalities



1,370

WorkSafeBC
crash-
related
claims

17,000

lost work days in
manufacturing
sector

Motor vehicle incidents cost more

- Injuries or harm to valued employee
- Lost productivity, repair costs, temporary help, reputation, etc.

	All Claims	MVI Claims	Ratio
Claim costs	\$ 21,630	\$ 80,330	372 %
Duration	53 days	90 days	170 %

Staggering consequences for people involved

Huge financial, operational and other costs

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

Employers - ensure safety of employees

Employees - take reasonable care to ensure their own health and safety; follow safe work procedures

Supervisors - ensure safety of workers they supervise

Occupational Health and Safety Regulation

- driver qualifications, vehicle selection and inspection, risk assessments, measures to reduce exposure, 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 and duties apply.




There's no *grey* about it

- White fleet - owned, leased or rented by the ***employer***
- Grey fleet – owned or leased by ***employee***, used for work purposes
- Requirements apply equally whether white or grey fleet vehicle.
- Apply same policies, practices and standards, no matter who owns the vehicle they drive for work.

Resources

- [Employer's Guide to Road Safety Requirements](#)
- [Supervisor's Guide to Road Safety Requirements](#)
- [Workplace Rights and Responsibilities for Drivers](#)


Road safety is smart business.

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
<p>Before allowing an employee to drive for work:</p> <ol style="list-style-type: none"> 1. confirm they have a valid and class-appropriate driver's licence for the vehicle(s) they are assigned to drive. 2. check their current driver's abstract for prohibitions, penalties and restrictions; periodically* re-check current abstracts for changes. 3. have a qualified** supervisor or instructor provide instruction on safe use of the vehicle, and complete an initial assessment to confirm the employee has the necessary driving skills to safely operate the vehicle; periodically re-assess to verify continuing competency. <p>Keep records of employees who have demonstrated competency and are authorized to drive for work.</p> <p>* periodically means at regular intervals, annually or more often as warranted by circumstances.</p> <p>** qualified means being knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience or combination thereof.</p>	<p>Competency of operators</p> <p>OHSR 16.4</p>
<ul style="list-style-type: none"> • Have a written policy stating that whether they are driving their own vehicle or a company vehicle for work, employees must comply with the laws and company policies and procedures that govern vehicle operation. • Support this policy with signed employer-driver agreements that explain driver responsibilities and state their intent to meet them. Require that drivers immediately report driving prohibitions to their supervisor or employer. 	<p>Operator's responsibility</p> <p>OHSR 16.5</p>
<ul style="list-style-type: none"> • Have a written policy stating that when employees observe what <u>they</u> feel is an unsafe or harmful condition or act (e.g., vehicle defect, dangerous road conditions, unsafe driving schedule) they must report it to their supervisor or manager. Periodically remind employees of that requirement. • Have a process to confirm that the person receiving reports investigates the hazardous condition or act, takes necessary corrective actions immediately, and communicates the information back to workers. 	<p>Reporting unsafe conditions</p> <p>OHSR 3.10</p>
<ul style="list-style-type: none"> • Instruct drivers and passengers on the right / duty to refuse unsafe work and give examples of what might create undue hazards (e.g., vehicle not safe to drive, dangerous road conditions, fatigue). • Make sure supervisors know they cannot operate or direct anyone to operate a vehicle if they have reasonable cause to believe doing so would create an undue hazard. • Ensure supervisors are aware of their duty to investigate refusals of unsafe work, and that they are familiar with the procedure required by Regulations and/or company policy. 	<p>Procedure for refusal</p> <p>OHSR 3.12</p>

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

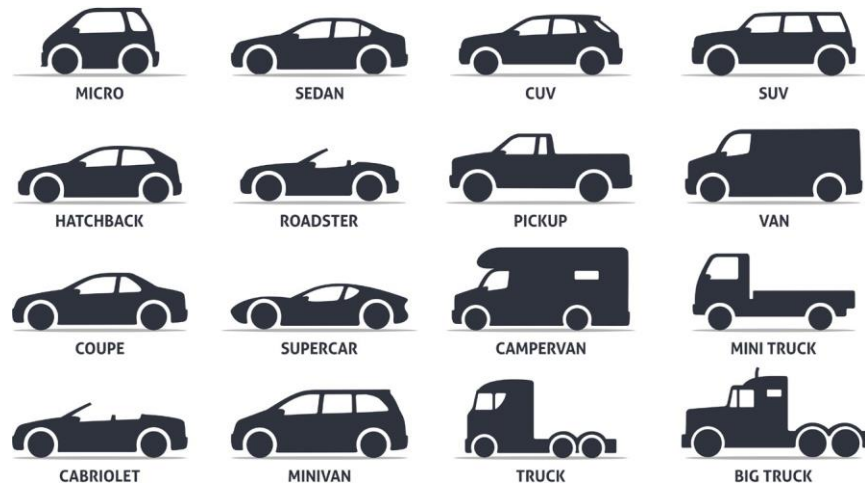


Road safety framework

- 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

- **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 authority and duty to specify features, equipment, condition, age, etc for work vehicles.

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

Example policy: Use of employee-owned vehicles for work



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 this policy. He/she will:

1. review the policy annually with drivers, supervisors and managers and make necessary improvements and updates.
2. track associated documents (such as signed procedures, copies of driver's abstracts and vehicle insurance, inspection and maintenance records, etc.).

Supervisors [or insert other title or role] are responsible to confirm employees and employee-owned vehicles satisfy the terms and conditions of this policy.

Before authorizing an employee to use their vehicle for work, the supervisor [or insert other title] will:

1. confirm the vehicle is properly registered and insured.
2. visually inspect the vehicle to verify it meets legal and company requirements (see Vehicle Selection Criteria in Appendix One).
3. confirm the employee has a valid driver's licence for the vehicle, and a clean driver's abstract.
4. confirm the employee has the necessary driving skills to safely operate their vehicle as required for work.
5. give the employee a copy of this policy, review it with them and get a copy with their signature.

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 safe driving requirements.
3. do spot-checks to confirm the vehicle is being properly inspected and maintained.

* *periodically* means at regular intervals, annually or more often as warranted by circumstances

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 vehicle is used for work

Vehicle inspections

Verify employees inspect their work vehicles.

- Have employees submit completed inspection forms with time cards or expense claim.
- Periodically, have supervisor help employee with inspection.
- Get employees to use app and share report with supervisor or manager.

Vehicle inspections

Vehicle Safety Inspection – JIBC

Tips for Conducting Vehicle Inspections

Example Inspection Forms

The screenshot displays the 'ROAD SAFETY AT WORK' website. The top navigation bar includes links for Home, Login, Contact Us, and social media icons. A search bar is present with the text 'Search: eg "controlling hazards"'. Below the navigation bar, a horizontal menu lists categories: Why Road Safety Matters, Build Your Road Safety Program, Tool Kits (highlighted), Our Services, Online Courses, Workshops and Webinars, and News & Events. The main content area features a large image of a woman driving. To the left of this image is a vertical sidebar menu with the following items: Tool Kits, Tool Kits Directory, MVI Cost Calculator, Road Safety Snapshot, Road Safety Plan Template, Hazard Identification and Risk Assessment, Controlling Hazards, Building Strong Road Safety Policies, Safe Work Procedures, Driver Qualifications, Distracted Driving, Driver Fatigue, Tips for Employees Who Drive, Journey Management, Vehicle Inspections (highlighted), Vehicle Safety Inspection Video, Tips for Conducting Vehicle Inspections, Customizable Forms for Tracking and Recording Vehicle Inspections, Vehicle Maintenance, Vehicle Safety Technologies, Vehicle Emergency Kit, and Investigating Motor. The main content area is titled 'Vehicle Inspections' and contains several articles and links. On the right side, there are additional sections: Tool Kits, Workshops, Advisory Services, Trending Now, Newsletter, Events Calendar, and Website Tutorial. Yellow arrows point from the text on the left to specific elements on the website: one points to the 'Tool Kits' menu item, another points to the 'Vehicle Inspections' menu item, and a third points to the 'Customizable Forms for Tracking and Recording Vehicle Inspections' article.

ROAD SAFETY AT WORK

Home Login Contact Us

Search: eg "controlling hazards"

Why Road Safety Matters Build Your Road Safety Program **Tool Kits** Our Services Online Courses Workshops and Webinars News & Events

Tool Kits

- Tool Kits Directory
- MVI Cost Calculator
- Road Safety Snapshot
- Road Safety Plan Template
- Hazard Identification and Risk Assessment
- Controlling Hazards
- Building Strong Road Safety Policies
- Safe Work Procedures
- Driver Qualifications
- Distracted Driving
- Driver Fatigue
- Tips for Employees Who Drive
- Journey Management
- Vehicle Inspections**
- Vehicle Safety Inspection Video
- Tips for Conducting Vehicle Inspections
- Customizable Forms for Tracking and Recording Vehicle Inspections
- Vehicle Maintenance
- Vehicle Safety Technologies
- Vehicle Emergency Kit
- Investigating Motor

Vehicle Inspections

You count on your vehicle to safely and reliably get you where you're going. The people you share the road with expect that your vehicle is road-worthy. Other drivers rely on your brake and signal lights to cue their driving actions. Cyclists and pedestrians expect that your wipers are working so you can see them, and so they can establish eye contact with you at a crosswalk. Plus, there are legal obligations to ensure work vehicles are regularly inspected to confirm they are in sound operating condition.

Several factors can influence how often you inspect your vehicle. For normal driving in typical urban conditions, a daily start of shift inspection may be sufficient. But if you are driving on rugged gravel roads, you should check your tires a few times during the day. Some drivers take a two-level approach: daily inspections of crucial vehicle functions supported by weekly inspections of components that deserve a closer look, and take a little more time.

Justice Institute of British Columbia
Pre and Post Trip Vehicle Safety Inspection

Vehicle Safety Inspection Video
A step-by-step demonstration of how to inspect your vehicle from the Justice Institute of British Columbia.
[Read More](#)

Tips for Conducting Vehicle Inspections
Practical "how to" guidance on inspecting specific vehicle components
[Read More](#)

Customizable Forms for Tracking and Recording Vehicle Inspections
Customizable forms to record and track vehicle inspections, mileage, and maintenance.
[Read More](#)

Tool Kits
Find useful road safety tools and resources here. [Read More](#)

Workshops
Plan to attend the next road safety workshop. [Read More](#)

Advisory Services
We can help you with your road safety program. [Read More](#)

Trending Now
News Release: RCMP steps up traffic enforcement in support of roadside-worker safety
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Newsletter
[Current Issues](#) | [Subscribe](#)

Events Calendar
View upcoming road safety events. [Read More](#)

Website Tutorial

Vehicle maintenance

- Maintenance necessary to ensure road-worthiness.
- Regulations don't prescribe maintenance schedule.
- Vehicle **owner** accountable to make sure 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

ROAD SAFETY AT WORK

Home My RSAW Who We Are

roseline is logged in Search: eg "distracted driving"

Why Road Safety Matters Build Your Road Safety Program **Tool Kits** Our Services Online Courses Workshops and Webinars News & Events

Tool Kits

- Tool Kits Directory
- MVI Cost Calculator
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- Driver Qualifications
- Distracted Driving
- Driver Fatigue
- Tips for Employees Who Drive
- Journey Management
- Vehicle Inspections
- Vehicle Maintenance**

Maintenance That's Right for You and Your Vehicle

- Maintenance schedules developed by manufacturers are designed around "typical" vehicle use circumstances. When deciding on the maintenance frequency that's right for your vehicle, consider its age and the nature of the driving you do. Older vehicles deserve more frequent and rigorous checks. Severe conditions such as heavy payloads, stop-and-go traffic, extreme cold or dusty conditions mean more frequent maintenance.
- There are plenty of online resources that explain or show you how to complete inspections and perform basic vehicle maintenance. They provide information to help you decide on those items that you need a qualified technician to complete.

Tip: Review a few sites and resources. Choose ones that provide impartial, practical suggestions (rather than promoting their services or products). Here is one example that provides a general introduction to inspections and maintenance.

- Many vehicle maintenance items must be completed by a certified technician with specialized training and tools. Similar to choosing your family doctor, it's worth your time to find a technician and shop you are comfortable with, and build a relationship with them. As they become familiar with you, your vehicle and your driving circumstances, they should provide maintenance tips that can save you time and money, and optimize your work vehicle's life.
- If you notice anything that may make your vehicle unsafe, inform your employer and consult your mechanic for their qualified opinion. Any condition that makes the vehicle unsafe must be repaired before the vehicle may be operated.

Tool Kits
Find useful road safety tools and resources here. [Read More »](#)

Workshops
Plan to attend the next road safety workshop. [Read More »](#)

Advisory Services
We can help you with your road safety program. [Read More »](#)

Trending Now
Top 10 downloads of 2018
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Newsletter
[Current Issues »](#)

Events Calendar
View upcoming road safety events.

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
 - check-up every 2 or 3 years
- Use results to guide training plan to build necessary skills
- Coaching, mentoring, in-house, online, service providers



Driver Assessment Form		
Driver Name:	Licence #:	Company:
Date and Time:	Weather:	Vehicle Type:
Assessor / Evaluator:	Route:	
Observation	Score	Comment
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.

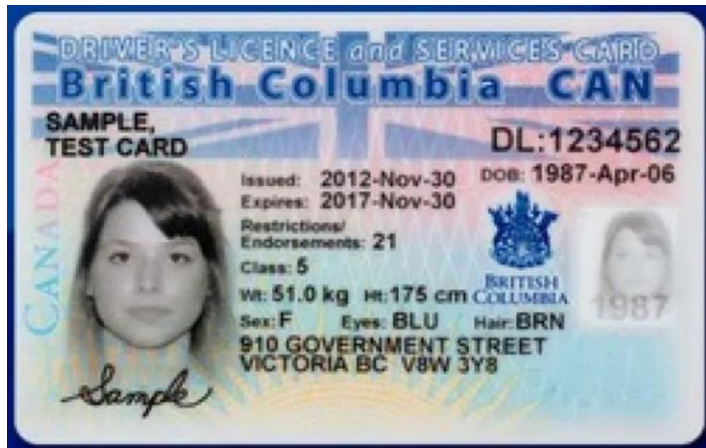


RSAW – JIBC Driver Assessment Form

Check insurance coverage

- Employee must ensure their vehicle is properly registered, licensed and insured for BC roads.
- Employer can set requirements for collision, comprehensive, third-liability, other.
- Make sure vehicles insured with ***correct rate class***.
- Get copy of insurance 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 copy of both sides of licence for records

Check driver's records

- ICBC website

[Get your
driving records](#)

- Licence category,
issue and expiry
dates



BRITISH COLUMBIA DRIVING RECORD SEARCH P

LICENCE NO :		DRIVER CLASS: 500
TYPE :		
BIRTHDATE :		EXPIRY DATE :
DRIVER STATUS :		ORIGINAL DATE:
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

INSURANCE CORPORATION OF BRITISH COLUMBIA 12 FEBRUARY 2019

- 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

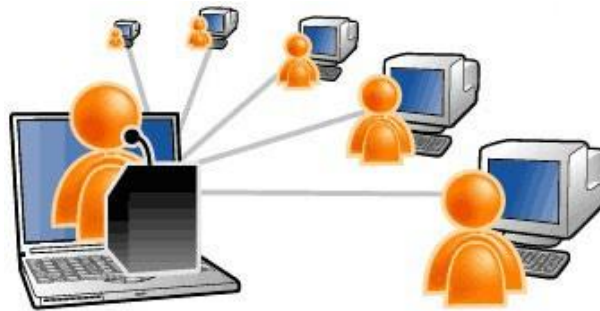
1. Avoid unnecessary travel
2. When driving is necessary, know and manage the associated risks



Avoid unnecessary travel

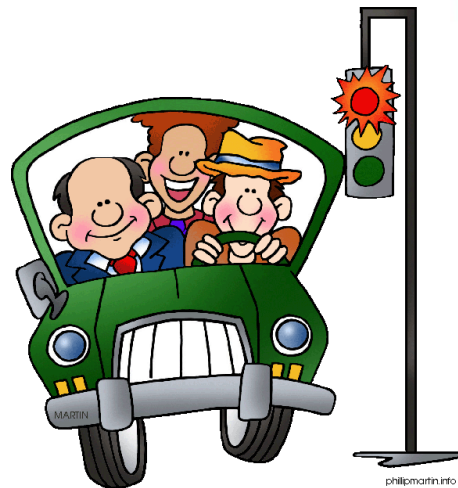
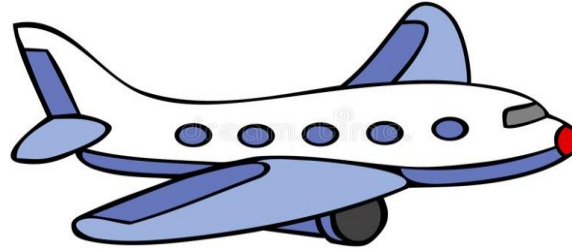
The **no-travel** alternatives:

- 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
- Car pool
- Walk or cycle



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

Annual risk assessment is key step

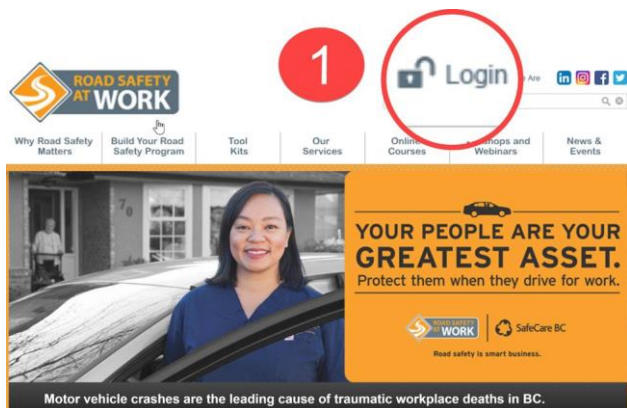
- Identify the driving hazards employees face
- Understand which ones pose greatest risks
- Set priorities for action
- Build measures that minimize exposure and reduce risks

Online risk assessment tool

- Customizable inventory of hazards
- Evaluate risks using matrix and scoring guide
- Set priorities
- Strategies and resources
- Planning and tracking tool



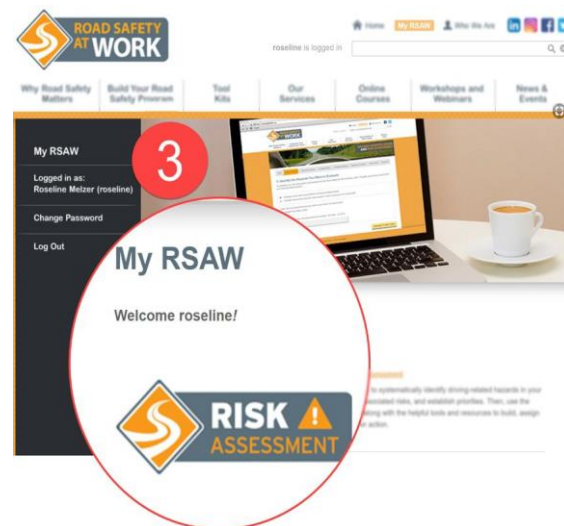
Locating the risk assessment tool



Click on Login on
roadsafetyatwork.ca

The screenshot shows the Login page. The 'Username' and 'Password' input fields are circled in red and labeled with a red circle containing the number 2. A red dashed arrow points from the Password field to the 'Log In' button. The page also includes a 'Remember Me' checkbox and a link to 'Terms and Conditions'.

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



Start using the *Risk Assessment* tool

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 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.

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 RSAW 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

The logo consists of a stylized 'M' made of two vertical bars, one blue and one green.
manufacturing
Safety Alliance of BC
r.diaz@safetyalliancebc.ca

Visit our websites for more tools and resources



roadsafetyatwork.ca



safetyalliancebc.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](#)

[JIBC Vehicle Inspection video](#)

[Tips for Conducting Vehicle Inspections](#)

[Example Vehicle Inspection Forms](#)

[Maintenance That's Right for You and Your Vehicle](#)

[AutoCheck](#)

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[RSAW – JIBC Driver Assessment Form](#)

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[Driver Qualifications Tool Kit](#)

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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](#)

