

Guide

Employer Occupational Road Safety Responsibilities

In BC, vehicles used for work are workplaces. That means employers, supervisors, and employees have safety responsibilities whenever an employee is driving or riding in a work vehicle, whether the vehicle is owned by the employer or employee. This 2-page guide will help employers understand what BC’s occupational health and safety (OHS) laws require of them. It suggests practices and resources to help you meet those responsibilities.

Employer road safety responsibilities	Suggested measures to reduce risks
<p>Make road safety part of your OHS program.</p> <p>Each employer’s occupational health and safety program needs to be designed to prevent injuries and occupational diseases, include appropriate written instructions, and be available to all workers.</p>	<ul style="list-style-type: none"> • Use our Road Safety Plan Template to integrate road safety measures into your existing OHS program. • Use templates in our Policies and Procedures Tool Kit to develop safe driving policies and procedures. • Communicate those expectations to employees.
<p>Identify the hazards drivers may encounter.</p> <p>Employers must ensure employees are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work.</p>	<ul style="list-style-type: none"> • Use our Hazard ID and Risk Assessment Tool Kit to learn more about how to identify driving-related hazards. • Download our Inventory of Driving-Related Hazards. Review with employees to identify and discuss the hazards that your employees will encounter.
<p>Evaluate and understand risks.</p> <p>Employers need to conduct systematic risk assessments to understand which hazards pose the greatest risk and prioritize their actions to reduce those risks.</p>	<ul style="list-style-type: none"> • Use RiskCheck to do thorough road safety risk assessments. • Learn more about risk assessments in our Conducting Road Safety Risk Assessments online course. • Use our online course Controlling Exposure to Driving-Related Hazards to learn more about ways to reduce risks.
<p>Eliminate or reduce risks.</p> <p>Employers must remedy any workplace conditions that are hazardous to the health and safety of their workers.</p>	<ul style="list-style-type: none"> • Use recommended measures and resource links in your RiskCheck results to develop and implement actions to reduce risks. • Take our Investigating Motor Vehicle Incidents Online Course so you’ll be prepared if a crash occurs. Review our Crash Investigation Tool Kit for more information, including corrective actions to eliminate underlying causes.
<p>Ensure drivers have the knowledge, skills, and behaviours they need to drive safely for work.</p> <p>Employers need to provide their employees with the information, instruction, and training necessary to ensure their health and safety when they are driving for work.</p>	<ul style="list-style-type: none"> • Check driver qualifications to ensure employees can legally drive. • Take our Assessing and Improving Employee Driving Skills online course to learn more about evaluating driver competencies. • Watch our Steering Towards Safer Driving Behaviours webinar. • Implement these training tips. • Use frequent tailgate meetings to explain and reinforce measures drivers can use to help reduce driving risks.

<p>Conduct thorough driver orientations.</p> <p>Employers need to ensure that a young or new worker is given a health and safety orientation and training specific to that workplace (including their work vehicle) before beginning work.</p>	<ul style="list-style-type: none"> • Use our Driver Orientation Checklist and Driver Orientation Procedures Template to guide the supervisor and each new hire through a thorough orientation. Give them a clear understanding of what they need to know to drive at your workplace.
<p>Regularly check driver skills and behaviours.</p> <p>Every employer needs to ensure that work practices are regularly inspected to prevent development of unsafe conditions.</p>	<ul style="list-style-type: none"> • Use SkillCheck to periodically assess driver skills. • Ensure supervisors do regular spot-checks and ride-alongs. • Watch our Driving Towards a Stronger Road Safety Culture webinar.
<p>Provide necessary supervision.</p> <p>Employers are required to provide their employees with the supervision necessary to ensure their health and safety when they are driving for work.</p>	<ul style="list-style-type: none"> • Implement these training, communication, and supervision tips. • Complete our Supervising Employees Who Drive for Work Online Course. • Use TripCheck to help employees plan and execute safer trips.
<p>Ensure work vehicles are safe to operate.</p> <p>Every employer needs to ensure that regular inspections are made of all workplaces (including vehicles and equipment) at intervals that prevent development of unsafe working conditions.</p>	<ul style="list-style-type: none"> • Use our customizable Basic Vehicle Inspection, Maintenance, and Mileage Log Form for tracking. • Have employees watch our Vehicle Safety Inspection video. • Maintain work vehicles in safe operating condition. • Make sure employees know how to report hazardous conditions. Investigate those reports and remedy unsafe conditions.
<p>Prevent workers from driving while impaired.</p> <p>A worker cannot be assigned to activities where a reported or observed impairment may create an undue risk to the worker or anyone else.</p>	<ul style="list-style-type: none"> • Learn about driver fatigue, its causes, and what you can do to minimize risks. • Check our Impaired Driving Tool Kit to understand impairment, its risks, and what you can do to prevent it. • Use our Impairment Policy Template to create clear guidance for your managers, supervisors, and workers.
<p>Minimize risks when driving alone.</p> <p>If an employer assigns an employee to work (drive) alone, the employer needs to identify the hazards and take measures to eliminate the hazard or minimize risks.</p>	<ul style="list-style-type: none"> • Use journey management strategies to avoid driving alone when possible. • Use our trip planning forms and other resources to minimize identified risks. • Establish and use a robust check-in system.
<p>Prevent musculoskeletal injuries (MSI).</p> <p>Employers are responsible for identifying and assessing factors that may expose workers to the risk of MSI and take steps to eliminate or minimize those risks.</p>	<ul style="list-style-type: none"> • Consider vehicle configuration, driver activities, and other factors that may expose drivers to risk of MSI. • Use our Driving for Work Tool Kit to train drivers to properly adjust seat, mirrors, and head constraint. • Instruct them to take rest breaks to minimize MSI risks.

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