

**PURPOSE/APPLICATION**

Vehicle collision can have serious consequences for both the employer and the employee involved. An obvious consequence is physical injury or death. In addition, there will be damage to equipment which can result in lost productivity and lost jobs. Other major incidents costs may include; replacement cost of vehicle, increased insurance premiums, and uninsured costs. To minimize this burden and stress the following practice must be considered before operating mobile equipment.

This practice applies to all company vehicles including any vehicle that is owned, leased, or rented by Canadian Plains Energy Services (CPE) or individuals on vehicle allowance. It also includes all-terrain vehicles, snowmobiles, etc. CPE expects all personnel who operate a company vehicle to meet the following safe driving and vehicle operation standards.

**PPE**

- Seatbelts

**TRAINING**

- Defensive Driving / Collision Prevention

**HAZARDS & CONCERNS**

- Traffic
- Weather conditions
- Working alone
- Motion
- Wildlife
- Road conditions
- Fatigue



**PRECAUTIONS**

- Driver abstracts are obtained and reviewed for all drivers of company owned vehicles. A driver abstract contains information on the operator's license, conviction information, demerit points, and suspensions.
- Employees must have a valid operator's license for the vehicle that they are operating.
- Employees are expected to walk around their vehicle/perform a circle check before they move it.
- Employees are expected to drive in a defensive and professional manner and comply with CPE and regulatory requirements.
- Have knowledge and understanding of traffic laws and government regulations.
- Have knowledge and understanding of the manufacturers recommendations for the type of motor vehicle being operated
- Inform supervisor if you are not familiar with a particular type of motor vehicle.
- Inspect the motor vehicle for proper fluid levels, and general operating condition prior to operating.
- Report any deficiencies to your supervisor and do not operate until deficiencies are corrected.
- Wear seat belts all the time that the vehicle is in motion. Seat belts are to be used by all occupants any time the motor vehicle is in operation.

- Scan the road and ditches well ahead in search of wildlife that may enter the traffic area.
- Plan your journey in advance and advise your supervisor of your route.
- Establish an emergency contact and ensure an effective means of communication with them.
- CPE employees must not use handheld cell phones while operating a motor vehicle. All cell phone use, including hands-free, is prohibited. This includes using a cell phone for texting, photography, video, etc.
- The posted speed limit is the maximum speed under ideal conditions and is to be obeyed at all times. Be aware weather and road conditions when determining your speed. Travel should be avoided in extreme weather conditions.
- Operating a vehicle while under the influence of alcohol, illicit, or prescription drugs that impact driving ability is strictly prohibited. Fatigue is considered a form of impairment, do not operate a motor vehicle if you are fatigued. Plan to take rest breaks every two hours on long trips.
- Employees will not transport passengers unless they are directly associated with business activities.
- Traffic fines are the sole responsibility of the driver
- No vehicle will park or approach within 7.5 metres of any wellhead, piping, process vessel, or any tank containing combustible fluids unless a **Safe Work Permit** for the vehicle has been issued.
- Riding in pick-up beds or on bumpers, hood or running boards is not permitted.
- Vehicles must not be re-fuelled while the engine is running.
- Drivers are responsible for maintaining their vehicles in a safe operating condition and keeping their vehicle clean, neat and tidy.
- Ensure the vehicle is in good running order and is equipped with basic emergency equipment such as a cellular phone, or radio phone, explosion- proof flashlight, jack, spare tire, triangular road reflectors, shovel, tow strap, booster cable, first aid kit #2, candles, fire extinguisher (ABC dry chem.), extra clothing, water, matches, and a blanket. See Equipment/Vehicle Inspection CF-S-16.
- Company provided vehicles are for business purposes only unless prior personal use is authorized by senior manager.
- All vehicle incidents / collision must be reported immediately.
- Driver training will be provided by the employer.
- Whenever possible, space permitting drivers will utilize drive through parking. If this is not possible, vehicles are to be backed into parking spaces. These two procedures will allow for the easy egress from a parking space.
- Any cargo on or in motor vehicles is adequately stored and secured to prevent unintentional movement of the equipment which could cause spillage, damage to the vehicle, or injury to operator.
- Plan your route and obtain map directions prior to leaving if you are unfamiliar of where you are going. Print out of GPS mapping can also assist if traveling on back roads, lease roads, or private roads. A hard copy should be kept with the driver.
- Prior to driving ask yourself if this journey is really required and can you complete your task by another means. For long journeys is driving the safest mode of transportation, consider others that might be available. For example, can you accomplish what is required by a phone call or any other means of communication.
- If an individual receives a driving infraction, they must notify their supervisor immediately.

- Maximum speed in all CPE yards is 20 km/MPH unless otherwise posted.
- The use of laser or radar detecting devices is not permitted.
- Cruise control devices are not to be used in slippery and/or ice conditions.

### **Passing**

Passing must only be done when it is safe to do so and absolutely necessary. Before you make the decision to pass, consider the following questions:

- Why must I pass?
- Do I know what's ahead?
- Is there more than one vehicle directly ahead?
- Do I know this part of the road (i.e., upcoming hazards)?
- When you do decide to pass it is important to communicate your intentions to the driver you are attempting to pass.
- Always signal before you pass, pass quickly and be sure you are well past before cutting back in front of vehicle being passed.

### **Being Passed**

There will likely be times that you are driving slower than other traffic.

- Remember that it is alright to be passed.
- Show courtesy to other drivers.
- Slow down pull to the right when you recognize it's safe for the vehicle behind you to safely pass.
- Use caution when pulling right as shoulder of road may be soft. Again, good driver communication plays a large role in the safety of this manoeuvre.

### **Meeting Vehicles**

One of the hazards of driving on roads is meeting oncoming traffic.

- Roads may often be narrow and rough, and flying rocks can break your windshield or headlights, slow to minimize damage as a result of flying debris.
- Decreased visibility is another serious concern during dusty or snowy conditions.
- The vehicle you are meeting is not the only hazard to be aware of during periods of poor visibility.
- There may be another vehicle following the one you can see coming towards you, that driver could be attempting to pass, thinking it is safe to do so.
- To reduce the hazards when meeting vehicles, you should slow down and keep as far right as possible.

### Following

When following other vehicle leave enough distance so that if an emergency situation occurs, you could stop and still control your vehicle.

- A good measure of distance in light duty vehicles is to use the 2 second rule.
- The rule states that you select an object ahead and when the vehicle that you are following passes that fixed point, ***count one thousand one...one thousand two.***
- If you have reached this object before finishing the counting, you are following to close.
- ***For off-highway driving, it is recommended that you at least double this time from two seconds to four seconds. Many experts recommend the use of a five second interval. Under snowy or dusty condition allow for even more distance.***

### Night Driving

Whenever possible driving at night should be avoided and travel should be planned to be carried out during daylight hours. If a journey needs to be taken during the night, additional care is required as night driving decreases the distance in all directions that you can see effectively.

- It has the same effect on the other drivers you encounter.
- Your headlights must be clean, working and aimed properly to provide maximum benefit.
- Low beam headlights should be the only lights used when meeting oncoming traffic.
- At night the number of animals increase especially deer and moose. These animals may be confused by lights.
- You must watch for wildlife and anticipate that they may run out in front of your vehicle.
- Fatigue is another factor that affects drivers, if you're tired pull over in a safe location and rest.
- For night trips plan for more time than a day trip to allow for rest stops
- One of the causes of night driving collisions is glare from headlights. To reduce the effect of glare, you should:
  - Not stare directly at lights of oncoming traffic
  - Keep windshield clean
  - Slow down
  - Continually scan your driving surroundings.

### Vehicle Visibility

- It has been statistically proven that collisions frequencies are reduced by driving with headlights on during daylight hours. Therefore, it is a good practice to drive with headlights / taillights on.
- If the vehicle you are driving is creating a traffic concern when climbing grades, activate the four-way flashers.



**Backing/Reversing Practices**

Pre-plan an approach to minimize or avoid backing. CPE vehicles should be parked so that the first move out of a parking space is forward whenever practical.

When required to back a unit:

- Have a designated person act as your guide, stationed to the left rear of your vehicle and visible in your mirror to direct your movements. Agree beforehand on the method and meaning of signals.
- If a location requires two (2) guides, designate one to communicate to the driver.
- If no guide is available, get out of the vehicle to examine the route and place a traffic cone as a reference point before backing. If it is dark, use a flashlight in conjunction with the traffic coned.
- Prior to backing up a heavy vehicle, sound your horn twice to warn other persons in the area.
- If you lose sight of the guided when backing, immediately stop the vehicle.
- When available, only CPE employees are allowed to guide, back or spot trucks and equipment in yards and on wellsite locations.

The preceding driving issues will result in the following:

1. An employee involved in a violation under the highway traffic act or a driving related criminal code offense will result in an employee interview in which the severity and frequency will be assessed, and appropriate discipline will be issued as per the progressive discipline policy. Failure to report motor vehicle violations, or criminal code offense will result in an immediate suspension and further assessment of driving privileges.
2. Involvement in a preventable collision and/or third-party report on the failure to drive professionally will result in an employee interview in which the severity and frequency will be assessed, and appropriate discipline will be issued as per the progressive discipline policy.
3. Involvement in 2 or more collisions will result in an employee interview in which the severity and frequency will be assessed, and appropriate discipline will be issued as per the progressive discipline policy.

**Vehicle Towing Practice**

Use authorized tow trucks of the correct size and capacity to tow or haul disabled vehicles.

CPE employees shall not ride in a disabled vehicle while it is being towed or hauled.

When a CPE vehicle is being moved or towed by a tractor or cat using a winch line or tow strap do the following:

1. Perform the operation under the direction of a supervisor or a senior operator.
2. Conduct a hazard assessment
3. Use the correct size and type of cable or tow strap
4. Connect the tow cable or tow strap to the designated hook-up points to ensure safe hook-up and to prevent damage.
5. The driver must stay in the cab when the vehicle is being towed

6. There must be communication (visual or verbal) between the driver and the equipment operator.
7. Personnel must remain clear of the danger area within the radius of the cable or tow strap.
8. Chains shall not be used as tow cables or tow straps.

**Vehicle/Shop Safety Requirements**

- Running vehicles in shops or garages must be kept to a minimum in order to reduce exposure to engine exhaust.
- Use exhaust hoses vented to the outside on all vehicle engines that must be run or operated inside a shop. The exception to this is when driving the unit in or out of the shop.
- Ensure the bay and door clearances are large enough to accommodate the unit before entering a shop bay.
- Open the applicable overhead door to the maximum height prior to entering and leaving a shop bay. Utilize a designated guide whenever possible.
- Ensure there are no obstructions or hazards before closing an overhead door.
- Do not park propane powered vehicles in a shop or garage, and do not store propane tanks inside shops. Propane tanks are to be removed from units prior to parking the units inside a shop. Propane powered forklifts may be parked in shops or warehouses providing the propane tank valve is closed.

**Violation of CPE and/or Regulatory Standards**

The following driving behaviors will result in disciplinary action:

1. Any moving violation under the highway traffic act.
2. Any driving related criminal code offense
3. Third party reports of inappropriate driving that can be substantiated
4. Involvement in a preventable collision
5. Involvement in 2 or more collisions

**REFERENCES / ADDITIONAL INFORMATION**

- Distracted Driving SWP 07
- Working and Traveling Alone SWP 21
- Fatigue Management SWP 23
- Alcohol and Drug Policy
- Progressive Discipline Policy
- Alberta Highway Traffic Act and Regulations
- Equipment/Vehicle Inspection form CF-S-16
- British Columbia Highway Traffic Act
- Saskatchewan Highway Traffic Act

**REGULATIONS**

**Alberta OHS Code – Part 19 – Powered Mobile Equipment**

***Operator responsibilities 256***

- 1.** *A worker must not operate powered mobile equipment unless the worker*
  - a. is trained to safely operate the equipment,*
  - b. has demonstrated competency in operating the equipment to a competent worker designated by the employer,*
  - c. is familiar with the equipment's operating instructions, and*
  - d. is authorized by the employer to operate the equipment. started up.*
- 2.** *Subsections (1)(a), (b) and (c) do not apply if a worker in training operates the equipment under the direct supervision of a competent worker designated by the employer.*
- 3.** *The operator of powered mobile equipment must*
  - a. report to the employer any conditions affecting the safe operation of the equipment,*
  - b. operate the equipment safely,*
  - c. maintain full control of the equipment at all times,*
  - d. use the seat belts and other safety equipment in the powered mobile equipment,*
  - e. ensure that passengers in the powered mobile equipment use the seat belts and other safety equipment in the powered mobile equipment, and*
  - f. keep the cab, floor and deck of the powered mobile equipment free of materials, tools or other objects that could interfere with the operation of the controls or create a tripping or other hazard to the operator or other occupants of the equipment.*

***Visual inspection 257***

- 1.** *Before operating powered mobile equipment, the operator must complete a visual inspection of the equipment and the surrounding area to ensure that the powered mobile equipment is in safe operating condition and that no worker, including the operator, is endangered when the equipment is started up.*
- 2.** *While powered mobile equipment is in operation, the operator must complete a visual inspection of the equipment and surrounding area at the intervals required by the manufacturer's specifications or, in the absence of manufacturer's specifications, the employer's operating procedures.*
- 3.** *Despite subsections (1) and (2), if the powered mobile equipment is continuously operated as part of an on going work operation, the operator may visually inspect the equipment during the work shift or work period as required by the employer's operating procedures.*
- 4.** *A person must not start powered mobile equipment if the visual inspection under subsection (1) is not completed.*

**Saskatchewan OHS Regulation – Part XI – Powered Mobile Equipment**

***Visual inspection 155***

1. *Before a worker starts any powered mobile equipment, an employer or contractor shall ensure that the worker makes a complete visual inspection of the equipment and the surrounding area to ensure that no worker, including the operator, is endangered by the start-up of the equipment.*
2. *No worker shall start any powered mobile equipment until the inspection required by subsection (1) is completed.*

***Use of seat-belt or restraint by operator***

**158** *An employer or contractor shall ensure that the operator of a unit of powered mobile equipment uses the seat-belt or other restraining device required by subsection 157(4).*

**British Columbia OHS Regulation – Part 16 – Mobile Equipment**

***16.4 Competency of operators***

1. *A person must not operate mobile equipment unless the person*
  - a. *has received adequate instruction in the safe use of the equipment,*
  - b. *has demonstrated to a qualified supervisor or instructor competency in operating the equipment,*
  - c. *if operating equipment with air brakes, has a valid air brake certificate or a driver's license with an air brake endorsement, or evidence of successful completion of a course of instruction on air brake systems by an organization acceptable to the Board, and*
  - d. *is familiar with the operating instructions for the equipment.*
  - e. *Repealed. [B.C. Reg. 312/2003, effective October 29, 2003.]*
2. *Subsection (1)(a) and (c) does not apply if a trainee operates the equipment under the supervision of a qualified instructor, or a supervisor.*

***16.5 Operator's responsibility***

*The operator of mobile equipment must operate the equipment safely, maintain full control of the equipment, and comply with the laws governing the operation of the equipment.*

***Seat Belts***

***16.33 Use***

1. *If mobile equipment has seat belts required by any law in British Columbia, the operator and passengers must use the belts whenever the equipment is in motion or engaged in an operation which could cause the equipment to become unstable.*





**SAFE WORK PRACTICE**  
**April 18, 2018**

**SWP-28**  
**DRIVING & JOURNEY MANAGEMENT**

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Developed by:	1.	<u>Wayne Pawsey</u>	2.	<u>Garry Lane</u>	Date:	<u>Nov 2004</u>
	3.	<u>Marty Fulkerth</u>	4.	<u></u>	Date:	<u>April 20, 2011</u>
Revised by:	1.	<u>Ray Dawson</u>	2.	<u>John Artym</u>	Date:	<u>August 25, 2011</u>
	3.	<u>Todd Penney</u>			Date:	<u>August 24, 2012</u>
	1.	<u>Ryan Obleman</u>			Date:	<u>April 18, 2018</u>

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