

Safe Driving Standards & Procedures



Type:	POLICY	Revision:	01
Owner:	BRL	Document Name:	HSPOL-016
Status:	Current – Nov 2014	Review Date:	February 1, 2018
Effective Date:	01 January 2015	Total Pages:	5

Scope:

The following standard applies to all owners, managers and employees who are required to drive in and out of town on company business in company owned vehicles. As well as driving on company owned property or BRL projects with personal vehicle.

Standard:

Bernard Rochefort Ltd. is committed to safe, accident free driving among our employees and management team. Bernard Rochefort Ltd. is committed to safe and courteous operation of all vehicles used to conduct company business. Every Bernard Rochefort Ltd. employee who drives a Bernard Rochefort Ltd. vehicle as part of their employment is responsible for its safe operation and condition. Drivers must practice defensive, not aggressive, driving and take every possible precaution to avoid accidents. While recognizing the jurisdiction of related legislation (ie the Highway traffic Act RRO 1990), the company will implement internal procedures and practices for Fleet Safety that will allow for the maintenance of the Company Insurance Policy coverage and provide a pro-active long term sustainable fleet safety program.

Enforcement/ Monitoring:

Failure to operate a vehicle in a safe manner that can place the life of the driver or another employee or a member of the public at risk, or cause personal damage to a company or other private vehicle or property, will be dealt with as a disciplinary issue and may result in termination of the employee at the employer's discretion if gross negligence is cited as the cause. This will be determined by the President. All contraventions of this policy are to be reported to the foreman through the corporate flow chart to the president.

Employer/Supervisor Responsibilities Defined:

1. Ensure vehicles are in good maintenance and safe operating condition.
2. Ensure that PM (preventative maintenance) is done on a regularly scheduled basis and duly documented.
3. Ensure drivers have appropriate valid licenses and that insurance coverage is adequate.
4. Enforce Alcohol/Drug/Substance Abuse Policy.
5. Advise workers of potential and actual hazards including those on the road.
6. Educate workers on vehicle safety in the form of Safety Talks throughout the year.
7. Investigate and respond to worker's complaints or concerns.
8. Respond and address worker's/client complaints about other workers driving habits.
9. Report all road related accidents to the local police, OPP, Insurance Company and Health and Safety Coordinator and President where required, following the "In All Cases of Accident document.

Safe Driving Standards & Procedures



Worker Responsibilities Defined:

1. Recognize that driving is subject to the same health and safety scrutiny as activities that you would associate with a regular workplace setting.
2. Identify any unsafe habits that you have and work continually to correct them.
3. Get adequate rest prior to a trip and stay calm. If your emotional or physical well-being is in question, do not operate a vehicle for your own personal safety and for that of other motorists.
4. Schedule enough time to arrive at your destination safely.
5. Report all near misses, injuries and unsafe conditions to your supervisor/foreman as per the "In all cases of Accident Report".
6. Adhere to the rules and regulations of the Highway Traffic Act.
7. Do not pick up hitchhikers at any time.
8. If driving to an unfamiliar area for the first time, plan your route in advance or ask the office with help in obtaining "Map Quest" directions and information. Ensure a current map is in your vehicle as well as all first aid and emergency supplies as noted in the procedures section.
9. Check in with branch office periodically if you are driving alone and definitely once you have reached your destination.

Procedures: This section will outline the process by which Bernard Rochefort Ltd. will provide for and ensure vehicle safety.

1. Pre-start safety check walk around. Prior to embarking on road trips all workers, foremen, managers, and owners will perform a circle check to ensure that all signal and braking lights are operational and to check for any visible leaks or structural damage that could impair the safe operation of the vehicle, and to refrain from driving the vehicle should these be apparent. If repair is required, a work order is to be submitted to the garage mechanic for repairs prior to trip commencing.
2. All heavy equipment and work trucks will follow the inspection and pre-job safety checklist as outlined in the Bernard Rochefort Ltd. Inspection Policy and Program.
3. Regular preventative maintenance to be carried out on all vehicles as outlined in the Preventative Maintenance Policy and Program
4. Ensure that all phones for communication and emergency assistance are in good working order prior to commencing trip.
5. Ensure that all necessary ownership/insurance papers are in vehicle prior to commencing trip.
6. Ensure that a valid first aid kit and fire extinguisher is in the vehicle along with any emergency supplies required for winter driving.
7. All vehicle operators are to ensure that the company has a current copy of their valid driver's license and that the operator is licensed to drive that particular vehicle. A current driver's Abstract must be submitted for all current drivers and thereafter will only be required on a bi-yearly basis. At time of hire, the company will request a copy of the drivers Abstract at the new employee's expense. This will be provided to the Account Manager. Only authorized workers will operate a Bernard Rochefort Ltd. vehicle.
8. All heavy equipment drivers will undergo a competency evaluation conducted by a senior Bernard Rochefort Ltd. driver. A successful pass is required in order to continue employment with Bernard Rochefort Ltd.
9. Drivers are encouraged to rest frequently to avoid fatigue during trips.

Safe Driving Standards & Procedures



10. Each employee is responsible for their own speeding and parking tickets. Each speeding infraction will result in a level of disciplinary action and excessive speeding will result in termination.
11. Alcohol/substance consumption is zero tolerance for all drivers. Any criminal convictions for impaired driving will result in immediate termination. All employees are expected to operate vehicles with zero alcohol/substance levels.
12. In the event that an operator of a vehicle must make a phone call, drivers must pull over to the side of the road and stop to allow for safe use of cell phones while in transit. Statistics show that use of phones while driving reduces the attention of the driver to his surroundings. We have a responsibility to drive safely for ourselves, our families and the public.
13. In the event of road closure/bad weather, the driver is expected to obtain overnight accommodation to minimize the risk of motor vehicle mishap in adverse weather conditions.
14. Ensure that all near misses, accidents or complaints are recorded as per the "In all cases of Accident" process.
15. In the case of Highway accident, contact the President immediately using the emergency contacts list in your vehicle. Contact the Health and Safety Coordinator and the Insurance Company. Obtain the name of all parties to the accident and the responding police authority. Where possible, obtain a copy of the police report.
16. All staff that operates company owned vehicles are required to inform Rochefort must their license become suspended or revoked due to an infraction of the Highway traffic Act.

FATIGUE MANAGEMENT

Worker fatigue is amongst the most dangerous hazards in the construction industry. The Hours Service Legislation is designed to ensure that divers of commercial motor vehicles are not driving on our highways in a fatigued state, however all equipment operators may be subject to fatigue from time to time.

Fatigue can be defined as a result in a loss of alertness and consequently impairs a driver's ability to safely handle tasks that require attention.

Bernard Rochefort Ltd. understands its duty to ensure both worker and public safety at all times. In order to support this we will implement immediately, a worker fatigue policy as follows:

No employee is allowed to operate any Bernard Rochefort Ltd. equipment or be on any worksite, when in a fatigued state. In addition, you shall notify your Supervisor as soon as possible when you are experiencing fatigue.

All BRL employees are to have a minimum of 8 consecutive hours off in a 24 hour day. Worked hours and driving hours are to be combined as total hours worked in a 24 hour day.

Failure to comply with this policy may result in discipline in accordance with the Bernard Rochefort Ltd. discipline policy.

SPEED COMPLIANCE

At Bernard Rochefort Ltd. we recognize that compliance with posted speed limits is an important element of our safety management system.

Safe Driving Standards & Procedures



Effective immediately, all drivers of Bernard Rochefort Ltd. shall obey posted speed signs at all times. In addition any vehicle driven in or on a construction site or at the shop yard that does not have a posted speed limit shall be held to a maximum of 15 km/h. Non-compliance of this policy may result in disciplinary action and possible termination of employment.

Adjust driving speeds according to the road conditions and inclement weather.

SEAT BELT

All Bernard Rochefort Ltd. employees operating vehicles or machinery that is employer-owned, leased, or rented shall use the available restraints when such vehicles are in use and also in personal vehicles when used for official business; and will encourage passengers to do the same. Employees will ensure that the seat belt system in the assigned vehicles are maintained, and that they are clean and easily accessible and in good order.

It shall be understood that the safety belt use shall be enforced, in the same manner, and with the same enforcement tools (ie: discipline policy) as any other policy.

TICKETS AND FINES

Should a BRL employee receive a ticket infraction while driving a BRL vehicle the employee is to report it to their direct supervisor and Health and Safety. Employees are not to pay the ticket immediately nor admit fault.

DRIVERS LICENCE

It is the employee's responsibility to maintain their driver's licence. This is especially important for employees who use Bernard Rochefort Ltd. vehicles to travel or accomplish work. The employee shall also report any and all issues that directly affect their driver's licence standing to the Bernard Rochefort Ltd. If the employee's driver's licence is not kept in good standing or is suspended, the employee may be subject to disciplinary action.

This policy is to be followed at all times. Employees found in non-compliance of this policy may be subject to disciplinary action.

Approval & Acknowledgement:

A handwritten signature in blue ink, consisting of a large, stylized 'R' followed by a horizontal line extending to the right.

Rhéaume Rochefort

Feb 1st, 2018

Date:

Safe Driving Standards & Procedures



-- END OF DOCUMENT