



ASSURANCE CONSTRUCTION & SERVICES

DRIVING, (TRUCKS & VANS) SAFE WORK PRACTICES

REVISION AUGUST 7 2015 ALBERTA TRAFFIC SAFETY ACT USE OF HIGHWAYS AND RULES OF THE ROAD

To maintain a safe and efficient operation, the following procedures shall be adhered to when driving. Understand all jobs planned for the day. If any assigned are not understood have the operations manager provide clarification.

A. PRETRIP INSPECTION:

- a. Perform a pre-trip inspection walk around with the logbook checklist provided walk around it and check for any item or persons that may be damaged or injured
- b. Look/listen for: Leaks, body damage and unusual sounds coming from motor.
- c. Ensure all labels; forms and required paperwork are in the truck.
- d. Be sure to removed hitch received when not towing a trailer.
- e. Report all defects immediately and do not operate any vehicle if a hazard exists.
- f. Ensure the vehicle has a First Aid kit and Fire Extinguisher.

B. TRAVELLING

- a. Any person operating a company vehicle or equipment will comply with all applicable federal, provincial, and municipal legislation at all times.
- b. Practice at all times defensive driving
- c. Keep your distance from vehicles ahead of you whether while travelling or stopped in a lane waiting for a light change. Give yourself time to stop for the unexpected.
- d. Drive with the conditions in mind (ice, visibility, rain, etc).
- e. Seat belts are required to be worn by all operators & riders on all mobile equipment. There should never be more people on the vehicle then there are seatbelts or seats.
- f. Do not operate any vehicle or mobile equipment if impaired by alcohol, fatigue, sickness, and drugs (including prescription drugs). Inform your supervisor if such is the case as he may not want you on sight as you may be a danger to yourself and others.
- g. Operators must use running lights or illuminated headlamps during daylight hours.
- h. Operators must obey all signs governing the movement, operation or parking of vehicles on any work site or public or private road.
- i. At destination, back up cautiously & slowly to avoid hitting pedestrians or causing property or equipment damage. Use a spotter when in doubt or if needed.

C. CARRYING LOADS & EQUIPMENT

- a. Load and unload materials in a safe and efficient manner.



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- b. Ensure all required cages, pallets, equipment are on the truck before going for a pickup. Be sure all equipment & materials are strapped or chained securely.
- c. Transportation of Dangerous Goods must be complied with and appropriate signage used.
- d. Ensure loads of loose materials are tarped.
- e. It is the responsibility of the operator of a vehicle to verify that all materials loaded on the vehicle are properly stored and secured. All loads must be checked periodically for condition of blockings, hold-downs, lashings and clearance signals.

D. VEHICLE CARE:

- a. Wash the truck as required for safe operation and visibility.
- b. Vehicle housekeeping must be kept at a high standard. Nothing should interfere with driver, the controls and safe operation of the vehicle.
- c. Refuel and record in log book.
- d. Consult MSDS for various fuels & fluids (accidental release section)

E. OTHER RESPONSIBILITIES

- a. Do not pick up hitchhikers.
- b. Workers must not get on or off a moving vehicle except in an emergency.
- c. Operators must not leave the controls unless the vehicle has been secured against movement by setting parking breaks and transmission locks, lowering any blades, buckets or forks to the ground and choking wheels where necessary. Under no circumstances must the operator leave controls if workers are in a man basket attached to the equipment.
- d. Mobile equipment used for lifting or hoisting must not be operated if the load to be moved exceeds the safe working load.
- e. Workers must not ride with any part of their bodies outside of the vehicle or equipment.
- f. Drivers and other operators of equipment must not drive into the swing radius area of cranes, excavators or shovels when such equipment is in operation.
- g. No person shall enter under the raised box of a truck unless it is safely blocked up from the frame of the truck by a heavy timber or other safety device.
- h. Equipment with booms, and other suspended parts should not be parked unattended until the suspended parts are either lowered to the ground or safely secured. The equipment should be secured against rolling.
- i. Do not let a vehicle idle unnecessarily.

F. IF IN AN ACCIDENT:

- a. Report all accidents immediately no matter how slight they may appear.



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- b. Secure all names, driver's license, insurance and witness information.
- c. Attend to any medical injuries if trained in First Aid or get emergency medical aid.

G. RELATED SWP & HAA:

- a. Backing up Mobile Equipment
- b. Securing Mobile Equipment on Flatbed Trailers.
- c. Lift & Carrying
- d. Boom Truck
- e. Genie Lift
- f. Forklift
- g. Scissorlift