

SAFE WORK PRACTICE – ROAD SAFETY

PURPOSE

To provide an understanding of the hazards associated with driving and to facilitate the operation of motor vehicles in a manner that minimizes risk of worker injury or damage to equipment and the environment.

PREREQUISITES

- Only authorized personnel - adequately qualified, trained and with sufficient experience - will be permitted to operate designated motor vehicles. In addition to government required licences, Newtz will ensure additional road safety training is made available to employees who operate company vehicles (i.e., TDG, defensive driving).
- Vehicles are to be used and maintained in compliance with manufacturer guidelines.
- Commercial vehicles will be operated, maintained and inspected by qualified personnel in compliance with regulatory requirements ([Commercial Vehicle Safety Compliance in Alberta](#) updated July 2022).

POTENTIAL HAZARD	PRECAUTION
Distracted driving includes any activity that may divert a person’s attention away from the primary task of driving. All distractions endanger driver, passenger, and bystander safety.	Ensure driver’s total concentration and safe vehicle operation by avoiding: <ul style="list-style-type: none"> • Texting or using handheld electronics unless hands-free is enabled • Using laptops or cameras • Eating and drinking • Grooming • Reading, including maps • Using a navigation system • Watching videos If a driver must engage in any of these activities, pull over at a designated rest area or consider delegating the task to a passenger.
Loss of focus and driver fatigue.	<ul style="list-style-type: none"> • Keep your mind alert • Listen to talk shows or up-tempo music • Try to have company on long trips • Change position frequently, keeping your head up and shoulders back • On a long trip pull off the road for a break, exercise and fresh air. When possible, spend the night at a hotel or stop in a safe place to take a nap. • Be careful about what you eat and drink. Coffee, sugar or other stimulants may wake you up physically, but they do not ensure mental alertness. Drink water, juice or soft

	drinks low in sugar and caffeine. Choose high-protein snacks over heavy or fatty foods.
Breakdowns.	<ul style="list-style-type: none"> • Perform a walkaround inspection prior to travel • Ensure vehicle has an emergency road kit
Fueling related: Fire/Explosion: Ignition of fuel vapors from static electricity or electronic devices. Environmental: Soil or water contamination from overflows and spills	<ul style="list-style-type: none"> • Ignition Control: Engines must be shut off and all sources of ignition, including smoking and the use of hand-held electronic devices, are strictly prohibited. • Static Prevention: Drivers must remain at the fueling point and avoid re-entering the vehicle during fueling to prevent static discharge. • Spill Prevention: Do not top off tanks; ensure nozzles are fully seated and tanks are not overfilled.

BEFORE USE:

- Perform a vehicle inspection prior to operation (GEOTAB).
- Be conversant with traffic laws and applicable regulations.
- Do not drive under the influence of alcohol or drugs or when fatigued.
- Ensure seat belts are always worn and adjust all mirrors.

DIRECTIVES:

- Drive defensively. Always shoulder check before changing lanes and leave 4 seconds between vehicles for sufficient braking.
- Be familiar with the vehicle, its size and capabilities. Know the weight of load and stopping distances.
- Passengers shall be Newtz personnel only or immediate family members only. Offering rides to strangers or hitchhikers is prohibited.
- Use good judgment and understand of the basic recovery skills appropriate to the vehicle you are driving.
- Sound horn when backing up.
- Have passenger outside of truck to assist in reversing.
- Drive according to weather conditions.
- Always park in a safe area away from flow of traffic and back in when practical.

REVIEW: [Commercial Vehicle Safety Compliance in Alberta](#) updated July 2022

REVIEW: [Traffic Safety Act: Commercial Vehicle Safety Regulation](#): AR 121/2009