

Ingersoll Support Services Inc.

Policy: Safe Driving (see HR 22 cross reference)	Policy # HS 14 Section: Health and Safety
Reviewed and Effective: June 28 2017 Date of Origin: June 1 2015	Ministry requirement - OHSA
<i>Ingersoll Support Services has adopted this policy to provide our employees with a set of guidelines to ensure the safe operation of motor vehicles while under the employ of Ingersoll Support Services, and to provide a set of procedures for acceptable use when operating Ingersoll Support Services owned and operated vehicles, or while travelling on Ingersoll Support Services business.</i>	

Procedure

Any Ingersoll Support Services employee that operates an Ingersoll Support Services owned and operated vehicle or a personal vehicle while conducting Ingersoll Support Services business is required to:

- Comply with this Policy and its associated procedures
- Know and abide by all driving laws in all areas where they operate vehicles while conducting Company business
- Hold a valid class 'G' driver's license in good standing, and the license held must be valid for the type of motor vehicle being used
- Carry their license at all times
- Advise the Employer if there is any status change with regard to license and/or insurance
- Maintain the appropriate level of insurance
- Notify Managers of any health and safety concerns (unsafe and/or potentially hazardous), so that they may be dealt with promptly
- Use appropriate safety equipment as required
- Report any incident, injury or hazard
- Conduct a walk-around inspection prior to operating a vehicle
- Wear a seatbelt at all times, including all stages of pregnancy, and ensure that passengers do the same
- Drive with the headlights on at all times
- Secure cargo inside, or on, Ingersoll Support Services' vehicles
- Adjust headrests so the top of the rest is level with the top of the drivers and/or passengers head; and
- Drive in a safe and courteous manner at all times

Only authorized employees of Ingersoll Support Services are allowed operate an Ingersoll Support Services owned and operated vehicle or a personal vehicle while conducting Ingersoll Support Services business. If unauthorized personnel are caught driving a Company vehicle, the authorized employee whose vehicle it is will be subject to disciplinary action, up to and including termination of employment.

Safe Driving Techniques

Drivers are expected to employ safe driving techniques at all times while operating Ingersoll Support Services owned and operated vehicles, or while operating personally owned vehicles while on Ingersoll Support Services business. Examples of safe driving techniques include, but are not limited to:

- Maintaining a safe following distance between them and the vehicle in front of them, using the 3-6 second rule, depending on vehicle length
- Checking blind spots and signaling in advance before changing lanes
- Driving within the posted speed limit at all times
- Operating the vehicle at speeds that are safe for the conditions, recognizing that, in some circumstances (i.e. rain or fog) this may be below the posted speed limit
- Avoiding risk-taking when driving

Distractions

Use of Mobile Phones

Ingersoll Support Services strictly prohibits the use of handheld mobile devices while operating Ingersoll Support Services owned and operated vehicles, or while operating a vehicle on Ingersoll Support Services business. This includes using the device to talk, text, type dial or e-mail at any point when driving, including at stop signs or lights.

If an employee is driving and must make a manual phone call they must first pull over or stop in a safe area where they are not impeding traffic or are unlawfully parked. Employees are discouraged from stopping on the shoulder of busy highways, unless in the event of an emergency.

The only exemption to this policy is in the event that the driver must call 9-1-1 due to an emergency and where the driver cannot stop to make said call.

Fatigue

Ingersoll Support Services expects all employees to arrive at work well rested and ready to work. Workers who are fatigued may be adversely affected as fatigue reduces a worker's ability to perform mental and physical tasks, including driving a vehicle

safely. Someone suffering from fatigue is more likely to:

- Have slower reaction times
- Be unable to respond to changing conditions; and
- Take risks

Employees experiencing fatigue are not permitted to drive and must notify their manager to determine an appropriate course of action (i.e. arrange to have someone else operate the vehicle or where possible, stop and rest until recuperated). Employees who refuse to operate a vehicle until they have rested and are no longer suffering from fatigue will not be reprimanded provided that the refusal is based on the belief that operating the vehicle is unsafe work.

Vehicle Maintenance

Ingersoll Support Services employees that are required to operate an Ingersoll Support Services owned and operated vehicle are required to complete a pre-trip safety check to ensure that the vehicle is up to date with maintenance and is in safe operating condition. In the event that a maintenance issue exists, employees are directed to make a note on (1) the mileage tracking form, and (2) the weekly vehicle maintenance checklist. The issue must also be reported to the supervisor, manager or on-call.

Ingersoll Support Services owned and operated vehicles will be subject to regular vehicle maintenance.

First Aid Kits/Road Safety Kits

All Ingersoll Support Services owned and operated vehicles contain a first aid kit and road safety kit for use in case of emergencies.

The road safety kit should contain, at minimum:

- List of emergency phone numbers
- Blanket
- Candles/matches

Where an employee operates their own personal vehicle for Ingersoll Support Services business purposes, they are highly encouraged to carry a first aid kit and road safety kit.

In the Event of an Accident

In the event of a motor vehicle accident, Ingersoll Support Services employees operating a company-owned vehicle must:

- Move the vehicle to a safe spot, out of traffic, if possible

- Assess the situation and call the appropriate authorities where necessary (Ambulance, Fire Department, Police)
- Obtain the appropriate contact information from the other parties involved in the accident, including their insurance information, names and phone numbers
- Share their appropriate insurance information and contact information with the other parties involved in the accident
- Contact their supervisor, manager or on-call to inform them of the accident, and provide as much pertinent information as possible; and
- Use the first aid/road safety kit, where required