



Vehicles as WORKPLACES

Checklist for employers

▼ The basics

- Ensure that those employees who drive as part of their work duties have a valid and appropriate driver's license for the class of vehicle they drive. Take a photocopy and put it in their personnel file.
- Obtain a drivers' abstract from the Ministry of Transportation. This will help determine who the high-risk drivers are so you can take corrective action.
- Ensure that all vehicles are properly insured, including your employees' personal vehicles if they are used for work purposes.
- Service and maintain all vehicles on a regular basis. Ensure that all vehicles are inspected for mechanical safety regularly.
- Encourage workers to adjust their vehicles to their sizes and needs (e.g., adjust the seats, steering wheel, etc.).

▼ Good policies

- Develop and communicate a safe driving policy and procedures for your company. Determine how you want your employees to drive while at work. Consult with your Joint Health and Safety Committee (JHSC), workplace committee, or worker representative.
- Enforce a policy of using hands-free communication equipment while driving.

- Enforce clear policies on alcohol and drug use. (If an employee has a collision while under the influence, your company could be held liable.)
- Enforce a no-smoking policy.
- Set a maximum number of hours your employees can drive in a day. Make sure they take rest breaks during this time.

▼ Good practices

- Avoid having your employees drive in adverse weather conditions and at night.
- When you're assigning deadlines to workers who are driving, give them enough time to take weather and road conditions into account, and to comply with speed limits.
- Ensure that your workers follow safe storage practices. Documents, bags, tools, and other equipment or materials should be stored appropriately and restrained in case of sudden braking or a collision. Install cages in station wagons, and ensure that trunk space is adequate for a worker's materials.
- Train and encourage your employees to drive defensively. Visit www.ihsa.ca or call 1-800-263-5024 for information on IHSA's defensive driving courses.

For more on safe driving and transportation, visit www.ihsa.ca.