Focus on Motor Vehicle Incidents (MVIs)

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Sharing the road safely

A specialized approach to health and safety
Motor vehicle incidents (MVIs) are the biggest cause of workplace fatalities for IHSA member firms. In 2012, 14 workers from the sectors served by IHSA lost their lives in motor vehicle-related incidents on the job.*

**Explain dangers**

Work-related driving is defined as “driving activities undertaken by staff in the course of their work.” If workers drive as part of their work, employers have the same duty to protect them from this hazard as from any other workplace hazard. This applies even if workers are using their own vehicles.

In Ontario, MVIs are one of the leading causes of workplace injuries and fatalities. To protect workers from hazards related to MVIs, employers should have a safe-driving policy and program for their company and communicate it to all workers.

**Identify controls**

- Follow the health and safety procedures in your company’s safe-driving policy.
- Make sure you have a valid driver’s licence that is appropriate for the class of vehicle you will drive.
- Check to make sure that any vehicle you drive is properly insured and in good working condition. All vehicles should be inspected, serviced, and maintained regularly.
- Seatbelts save lives. Buckle up any time you operate a vehicle or a piece of mobile equipment. If it has a seatbelt, you are legally required to use it.
- Check to see if there are other workers or equipment around the vehicle before starting the engine or putting the vehicle in motion. Use a signaler when your intended path of travel is not clear or when you have to back up at a busy worksite.
- Do not drive if you feel physically or mentally unable to do so. Take a rest break or tell your employer you can’t drive safely.
- Follow safe storage practices. Documents, bags, tools, and other equipment or materials should be stored properly and restrained in case of sudden braking or a collision. Make sure there’s enough trunk space to hold your material. Install storage equipment inside the vehicle if necessary.
- Try not to drive in bad weather or at night. If you must do so, adjust your driving to account for the weather (fog, rain, snow, etc.) or darkness.
- Adjust the seats, steering wheel, mirrors, etc. so that they fit your size and your driving needs.
- Turn the engine off and make sure the vehicle can’t move before you get in or out.
- If your work vehicle is equipped with an emergency kit, check it regularly and make sure you know how to use it.
- Do not use a cell phone or start doing work activities until you have turned off the engine and parked the vehicle in a safe place where it can’t move, and until all workers are either at a safe distance from the vehicle or inside it.
- Let your employer know if the work you’re doing or your schedule prevents you from obeying the speed limit or the hours of service regulations.

**Demonstrate**

Ask workers if they have any concerns about driving as part of their job. Ask if they have received training in defensive driving. Discuss what they learned in the course.

[All workers should know how to drive defensively. If they have not been trained, register them for IHSA’s Defensive Driving course. Give them IHSA’s safety talk on Defensive Driving—Highway Traffic.]

*Statistics were provided by the Ontario Ministry of Labour—eight fatalities were classified as MVIs and six as pedestrian workers being struck by a motor vehicle.
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On the cover...
Most of us get into our cars and trucks without giving any thought to the hazards we’ll face on the road. In this issue, you’ll find valuable information to help you eliminate the hazards that lead to motor vehicle incidents (MVIs).

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In this magazine, you’ll find valuable information about how to eliminate the hazards that lead to MVIs. For example, you’ll find information about distracted driving, defensive driving, common risk factors for MVIs, some helpful tips for sharing the road with trucks, and a new perspective on impaired driving from a veteran road safety reporter.

Those who drive professionally or employ drivers will find information on fleet management, predictive behaviour analysis, and Ontario’s Fleet Safety Council. There’s also a preventive maintenance checklist that can be used with any vehicle.

And to illustrate the devastating effects a fatal collision has on a family, there is an interview with the widow of a truck driver who was killed on the job.

We hope you can use the information in this magazine to make your time on the road safer.

*Statistics are from the 2010 Ontario Road Safety Annual Report.*
Predictive behaviour analysis in trucking:

What does it all mean?

Work-related crashes involving trucks represent a serious threat to both truck drivers and other road users. But with the right data, firms can work toward predicting and preventing future motor vehicle incidents (MVIs).

There are many reasons why transportation firms want to know what’s around the next turn. Foreseeing what might happen in the future may sound like the work of a fortune teller and a crystal ball. However, using a new technology called telematics, companies can predict driver behaviour and prevent injuries or fatalities.

New technology

Telematics is used in predictive behaviour analysis, which is a system that allows health and safety specialists to gather and analyze data in order to identify the situations where MVIs are most likely to occur. Good planning can mean efficient use of both the equipment and the employees’ time, allowing firms to take their operations and driver safety to new levels.

With telematics technology, employers can collect real-time data from actual driving experiences and identify patterns in driving behaviour and equipment performance. That can help them decide where operating procedures and training are needed the most. It will also ensure the training is relevant to real-world conditions.

Predicting collisions

In 2005, the American Transportation Research Institute (ATRI) designed and tested an analytical model for predicting a driver’s future involvement in a crash on the basis of a person’s driving history. This model was updated in 2011. The 2011 results show that a conviction for “failure to use/improper signal” was the biggest predictor, increasing a truck driver’s likelihood of a future crash by 96 per cent. Drivers who had a past crash had an 88 per cent increase in their likelihood of a future crash.*

When ATRI compared the results from the 2011 study with 2005, they noticed that the relationship between driving history and future crashes was considerably lower in 2011. A prime example is reckless driving. In 2005, it was the number-one problem, associated with a 325 per cent increase in crash likelihood. However, in 2011, it was number 10 with a 64 per cent increase. These findings suggest that once problematic driving and operating practices have been identified, carriers and enforcement agencies can address those issues, thereby lessening their link to future collisions.

Improving safety

Other information made available by new technologies includes data on engine performance, fuel consumption, and hours of service, as well as evidence of following too closely, excessive lane changes, and hard braking. Just by making drivers aware that their driving will be monitored will cause them to drive more safely.†

While this information is helpful, observing driver behaviour and testing driver knowledge on a regular basis is still needed. Demonstrating that the knowledge has been absorbed is also crucial. For example, are the safe habits learned during training still being practised months later? Using technologies such as telematics can help answer those kinds of questions.

Training both employees and supervisors is an essential element of workplace safety. This training, along with observations of drivers and data mining by means of telematics technology, can identify training gaps or potential operating hazards and help create a comprehensive driving program.

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It doesn’t matter where you’re going. You could be on your way to work, to a doctor’s appointment, or to your child’s soccer game. When you’re driving, your full attention must be on the road. When it’s not, people get hurt.

Those of you who drive professionally may follow all the safety rules during the workday, such as making a pre-trip inspection and not using your cell phone. The question is, do you follow the same rules when you’re driving your daughter and her friends to the mall? Or when you and your spouse go on a weekend getaway? The hazards that create motor vehicle incidents (MVIs) are there whether you are driving for work or for pleasure. The same precautions must be taken to ensure that everyone gets home safely.

This article outlines some of the most common risk factors that lead to an MVI. Most are simple things you’ve probably heard about before, but it’s these simple things that continue to cause fatal MVIs.
Watch the weather

When you’re planning your trip, always check the weather forecast.

• If it calls for a storm, consider changing your plans.
• If visibility is poor because of heavy snow or rain, pull off the road immediately and wait for it to pass.
• When there’s a possibility of ice on the road, slow down.

Getting the job done is important, but your life is more important. Although that seems obvious, many of us don’t take those reasonable precautions because we’re in such a hurry to get to where we’re going. In the planning stages, build in extra hours or even days so that you have enough time to stop and wait if the weather demands it. Respect Mother Nature—she’s more powerful than we are.

Stay rested and healthy

Getting enough sleep, eating well, and exercising are always healthy things to do, but they also help prevent MVIs. Fatigue can be as dangerous as texting when you’re driving. Your concentration, vision, and reaction time are all affected when you’re tired. Fatigued driving is like drunk driving in that there was a time when we didn’t believe alcohol affected us behind the wheel. Of course now we know better, but we need the same kind of change in our attitude about fatigue.

For people who drive for a living, there are laws that govern the number of hours they may spend on the road. These regulations are an effort to minimize fatigued driving. But ultimately, it’s up to each of us to use our own judgment and admit when we’re too tired to drive.

Training and education

Driver training and education make a real difference in the quality of driving on our roads. Defensive driving is good training for everyone to have. If you drive for a living, try to avoid picking up bad habits by refreshing your training often. Talk to your supervisor about specific training that you think would help you do your job more safely. Look at your company’s health and safety program, and find out what the policy is on vehicle inspections, driving in poor weather, and using electronic devices (such as a GPS).

Take advantage of all the training available to you. IHSA offers several courses, workshops, and seminars, such as Defensive Driving, Hours of Service, Pre-Trip Inspection, Fleet Driver Training, and School Bus Driver Improvement Course. Visit ihsa.ca/training for course descriptions, dates, and locations.

Make sure everything works

Many drivers take for granted that their truck or car is in good working order. However, if you don’t inspect things regularly, you won’t know if something is wrong. For example, you may find out you have a problem with your windshield wipers just as you encounter a major rainstorm. Here is a list of things to check before you head out on the road. If one of them malfunctions when you need it, people’s lives could be in danger.

• Windshield—make sure it’s clean and has no cracks.
• Wipers—it’s a good idea to keep spare wipers in your trunk.
• Mirrors—make sure they’re clean and adjusted properly.
• Brakes—test them to be sure they work.
• Steering—if it seems loose or misaligned, pull over.
• Tires—ensure there are no leaks and that they’re properly secured.

No distractions

The issue of drivers using cell phones and other electronic devices has been getting a lot of attention lately—for good reason. Driving requires your full attention. When you’re trying to answer a call or read a text message, you inevitably take your eyes off the road. In those three or four seconds, you could cause a collision because you aren’t paying attention to what’s happening on the road around you.

Cell phones have become such a dangerous distraction to drivers that Ontario has made it illegal to use them while you’re driving. If you are caught texting or talking on your cell phone when you’re behind the wheel, you can be fined up to $280. Soon, you may also get demerit points.

But a cell phone, GPS, or other electronic device isn’t the only thing that can distract a driver. We’ve all seen people putting on makeup or eating breakfast while they’re driving. Obviously no one can drive properly when they’re doing something like that. It’s important to use common sense. Don’t put your life or someone else’s life in danger because you didn’t get up early enough to have breakfast at home.
“Saturdays mornings were great at our house,” Debbie Virgoe said as she reminisced about family life with her husband, David. He was a commercial driver who worked for an Ontario trucking company. He hauled silica sand between Midland and Guelph to a glass plant. He was on the road every week from Sunday evening to Friday afternoon. Saturday was his day off. It was the one day a week that David and Debbie spent together with their three children and eventually their five grandchildren. “On Saturday mornings we would all sit out on the deck and talk about the week,” said Debbie. “This ritual was one of the first things that changed.”

Debbie first heard about the collision when she was at her job in Barrie. She worked in the receiving department of a Canadian Tire store. “We always had a radio playing,” she said. “At about 11:30, we started hearing traffic reports that Highway 400 was closed because of a collision.” Debbie remembers thinking to
Debbie couldn’t believe that this had happened. She couldn’t believe that after 32 years of driving without a preventable collision, David was gone. He started driving dump trucks when he was 16 years old for a family-run sewer and watermain business. He eventually became a commercial transport driver. “Driving was his profession and he was very proud of it,” said Debbie. “He was very particular about how he kept his truck.”

Debbie didn’t know the circumstances that led to the crash until later. Many of the details were revealed in court during the trial that followed. Debbie was told that three cars had been travelling north on the highway—suspected street racers. David was driving in the centre lane when one of the cars cut in front of him. The second one tried to do the same thing, but the driver lost control and hit the front axle of David’s truck. The truck skidded into a jeep that was travelling on the inside lane and pinned the jeep to the guardrail. At that point, the weight of the truck was starting to push through the guardrail into the oncoming southbound traffic.

Witnesses told Debbie that David turned his steering wheel as far as he could, causing the trailer to swing around and flip over, rolling the truck into the ditch. David’s employer believes David did that to prevent his truck from pushing through the guardrail into oncoming traffic, an action that saved many lives. “When I first heard all of this, I wondered why he chose them instead of me,” said Debbie. “I wondered why he would choose to give up his life with us for these people, and then I realized that he did it simply because that’s who he was. He did everything he could for everyone else.”

There were three separate trials—one for each of the drivers who were racing. Debbie attended each one. According to her, only one driver pleaded guilty; however, all three were convicted, were sentenced to two years plus a day, and lost their licences for several years. It gives Debbie some comfort that they were found guilty, but the punishment doesn’t seem adequate.

Since David’s death, Debbie has been involved with Threads of Life, a national organization that provides support for those who have lost loved ones to a workplace tragedy. She is helping to educate people about road safety and what’s at stake.

It’s everyone’s responsibility to stay alert, follow the rules, and take driving seriously because everyone deserves to return home at the end of the day.

For more information about Threads of Life, visit threadsoflife.ca.
Drivers who take their eyes off the road for more than two seconds double their risk of a crash.*

Don’t be driven to distraction

Ever since the automobile was first invented, there have been distractions that can pull the driver’s attention away from the task at hand. In the past, those distractions were limited to people inside and objects outside the vehicle, such as animals, pedestrians, traffic, and road conditions. However, modern technology has provided new distractions to the driver: music and DVD players, cell phones, laptops, tablets, GPS devices, etc.

Recent studies show that even if a driver uses hands-free technology to access these devices, they are still a distraction hazard.

It’s not just the devices themselves, but the effect they have had on our lifestyle and physiology. Modern technology is changing the way our brains work. Studies have shown that over the past few generations, our attention span has decreased. We now require constant stimulation such as music, conversation, or visual diversions. And improvements in communication mean that, even when we’re in a vehicle, we can never really “turn off” from the stresses of everyday life.

No matter how good we think we are at multi-tasking, we all have a limited capacity to process the information received by our senses. As the amount of sensory information increases, it becomes more difficult for the brain to process that information. We may believe we’re multi-tasking, but we’re just reducing our ability to pay attention to each task.

If your brain becomes overloaded with sensory information, it can lead to inattentional blindness. Because you’re concentrating on something that demands your full attention, your brain can’t process other information received from your senses. So, you may not see something that is right in front of you.

Types of distractions

Anything that takes your full attention away from driving can be considered a distraction. In general, there are four types of distractions.

Visual—A visual distraction occurs when a driver looks at anything other than the road ahead of them. Visual distractions are not limited to exterior items such as billboards or scenery; it also includes interior visual distractions, like adjusting the seat or steering wheel.
A driver who uses a cell phone is four times more likely to be in a collision than a driver who is focused on the road.*

At highway speed, a driver sending a simple text message travels the length of a football field without looking at the road.*

**Audible**—An audible distraction can include someone talking to you either in person or on the phone, listening to the car radio or a music player, or paying attention to noises outside of the vehicle.

**Physical**—A physical distraction can happen when a driver performs an action that is not related to driving and that action causes them to remove a hand from the steering wheel. This can include drinking a coffee or reaching for something close by.

**Psychological**—A psychological distraction occurs when a driver is thinking about something not related to driving the vehicle. Those thoughts are usually related to stressful situations at home or at work.

Preventing distracted driving

We may never be able to remove completely the distractions of modern life while we’re driving. However, there are some things we can do to lessen them. The most important one is to be aware that our attention needs to be on the road. In addition, there are things you can do before driving and while driving to limit your distractions.

**Before driving**

**Allow for plenty of time**—We’ve all been in the situation where we’re running late because we’ve left late. Most of us try to save time by multi-tasking while we drive. If you give yourself extra time in the morning to get ready, you can eliminate this problem.

**Pre-trip inspection**—Checking your vehicle before you get in will help you identify a potential problem before it’s too late.

**Map it out**—Before travelling, map out your route or destination first. Put your travel information into your GPS while you’re still parked.

**Be comfortable**—Before putting the car in gear, make sure you’re in a comfortable sitting position. Adjust the temperature controls, mirrors, and steering wheel, and set up your music (find your favourite radio station or plug in your MP3 player).

**While Driving**

**Use hands-free devices**—In Ontario, it’s against the law to use hand-held communication and entertainment devices while driving. Although hands-free devices are permitted, the best practice is not to make or receive any phone calls while operating a vehicle. Let all phone calls go directly to your voicemail.

**Refuse to answer emails or text messages**—Each time you read a text or an email, you’re taking your eyes off of the road for a minimum of 4 seconds. By not looking at your text messages or emails while driving, you will reduce a possible distraction.

**Eat, drink, and groom at home**—Give yourself the time to eat, drink, and do your personal grooming at home before you get into your vehicle. Driving should be your main focus.

**Stay relaxed and alert**—It’s important to stay relaxed and alert while driving. Stress and fatigue can lessen your ability to react.

By following those best practices regularly, you will be able to reduce distractions, focus more on the task of driving, and identify any potential hazards that may arise during your trip. For more information on distracted driving, see our poster on pages 12 and 13.

Distracted Driving Hazards

- Blinding sun
- Watching a person, object, or event outside the vehicle
- Psychological distractions
- Hands-free devices
Adjusting controls for temperature, radio, or cassette, CD, MP3, or DVD players

Top Driving Distractions
1. Psychological distractions (daydreaming, stress, etc.)
2. Using a cell phone (talking or texting)
3. Outside distractions
4. Passengers
5. Using or reaching for devices like GPS or headphones
6. Eating or drinking
7. Adjusting radio or climate controls
8. Adjusting parts of the vehicle, such as mirrors or seats
9. A moving object in the vehicle (insect, pet, etc.)
10. Smoking
Before joining CP24, Woolley was a member of the Ontario Provincial Police for 30 years. His first assignment was as a Toronto traffic cop. And while his job changed over the years, he continued to specialize in traffic crime and collision investigations and enforcement. His expert testimony has resulted in new legislation to improve the safety of Ontario’s roads.

Over his career, Woolley has seen first-hand the tragic consequences of impaired driving and the damage that bad judgement can cause on Ontario’s roads and highways. By bringing traffic safety issues into the media spotlight, he realized that he could help change people’s perception about such issues as drinking and driving and influence their behaviour.

However, Woolley says that there are many other ways drivers can impair their abilities. “The numbers are changing. The officers today are seeing drug arrests creeping up.” In some cases, he says, it isn’t just illegal drugs. Drivers can be impaired by over-the-counter medication as well.

Lack of sleep can also be an impairment. A fatigued driver finds it hard to pay attention at the wheel. That can be dangerous not only for the driver and any passengers but also for other vehicles, pedestrians, and cyclists sharing the road.

“There is no ‘drugalyzer’ or ‘sleepalyzer’, so how do you know you are okay to drive?” he says.

Impact Driving has been a criminal offence in Canada since 1921. Thanks to nation-wide efforts and public information campaigns, the number of offences, injuries, and deaths resulting from impaired driving has declined steadily over the decades. Still, drunk driving and other kinds of impaired driving are a major hazard on Ontario’s roads.

Ontario has some of the toughest drinking and driving laws and penalties in North America. Yet, each year there are around 13,000 drinking and driving convictions in Ontario. Approximately 80 per cent of those convicted are first-time offenders. During the past decade, more than 2,000 Ontarians have lost their lives and more than 50,000 have sustained injuries in collisions involving a drinking driver.*

The penalties for drinking and driving are no joke. If your blood alcohol concentration (BAC) is more than 0.08, or if you refuse to take an alcohol or drug test, you can be charged under the Criminal Code and the Ontario Highway Traffic Act. If convicted, you may be banned from driving, have to pay a fine, be required to take part in treatment programs, and even spend time in jail.†

However, alcohol is just one of the many factors that can impair a driver’s abilities. IHSA.ca Magazine discussed impaired driving on Ontario’s roads with Cam Woolley, a traffic and safety specialist with CP24.

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* Statistical information provided by the Ontario Ministry of Transportation.
† The Ontario Ministry of Transportation has estimated the total minimum cost of conviction for a drinking and driving offence to be $18,128. This includes legal and court costs and increased insurance for three years.
Consider the facts. Driving convictions under the Criminal Code remain on a driver’s record for at least 10 years. According to Statistics Canada, an impaired driving case is more likely than any other kind of criminal case to result in a guilty verdict. In 2010/2011 more than 84 per cent of drivers charged with impaired driving were found guilty.

As a vehicle owner, you are responsible for taking all reasonable steps to ensure that every person who drives your vehicle has a valid driver’s licence. And if you loan your vehicle to a friend or family member who is charged with driving while impaired, your vehicle can be impounded and you will be responsible for all towing and impoundment costs.

In addition, if you’re involved in a collision while driving impaired, your insurance company may deny some of your coverage. That means you could be personally responsible for the costs if you injure someone or damage their property.

Once you consider the legal, financial, and human costs of impaired driving, you’ll realize it’s simply not worth the risk.

“It’s important to use good judgment and stay off the road if you know you can’t drive safely.”

“Another problem is drivers who have been drinking the night before and think it’s safe to drive the next morning. “Some guy who has had a snootful and thinks he has slept it off and hits the road the next day can still be dangerous.”

“A hangover can be an issue. Keep in mind you may not be ready to drive. You’re not on the ball. Can you really drive carefully and pay attention?”

Woolley says it’s important to watch for co-workers that may be using drugs or alcohol and driving personal or company vehicles. “You want to get them help. If you think someone has a problem, go with your instinct.” As Woolley also explains, “The public can assist police in keeping dangerous drivers off the roads.” He points out that there is an exception in the Highway Traffic Act that allows drivers to use their cell phones to call 911.

Is it worth the risk?

Anything that changes your mood, or the way you see and feel, will affect the way you drive. So if you’re impaired in any way, don’t get behind the wheel of a vehicle. Remember, your vehicle does not even have to be moving for you to be charged with impaired driving. Don’t put innocent lives at risk. You have other options:

- Call a friend or arrange for a designated driver.
- Take a taxi.
- Stay overnight.
- Take public transit.

*Penalties for Drinking and Driving*

**Blood Alcohol Concentration (BAC) > 0**

A fully licensed driver 21 years of age and under or a novice driver of any age will receive an immediate 24-hour roadside driver licence suspension and face a fine of $60–$500 and a 30-day licence suspension.

**BAC between 0.05 and 0.08**

Driver will receive an immediate roadside licence suspension for 3, 7, or 30 days and a fine of $150. For repeated occurrences, driver may have to take part in an alcohol education program, an alcohol treatment program, and the Ignition Interlock Program.

**BAC > 0.08**

Driver will receive an immediate roadside licence suspension for 30 days, a fine of $150, an immediate 7-day impoundment of the vehicle, and may be charged with a criminal offence. If convicted, driver may be banned from driving for 1 year, 3 years, or the rest of their life, face a fine of $1,000 or more, face jail time of 30 to 120 days, and take part in an alcohol education program, an alcohol treatment program, and the Ignition Interlock Program.
The main ingredient of defensive driving is attitude. To be a defensive driver, you must always drive with genuine concern for your own safety and that of others. Defensive drivers are not quick to lose their patience or temper, but are not timid or overcautious either. They are confident and make good decisions.

Driver error is the root cause of 85 per cent of motor vehicle collisions on Ontario’s roads and highways.* If we are the problem, then we are also the solution. Understanding why and learning what we can do about it are essential to becoming a defensive driver.

Defensive driving techniques
Defensive drivers use techniques they’ve learned that allow them to drive safely, over and above what is required by law. Defensive drivers are aware of their surroundings at all times and can foresee possible dangers. Instead of depending on other people to do the right thing, they leave extra time and space in case another driver doesn’t slow down in time or merge safely.

Defensive drivers know where the blind spots are on other cars and trucks, and they make sure not to drive where they can’t be seen. They also stay the correct

*According to statistics provided by the Ontario Ministry of Transportation.
distance behind the vehicle in front of them so they don’t have to keep braking—they don’t find themselves without enough space to avoid an injury. They also make sure they have an escape route in case there is a collision close to them.

A defensive driver concentrates on the task at hand. There are lots of things that can be distracting—electronic devices like cell phones, laptops, and GPS units, as well as factors such as fatigue and worries about home or work. If a driver doesn’t pay attention to those things when they’re behind the wheel, they will find it easier to concentrate on driving. Remember—in Ontario it’s illegal to use any hand-held communication or entertainment devices while driving or to look at display screens that are unrelated to the driving task.

Another essential part of defensive driving is to drive at a speed that’s safe for the conditions. When the weather makes the road slippery or reduces visibility, the drivers who use a little less speed will get to their destination safely.

A driver’s physical well-being is also important because hearing, vision, and fatigue can all affect your driving ability. So it’s important to take stock of these factors before driving: Have you got your glasses with you? Did you have breakfast this morning? Did you get enough sleep?

Sometimes a defensive attitude begins before you even get behind the wheel. It’s important to inspect a vehicle, whether it’s a company truck or your own car, before hitting the road. If a driver notices an under-inflated tire or an oil patch before heading out, it can save time and annoyance and possibly prevent an accident.

Those are just a few of the things you can do to become a defensive driver, but the most important one is to have the right attitude. It can have a tremendous effect on your own safety and the safety of those who share the road with you.

How IHSA can help
If you want to learn how to become a defensive driver, IHSA has several training courses that can help. No matter what type of vehicle you use, IHSA can teach you the basic concepts, factors, and practices of defensive driving. You can also learn how to teach IHSA’s courses yourself by taking one of our instructor workshops.

- Defensive Driving—Commercial
- Defensive Driving—Commercial Instructor Workshop
- Defensive Driving—G Class Driver
- Defensive Driving for Emergency Response Personnel
- School Bus Improvement Course
- School Bus Improvement Instructor Workshop

Visit ihsa.ca to find out when and where our courses are taking place. And if you can’t find a course in your area, let us know and we’ll do our best to meet your training needs.
Ten tips for sharing the road safely with trucks

As drivers, we are all partners in road safety. Whether you’re behind the wheel of a large truck or a small car, you play an important role in the health and well-being of those around you.

If you’re driving a small car, it’s normal to be a bit uneasy about the size and power of a large truck beside you. You may think the bigger vehicle has the upper hand and you can’t possibly be a threat. Although the greater length, width, and weight of large trucks can create certain hazards for other vehicles, statistics show that the majority of fatal collisions between cars and trucks are caused by the driver of the car.*

Often the problem is that the driver of the small vehicle does not understand the limitations of big trucks. Learn more by reading these 10 safety tips. By following them, you can help make Ontario roads, and your next drive, a lot safer.

For more safety information and resources, visit the Motor Vehicle Incidents (MVI) topic page at ihsa.ca

1. **Give the truck more stopping distance**
   Trucks need a much longer braking distance than cars. Signal your intention to turn, slow down, or stop well ahead of time to give any trucks that are behind you more time to brake. When changing lanes, don’t cut into a truck’s space cushion, which is the space in front of a truck that allows the driver to brake safely. If you do, it will limit what the truck driver can do to avoid a collision.

2. **Give the truck more turning room**
   Trucks need a lot of room when they turn. At intersections, truck drivers that are turning right may move into the left lane to avoid hitting the curb as they turn. If you ignore the truck’s turn signals and pull up on its right side, you may be squeezed between the truck and the curb as it makes the turn.

3. **Pass quickly but safely**
   When passing a truck, don’t drive alongside for too long. Pass as quickly and safely as possible, and don’t cut in too closely in front of the truck when you re-enter the lane. Wait until you see the entire front of the truck in your rear-view mirror before moving back into the lane. Always check your blind spot before pulling back in. Once you re-enter the lane, try to maintain your speed.

4. **Slow down when a truck is passing you**
   If a truck is passing you, move to the right within your lane and slow down slightly to allow the truck to pass safely. Keep your eyes on the road ahead, but glance at your mirrors when necessary.

5. **Keep the centre lane open**
   Don’t block a truck’s passing lane. On multi-lane highways, trucks longer than 6.5 metres (21 feet) are not allowed to use the far-left lane. Instead they must use the lane immediately to the right to pass slower vehicles. On a three-lane highway, the centre lane is a truck’s passing lane.

6. **Watch out for wind pressure**
   When following or passing a truck on a highway, be aware that the wind pressure created at high speeds by large trucks can make your vehicle harder to handle. Keep both hands on the steering wheel to maintain control. Within your lane, stay as far away as possible from the truck to minimize the effect of wind pressure.

7. **Use headlights and wipers**
   In rainy or snowy weather, be sure you have your headlights and wipers on. The water or slush thrown off by a large truck can make it hard for you to see. If you can’t see clearly enough to pass a truck—don’t. Wait until you can see clearly, and keep both hands firmly on the wheel.

8. **Don’t follow too closely**
   Don’t tailgate. If a truck brakes suddenly and you’re following too close, you can quickly find yourself in a serious rear-end collision. When following a truck, you should be able to see the driver in the mirror. If you can’t see the driver, the driver can’t see you.

9. **Beware of blind spots**
   A truck has large blind spots—beside the left door, directly behind the truck, and immediately in front of the truck. Cars and other small vehicles can disappear when they enter one of those blind spots. It’s risky to drive for any length of time in a truck’s blind spot. Stay visible. Never drive behind a truck when it is reversing. Mirrors don’t show everything.

10. **Remember the rollback**
    When stopping behind a truck on a hill or incline, give the truck plenty of room. A truck may roll backwards slightly because the driver has to take one foot off the brake and put it on the accelerator while operating the clutch with the other foot. Leave at least one car length between your vehicle and the truck ahead, and stay slightly in the left side of your lane so the truck driver can see you in the mirror.
As an employer, you assign many tasks to your workers every day. Some of those tasks are riskier than others. One of those is driving. Driving is one of the riskiest activities that an employer can assign to a worker. More workers are killed in motor vehicle incidents (MVIs) than in any other workplace activity.

Your workers drive as part of their job, and you expect them to drive safely. But if they’re driving company-owned or company-leased vehicles, you have a responsibility to make sure that they are properly trained, the vehicles are well-maintained, and there is an effective Road Safety Program in place. It’s also important that your company demonstrate its commitment to safety by creating and fostering a culture of safety in the workplace.

Driver training
Your drivers need to know how to drive defensively. There are many excellent training courses available. Defensive driving will help your workers recognize and control the hazards associated with driving. For more information, read the Defensive Driving article on pages 16 and 17.

Make sure you train any new employees and remember to refresh or upgrade your veteran employees’ training regularly. Refresher courses will help remind workers about the safe driving habits they’ve learned through past training. And if one of your workers has been involved in an MVI, they will need to be retrained.

Workers should receive training on the specific vehicles and equipment they will be required to drive or operate as part of their job. It’s also a good idea to conduct routine assessments of your workers to help you identify any medical conditions or changes in fitness that could affect their ability to drive.

Vehicle maintenance
Preventive maintenance is the systematic care and protection of tools, equipment, machines, and vehicles in order to keep them in a safe, usable condition, limit downtime, and extend productivity. However, be aware that maintenance tasks themselves can potentially be hazardous and result in injury.
A successful vehicle maintenance program • is well organized and scheduled • controls hazards • defines operational procedures • includes training for key personnel.

Ensure that vehicles are properly inspected and serviced regularly. All vehicles used by employees must be maintained in compliance with Ontario’s Highway Traffic Act and its associated regulations. Get a recommended maintenance schedule from the vehicle’s manufacturer. Make sure that the person performing the maintenance is competent (e.g., a licenced mechanic) and keep a record of all maintenance and service work.

Road Safety Program
An employer must have a Road Safety Program and develop policies and procedures on driver’s licence requirements, safe driving practices, vehicle maintenance, and collision or injury investigations. Work with your Joint Health and Safety Committee (JHSC) or health and safety representative to develop a program that works for you and your workers. Once you’ve put together your program, make sure you communicate it to all employees. They need to be aware of the policies and understand their obligations.

Develop company policies on such topics as • Using company vehicles • Using hands-free communication devices • Reporting collisions • Driving in bad weather • Driving hours and rest periods • Smoking in vehicles • Substance abuse.

IHSA has several resources to help you. Visit our Road Safety Program topic page for helpful information and the Policy and Program Resources section of our website (under Tools and Resources) for documents that you can customize to suit your needs.

Safety culture
Companies that show they care about their employees often experience an increase in productivity and in staff retention. In addition, companies that develop a strong safety culture are often recognized for their commitment to safety and are well-respected in their communities.

Make sure your Road Safety Program includes your responsibilities as the employer to protect your workers. Employer responsibilities can include such things as • Making sure your company has the proper insurance coverage for the type of work being done • Ensuring that all vehicles are properly insured, including your employees’ personal vehicles if they are used for work purposes • Ensuring that your employees who drive as part of their work duties have a valid and appropriate driver’s licence for the type of vehicle they drive. It’s a good idea to make a photocopy of their licence and put it in their personnel file. • Getting driver abstracts from the Ministry of Transportation to help determine who the high-risk drivers are so corrective action can be taken before an incident occurs • Assigning deadlines that give workers enough time to take weather and road conditions into account and to comply with posted speed limits.

Benefits
A good fleet safety program takes planning, communication, time, and resources. But in the long run there can be many benefits. Fewer collisions mean smaller repair bills, fewer out-of-service vehicles or injured employees, less management time devoted to paperwork involving collisions, and lower fuel costs. In addition, a reduction in MVIs can reduce your risk of liability, resulting in lower vehicle insurance premiums.

These are just a few of the ways in which you can ensure that both your human and your financial resources are protected, and that you’re on the road to a successful fleet safety program.
As the Council grew to include transportation specialists and related service providers well beyond “driver trainers,” the need arose to change the organization’s name. At a meeting in Kingston in 2008, the name was changed to Transportation Health and Safety Association of Ontario (THSAO) Fleet Safety Council. When the Council went through organizational changes in 2010 to become part of IHSA, the name became the Fleet Safety Council.

Membership
The Fleet Safety Council is open to anyone interested in promoting safety in the transportation industry. Currently, the Council enjoys membership from 300 transportation companies. Members include

- Driver trainers
- Directors of safety
- Labour safety personnel
- Human resource management
- Individuals concerned with occupational health and safety
- Various government agencies
- Industry suppliers.

The chapters have representatives from local and regional police forces, the OPP, the Ministry of Transportation, and various government agencies.
Join the Fleet Safety Council

If you want more input into the way safety is handled within the transportation industry, join the Fleet Safety Council today. Chapter meetings are held monthly between September and June. For more details, visit our website and download the FSC brochure (IHSA035).

Chapters in Ontario

Central Ontario Chapter
Kitchener

Central Eastern Ontario Chapter
Peterborough area

Eastern Ontario Chapter
Ottawa area

Hamilton Niagara Chapter
Hamilton area

Northern Chapter
Sudbury area

Southern Chapter
Windsor area

Southwestern Ontario Chapter
London

Toronto Chapter
Toronto

Benefits

Health and safety networking through the Fleet Safety Council has quickly become an effective means of sharing knowledge. Programs such as Safety Groups and the Safe Communities Incentive Program (SCIP) as well as events such as the Ontario Truck Driving Championships, Safe Driving/Safe Worker Awards Banquets, and various health and safety presentations and training courses provide opportunities for collaboration and cooperation. Council members throughout the province meet at chapter meetings and share concerns and solutions. In this way, they keep current with the latest health and safety issues.

The Fleet Safety Council even has its own website. Visit fleetsafetycouncil.com for information on each chapter, the latest news and upcoming events, and health and safety resources relevant to the industry. The Fleet Safety Council belongs to IHSA’s network of industry partners (such as Advisory Councils and Labour-Management groups), which continues to grow and flourish.

FSC Educational Conference

Each year the Fleet Safety Council holds an educational conference that provides delegates with information and tools that will allow them to improve health and safety in their work environment. In addition to allowing the delegates to hear from industry experts about the most current issues of concern, the conference offers a variety of valuable sponsorship opportunities.

The 2014 Fleet Safety Council Annual Educational Conference will be held at the Marriott Gateway on the Falls Hotel in Niagara Falls, Ontario, from November 7 to 9. With added promotional support from IHSA and Truck News, nearly two hundred delegates are expected to attend. For conference and sponsorship details, contact Betty Taylor at 1-800-263-5024 ext. 7936.

Contact info

To join a Fleet Safety Council Chapter in your region or for more information, call 1-800-263-5024 ext. 7936. Membership fees range from $40 to $60 per year depending on the individual chapter.

There are 11 chapters throughout the province, each with an administrator who is an IHSA consultant. Each chapter operates independently with its own executive but in accordance with the constitution that has been developed by members of the Fleet Safety Council. Chapters report their monthly activities to the Fleet Safety Council Executive Administrator, who sends that information to other chapters and to IHSA senior management.

School Bus & Coach Divisions:

Central Ontario School Bus Chapter
Guelph

SW Ontario School Bus Chapter
London

Hamilton Niagara Bus Division
Hamilton area

To join a Fleet Safety Council Chapter in your region or for more information, call 1-800-263-5024 ext. 7936. Membership fees range from $40 to $60 per year depending on the individual chapter.

Contact info

To join a Fleet Safety Council Chapter in your region or for more information, call 1-800-263-5024 ext. 7936. Membership fees range from $40 to $60 per year depending on the individual chapter.
The power of preventive maintenance

It always seems to happen this way—a vehicle or piece of equipment breaks down just when you need it the most. The good news is that there’s a way to prevent that type of equipment failure before it happens. It’s called a preventive maintenance plan.

Preventive maintenance is a system for inspecting and servicing tools, equipment, and vehicles in order to keep them in a safe, usable condition for as long as possible. Having a preventive maintenance plan at your workplace can increase productivity, limit downtime, extend the life of vehicles and equipment, and protect the safety of workers.

A well-maintained vehicle is a safe vehicle

It’s against the law to drive an unsafe vehicle. A preventive maintenance plan demonstrates that the employer has taken proper precautions to make sure vehicles are in good working order.

This plan can be as simple as setting a specific driving distance or length of time for when a vehicle requires inspection and maintenance. The maintenance schedule may be different for each type of vehicle or equipment on site. Under the Highway Traffic Act, a written preventive maintenance plan is legally required for commercial motor vehicles with a registered gross vehicle weight greater than 4,500 kg. Refer to the recommendations listed in the vehicle’s operating manual.

It’s also important to define the inspection and maintenance procedures. Use the inspection checklist on the next two pages, or adapt it to suit your needs. Make sure to appoint a competent person to perform the inspection, and keep detailed records of the results.

The operators themselves are perhaps best equipped to notice any problems with vehicles before they can become a hazard. As part of the preventive maintenance plan, have drivers do a basic vehicle inspection (daily circle check) before each shift.

That can involve such things as checking the tire pressure and looking for tread damage, making sure the lights and turn signals are working, and checking fluid levels and looking for leaks. If your drivers notice that something is wrong, they should let their supervisor know immediately. There should be a procedure in place to deal with any problems that are found.

A company’s preventive maintenance plan should be reviewed every year to allow for improvements. The better your plan works, the more equipment and vehicles you’ll have operational and the more work your employees will get done.

IHSA has several stickers that remind operators to perform a daily circle check.
## Preventive Maintenance Checklist

### Company Information

<table>
<thead>
<tr>
<th>Company</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Licence Plate</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Make &amp; Model</th>
<th>Odometer (km/miles)</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
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### Fluid Levels

<table>
<thead>
<tr>
<th>Component</th>
<th>Fluid Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Oil</td>
<td>Radiator</td>
</tr>
<tr>
<td>Rear End</td>
<td>Brake Fluid</td>
</tr>
<tr>
<td>Oil Change Required?</td>
<td>Oil Filter Changed?</td>
</tr>
</tbody>
</table>

### Driver's Compartment

<table>
<thead>
<tr>
<th>Component</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun Visors</td>
<td>Windshield Wipers</td>
</tr>
<tr>
<td>Seats &amp; Seatbelts</td>
<td>Speedometer</td>
</tr>
<tr>
<td>Horn &amp; Switches</td>
<td>Windshield Defrost</td>
</tr>
<tr>
<td>First Aid Kit</td>
<td>Survival Kit</td>
</tr>
<tr>
<td>Steering Power Assist</td>
<td>Windshield</td>
</tr>
<tr>
<td>Air Pressure Gauge</td>
<td>Cellular Phone</td>
</tr>
</tbody>
</table>

### Body Exterior

<table>
<thead>
<tr>
<th>Component</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Lamp Operation/Aim</td>
<td>Tail Lamps</td>
</tr>
<tr>
<td>Trailer Cord</td>
<td>Tire Pressure</td>
</tr>
<tr>
<td>Stop Lamps</td>
<td>Hazard Lamps</td>
</tr>
<tr>
<td>Headache Rack or Chain</td>
<td>Reservoirs/Brackets/Straps</td>
</tr>
<tr>
<td>Reflex Reflectors</td>
<td>Fenders or Mud Flaps</td>
</tr>
<tr>
<td>Bumpers &amp; Cabs</td>
<td></td>
</tr>
</tbody>
</table>

### Under the Hood

<table>
<thead>
<tr>
<th>Component</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hood</td>
<td>Power Steering System</td>
</tr>
<tr>
<td>Exhaust System</td>
<td>Air Compressor Belt</td>
</tr>
<tr>
<td>Windshield Washer Pump</td>
<td>Windshield Wash Container</td>
</tr>
<tr>
<td>Carburetor</td>
<td></td>
</tr>
</tbody>
</table>

### Rating Legend

- **N/A** - Not applicable
- **P** - Passed in good working condition
- **M** - Passed but maintenance required
- **R** - Rejected, repair necessary before returning to service

---

*continued on next page*
## Preventive Maintenance Checklist cont’d

### Undercarriage

<table>
<thead>
<tr>
<th>Item</th>
<th>Item</th>
<th>Item</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pin &amp; Bushing Wear</td>
<td>Link Wear</td>
<td>Roller Wear</td>
<td>Idler Wear</td>
</tr>
<tr>
<td>Track Wear</td>
<td>Roller Guards</td>
<td>Sprocket</td>
<td>Shock Absorbers</td>
</tr>
<tr>
<td>Oil Pan</td>
<td>Drag Link</td>
<td>Tie Rod</td>
<td>Frame Rails</td>
</tr>
<tr>
<td>Springs</td>
<td>Muffler</td>
<td>Pittman Arm</td>
<td>Differential</td>
</tr>
<tr>
<td>Suspension</td>
<td>Axles</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Brakes, Tires, and Wheels

<table>
<thead>
<tr>
<th>Item</th>
<th>Item</th>
<th>Item</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Brake Components</td>
<td>Spring Caging Bolts</td>
<td>Disc Brakes</td>
<td>Reservoirs and Valves</td>
</tr>
<tr>
<td>Wheel Bearings</td>
<td>Proportioning Valve</td>
<td>Brake Camshafts &amp; Travel</td>
<td>Tire Iron</td>
</tr>
<tr>
<td>Chock Block</td>
<td>Brake Drum Condition</td>
<td>Brake Lines &amp; Hoses</td>
<td>Tire Pressure</td>
</tr>
<tr>
<td>Vacuum System, Reserve</td>
<td>Pump Operator</td>
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<td></td>
</tr>
<tr>
<td>Road Clearance</td>
<td>Brake Lining Thickness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Brake</td>
<td>Brake Operation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rating Legend:  
N/A - Not applicable  
P - Passed in good working condition  
M - Passed but maintenance required  
R - Rejected, repair necessary before returning to service

| Equipment Passed | Equipment Not Passed |

---

### Work Required

<table>
<thead>
<tr>
<th>Work Order Number</th>
<th>Inspected by (print)</th>
<th>Assigned To</th>
<th>Completion (Date &amp; Time)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>2.</td>
<td>2.</td>
</tr>
</tbody>
</table>

Note: This checklist is not recommended for public commercial passenger vehicles.

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Having a preventive maintenance plan at your workplace can increase productivity, limit downtime, extend the life of vehicles and equipment, and protect the safety of workers.
Safe Driver and Safe Worker awards recognize health and safety performance

Do you want to
• Demonstrate the importance of working safely?
• Demonstrate appreciation of a job well done?
• Improve employee morale?
• Build employee confidence?
• Document your history of safety?
• Show customers and other companies the quality of your services?

Do your drivers or workers need to be recognized for their health and safety achievements? IHSA offers two award programs to mark individual efforts in safety.

Safe Driver Award
If a driver works for a full calendar year (January 1 to December 31) without a motor vehicle incident (MVI), he or she is eligible for the Safe Driver Award. The year for school bus drivers goes from July 1 to June 30 to better reflect their schedule.

To learn more, visit [ihsa.ca/awards/safedriver_award.cfm](http://ihsa.ca/awards/safedriver_award.cfm)

Safe Worker Award
If an employee works for a full calendar year (January 1 to December 31) without a compensable incident, he or she is eligible for the Safe Worker Award. Generally for the first year, the worker must have been a full-time employee for at least 75% of the year.

To learn more, visit [ihsa.ca/awards/safeworker_award.cfm](http://ihsa.ca/awards/safeworker_award.cfm)

100 Years of Electrical Utility Safety Rules

The Electrical Utility Safety Rules book is a set of rules that exists for the purpose of preventing personal injury, illness, and property damage.

It is an essential resource for electrical workers who work on or near electrical distribution or transmission systems. These include powerline technicians, utility arborists, and high-voltage electrical workers.

Celebrate 100 years of Electrical Utility Safety Rules with the release of the revised 2014 edition. Since 1914, Electrical Utility Safety Rules has been the foundation of health and safety education in the electrical utility industry.

Get your copy of the 2014 Electrical Utility Safety Rules (RB-ELEC) today by visiting [ihsa.ca/products](http://ihsa.ca/products)
IHSA provides a variety of transportation-related courses for its membership. Our subject-matter experts come from the industries we serve and can provide top-notch information that is relevant to your workplace. The following are some of our courses:

- Collision Review Committee
- Commercial Motor Vehicle Collision Investigation
- Defensive Driving—Commercial
- Defensive Driving—Commercial Instructor Workshop
- Defensive Driving—Emergency Response Personnel
- Defensive Driving—G Class Driver
- Fleet Driver Trainer’s Course
- Highway Traffic Act
- Hours of Service and Pre-trip Inspection
- In-Cab Coaching/Evaluation
- Incident Investigation and Reporting Awareness
- Preventing Work-Related Motor Vehicle Collisions
- School Bus Driver Improvement Course

The construction and the electrical utilities sectors rely on a variety of vehicles in order for employees to get their work completed safely. That means they need to have a strong understanding of their vehicles and the safe work procedures needed to operate them. The courses in these specialty catalogues focus directly on transportation safety issues. Visit ihsa.ca to learn more about transportation courses for your sector today!

We are adding new courses all the time to better serve our members. Be sure to visit ihsa.ca to learn more about how IHSA can help you maintain a safe workplace.