

## Conduct Regular Reviews

At least annually, the safety committee and the management team should collaborate to thoroughly review the road safety plan. Many organizations recognize that road safety issues are their greatest risk exposures so they review key indicators and associated plan components on a quarterly or monthly basis.



Annual reviews should include gathering records (e.g. vehicle inspection forms, TripCheck submissions, incident and near miss reports, training records, safety meeting minutes, etc.) that are relevant to the targets you've set and compiling those results into simple tables, graphs or reports that can be readily reviewed and compared. The review team should meet to analyze and discuss outcomes, compare results to targets and decide what changes and improvements need to be made.



If outcomes don't match expectations, the review team needs to find out why. They should inspect the policies, procedures and operational practices that were applied to deliver those results, and ask if those need to be adjusted in order to achieve targets. Maybe improper implementation needs to be adjusted. Perhaps modest targets should be upgraded or unrealistic ones right-sized.



It's also a good idea to check on key performance indicators at monthly safety meetings so that the safety committee can identify - and address - emerging road safety issues before they become problems.



Organizations should also review their safety system when incidents occur, especially if it's a serious crash. If that happens, the employer should have a close look at their road safety plan to figure out what needs to be done to prevent reoccurrence. An even better practice is to develop a safety culture that looks for - and embraces - opportunities to do better. When supervisors and employees see gaps or opportunities, encourage them to bring their good ideas forward so the organization can take preventative actions swiftly.

