

# Road Safety Plan Template

## Instructions for using this tool

The Road Safety Plan Template is designed to guide you through the process of building your road safety plan. It is a step-wise framework organized into sections, each of which is an important topic that road safety plans typically include. The premise of the template is that your output will be a complete road safety plan that's ready for implementation.

Each section has information and instructions about what belongs in that part of your safety plan along with links to resources that will help you assemble relevant information and build that section.

To view/toggle the instructions, press the  button on the HOME ribbon bar.

Hidden text *appears in red* (with *links in blue*) and will not appear if you print the document.

- **Text sections** – you can enter, copy / paste, edit, add and remove text as normal.
- **Fillable fields/tables** – single click on the field and enter information as prompted, or as suits you.
- **Example wording** – review the examples, choose one that suits your purposes, then customize so that it really fits the organization.

Provided By



Friday, May 24, 2019

**[Enter Company Name]**

**Road Safety Program 2019**

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## A. Organization Overview

Company Information			
<b>Company Name (legal)</b> [Enter Company Name]		<b>Trade Name / <i>doing business as</i></b> [Enter Trade Name]	
<b>Company Owner(s)</b> [Enter Company Owner]		<b>Title / Position</b> [Enter Title / Position]	
<b>Mailing Address</b> [Enter Address Line 1] [Enter Address Line 2]		<b>City</b> [Enter City]	<b>Province</b> [Enter Province] <b>Postal Code</b> [Enter Postal]
<b>Phone</b> [Enter Phone]	<b>Cell</b> [Enter Cell]	<b>Fax</b> [Enter Fax]	<b>Email</b> [Enter Email]
<b>Locations</b> [Enter Locations]		<b>Nature of business</b> [Enter Nature of Business]	
<b># of employees</b> [Enter # of employees]	<b># of supervisors</b> [Enter # of supervisors]	<b># of fleet vehicles</b> [Enter #]	<b># of employee-owned vehicles used for work</b> [Enter #]
<b>WSIB Account #</b> [Enter WSIB Account #]		<b>WSIB Classification Unit</b> [Enter WSIB Classification Unit]	
<b>Date of original draft of plan</b> [Enter Date of original draft of plan]		<b>Date of current version / updates</b> [Enter Date of current version / updates]	
<b>People involved in drafting plan</b> [Enter People involved in drafting plan]			

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## B. Health and Safety Policy

### [Enter Company Name] Occupational Driving Health and Safety Policy

[Enter Company Name] and its leadership team are committed to establishing and maintaining workplaces - including vehicles used for work - that meet regulatory requirements. To achieve this, our company will establish, maintain and continually improve a health and safety program designed to prevent injuries and diseases that may arise from driving and collisions.

[Enter Company Name] takes seriously its responsibilities to ensure the safety of our employees when they are driving for work. We will provide our employees with the training and instruction necessary to ensure they are qualified and motivated to safely complete the work-related driving they are assigned. We will ensure that we have policies, procedures and practices in place to accomplish those goals.

We will provide its supervisors with the training necessary to enable them to fulfill their responsibilities to direct and control workplace activity, orient new workers, provide training, complete inspections and investigations, and report and correct unsafe acts and conditions in the workplace.

We will support our employees so that they know and follow established safe work procedures, correct hazards or report them, participate in inspections, use personal protective equipment and report near misses and incidents that result in injuries or property damage. We will also encourage and facilitate their participation in this safety program.

Name:

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Title:

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Signature:

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Date:

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## **[Enter Company Name] Occupational Driving Health and Safety Policy**

**[Enter Company Name]** is committed to safeguarding the well-being of our employees while they are at work, including when they are driving for work purposes. The company will establish and implement policies and procedures aimed at ensuring the company meets its legal obligations. Similarly, we will support our employees, supervisors and managers so they can understand and fulfill their respective safety responsibilities.

**[Enter Company Name]** will:

1. Establish occupational safety policies and safe work procedures that, at a minimum, meet occupational health and safety requirements.
2. Communicate those policies and procedures to employees so they understand them and are able to apply them to their work.
3. Explain to employees their workplace rights and responsibilities.
4. Ensure our employees receive the orientation and training they need to complete their work safely.
5. Engage competent supervisors who are trained and accountable to fulfill their duties to direct workplace activity, orient new workers, provide instruction, complete inspections and investigations, and report and correct unsafe acts and conditions.
6. Make our employees and contractors aware of known and reasonably foreseeable hazards, and take all reasonable precautions to protect them from those hazards.
7. Provide appropriate Personal Protective Equipment (PPE) and require employees to use it.
8. Provide employees with access to our safety program as well as relevant health and safety information, including legislation.
9. Investigate motor vehicle incidents and significant near misses, and implement corrective actions.
10. Regularly meet with employees to review the safety program, discuss safety performance and collaborate on ways to improve the program and our results.

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## C. Safety Roles and Responsibilities



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## D. Hazard identification and Risk Assessment



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## E. Road Safety Metrics and Targets

### [Enter Company Name] Road Safety Targets and Tracking 2019

Target	Who's Responsible	Target	Result	Comments	Reviewed By

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## **F. Control Measures – Policies and Procedures**

**Driver Qualifications**

**Driver Training**

**Driver Orientation**

**Young or New Workers**

**General Driving Rules**

**Distracted Driving**

**Fatigue Management**

**Impairment**

**Journey Management**

**Vehicle Selection**

**Vehicle Inspections**

**Vehicle Maintenance**

**Employee-Owned Vehicles Used For Work**

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**Vehicle Emergency Kits**

**Supervision**

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**Report and Investigate Motor Vehicle Incidents**

**Disciplinary Process**

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