SAFETY TIPS

Motor Vehicle Collisions

Safety Starts with You the Employer

Did You Know?

- In Ontario, motor vehicle collisions are one of the leading causes of worker injuries and fatalities.
- As an employer you must take every precaution reasonable to protect your employees from this hazard.
- You must make your employees aware of the hazards related to driving.
- You must provide information, instruction and supervision to protect the health and safety of your employees.
- Safe driving on the job is a matter of health and safety.

Safety TIPS

- Ensure that your employees have valid driver's licenses.
- Maintain your company vehicles to accepted standards.
- Have the proper insurance coverage.
- Develop and communicate company policies on:
  - Safe driving practices
  - Alcohol and drug use
  - Collision reporting
  - Company vehicle use
  - Driver selection.
- Train your employees to drive safely and defensively.

Sharing Ontario's Roads Safely

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SAFETY TIPS

Motor Vehicle Collisions

Tips for Employers

Did You Know?

- In Ontario, motor vehicle collisions are one of the leading causes of employee injuries and fatalities.
- Most motor vehicle collisions occur during the daytime when driving conditions are good.
- As an employer, you are responsible to ensure the safety of your employees when they drive as part of their work duties. You have the same responsibilities even if the employee is using his or her own vehicle.
- If an employee is injured in a motor vehicle collision while driving as part of his/her work duties, it must be reported to the WSIB.

- All vehicles used by employees must be maintained in compliance with Ontario's Highway Traffic Act and Regulations.
- As an employer you have an obligation to develop policy and procedures on safe driving practices and vehicle maintenance for your employees.
- Defensive Driving Courses assist employees in recognizing and controlling hazards associated with driving.

Here's What You Need To Do...

- Ensure that your 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 corrective action can be taken.
- Ensure that all vehicles are properly insured, including your employees' personal vehicles, if they are used for work purposes.
- Ensure that all vehicles are properly maintained and serviced on a regular basis. It is a good idea to have a mechanical safety inspection done on all vehicles regularly.
- 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 JHSC/Workplace Committee or worker representative.
- Have clear policies on alcohol and drug use. If an employee has a motor vehicle collision while under the influence, your company could be held liable.
- Eliminate unnecessary driving by employees. Have office supplies or other material delivered to your workplace.
- Have employees use different modes of transportation. Taking a bus, subway or train reduces the exposure to this hazard.
- Ensure there is sufficient time for the employee to take into account weather and road conditions and to comply with speed limits.
- Set a maximum on the number of hours your employees can drive in a day. Make sure there are rest breaks taken during this time.
- Avoid having your employees drive in adverse weather conditions and at night.
- Train and encourage your employees to drive defensively. There are a number of excellent training courses available.