Policy and procedures template

**Winter driving safety policy and procedures**

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**Instructions**

Save the template to your device and then edit it to suit your organization’s driving needs. Delete items that don’t apply. Replace all items **in blue** with your own information, including your organization’s name where you see **“organization.”** Delete the disclaimer and instructions when done.

**Winter driving safety policy**

**Why we have this policy**

The purpose of **[organization**]’s winter driving safety policy is to:

* Reduce the human and financial costs associated with motor vehicle crashes
* Promote safe driving practices that reduce worker exposure to winter driving hazards
* Describe the roles and responsibilities of our management, supervisors, workers, joint occupational health and safety committee members/safety representative as they apply to winter driving safety
* Improve our safety performance
* Help ensure we meet the requirements of the *Workers Compensation Act* (the *Act*) and the *Occupational Health and Safety Regulation (the OHSR)*
* Develop and maintain a safe work environment that helps our drivers meet their obligations under the *Motor Vehicle Act, the Motor Vehicle Act Regulation,* and other applicable laws

**Who needs to follow this policy**

This policy applies to all our employees when they drive vehicles used for work or are passengers in vehicles used for work. All employees are required to commit to this policy.

Employer/supervisor responsibilities

As part of our responsibilities to ensure the health and safety of our employees,we will support all our employees to implement this policy and its procedures to help reduce risks.

We will ensure and document that our employees complete winter driving safety training to help each driver build the necessary skills. Training will be provided when drivers are hired or before the employee is assigned any winter driving duties, and as required to correct unsafe driving practices.

We will ensure that vehicles used for work (including workers’ personal vehicles) are suitable for the purposes for which they are used, regularly inspected, and maintained to an acceptable standard.

We will provide each employee with a copy of this policy and our safe winter driving procedures, explain and/or demonstrate them to employees, and answer their questions so they understand what they are required to do. Supervisors will periodically check to see that employees continue to correctly apply our policy and procedures.

Employee responsibilities

When driving for work purposes, our employees will:

* Know and follow this policy, our safe driving practices, the B.C. *Motor Vehicle Act*, *Motor Vehicle Act Regulations,* and other applicable laws and statutes
* Drive safely for the road conditions (such as not exceeding posted speed limits, reducing speed where necessary, and increasing the distance between their vehicle and other vehicles on the road)

**Policy review**

This policy will be periodically reviewed every ***[Insert frequency. Annual review/renewal is recommended]*** and any changes will be communicated to all affected employees.

This policy will be posted at ***[lunchroom, online, etc.]*** and a copy will be given to each employee as part of their orientation.

# Safe winter driving procedures

## Pre-trip safe winter driving procedures

### a) Supervisor duties

### Before approving any work-related driving in winter weather, the supervisor will determine:

* Whether the associated work can be accomplished without driving. Whenever practicable, the supervisor will reduce risks by having employees use travel alternatives such as conducting business by phone, email, or virtual meeting.
* If travel is necessary to get the work done, the supervisor will seek to reduce risks by directing employees to use other means of travel, such as public transportation.

If driving is necessary, the supervisor — with input from employees — will assess weather and road conditions for the expected duration of the trip. Where risks exceed our threshold or the driver or supervisor’s level of comfort, the supervisor and driver will implement measures (or a plan) to eliminate or satisfactorily reduce risks. Some of the measures they must consider are:

* Postponing the trip until better road/weather conditions prevail
* Choosing a safer route
* Adjusting the trip schedule to make the drive during daylight hours
* Choosing a better-suited vehicle (e.g., one with all-wheel drive and winter tires instead of a rear-wheel drive vehicle with all-weather tires)
* Allowing plenty of travel time so the driver can slow down or even pull over as necessary to avoid poor driving conditions

### b) Driver duties

### Employees driving for any work-related purpose must follow these procedures:

### Know before you go: Plan their route using DriveBC.ca or local/social reports to minimize their time on roads that may become dangerous during poor weather. Allow extra time for travel to avoid rushing.

### Working alone: Follow our [working alone procedures](https://roadsafetyatwork.ca/wp-content/uploads/2022/07/RSAW-Check-in-procedures-template.docx) and plan specific times or locations to check in. Ensure their supervisor knows the trip route and expected arrival time.

**Clothing/personal protective equipment:** Wear comfortable clothing that doesn’t restrict their movement while driving. Bring winter boots, coat, gloves, and a hat in case of an emergency. Ensure they have a [winter survival kit](https://shiftintowinter.ca/wp-content/uploads/2014/02/winter_driving_survival_checklist.pdf) and suitable high-visibility vest they can easily get to from inside the vehicle.

**Communications:** Make sure they have a reliable means of communicating (i.e., cell or satellite phone) that is charged. Carry a charger cable. If relying on 2-way radios, ensure the radio works and they know how to use it.

**Fitness/ability to drive safely:** To the best of their abilities, evaluate their personal condition to ensure they are rested, hydrated, nourished, and physically and mentally prepared for the drive. ***[Recommendation: Refer to*** [***TripCheck***](https://roadsafetyatwork.ca/resource/tool/tripcheck/)***’s Step 2: The Driver section for more information that can be included in this procedure.]***

### Daily pre-trip vehicle inspection. Before driving, the driver will inspect the vehicle as per our vehicle inspection policy / form. If they identify any issues that could compromise the safe operations of that vehicle, they will immediately report them to their supervisor who will decide on next steps.

***[Recommendation: If you don’t have an inspection procedure, refer to our The*** [***Vehicle Inspections and Maintenance Tool Kit***](https://roadsafetyatwork.ca/resource/tool-kit/vehicle-inspections-and-maintenance/) ***for more information. If you’re a commercial carrier, refer to Part 37.22 of the Safety Code.]***

### Driving for the conditions

### Drivers will always follow these procedures when behind the wheel for work: *[Recommendation: Refer to the* [*Driving for the Conditions Tool Kit*](https://roadsafetyatwork.ca/resource/tool-kit/driving-for-the-conditions/) *for more information that can be included in this procedure.]*

**Scan for hazards.** Look ahead for hazards and changes in the traffic pattern. Be ready to respond. Actively scan 500 metres on a highway and 1.5 to 2 blocks in the city.

**Reduce speed.** Slow downto below the posted maximum speed limit when weather conditions are not ideal. Reduce speed when approaching icy areas such as shaded areas, bridges and overpasses due to the possibility of ice.

**Allow more space.** Increase the following distancebetween their vehicle and the vehicle ahead. On the highway, leave at least a 4-second space. Be cautious when approaching emergency vehicles, snowplows, and other highway maintenance vehicles. Never pass them on the right. Be cautious when approaching vehicles at the side of the road. If it’s safe to do so, move over to give them more room.

**Avoid sharp movements.** Use gentle, gradual steering maneuvers to minimize risk of traction loss and starting to skid. Accelerate smoothly. Brake early and use gentle, gradual pressure. Avoid quick movements that could put the vehicle in a spin. Look ahead and anticipate turns, stops, and lane changes well before they occur.

**See and be seen.** Always drive with headlights and taillights on.

## Post-driving activities

**Documentation.** Create a daily entry in the mileage and vehicle condition logbook.

**Reporting.** Tell their supervisor of any unique road hazards others should be aware of, and any mechanical items that need to be maintained or repaired.

## Emergency procedures

If they become stuck or stranded, drivers are to follow these emergency procedures:

Stay with the vehicle if it’s safe to do so. If it’s an emergency, call 9-1-1.

If they must pull over or suspend the trip because of road and weather conditions, find a safe place to get out of the way (edge of chain-up area, adjoining rural road, etc.). Make sure they are out of harm’s way but don’t get too far off the road in case conditions worsen and they need to be rescued.

1. **Involved in a crash**

If a driver is involved in a crash, follow these procedures:

* Turn off the vehicle
* Check if they or passengers are injured. Call 9-1-1 if needed. Provide any necessary first aid, if trained
* Always assess traffic hazards before exiting the vehicle. Wear suitable high-visibility apparel (such as a vest or jacket) when near traffic or mobile equipment
* If they see or smell fuel, immediately get all vehicle occupants to safety
* Beware of fallen electrical lines. If powerlines are down, stay inside the vehicle or drive to a safe location if possible. Don’t walk onto the roadway to inspect damage.
* Move the vehicle to the side of the road if damage is minimal

**Employee acknowledgement**

Your signature below certifies your agreement to comply with this policy and procedures. Non-compliance is a serious matter and may subject you to disciplinary action.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature

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Employee name (print)

Employer/supervisor, and safety representative acknowledgement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer/supervisor signature

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Employer/supervisor name (print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Safety committee/representative signature

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Safety committee/representative name (print)