

SAFE WORK PRACTICES

MOTOR VEHICLES *Page 1 of 2*

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

1. Regular inspection and maintenance must be performed on all motor vehicles, and maintenance documentation must be maintained.
2. Any employee operating a company vehicle must be a qualified, licensed operator, and must obtain prior authorization from the supervisor.
3. All operators must observe provincial vehicles laws and regulators.
4. All brakes, lights and warning devices must be operative.
5. Ensure weight limits and load sizes are observed/controlled.
6. All motor vehicles must be equipped with seat belts, and workers must use them as required when operating the vehicle.
7. A motor vehicle which may be used in such a way that a worker other than the operator may be placed at risk by an unexpected reverse movement must be equipped with a back-up alarm.
8. Passengers must observe standard safety practices (i.e. workers are not permitted to ride on the exterior of a vehicle).
9. Safe access and egress must be provided on trucks used to transport workers.
10. All vehicles must be equipped with a first aid kit and fire extinguisher.
11. Vehicles must not be left running unattended.
12. Tools and equipment must be adequately secure when being transported:
 - All loads must be tied securely to the vehicles with straps or ropes to prevent slippage.
 - Finishing materials must be protected from rubbing or other damage; pack them in cardboard, fabric or wood.
 - Any material extending past the rear of the vehicle must be flagged with red material.
 - Always drive slowly and cautiously when transporting material.

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13. When operating a motor vehicle.

- Look and think ahead.
- Adjust your driving to the road conditions.
- Obey signs, lines and traffic signals.
- Stay 4 seconds behind other vehicles.
- Be courteous – don't take chances.
- Take extra care when backing up – get out and look if necessary.
- Concentrate on you driving – stay alert.
- ***DON'T DRINK AND DRIVE***