**Sample General Safe Work Practice for Driving (Motor Vehicle)**

**Potential Health and Safety Hazards**

* Chemical hazards; vapours (gasoline).
* Ergonomic; posture and duration.
* Energy hazards; gravity and kinetic.
* Materials handling hazards; flammable substances.
* Work practice hazards; following established safe work practices and procedures.

**Safe Work Practices**

* Read and follow the manufacturer’s operation manual and warning labels.
* Always wear a seat belt and obey the rules of the road.
* Only drive when you are alert and sober.
* Take a break when driving a long distance. Get out of the vehicle, move about and do some light stretching.
* Wear sunglasses when driving into direct sunlight.
* Slow down and pay attention in neighborhoods and near playgrounds.
* During the summer months be aware of road construction.
* Drive defensively. Be prepared for unsafe actions of other motorists.
* Use your signal lights so others know what you are going to do.
* When passing a vehicle, ensure you can do it safely, signal and then pass promptly.
* Make your vehicle more visible by turning on your headlights.
* Plan ahead, choose familiar routes and be realistic about travel times.
* Check local weather and road conditions before you begin driving.
* Allow for extra traveling time or even consider delaying the trip if the weather is inclement.
* Tell a responsible person where you are going, your route and when you expect to arrive.
* Keep the radio volume low enough so you can hear emergency vehicles.
* Use a hands-free device with your cell phone; keep conversations short.
* Ensure the vehicle is regularly serviced and in good operating condition.
* Promptly report and document all motor vehicle incidents and accidents to your supervisor.
* Do not drive if you feel drowsy or unwell.
* Do not use cruise control in poor weather conditions.
* Do not exceed the posted speed limit. On slippery roads, reduce your speed and lengthen the following distance.
* Do not smoke in the vehicle.
* Do not pick up hitchhikers or transport other persons that not related through employment.
* Do not make sudden lane changes.
* Do not warm up a vehicle in a garage.
* Do not multi-task while driving. Pay attention and do not engage in distracting activities such as eating food, putting on make-up, etc.