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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.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at constructionsafetyns.ca or 1.800.971.3888.

- × 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.

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