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Legal Standards & References

Highway Traffic Act and Regulations made under the Act;

- Describe the rules of the road for the safe operation of motor vehicles
- Define “commercial motor vehicle”
- Require a daily inspection of a commercial motor vehicle
- Provides for the use of a flashing blue light for snow removal equipment

Ontario Regulation 851, R.R.O. 1990, as amended regulates the safe operation of mobile equipment

Ontario Regulation 213/91 prescribes safe work practices for construction projects

Definitions


“operator” means any person who is competent to drive or operate a Corporation vehicle

“vehicle” includes a motor vehicle, road-building machine, trailer and any motorized equipment driven or towed by an operator except a Fire Department vehicle

Policy Statement

The operator is responsible for the safe and lawful operation of a Corporation vehicle. A competent operator meets this Standard by;

- Complying with all traffic laws and regulations – including speed limits – and Corporation standards and policies regarding driver licencing, vehicles and vehicle operation
- Exercising care when operating a Corporation vehicle
- Practicing defensive driving
- Adjusting speed to suit traffic, weather conditions and visibility

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- Keeping the assigned Corporation vehicle in good mechanical order, clean and presentable to the public
- Having a current, valid drivers' licence within the class required for the vehicle and informing the supervisor if;
 - the licence is suspended, revoked or downgraded
 - a medical condition develops that may affect the operator's ability to drive or operate a vehicle
 - a medical practitioner advises that the operator may not operate a vehicle, either temporarily or permanently
- Maintaining a driving record satisfactory to The Corporation
- Only operating a vehicle when not under the influence of alcohol, drugs, medications or other substances likely to impair the safe operation of a vehicle
- Complying with the maximum regulated hours of service
- Immediately reporting any accident or damage to the vehicle or a fixed object


Purpose and Scope

This Standard describes procedures and expectations for the safe operation of Corporation vehicles. It applies to any employee who operates a Corporation vehicle.

Standards/Procedures

1. Seat Belt Use

- 1.1. Every operator and occupant of a Corporation vehicle shall wear the full seat belt assembly required for that vehicle, except;
 - a) When driving in reverse
 - b) When the work requires the operator or occupant to alight from and re-enter the vehicle at frequent intervals and the vehicle does not travel at a speed exceeding 40 kilometres an hour
 - c) When holding a medical certificate stating the person is unable for medical reasons to wear a seat belt assembly

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2. General Care and Maintenance

2.1. Every operator shall

- a) Ensure the general cleanliness of the vehicle
- b) Return the vehicle to its designated spot/location
- c) Report maintenance deficiencies to the Supervisor, Fleet Services


3. Safe Operation - General

3.1. An operator shall;

- a) Complete and document a circle check (and brake check when appropriate) before operating the vehicle
- b) Only back-up when necessary and only in accordance with the prevailing Safe Work Standard for reversing vehicles
- c) Keep tools, equipment and cargo in a proper container or compartment and/or secured during transport
- d) Lock the vehicle when left unattended
- e) Place reflective triangular signs 100 feet to the front and rear of a vehicle that has become disabled
- f) Keep the windshield clear of frost, snow, ice, dirt and other visual obstructions
- g) Turn the front wheels toward the *curb* when parking downhill and turn the front wheels toward the *road* when parking uphill
- h) Ensure there is sufficient clearance before proceeding under overhead obstructions
- i) Pull off the road and stop to allow traffic to pass safely when operating a slow moving vehicle
- j) Inform the Supervisor, Fleet Services if the operator's vehicle is subjected to a roadside inspection by the Ministry of Transportation or other enforcement agency

3.2. An operator shall NOT;

- a) Operate a vehicle such as a crane, backhoe, power shovel or similar hoisting device under an energized power line if it is possible that part

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of the vehicle and its load shall encroach upon the minimum distance permitted by the prevailing regulation

- b) Operate a vehicle against the flow of traffic unless there is a signaler or signaling devices present
- c) Idle a vehicle unnecessarily
- d) Allow any person to ride in a moving vehicle outside the passenger compartment

4. Mounting/dismounting

4.1. When entering/exiting large vehicles and heavy construction equipment, every operator shall;

- a) Face the step-up
- b) Maintain three-point contact until you reach the cab, the ground or a stable platform
- c) Take extra care in wet, icy or slippery conditions
- d) Keep running boards, treads, steps, foot and handholds clean and clear of obstructions


5. Driving under load

5.1. When operating a vehicle under load, every operator shall;

- a) Not exceed the load capacity of the vehicle
- b) Ensure loads are placed evenly in the vehicle
- c) Ensure securing devices and covers are in proper working order
- d) Ensure loads are properly secured and/or covered
- e) Store and secure load covers and tie-downs after use
- f) Adjust driving speed
- g) Allow greater stopping distances
- h) Exercise caution on hills and curves

6. Warning Lights/Signs

6.1. The operator shall turn-on the blue flashing light while operating a vehicle for snow removal and ensure the light is turned-off when the vehicle is not being used for snow removal.

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- 6.2. The operator shall turn-on the amber flashing light and four-way flashers when a vehicle;
- a) is in use for road maintenance operations
 - b) is moving slowly on the road
 - c) is stopped at the roadside
- 6.3. The operator of a slow moving vehicle must ensure the vehicle is equipped with a clean, visible slow moving vehicle sign.
- 6.4. If a load projects more than 1.5 metres from the rear of a vehicle (including a lowered tailgate), the operator shall attach a red flag to the end of the load. If the vehicle is being operated at a time when headlights are required, the operator shall replace the red flag with a red light.

Communication

- Every new and amended standard is shared with the Joint Health and Safety Committee for review and comment prior to approval
- Notice of approval is communicated via email and Health and Safety bulletin boards
- Copies of all standards are consolidated in binders available in every workplace

Training


- Every employee receives health and safety learning at orientation and regularly thereafter.

Evaluation

The Corporation's Health and Safety Policy is reviewed and updated annually in consultation with the JHSC.

Acknowledge Success/Make Improvements

Human Resources and/or the JHSC may make recommendations regarding the provision and maintenance of a corporate health and safety policy.

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Improvements are incorporated as part of the annual review. Successes are acknowledged at the annual Safety and Attendance Banquet.

This Standard takes effect immediately and remains in effect until replaced by a new Standard or superseded by legislation or regulation.

Chief Administrative Officer

Worker Co-Chair, JHSC

Reviewed (Date):	By (Name and Initial):
July 13, 2015	T. Mather

**This document can be made available in an accessible format upon request.*