

## Employee's Guide to Occupational Road Safety Requirements

Vehicles used for work are workplaces. Part 22 of the *Workers Compensation Act* sets out broad responsibilities for workers - taking reasonable care to protect their own health and safety, carrying out their work in accordance with established safe work procedures, and others. The Occupational *Health and Safety Regulation* (OHSR) identifies further employee duties. The table below suggests work practices that employees can implement to address their responsibilities.

**Table One: Driver Responsibilities**

Reference	What the Regulations Says	Suggested Work Practices to Address Responsibilities
<b>Operator's responsibility</b> OHSR 16.5	The operator of mobile equipment must operate the equipment safely, maintain full control of the equipment, and comply with the laws governing the operation of the equipment.	<ul style="list-style-type: none"> <li>Safely operate all vehicles used for work purposes, always maintaining full control and complying with the applicable laws and company's policies and safe work procedures.</li> </ul>
<b>Start of shift inspection</b> OHSR 16.34	<p>(1) The operator must inspect the equipment before the start of operation on the shift and thereafter as required to ensure the safe operating condition of the equipment.</p> <p>(2) The operator must report defects and conditions affecting the safe operating condition of the equipment to the supervisor or employer.</p> <p>(3) Any repair or adjustment necessary for the safe operation of the equipment must be made before the equipment is used.</p>	<ul style="list-style-type: none"> <li>Inspect vehicles at the start of each workday or shift.</li> <li>Re-inspect vehicles during the shift as necessary to ensure its continuing safe operating condition.</li> <li>Report defects or conditions that affect the safe operation of the vehicle to their supervisor or employer.</li> <li>Ensure that any defects or conditions that affect the safe operation of the vehicle are repaired or remedied before they use the vehicle.</li> <li>Document vehicle inspections and findings.</li> </ul>
<b>Securing tools and equipment</b> OHSR 16.35	The operator must maintain the cab, floor and deck of the mobile equipment free of material, tools or other objects which could create a tripping hazard, interfere with the operation of controls, or be a hazard to the operator or other occupants in the event of an accident.	<ul style="list-style-type: none"> <li>Apply good housekeeping practices to keep the cab, floor and deck clear of hazards.</li> <li>Make housekeeping part of daily vehicle inspections.</li> <li>Conduct spot-checks.</li> </ul>
<b>Reporting unsafe conditions</b> OHSR 3.10	Whenever a person observes what appears to be an unsafe or harmful condition or act the person must report it as soon as possible to a supervisor or to the employer, and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.	<ul style="list-style-type: none"> <li>Report to their supervisor or employer when they observe what <u>they</u> feel is an unsafe or harmful condition or act (e.g., vehicle defect, dangerous road conditions, unsafe driving schedule).</li> </ul>
<b>Procedure for refusal</b> OHSR 3.12	(1) A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.	<ul style="list-style-type: none"> <li>Follow the procedure to refuse any work that they believe will cause an undue hazard to the health and safety of any person (e.g., not qualified to operate vehicle, vehicle not safe to drive, poor road conditions).</li> </ul>
<b>Operator responsibility</b> OHSR 17.2.1	(1) The operator of a worker transportation vehicle must ensure that the worker transportation vehicle has been inspected by a qualified person before first use on a work shift.	<ul style="list-style-type: none"> <li>Have a written procedure by which the operator verifies that that a qualified person has inspected the vehicle and the inspection indicates the vehicle is safe to use.</li> <li>Conduct spot-checks and keep records of inspections as well as any associated reports and repairs or follow-up.</li> </ul>