

## Guide

# Supervisor Occupational Road Safety Responsibilities

In BC, vehicles used for work are workplaces. That means employers, supervisors, and employees have safety responsibilities whenever an employee is driving or riding in a work vehicle, whether the vehicle is owned by the employer or employee. This 2-page guide will help supervisors understand what BC’s occupational health and safety (OHS) laws require of them, and suggests practices and resources to help you meet those responsibilities.

Supervisor road safety responsibilities	Suggested measures to reduce risks
<p><b>Safeguard the people you supervise</b></p> <p>A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. Every supervisor needs to ensure the health and safety of workers under their direct supervision.</p>	<ul style="list-style-type: none"> <li>• Do all that is reasonably practicable to make sure the employees you supervise aren’t injured when they’re driving or riding in a work vehicle. For example, don’t knowingly assign or allow a worker to operate a vehicle that isn’t safe to drive. Don’t let employees drive in road or weather conditions that would create an undue hazard to the health or safety of any person.</li> <li>• Complete our <a href="#">Supervising Employees Who Drive for Work Online Course</a>.</li> </ul>
<p><b>Understand the regulations and how they apply.</b></p> <p>Every supervisor is required to be knowledgeable about the regulations that apply to the work driving they supervise.</p>	<ul style="list-style-type: none"> <li>• The <i>Motor Vehicle Act</i> and its Regulations apply when anyone drives on BC roads. The <a href="#">Workers Compensation Act</a> and <a href="#">Occupational Health and Safety Regulation</a> also apply to driving that’s done for work. Make sure you know what those laws require.</li> <li>• Know your duty to investigate refusals of unsafe work. Be familiar with the <a href="#">WorkSafeBC process</a> workers and employers must follow, as well as your organization’s policy.</li> <li>• Understand your duties to prevent any employee from driving if they are impaired by any means. Learn the causes and symptoms of <a href="#">impairment</a> and <a href="#">fatigue</a>, and the steps you should take to help prevent them.</li> </ul>
<p><b>Identify and explain the hazards drivers may encounter.</b></p> <p>Every supervisor needs to ensure workers under their direct supervision are aware of known and reasonably foreseeable hazards.</p>	<ul style="list-style-type: none"> <li>• Go for ride-alongs with employees so you’re familiar with the driving they do and the hazards they encounter.</li> <li>• Use our <a href="#">Hazard ID and Risk Assessment Tool Kit</a> to learn more about identifying and managing driving hazards.</li> <li>• Use our <a href="#">Driver Orientation Checklist</a> to guide each new hire through a thorough orientation that helps them understand the hazards they may encounter, and how they are to manage associated risks.</li> <li>• Participate in annual road safety risk assessments using our <a href="#">RiskCheck</a> tool.</li> </ul>

	<ul style="list-style-type: none"> <li>• Regularly meet with drivers one-on-one and in <a href="#">tailgate meetings</a>. Discuss current and emerging driving hazards. Remind them about the measures they’re expected to apply.</li> <li>• Implement these <a href="#">training tips</a>.</li> <li>• Keep pace with change. Communicate with your peers, other supervisors, and managers.</li> </ul>
<p><b>Help employees satisfy requirements.</b></p> <p>Every supervisor needs to ensure the workers they supervise comply with the regulations, as well as their organization’s policies and procedures.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Review driver records</a> (abstracts) annually. Watch for violations, suspensions, and prohibitions.</li> <li>• Use <a href="#">SkillCheck</a> to assess whether employee driving behaviours satisfy the law and your organization’s expectations.</li> <li>• Develop <a href="#">safe driving procedures</a>. Review them with employees. Do regular ride-alongs to confirm that drivers know and follow those rules.</li> <li>• Observe drivers doing <a href="#">vehicle inspections</a>. Help them if they miss any steps. Review vehicle inspection reports to verify inspections are done properly and regularly.</li> <li>• Do spot checks to verify employees use good housekeeping in their vehicles.</li> <li>• Review maintenance records to ensure work vehicles are maintained to manufacturer specifications and your organization’s requirements.</li> <li>• Use <a href="#">TripCheck</a> to help employees build safe trip plans. Review the plans they submit to confirm they adhere to your organization’s <a href="#">journey management practices</a>.</li> <li>• Review our <a href="#">Steering Toward Safer Driving Behaviours Webinar</a> to learn how to take advantage of apps and in-vehicle technologies that monitor speed, and harsh acceleration, braking and cornering, etc. Use data to help employees develop driving practices that meet expectations.</li> </ul>
<p><b>Take an active role in safety.</b></p> <p>Every supervisor must consult and cooperate with the joint committee or worker health and safety representative.</p>	<ul style="list-style-type: none"> <li>• Participate as a member of your organization’s safety committee, if you have one.</li> <li>• Attend monthly safety meetings or meet regularly with your organization’s worker safety representative. Develop a relationship so you can proactively identify, discuss, and resolve road safety issues.</li> <li>• Review meeting minutes so you’re aware of safety issues and what’s being done to resolve them.</li> <li>• Learn more about how to work with your employer and <a href="#">train, supervise, and communicate</a> with drivers to improve road safety performance across the organization.</li> </ul>

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