

Supervisor's Guide to Occupational Road Safety Requirements

Part 23 of *Workers Compensation Act* identifies broad responsibilities for supervisors. One such responsibility is to ensure employees are aware of hazards they might encounter, including while they are driving for work. The *Occupational Health and Safety Regulation (OHSR)* sets out further requirements that also apply to work-related driving. The table below suggests measures and practices that will help supervisors address their responsibilities for the safety of employees who drive any vehicle for work purposes.

Table One: Supervisor Responsibilities

Reference	What the Regulations Says	Suggested Work Practices to Address Responsibilities
Supervisor's responsibility OHSR 16.6	A supervisor must not knowingly operate or permit a worker to operate mobile equipment which is, or could create, an undue hazard to the health or safety of any person, or is in violation of this Regulation.	<ul style="list-style-type: none"> Perform spot-checks and ride-alongs to confirm drivers are complying with laws and company policies and procedures, have the skills to drive the vehicle in the circumstances they will encounter, are practicing good vehicle housekeeping. Confirm workers complete pre-trip vehicle inspections (e.g., observe workers doing inspections and check records). Review maintenance records and ensure vehicles are maintained as per manufacturers' specifications. Ensure that any vehicle safety issue identified during pre-trip inspections or maintenance, or reported by drivers is fixed. If the issue makes the vehicle unsafe to drive, ensure the vehicle is not driven until fixed. Ensure that no employee operates a vehicle if doing so would create an undue (unwarranted) risk of injury to any person.
Procedure for refusal OHSR 3.12	(2) A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer. (3) A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and (a) ensure that any unsafe condition is remedied without delay, or (b) if in his or her opinion the report is not valid, must so inform the person who made the report.	<ul style="list-style-type: none"> Supervisors should be aware of their duty to investigate refusals of unsafe work, and that they are familiar with the procedure required by Regulations and/or company policy.
Physical or mental impairment OHSR 4.19	(1) A worker with a physical or mental impairment which may affect the worker's ability to safely perform assigned work must inform his or her supervisor or employer of the impairment, and must not knowingly do work where the impairment may create an undue risk to the worker or anyone else. (2) A worker must not be assigned to activities where a reported or observed impairment may create an undue risk to the worker or anyone else.	<ul style="list-style-type: none"> Educate supervisors on the causes, signs and symptoms of impairment, and the steps they can take to avoid it. If a supervisor is told, knows or otherwise suspects a worker is impaired by any means such that operating a vehicle could create an undue risk for anyone, the supervisor cannot assign or allow that worker to drive. Depending on circumstances, the supervisor might assign them other work activities that will not pose a risk to themselves or others.

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