

Tailgate meeting guide

Explaining employee road safety responsibilities

Use this guide to lead a discussion with employees about their road safety responsibilities when driving for work. It can help them understand what they need to do to reduce their risk of being in a crash. This guide covers basic responsibilities. Review our [Know Your Obligations](#) section for more details. Use any of the following suggested key points in your talk. Use the form on Page 3 to record meeting details. Consider printing this guide and giving it to drivers.

Why is this topic important?

Key points

- The *Worker's Compensation Act* and the *Occupational Health and Safety Regulation* specify several legal obligations for employees. They apply whether you're in the office, on the job site, or driving for work.
- Whether our organization or you (our employee) own the vehicle, it's a workplace when used for work-related purposes
- Work-related motor vehicle crashes are the leading cause of traumatic workplace fatalities in BC

pick up supplies

- It can include driving to and from our work sites and client, contractor, supplier, or customer offices or work locations
- It typically doesn't include commuting from your home to your primary workplace

Employee responsibilities

Key points

A few of the WorkSafeBC requirements are:

Operate the vehicle safely

As the driver you need to:

- Inspect the vehicle at the start of your trip, and as necessary to ensure its safe operating condition
- Report conditions affecting the safe operation of the vehicle to your supervisor or employer
- Make sure repairs necessary for the safe operation of the vehicle are made *before* it is used

Avoid any improper activity or behaviour that might create a hazard to anyone

Don't get distracted or engage in high-risk driving.

What is work-related driving?

Key points

- Work-related driving is the operation of a vehicle in the course of your work.
- It can be your primary activity, such as a long-haul truck driver
- It can be a secondary or occasional part of the job, such as the admin assistant driving a few blocks to

If you're a passenger in a work vehicle, don't distract the driver or interfere with their ability to drive.

Know and obey driving laws

The rules of the road essentially apply whenever and wherever you drive in BC.

The *Motor Vehicle Act* and the *Motor Vehicle Act Regulations* explain most of the requirements. They deal with vehicle registration, licensing and insurance, and driving practices, offences and enforcement. There are more detailed rules about license plates, lights, brake systems, horns, windshields, mufflers and tires.

Know and follow our safe driving procedures

You're legally obliged to know and follow our organization's procedures. It's also in your best interests to do that, because our procedures help prevent crashes and keep you safe. They are sound business practices that contribute to our bottom line and your pay cheques.

Responsibilities when you use your own vehicle for work

Key points

You need to make sure the vehicle is:

- Properly registered, licensed and insured

- Road worthy, meaning it is properly inspected and maintained and mechanically sound
- Driven according to the applicable laws

Your vehicle is a workplace when driven for work

That means we have duties as your employer to ensure your health and safety even when it's your own vehicle.

We need to confirm that you are qualified to drive. Expect us to assess your skills and do periodic ride-alongs to verify driving competency. Also expect us to ask for vehicle inspection and maintenance records showing the vehicle is road-worthy.

Tailgate meeting activities and resources

- Ask employees for questions
- Encourage participants to know learn more about their [employee responsibilities](#)
- Encourage participants to take our [Driver Responsibilities Quiz](#)
- Show the WorkSafeBC video [If You're Driving for Work, You're on the Job](#) or send the link to your drivers

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Form

Tailgate meeting record

Date: _____ Time: _____ Location: _____

Supervisor: _____ **Discussion leader:** _____

Topic: _____ **Handouts used:** _____

Notes:

Follow-up items	Completion date

Participant name	Signature