

## Guide

# Employer’s occupational road safety responsibilities

In B.C., vehicles used for work are workplaces. That means you have safety responsibilities when your employees drive for work or ride as a passenger in a vehicle used for work. This table can help you understand your responsibilities as they apply to road safety. It also suggests safe work practices and [Road Safety at Work](#) resources you can use to meet your responsibilities.

Your road safety responsibilities	Suggested safe work practices
<b>Hazard identification and risk assessment</b>	
Ensure employees are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work.	<ul style="list-style-type: none"> <li>• Use the <a href="#">Hazard ID and Risk Assessment Tool Kit</a> to identify hazards workers will encounter while driving</li> <li>• Take steps to eliminate or minimize associated risks</li> <li>• Communicate the information to employees</li> </ul>
Remedy any workplace conditions that are hazardous to the health and safety of their workers.	<ul style="list-style-type: none"> <li>• Evaluate risks related to drivers, trips, and vehicles using our online <a href="#">RiskCheck</a> tool</li> </ul>
<b>Eliminate or minimize driver risks</b>	
Confirm employees have been adequately instructed in the safe operation of vehicles, and have demonstrated their driving competencies to a qualified instructor or supervisor.	<ul style="list-style-type: none"> <li>• Check <a href="#">driver qualifications</a> to ensure employees are legally entitled to drive</li> <li>• Use our <a href="#">SkillCheck driver assessment tool</a> to evaluate skills</li> <li>• <a href="#">Confirm driver competence</a> and have supervisors periodically re-assess drivers</li> </ul>
Provide each young or new worker with health and safety orientation and training specific to their workplace.	<ul style="list-style-type: none"> <li>• Conduct <a href="#">driver orientations</a> with every new hire</li> <li>• Have a supervisor familiarize young and new drivers with their work vehicle and the type of driving they’ll do</li> </ul>
Ensure workers are not assigned activities where a reported or observed impairment may create an undue risk to the worker or anyone else.	<ul style="list-style-type: none"> <li>• <a href="#">Manage impairment</a> and <a href="#">driver fatigue</a> with policy and procedures to ensure workers don’t drive when physically or mentally impaired or fatigued</li> </ul>
Implement procedures to identify hazards of working (driving) alone and take measures to eliminate or minimize the risks.	<ul style="list-style-type: none"> <li>• Develop <a href="#">road safety policy</a> and <a href="#">safe work procedures</a> for employees who drive alone</li> <li>• <a href="#">Establish a check-in system</a></li> </ul>
Identify workplace factors that may expose workers to a risk of musculoskeletal injury (MSI), assess that risk, and eliminate or minimize the risk of MSI to workers.	<ul style="list-style-type: none"> <li>• Identify hazards and evaluate risks in the vehicles your employees operate and have them <a href="#">optimize their driving workspace</a></li> </ul>

<b>Eliminate or minimize vehicle risks</b>	
Ensure that each vehicle is fit for work and selected and operated accordingly.	<ul style="list-style-type: none"> <li>Implement vehicle selection procedures that ensure each vehicle fits its intended use and has the appropriate equipment and safety features</li> </ul>
Inspect vehicles at the start of each shift and report defects and unsafe conditions. Before using the vehicle, remedy or repair any defect or condition that would affect safe operation of the vehicle.	<ul style="list-style-type: none"> <li>Do thorough <a href="#">vehicle inspection</a> and document the results on our customizable <a href="#">forms</a></li> <li>Make sure employees know to report defects and unsafe conditions to supervisors</li> <li>Make sure defects and unsafe conditions are fixed before an employee drives the vehicle</li> </ul>
Ensure vehicles are repaired and maintained consistent with the manufacturer’s instructions and any standard the vehicle is required to meet. Make maintenance records for vehicle servicing and repairs available to the driver and maintenance person.	<ul style="list-style-type: none"> <li>Follow the maintenance schedules in vehicle owner manuals</li> <li>Document maintenance and make sure drivers and maintenance technicians know where to find the records</li> </ul>
Ensure items are secured to prevent injury to the driver and other workers.	<ul style="list-style-type: none"> <li>Require cargo to be secured and the vehicle cab to be kept tidy and free of unnecessary objects</li> <li>Have supervisors do spot checks</li> </ul>
<b>Supervision</b>	
Provide workers with the supervision necessary to ensure the health and safety of workers at the workplace.	<ul style="list-style-type: none"> <li>Implement effective ways to supervise, including using safety meetings, pre-shift <a href="#">tailgate meetings</a>, email check-ins, <a href="#">ride-alongs</a>, and on-board monitors</li> </ul>
Supervisors must ensure the health and safety of workers under their direct supervision. They must ensure workers are aware of all known or reasonably foreseeable health or safety hazards in the area where they work.	<ul style="list-style-type: none"> <li><a href="#">Provide necessary supervision</a></li> <li>Regularly communicate with drivers</li> <li>Use <a href="#">tailgate meetings</a> and lead discussions of driving-related hazards</li> <li>Use <a href="#">TripCheck</a> to evaluate and manage trip-specific risks (road conditions, weather, traffic)</li> <li>Periodically <a href="#">assess driver competency</a> to verify they are following procedures and have the needed skills</li> </ul>
Supervisors must not permit a worker to operate a vehicle which is, or could create, an undue hazard to the health or safety of any person.	<ul style="list-style-type: none"> <li>Review vehicle inspection/ maintenance records</li> <li>Conduct vehicle spot checks</li> </ul>

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May 2022