

Guide

Supervisor's occupational road safety responsibilities

In BC, vehicles used for work are workplaces. That means all your usual supervisory responsibilities apply when the employees you supervise are driving or riding in a work vehicle. This table will help you understand your road safety responsibilities. Use the suggested practices and Road Safety at Work resources to help you live up to them.

Your road safety responsibilities	Suggested work practices
<p>Ensure the health and safety of workers under your supervision.</p>	<ul style="list-style-type: none"> • Fulfill your responsibility to do all that is reasonably or practicably possible to make sure the employees you supervise aren't injured when they are driving or riding in a work vehicle • 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 • Ensure that any vehicle safety issue identified during a pre-trip or maintenance inspection, or identified by an employee, is fixed before the vehicle is used for work
<p>Be knowledgeable about the regulations that apply to the work (driving) you supervise.</p>	<ul style="list-style-type: none"> • The <i>Workers Compensation Act</i> and <i>Occupational Health and Safety Regulation</i>, the <i>Motor Vehicle Act</i> and <i>Motor Vehicle Act Regulations</i> apply when anyone is driving on BC roads or highways. Make sure you know what those regulations require, and how employees should apply them. Learn more about supervisor responsibilities • Know your duty to investigate refusals of unsafe work. Be familiar with WorkSafeBC's process workers and employers must follow to resolve a work refusal. Also know your organization's policy • Understand your duties to prevent any employee from driving if they are impaired by any means. Learn the causes, signs, and symptoms of impairment and fatigue, and the steps you should take to help drivers avoid them
<p>Ensure workers are aware of known and reasonably foreseeable hazards.</p>	<ul style="list-style-type: none"> • Go for ride-alongs with employees so you're familiar with the driving they do and the hazards they encounter • When you're orienting a new hire, tell them about the driving-related hazards they may encounter and explain the practices they are to apply to manage the associated risks. Learn more about driver orientations • Periodically meet with employees (e.g., in tailgate or one-on-one meetings) to discuss new or emerging driving hazards, and to remind them about the measures they're expected to apply

	<ul style="list-style-type: none"> • Participate in annual road safety risk assessments. Use our RiskCheck tool • Keep pace with change. Communicate with your peers, other supervisors, and managers. Check with your industry health and safety association for best practices and how they can help reduce risks for the employees you supervise
<p>Ensure workers comply with the regulations, and your organization's policies and procedures.</p>	<ul style="list-style-type: none"> • Review driver records (abstracts) annually. Watch for violations, suspensions, or prohibitions • Use periodic driver assessments and ride-alongs to help you determine whether employees have the skills they need to drive their vehicle in work situations. Check to see if they follow the rules of the road and your organization's policies. Learn more about driver qualifications • Observe drivers doing vehicle inspections. Help them out if they miss any steps. Review vehicle inspection reports to verify inspections are done regularly, and follow your organization's process • Do spot-checks to verify employees are applying good house-keeping in their vehicles • Review maintenance records to ensure vehicles are properly maintained to manufacturer specifications and your organization's requirements • Help employees build safe trip plans. Look over the plans they submit to see if they are applying your organization's journey management practices • Use the increasing variety of apps and in-vehicle technologies that monitor speed, harsh cornering, braking, etc. They can help employees maintain safe driving practices
<p>Cooperate with the joint committee or worker health and safety representative.</p>	<ul style="list-style-type: none"> • Participate in monthly safety meetings or meet regularly with your company's worker safety representative. Develop a relationship so you can identify, discuss, and resolve road safety issues in a timely manner • Be a member of the safety committee • Review meeting minutes so you're aware of safety issues and what's being done to resolve them

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