

## Guide

# Employee's occupational road safety responsibilities

In B.C., vehicles used for work are workplaces. That means you have safety responsibilities when you drive or ride as a passenger in a vehicle being used for work. This table can help you understand your responsibilities. Use the suggested practices and Road Safety at Work resources to help meet them.

Your road safety responsibilities	Suggested work practices
<p>Operate work vehicles safely and in ways that avoid incurring harm to yourself, co-workers, and other road users.</p>	<ul style="list-style-type: none"> <li>• Always maintain full control of your vehicle</li> <li>• Know the applicable laws and follow them. Learn more about <a href="#">your obligations</a></li> <li>• Know your organization’s safe driving procedures, and follow them</li> <li>• Drive according to the conditions. This includes road, vehicle, weather, traffic and visibility, as well as your mental and physical condition</li> <li>• Have a patient, courteous approach to driving. Recognize and respect the limitations of other vehicles and drivers</li> </ul>
<p>Make sure you are ready for the drive ahead.</p>	<ul style="list-style-type: none"> <li>• Make sure you’re mentally and physically prepared</li> <li>• Be confident you have the knowledge, skills, and attitudes necessary to safely complete the drive</li> <li>• Be familiar with where you’re going, the route you’ll take, the hazards you may encounter along the way, and how you’ll reduce the associated risks (e.g., take safest route, allow enough time to get there, delay until road conditions are safer, etc.)</li> </ul>
<p>Inspect vehicle before first use on a work shift and as required to ensure its safe operating condition.</p> <p>Report defects and conditions affecting the safe operating condition of the vehicle to the supervisor or employer.</p> <p>Make any repair or adjustment necessary for the safe operation of the vehicle before it is used.</p>	<ul style="list-style-type: none"> <li>• Inspect vehicles at the start of each workday or shift</li> <li>• Re-inspect vehicle during the shift as needed to ensure its continuing safe operating condition</li> <li>• Report all vehicle safety issues to your supervisor or employer and check that they have been repaired or remedied before you use the vehicle</li> <li>• Document vehicle inspections and findings</li> <li>• Make sure the vehicle is suitable for the purposes for which it is used.</li> </ul>

<p>Keep the vehicle floor free of anything that could be a hazard in a crash.</p>	<ul style="list-style-type: none"> <li>• Apply good housekeeping practices to keep the cab, floor, and deck clear of hazards</li> <li>• Make housekeeping part of daily vehicle inspection</li> </ul>
<p>Report unsafe or harmful conditions or acts as soon as possible to a supervisor or your employer. The person receiving the report must investigate and ensure that any necessary corrective action is taken without delay.</p> <p>Take action to avoid hazardous driving situations and reduce risks for yourself and others.</p>	<ul style="list-style-type: none"> <li>• Decline driving that you feel is unsafe, meaning it would cause an undue hazard to the health or safety of you or someone else. Know your right to <a href="#">refuse unsafe work</a></li> <li>• Report unsafe conditions and acts to your supervisor or employer as a soon as possible. Examples include vehicle defects, dangerous road conditions, unsafe driving schedule, and risky driving behaviour</li> <li>• Don't let other workers undertake unsafe driving. If you see something you feel is an unsafe practice or situation, say something to the driver or their supervisor</li> </ul>

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