

Safe Work Procedure Job Title or Task: Driving - General

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance/Custodial	Workplace Safety and Health Committee	Nov. 16, 2023	Annually

Potential Hazard	Risk level
Awkward/sustained postures	Medium
Repetitive movements	Medium
Compression	Medium
Vibration	Low
Pinch points - fingers caught	Low
Chemicals	Low
Extreme heat/cold	Low
Noise	Low
Combustibles/flammables	Low
Risk of falling	Low

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> • Emergency cell phone • Safety vest (exiting vehicle on a roadway) • Working alone plan • Always wear a seat belt 	<ul style="list-style-type: none"> • Manitoba driver's license training

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.

Steps to complete this task safely:

- If you are working alone, ensure you are following the working alone plan.
- Conduct pre-shift inspection of the vehicle's interior and exterior.
- Inspect personal protective equipment and other necessary safety equipment: ensure it is packed and in good working order.
- Report any concerns immediately.
- Adjust driver's seat and mirrors, and fasten seatbelt.
- Proceed to route.
- Observe posted speed limit.
- Obey traffic laws.

- Watch for pedestrians and other traffic.
- Comply with company road safety rules.
- Pull over to attend to any driving distractions such as eating, smoking, checking directions or using an electronic device such as a cell phone or GPS.