



Tool Box Safety Talk No. 11

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Company Vehicles

Employees that have been authorized by the office may operate company vehicles for company business during working hours. Each operator shall have a valid Alberta driver's license for the class of vehicle they are operating. Photocopies of each license shall be kept on file with the company office. Employees shall be seated inside the vehicle and shall have their seat belt properly secured before moving. The driver is responsible for ensuring passengers are properly seated and have seat belts on prior to starting the engine. Do not for any reason ride outside of the cab of a moving company vehicle.

Perform a walk-a-round safety check each day prior to vehicle operation. Check tire pressures, load security, operation of all lights and direction signals. Check that locking fuel caps are used and are in place. Ensure a copy of the insurance card and vehicle registration is contained in the cab or glove box. Check that there is a proper filled spare, a jack and safety flares. Vehicles require minor service every 5000kms with major service in accordance with company maintenance schedule. Have all fluids checked for safe levels and topped-up as necessary at each fill-up. Do not siphon fuel from tanks by mouth at anytime.

Treat company vehicles as if they were your own. Vehicles shall be operated in a courteous and responsible manner at all times. When driving monitor all gauges and be aware of any unusual vehicle noises or vibrations. Any vehicle damage or maintenance issues should be reported to the office as soon as possible. Flat tires shall be reported as well as any traffic violations. Payment of traffic tickets is the responsibility of the driver. Cover cabs of vehicles while loading tear-off debris and ensure that windows and mirrors are clean and unobstructed at all times, particularly in the winter. Plug vehicles in during winter weather and check that block heaters are working.

Transportation of Dangerous Goods

Tidy tanks or slip tanks shall be adequately secured to the vehicle so that they do not come loose or become displaced in the event of an accident. Tidy tanks shall be labeled on the outside with the appropriate TDG label for the type of fuel contained. Tidy tanks shall be inspected by an approved inspection agency. Check that safety equipment including fire extinguishers, a first aid kit, Material Safety Data Sheets, Permit for Equivalent Level of Safety (TDG) are contained in the vehicle. Observe all traffic signs and follow dangerous goods routes where required. When transporting dangerous goods the vehicle operator shall have TDG training or must be under the direct supervision of person with valid TDG training. When stopped you must provide reasonable assistance or information requested by a Dangerous Goods Inspector.