



## MOTOR VEHICLE SAFETY & JOURNEY MANAGEMENT PLAN

### **Purpose**

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This program is written to be in compliance with local regulatory requirements and provide directives to managers, supervisors, and employees about their responsibilities in the operations and management of CDH Consulting vehicle safety, to reduce incidents involving vehicle operations and to require planning of trips by all employees operating owned, leased or borrowed vehicles.

### **Key Responsibilities**

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#### **CDH Consulting Safety Manager**

- The designated Safety Manager is responsible for developing and maintaining the program and related procedures. These procedures are kept in the designated safety manager's office.

#### **Site Manager**

- Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available for compliance with the plan.

#### **Employees**

- All shall be familiar with this procedure and the local workplace vehicle safety program.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.
- Only authorized employees will drive a motor vehicle in the course and scope of work or operate a company owned vehicle.
- The driver of a CDH Consulting vehicle will have a valid and current license to operate the vehicle. Drivers will be appropriately assessed, licensed and trained to operate the vehicle they have been authorized to operate.
- Authorized drivers are not allowed to operate a motor vehicle while under the influence of alcohol, illegal drugs, certain medications, prescription or over-the counter medications that might impair their driving skills.

### **Vehicle and Transportation Related**

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#### **Driving Safety**

- No passengers shall be on trucks used to deliver goods.
- Backing is prohibited whenever practicable. Where backing is required, drivers, when parking, should make every effort to park the vehicle in a manner that allows the first move when leaving the parking space to be forward.
- Drivers must have either a reversing alarm, use a spotter or walk around the truck/trailer prior to backing.
- Passenger compartments are to be free from loose objects that might endanger passengers in the event of an incident. Any vehicle with non-segregated storage shall be equipped with a cargo net or equivalent to separate the storage area.
- Vehicles (light vehicles, heavy vehicles and trailers) may not be modified without the endorsement of the manufacturer.



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- Signs, stickers or labels are to be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls.

Reporting of Traffic Violations and Vehicle Accidents - Authorized drivers will report any vehicle incidents or traffic violation while driving on company duties to the appropriate personnel (regardless of injuries, fault, vehicle or property damage).

### Safe Driver Behaviors/Practices:

- Authorized drivers will follow CDH Consulting Safe Driver Behaviors/Practices.
- Obey all federal and local driving laws or regulations as well as requirements of clients.
- Immediately report any restriction or change to their driving privileges to the supervisor.
- Driver and all passengers must wear seatbelts. Seatbelts shall be worn by all occupants at all times whenever a vehicle is in motion.
- Only use company owned, rented or leased vehicle for company business.
- Defensive drivers continually assess conditions and hazards and remain prepared for any challenge that may approach them.
- When speaking with a passenger, always keep your eyes on the road.
- Both hands on the wheel.
- Use of cell phones, hands-free cell phones, manipulating radios or other equipment which may cause distraction while driving any vehicle is prohibited. Vehicle must be safely parked prior to using a cell phone or 2-way radio.
- Drivers shall not exceed the posted speed limit.
- Drivers shall maintain a safe distance between other vehicles.
- Slow down around construction, large vehicles, wildlife, fog, rain, snow, or anything else that adds a hazard to your driving.
- Alcohol or illegal drugs are not allowed to be in a company, client or leased vehicle at any time.

### Drivers are to be prepared before leaving:

- Perform 360 walk around inspection – report new damage.
- Check windshield for cracks that could interfere with vision.
- Inspect for vehicle damage and immediately report any damage to the supervisor if not previously observed.
- Make sure dirt or snow is removed from lights on all sides of the vehicle.
- Brush or clean off snow or ice on all windows to ensure complete vision.
- Check fuel level to be certain the destination can be reached.
- Check to ensure the license plates and inspection tag on vehicle are current.
- Ensure that there is a first aid kit and inspected fire extinguisher in the company vehicle.
- Ensure driver is rested and alert for driving.
- Employees are not to perform repairs or maintenance other than routine fluid additions, unless deemed qualified by T&M Services.

### **Vehicle Requirements**

- Vehicles shall be maintained in safe working order.
- Vehicles are of the correct size and designed for intended use. The vehicle shall be fit for the purpose.



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- Tires, including spares if full size, are to be of same type, profile and tread pattern, except when the vehicle or tire Manufacturer recommends a different type for certain axles.
- Tire type and pattern is to be recommended by the vehicle or tire manufacturer for use on the vehicle in the area of operation.
- Vehicles are to be fitted with a spare wheel and changing equipment to safely change a wheel, or a suitable alternative.
- All seats are to be fitted with headrests
- All light duty vehicles (including buses) are to be equipped with an adjustable left, right and central rear-view mirrors
- Loads shall be secured and within the manufacturer and legal limits and shall not exceed the manufacturer's specifications and legal limits for the vehicle.
- All vehicles are to be equipped with a multipurpose fire extinguisher with a capacity of at least 0.9 kg/2 lb. The fire extinguisher shall be securely mounted on a bracket and located so that it is easily accessible in an emergency without becoming a hazard in case of an incident.
- All light vehicles shall be equipped with a securely stowed first aid kit.
- All drivers of light vehicles shall carry a high visibility jacket for use in case of emergency stops.
- All light duty vehicles carry a minimum of one collapsible hazard warning triangle.
- Rollover protection will be installed in any vehicle to address high risk environments. The rollover protection engineered will conform to recognized regulatory standard and industry preferred practices.
- All light equipment vehicles shall be outfitted with two red high-intensity lights located as high, as far apart, and as far back as practical, wired to the headlight switch, but also with an override switch, if permitted by local regulations.

### Transportation

If workers are required to travel in a worker transportation vehicle CDH Consulting must ensure that reasonable measures are taken to evaluate road, weather and traffic conditions to ensure the safe transit of the workers.

The operator of a worker transportation vehicle must ensure that the worker transportation vehicle has been inspected by a qualified person before first use on a work shift.

Seated workers must wear seat belts while being transported in a vehicle equipped with seat belts.

A worker must not ride in a vehicle in a standing position, unless protected from being thrown off balance.

A worker must not ride in a vehicle with any part of the body outside the vehicle unless essential to the work process and then only if the worker is adequately restrained.

Materials, goods, tools or equipment carried in a portion or compartment of a vehicle in which workers are riding must be located and secured to prevent injury to the operator or workers.

Any enclosed portion or compartment of a vehicle in which workers are transported must have:

- effective ventilation, independent of doors, providing clean air,
- adequate lighting and means for heating and cooling,
- an effective means of communication between the operator and passengers, and



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- more than one means of exit.

### **Journey Management**

The Journey Management Plan is reviewed with affected employees. The Journey Management Plan should be reviewed with road travelers before they perform any driving on company business. A copy of the plan must be readily available at the workplace. Road travelers should carry a copy of the plan.

Driving directions shall be obtained before traveling to an unfamiliar destination. Before taking a trip to an unfamiliar location each employee will ensure they have printed driving directions available. Do not plan to read directions from a smartphone while driving. A GPS device may be used, but printed directions should be kept as a back-up.

Potential journeys involving driving and/or road transport should be screened and assessed relative to hazards, risks and costs with the following type of questions:

- Road travel should be limited whenever practicable. Road journeys should only be taken when necessary. Try to complete multiple tasks in single trips to reduce the amount of driving for improved safety and efficiency. If the trip is being taken to meet with someone, determine if the meeting can be done over the phone instead.
- Consider safer methods of travel (air, train, etc.) where practicable.
- Can the business requirement for a potential journey be delayed and possibly combined with a later trip?
- Driving during adverse weather conditions should be avoided, whenever practicable. Before leaving on a trip, ensure that weather conditions are safe for driving. Ensure the vehicle being used is adequate for the weather conditions. Make sure emergency supplies are in the vehicle, and the driver has a cell phone in case of emergency. In particularly harsh conditions, consider cancelling or rescheduling the trip.
- Can the journey be combined with other people to share a vehicle?
- Road travel is completed during daylight hours, whenever practicable. Driving should be done during daylight hours rather than after dark whenever possible. Reduce speed when driving at night, when adverse weather condition exists, or other traffic or hazards dictate. At no time should a T&M Services employee exceed the posted speed limit. Be aware of the potential for wildlife to be on the road, especially when driving at dusk or dawn
- Is a fit-for-purpose vehicle for the expected route and conditions available (for example, a four-wheel drive vehicle, etc.)?
- Rest breaks should be taken to reduce fatigue. When driving long distances sufficient breaks should be taken to prevent fatigue. When driving alone and having trouble staying awake, pull off the road and get out of the vehicle for fresh air, or take a power nap. If driving late at night, consider getting a hotel room and starting fresh the next day. If two licensed drivers are in the vehicle, take turns driving. Get plenty of rest before beginning your journey.



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### Traffic Control

CDH Consulting shall develop, in writing, and implement a traffic protection plan for its workers at a worksite if any of them may be exposed to a hazard from vehicular or pedestrian traffic that may endanger the safety of any worker. It shall include the following control measures:

- Effective means of traffic control shall be provided whenever the unregulated movement of vehicular traffic constitutes a hazard to workers.
- Traffic control shall include barricades and cones as the primary control and, where required, signs, flagmen or other techniques and devices made necessary by the prevailing circumstances.
- Operations or equipment, encroaching on the traveled way, shall be protected by barricades and cones as the primary control and, where required other effective devices.
- CDH Consulting must train workers in the traffic control safe work procedures.
- CDH Consulting will ensure that before a worker is designated as a flag person, the worker is trained in the safe work procedures for the safe control of traffic operations and wears the appropriate high visibility outer clothing and/or equipment.
- If a worker at a project on a highway may be endangered by vehicular traffic unrelated to the project, the project shall make use of as many measures as necessary to adequately protect the worker.
- A worker who is required to set up or remove traffic control measures on a roadway or a shoulder of a roadway shall be a competent worker, shall be equipped with the appropriate high visibility apparel, shall not perform any other work while setting up or removing the measures and shall be given adequate written and oral instructions in a language that he or she understands, with respect to setting up or removing the measures.

### ATV Vehicles

If a CDH Consulting work site utilizes ATV vehicles, then the following shall apply:

- If the manufacturer has not set limits for operation of the ATV on sloping ground, 5% is the maximum allowable slope unless CDH Consulting has developed and implemented written safe work procedures appropriate for any steeper slope on which the equipment is to be used.
- CDH Consulting must ensure that each ATV operator is properly licensed and trained in the safe operation of the vehicle. The training program for an ATV operator must cover:
  - the operator's pre-trip inspection,
  - use of personal protective apparel,
  - operating skills according to the ATV manufacturer's instructions,
  - basic mechanical requirements, and
  - loading and unloading the vehicle, if this is a job requirement.
- An ATV operator and any passenger on an ATV must wear approved eye and hearing protection as required by local regulatory requirements and the CDH Consulting PPE Program. An ATV operator and any passenger on an ATV must wear clothing suitable for the environmental conditions and when necessary to protect against the hazards presented at the worksite, suitable gloves and clothing which covers the ankles and legs and the arms to the wrists and appropriate footwear.
- CDH Consulting requires that approved helmets shall be worn by the operator and passenger.
- Loading and unloading of an ATV onto or off a carrier vehicle must be done in a safe manner. If ramps are used when loading or unloading an ATV they must be placed at a suitable angle, be sufficiently wide and have a surface finish which provides an adequate grip for the ATV's tires.