

Approved:	<b>STANDARD OPERATING PROCEDURE</b>	REVISION A
BCM	TITLE: Seatbelt Policy	02/16/2015
HHH Services, LLC		

## **Purpose**

Because seat belts are the best protection against injury or death in a crash, a seat belt use policy is extremely important. The simple act of buckling up reduces the chance of serious injury or death by 40% to 60% and can save money for HHH Services, LLC.

## **Policy**

HHH Services, LLC recognizes that seat belts are extremely effective in preventing injuries and loss of life. We care about our employees, and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts.

Therefore, effective February 16, 2015, it will be company policy that seat belts shall always be used both by drivers and passengers while travelling on official company business and while operating company vehicles.

Employees are strongly encouraged to use their seat belts off-the-job as well. The purpose of this policy is to establish mandatory belt use as an organizational priority and designate responsibility for implementation and enforcement.

## **Application**

The seat belt use policy applies to all employees and occupants of any vehicle driven by employees, including rentals and personal vehicles when used on official company business.

## **Responsibility**

Managers and supervisors must demonstrate their commitment to this policy by communicating it to their employees, monitoring compliance, evaluating effectiveness and taking disciplinary action against violations.

## **Belt Systems Maintenance**

Seat belts in all company vehicles are to be maintained so that they are clean and in good working order.

## **Employee Education**

Information on the benefits of seat belts, as well as the company's commitment to their use is emphasized in employee orientation, training, handbooks, safety rules and internal communications.

Employees will be required to sign a pledge to use seat belts as a condition of employment. Managers and supervisors are encouraged to promote and provide time for employee awareness programs to explain the benefits of seat belts both on- and off-the-job.

## **Enforcement**

Seat belt use is such a common, healthy practice that the need to actively enforce this policy should be rare. However, the policy will be enforced the same as other [HHH Services, LLC rules, and employees who violate it will be subject to disciplinary actions which may include dismissal. Managers and supervisors have an obligation to encourage and routinely monitor usage. The driver of the vehicle is responsible for enforcing seat belt use by all occupants.