

## **Policy**

WEM has implemented this policy to inform workers of the written Driving Safety Program in the workplace. This ensures the safety and health of the employees on the job site.

## **Responsibilities**

Driving safety is a responsibility shared between the Company and its employees.

### **Employer Responsibilities**

- Ensuring all employees are physically fit and capable of performing the job duties assigned
- Ensuring personnel possess valid driver's licenses for the class of vehicle being driven
- Responding quickly to eliminate workplace hazards
- Ensuring all vehicles and equipment are kept in good safe working order
- Ensuring employees follow safe job procedures
- Reviewing job hazard analysis whenever there is a significant change to any element of the job or there has been an injury or illness
- Ensuring the vehicles are large enough and designed for how they are used

### **Supervisor Responsibilities**

- Establishing and maintaining safe and healthful working conditions
- Monitoring employee work behaviors using behavior-based safety tools
- Ensuring employees are not impaired by illness or medication use
- Setting good examples, instructing their employees, making sure they fully understand and follow safe procedures

### **Employee Responsibilities**

- Notifying their supervisors if they are fatigued to the point of not being able to perform their duties safely
- Ensuring they are physically and mentally fit to perform their job functions safely; they must take responsibility for their own safety as well
- Notifying their supervisor if they are taking prescription or over-the-counter medications
- Each Employee must possess a valid driver's license

## **WEM HSE**

### **Chapter DRAFT - Driving Safety**

- No employee should undertake a job that appears to be unsafe
- Employees are to report to a superior or designated individual all unsafe conditions encountered during work
- Seatbelts must be used by the driver and all passengers and properly maintained during work
- WEM requires company drivers to obey all traffic laws and follow the common rules of the road when
- WEM requires company drivers to obey all traffic laws and follow the common rules of the road when operating a motor vehicle on company business

#### **Driver Requirements**

WEM will only allow authorized employees to drive a motor vehicle in the course and scope of the work to be performed, or operate a company owned vehicle.

Each driver will be appropriately assessed, licensed, and trained to operate the company vehicle. WEM requires all drivers of company vehicles to possess a valid driver's license with endorsements for the type of motor vehicle they will operate.

WEM employees operating motor vehicles are forbidden from operating a motor vehicle while under the influence of drugs or alcohol. WEM forbids operating a motor vehicle under the influence of alcohol with a blood alcohol level above the local legal limit, under the influence of illegal drugs, and the operating of a motor vehicle under the influence of prescription medication that can cause impairment or drowsiness. WEM requires that employees taking prescription medication that can impair their ability to safely operate a motor vehicle, be required to inform their supervisor.

Authorized drivers will be prohibited from operating a motor vehicle while under the influence of any of the following that might impair their driving skills:

- Alcohol
- Illegal drugs
- Prescription or over the counter medications - without prior approval

WEM requires that all employees operating a motor vehicle while on company business, must report all motor vehicle incidents and accidents immediately to their supervisor(s). In the event emergency services are required, they should be contacted first then the employees' supervisors. Authorized drivers will report to the appropriate personnel any of the following:

- Collision
- Traffic violation
- Near miss incident

## **WEM HSE**

### **Chapter DRAFT - Driving Safety**

Seat belts will be always worn by all occupants whenever the vehicle is in motion.

#### **Vehicle Requirements**

The company vehicle will be fit for the purposes intended and will be maintained in safe working order.

WEM requires that all cargo transported on or in motor vehicles must be stored properly to prevent unintended movement and secured. When transporting loads, the load will be secured, and will not exceed the manufacturer's load specifications, or the legal limits for the vehicle.

#### **Safe Driving Practices**

All authorized drivers will follow safe driving practices and safe driving behaviors to include but not limited to:

- Cell phone use is prohibited while driving
- Do not manipulate radios or other equipment which may cause a distraction Do not exceed the posted speed limit
- Maintaining a safe distance between other vehicles
- Do not exceed the occupant capacity of the vehicle
- WEM requires employees to perform adequate maintenance on company motor vehicles to ensure their safe operations in accordance with the recommendations of the manufacturer.
- WEM requires that operators of company motor vehicles must conduct a pre-use inspection prior to operating the vehicle. The pre-use inspection must include a walk-around inspection of the vehicle to check for obvious defects and that there are no obstacles in the path of travel for the vehicle.

**Training Record**

Trainer	
Signature	
Date	

Content of Training

Attendees (please print)
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