



# NOVEMBER 2020

## Twelve-Month Loss Prevention Program



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## The Essential 7 Driving Techniques

### A DRIVER'S STORY

During a recent safety meeting, drivers watched a video called Value-Driven® Driving. A lively discussion followed, during which drivers chimed in, supporting The Essential 7 Driving Techniques and sharing how when employed correctly, these techniques not only helped prevent crashes but also reduced stress. Following the meeting, a truck driver decided to put the Essential 7 to the test. She started by reducing her speed a few miles per hour below the speed of traffic. To her amazement, she found that by not trying to keep up with traffic, her stress levels did decrease. Faster traffic moved on, which helped to naturally create proper following distance so she wasn't constantly speeding up and slowing down. She got to her destination on time, and by the end of the month, she was praised for having the best fuel economy when compared to her peers.

### TEST YOUR KNOWLEDGE

Name: \_\_\_\_\_

- How much following distance should be maintained behind the vehicle in front if it is foggy outside and raining?
  - 4 seconds
  - 6 seconds
  - 8 seconds
  - 10 seconds
- Blocking the path of oncoming traffic while crossing a divided highway increases the risk of a run under crash.
  - True
  - False
- Which of the following can be a distraction while driving?
  - Mobile devices
  - Eating or drinking
  - Fatigue
  - All of the above
- The proper reaction to a hazard should not put other drivers in danger.
  - True
  - False
- All of the following should be accomplished before making a lane change EXCEPT:
  - Determine it is safe and legal to change lanes
  - Visually check that the adjacent lane and blind spots are clear
  - Ask the virtual assistant on your GPS unit if it is safe to proceed
  - Activate the turn signal

Answers:  
1. C  
2. A  
3. D  
4. A  
5. C

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## Distracted Driving

Distracted driving is any activity (including fatigue and illness) that diverts your attention away from driving. Drivers must devote their full attention to driving. Any non-driving activity is a potential distraction and increases your risk of a crash. Read the information below on the types of distractions and defensive techniques, then ask yourself if there are ways you can improve.

### RECOGNIZE THE HAZARDS



#### MENTAL (COGNITIVE) DISTRACTIONS

Mental distractions occur when a driver's mind is focused on something besides driving. Examples include daydreaming, talking to a passenger or on a phone, fatigue, or being preoccupied with a family issue.



#### VISUAL DISTRACTIONS

Visual distractions can be anything viewed inside or out of the cab that diverts a driver's focus away from driving. Examples include looking away too long to read a billboard or road sign, gawking at a passing crash scene, or reading a text on your phone.



#### MANUAL DISTRACTIONS

Manual distractions are a driver using one or both hands to perform a secondary activity while driving, such as texting, eating, drinking, adjusting the radio, reading a map, or reaching for an item that dropped on the floor.

### KNOW THE DEFENSE



#### PUT AWAY MOBILE DEVICES

Before placing the vehicle in motion, silence mobile devices and keep them out of sight. Arrange a time to call your dispatcher and family each day, and let incoming calls go to voicemail. Call back when safely parked.



#### AVOID EATING AND DRINKING WHILE DRIVING

Eat and drink during breaks, not while driving. Schedule your trip accordingly, in shorter segments, so that you are not distracted by thirst or hunger.



#### RESOLVE ISSUES BEFORE GETTING BEHIND THE WHEEL

Do not brood on issues while driving. Resolve problems before leaving or pull over in a safe place to address the issue so you can focus your full attention on driving.



#### BE ATTENTIVE TO THE ROAD AHEAD

If you have to look away from the road, make it a quick glance, then return your focus to the road. Avoiding distractions allows you to identify hazards faster, react more quickly, and provides more time to stop the truck safely.



#### AVOID FATIGUE

Get plenty of rest and avoid heavy meals before driving. Do not take medications that cause drowsiness before driving. If feeling ill or fatigued, pull over in a safe place to recover.

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## The Essential 7 Work Practices

Truck drivers, mechanics, and office workers were asked to identify the skills they felt were most effective in preventing workplace injuries. They agreed on The Essential 7 Work Practices. Read the information below and ask yourself how you can improve your work habits to protect yourself from injury.

### BE ATTENTIVE TO SURROUNDINGS



Not paying attention to what you are doing or where you are going is a common cause of injuries at work and home.

**BEST PRACTICES:** While working in hazardous areas or walking, avoid distractions like using a mobile device or carrying on conversations that divert your attention from the task at hand.

### COMMUNICATE HAZARDS IMMEDIATELY



If you notice a hazard, communicate it immediately to others in the area so it can be avoided, and tell management so it can be removed.

**BEST PRACTICES:** If you can remove a hazard on your own, do so. If not, use signs or enlist the aid of others to isolate the area until the hazard can be corrected. NEVER leave a hazard unattended.

### UTILIZE PERSONAL PROTECTIVE EQUIPMENT



PPE ranges from gloves and boots to helmets and respirators. Each garment is designed to protect the body from hazards like heat, chemicals, electricity, etc.

**BEST PRACTICES:** Always use required PPE. Ensure PPE is properly maintained, cleaned, sized, and is effective against the hazards present.

### FOLLOW ESTABLISHED SAFETY PROCEDURES



Do not deviate from safety procedures or work practices, especially if you are in a hurry.

**BEST PRACTICES:** Follow documented procedures. If you identify a hazard not covered, report the hazard so the procedure can be amended.

### USE PROPER MATERIAL HANDLING TECHNIQUES



For manual lifting, size up a load first. If it is too heavy, ask for help or use material handling equipment.

**BEST PRACTICES:** Always use proper lifting techniques. Wear gloves to protect your hands and a back support harness to reduce the risk of a back injury.

### OBEY HAZARD WARNING SIGNS



Injuries often occur despite the use of caution signs, like a slippery floor sign, warning people of a hazard.

**BEST PRACTICES:** Always obey warning signs, even if you do not see a hazard present. Find a safer route around the hazard.

### PRACTICE GOOD HOUSEKEEPING



Whether it is in the office, shop, or inside the truck, keep your work areas clean and walkways free of slip, trip, and fall hazards.

**BEST PRACTICES:** Pick up any trash, boxes, computer cables, extension cords, tools, or other objects that might cause you or others injury.

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