

Circle for Safety

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The purpose of this Job Aid is to provide further guidance on when our Circle for Safety is required, why it is important, & how to properly conduct it. Where conditions are not covered in this Job Aid, or if the job is not completely understood, the Advisor should safely stop the work and communicate their concerns to the necessary personnel on the jobsite.

All Associates driving a Company vehicle, or personal vehicle on Company business, are required to perform a Circle for Safety prior to moving or operating the vehicle.

What is the Circle for Safety?

The Circle for Safety requires the driver to observe conditions in the vicinity of the vehicle and drive path, thus preventing collisions with other cars, objects, animals, or pedestrians.

SMG has adopted a best practice of placing **an orange mini safety cone** on the hood or dash of Company-issued vehicles as a reminder to perform the Circle for Safety before operating the vehicle.

The mini safety cone use is an effective method to change behavior to perform a Circle for Safety check. This involves checking for hazards that might exist around your vehicle, such as people, other vehicles, animals, and stationary objects.



Many of our associates use company vehicles as their mobile office to join virtual meeting(s) or make calls. If you don't immediately drive off, performing a second Circle for Safety Check is required as hazards may have changed.

All Associates shall utilize safety cones while on job sites or as required by the client. Failure to use safety cones may be factored into the decision of what disciplinary action is appropriate in the event of a preventable accident.

Circle for Safety Video



Cone Usage

- **Head-in parking:** If a vehicle must be backed to leave, the cone should be placed directly behind the vehicle.
- **Back-in parking:** If the vehicle can be pulled forward to leave, the cone should be placed near the driver's side front bumper.
- **Circle of Safety:** After completing an inspection around the vehicle to ensure a clear path, retrieve the cone.

Examples:

