



Document #: HCD04	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operating Procedure (OP)	Status: version 3.0
			Revised: November 13, 202 Owner: Occupational and Environmental Safety and Health (OESH)
Safe Driving Protocols			Page 1 of 3

Purpose	In keeping with the Winnipeg Regional Health Authority's (WRHA) commitment to providing a safe and healthy workplace as noted in the 'WRHA Workplace Safety and Health Policy, the following Operational Procedure has been developed to ensure safety guidelines for employees while driving.
Background	This OP supersedes the Safe Work Procedure titled, Operation of a Motor Vehicle dated March 2016 (version 2). Applicable legislation to this OP includes Part 2 of the Manitoba Workplace Safety and Health Regulation – 217/2006.


1.0	GUIDING PRINCIPLES
1.1	This operational procedure is designed to ensure that when followed, the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded as reasonably practicable.
1.2	As with all matters relating to the Safety and Health of workers, the Workplace Safety and Health Committee should be consulted for their input.

2.0	Scope
2.1	All healthcare workers who operate a motor vehicle during working hours for client care, business, and or operations purposes.

3.0	Hazards
3.1	Hazards that may be present while driving include but are not limited: <ul style="list-style-type: none"> - Poor or changing road conditions, - Poor or improper vehicle maintenance, - Speeding, - Blind spots - Distractions (For example, Eating, drinking, texting driving, and smoking)

Document #: HCD04	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operating Procedure (OP) Status: version 3.0 Revised: November 13, 202 Owner: Occupational and Environmental Safety and Health (OESH)
Safe Driving Protocols		Page 2 of 3

4	Operational Procedure
4.1	<p>While driving on business for the Winnipeg Regional Health Authority you are required to:</p> <ul style="list-style-type: none"> • Follow the rules of the road (Highway Traffic Act & The Drivers and Vehicles Act) • Have a valid Manitoba driver's license for the appropriate class for the motor vehicle being driven. • Ensure the motor vehicle being driven is properly insured for use. • Ensure that all passengers in the motor vehicle wear seat belts and use an age/size-appropriate child car seat or booster seat if legally required. • Should a Motor Vehicle Act ticket be issued, assume full responsibility. • Do not operate a vehicle under the influence of alcohol or other substances that impair your ability to drive. • Report any change in your driving status or any motor vehicle-related incidents in which you were involved while engaged in business on behalf of the WRHA, including those that do not result in damage or injury, to your manager/ supervisor as soon as possible. • For severe weather, communicate with your program/ site/ department to develop a plan.
4.3	<p>Guidelines for Vehicle Maintenance and Emergency Kit</p> <ul style="list-style-type: none"> • Maintain your vehicle. This includes tire condition and inflation, battery, windshield wiper blades, and fluid levels (windshield washer fluid, oil, gas, transmission, brake, etc.). • Keep a first aid kit in your car. • To prepare for winter emergencies it is recommended to carry a blanket, candle, tin, matches, shovel, etc.
4.4	<p>Guidelines for Vehicle for Planning Ahead</p> <ul style="list-style-type: none"> • Schedule enough time to drive safely to the next meeting or client visit. • Plan your route, check the map, or read the directions. If you are driving to an unfamiliar area, plan your route in advance.
	<p>Guidelines Before Leaving</p> <ul style="list-style-type: none"> • Do a circle check of your vehicle before getting in. • Stow belongings properly. • Adjust seat, mirrors, steering wheel, climate controls, etc. • When using a GPS ensure that you have your route loaded before leaving.

<p>Document #: HCD04</p>	 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg</p> <p>Operating Procedure (OP)</p>	<p>Status: version 3.0</p> <p>Revised: November 13, 202</p> <p>Owner: Occupational and Environmental Safety and Health (OESH)</p>
<p>Safe Driving Protocols</p>		<p>Page 3 of 3</p>

	<p>Guidelines While Driving</p> <ul style="list-style-type: none"> • Stay alert. Ensure that you are in good mental and physical condition before getting behind the wheel. • Drive defensively. Pay attention to and be courteous of vehicular and pedestrian traffic. • Avoid distractions (Adjusting radio, etc.)
	<p>Guidelines for Winter Driving</p> <ul style="list-style-type: none"> • Winter tires are recommended for winter driving. • Remove all snow from your vehicle before each trip. • Avoid using overdrive and cruise control on slippery roads. • SLOW DOWN. Remember: snow and ice are more slippery at 0°C than at -20°C or below. • Plug-in vehicle when colder than -20 and carry booster cables in vehicle.