

Safe Work Procedure (SWP)

Name of Task: Operation of a Motor Vehicle

*the intent of this safe work procedure is to increase the safety of employees while driving on behalf of the Winnipeg Regional Health Authority (WRHA). This safe work procedure is **mandatory** and governs the practices required while driving on behalf of the WRHA. This policy governs the use of both company and personal cell/smart phones (hand held and hands free) and devices when driving on business*

Performed by

Position/Job and Department/Unit: All health care workers who operate a motor vehicle during working hours to travel to and from clients homes and/or to other locations for business purposes.

Hazards: Poor or changing road conditions, poor or improper vehicle maintenance, speeding, failing to check the blind spot before making a lane change, following too closely, and distraction. Operating a motor vehicle requires the use of visual, auditory, biomechanical and cognitive skills as outlined in the table below:

Skill	Examples
Visual (Seeing)	watching the road (in front and around the vehicle), using mirrors, shoulder checks, checking gauges, speedometer, etc.
Auditory (Listening)	squealing of brakes, the sirens of an emergency vehicle, other vehicle sounds
Biomechanical ('Doing', Activity, Hand-eye coordination)	turning the steering wheel, activating signals, headlights, horn, etc., pressing the accelerator, brakes, clutch
Cognitive (Thinking)	anticipating any future movements, assessing situations such as movement of other vehicles or pedestrians, weather conditions, etc., preparing to avoid hazards

Distractions that pose a health and safety risk include:

- Eating/Drinking/Smoking
- Reading (including looking at a map, book, etc.)
- Applying makeup/shaving
- Adjusting radio/CD/MP3, DVD players, climate, or other controls
- Adjusting features such as pedals or steering wheel
- Watching a person, object or event outside the vehicle
- Moving objects in the vehicle (food containers, insects, etc.)
- Talking with other people, especially if the driver turns to those in the back seat of the car
- In-vehicle technologies such as those below will only add to the demands on a driver:
 - Dialing and talking or texting/email on a cellular/smart telephone, and
 - Using CB radio or other communication devices
 - Advanced features of cellular phones and other wireless communication devices including Internet, e-mail, instant messaging, texting, etc. (mobile office)
 - Other wireless devices such as laptop computers, tablets, etc.
 - In-vehicle navigation systems (GPS systems, etc.), and
 - Night vision systems

Education and training prerequisites:
e.g. instructions or other SWPs→→→

Valid Driver's License in the appropriate class for the motor vehicle being driven.

Training and Proficiency:

Read Procedure and Sign

Demonstrated Competency

Mandatory Steps to be taken to complete task safely:

While driving on business for the Winnipeg Regional Health Authority you must:

- Have a valid Manitoba driver's license in the appropriate class for the motor vehicle being driven.
- Have appropriate insurance for the motor vehicle being driven.
- Follow all "rules of the road", as defined by the Motor Vehicle Act and Regulations including driving at or below the posted speed limit and wearing a seat belt at all times.
- Ensure that all passengers in the motor vehicle wear seat belts or use an age/size appropriate child car seat or booster seat.
- Should a Motor Vehicle Act ticket be issued, assume full responsibility for any ticket such as exceeding the posted speed limit or failing to obey other motor vehicle rules and regulations as applicable, or for parking or other by-law infractions.
- NOT operate a motor vehicle after consuming alcohol or other substances (including prescription and non-prescription medications) that could legally impair their alertness or judgment. Disciplinary measures will be taken for any 24-hour prohibition received while driving on business.
- NOT use a hand held cellphone or other portable electronic device while operating the vehicle.
- NOT read or send emails or text messages when driving the vehicle.
- Report any change in your driving status or any motor vehicle related incident 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 as soon as possible.

Recommended tips to be followed to complete the task safely

Recommended Tips for Vehicle Maintenance and Emergency Kit

- Maintain your vehicle. This includes tire condition and inflation, battery, windshield wiper blades, fluid levels (windshield washer fluid, oil, gas, transmission, brake, etc.).
- Fill up when your gas tank is half empty.
- Keep a first aid kit in your car.
- Prepare for winter emergencies by carrying a blanket, candle, tin, matches, shovel, etc.

Recommended Tips for Planning Ahead

- 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.
- Check road conditions by phone or on the web. In Manitoba, road information is available at (204) 945-3704 or 1-877-MBRoads (1-877-627-6237).or <http://www.gov.mb.ca/mit/roadinfo/>.
- Give yourself extra travel time in bad weather.

Recommended Tips Before Leaving

- Do a circle check of your vehicle before getting in.
- Stow belongings properly.
- Adjust seat, mirrors, steering wheel, climate controls, etc.
- Select a radio station or have the CD/MP3 player ready.

Recommended Tips While Driving

- Be well rested and stay alert. Ensure that you are in good mental and physical condition before getting behind the wheel.
- Wear your seatbelt
- Don't drive at excessive speeds and remember to adjust your speed for road conditions.
- Follow vehicles at a safe distance.
- Drive defensively. Pay attention to and be courteous of vehicular and pedestrian traffic.
- Do not consume alcohol, drugs, medications or other substances that may affect driving.
- Be aware of changing driving conditions such as the volume of traffic, weather, etc.
- Do not use cellular/smart phones or other devices
- Keep distractions to a minimum (eating, drinking, smoking, adjusting radio, etc.)
- Do not reach for items that are out of reach or have fallen or shifted. Pull over and stop to reach them.
- Do not write notes while driving.
- Pull over to check your map to avoid any further stress or distractions.
- Relax, try not to think about personal or business matters, especially those that are upsetting.

Recommended Tips for Winter Driving

- Get your vehicle ready for winter in the fall.
- Install four matching winter tires.
- Pack an emergency kit.
- Learn and practice winter driving techniques before you need them.
- Plan your trip, check road and weather conditions.
- Remove all snow from your vehicle before each trip.
- Avoid using overdrive and cruise control on slippery roads.
- Travel with a fully charged cell phone.
- SLOW DOWN and wear your seatbelt. Remember: snow and ice are more slippery at 0°C than at -20°C or below.

Recommended Tips for Cellular/Smart Phones

- Plan ahead. Call or send a message before leaving your desk or getting into your car.
- You must use a hands-free device.
- Do not use a hand held cellphone or portable electronic device when at a stoplight.

Identify the unsafe driving practices you have picked up along the way and make a continuing effort to correct them. Consult the WRHA website for more information about safe driving at

www.wrha.mb.ca/professionals/safety

Responsibilities, Completion and Review

Performs all duties in accordance with established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per safe work procedures). Notifies their Manager or their designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, their co-workers, or any others who enter the premises.

Completed By: WRHA-OESH

Date Completed: March 2012

Last Reviewed by and date:
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Note: This task will be monitored periodically to ensure compliance and effectiveness.