

A Risk Management Check-up for Small Business

Preventing Work-Related Roadway Collisions

This is a generic list comprised of suggested best practices and other criteria to minimize risk. Lists should be adapted to reflect a company's needs.

Questions are answered with a "Y", "N", or "P" (Yes, no or partially). **Questions answered with an "N" or "P" require follow-up and can be used to form an action plan.**

Action Planning

1. Do you check references from previous employers?	Y	N	P
2. Do you verify the applicant's valid driver's licence?	Y	N	P
3. Do you conduct periodic checks to ensure that workers who drive continue to hold valid drivers license?	Y	N	P
4. Do you ensure that the company and drivers have valid and adequate insurance?	Y	N	P
5. At orientation what documents/procedures are reviewed:			
Road Safety Policy	Y	N	P
Emergency Procedures	Y	N	P
Incident Reporting	Y	N	P
Collision Procedures	Y	N	P
6. Is it emphasized that workers need to follow safe driving practices on the job?	Y	N	P
7. Do you recognize factors that can negatively affect a driver's performance? (e.g. stress, complacency, emotions, illness, medication, impairments, hearing , vision problems, etc.)	Y	N	P
8. Do you identify high risk drivers (e.g. new, high incident rates, novice, long distance)	Y	N	P
9. Are high risk drivers prioritized for training?	Y	N	P
10. Do you require documentation of regular maintenance checks for workers who drive their own vehicles?	Y	N	P
11. Given the risk, have you developed a policy prohibiting cell phone use while employees drive?	Y	N	P
12 . Do you require documentation of any changes to an employees' driving status or licence?	Y	N	P

A Risk Management Check-up for Small Business (cont'd)

Action Planning

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| 13. Do you assign driving tasks to young/novice drivers incrementally? (e.g. limiting their responsibilities until they prove they can handle the demands of the task?) | Y | N | P |
| 14. Do you implement and enforce mandatory seat belt use policies? | Y | N | P |
| 15. Has fatigue management been incorporated into your health and safety program? | Y | N | P |