

# A Risk Management Check-up for Medium to Large 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

#### Pre Hire and Orientation Procedures

1. Do you require any form of pre-employment driving assessment?	Y	N	P
2. Do you check references from previous employers?	Y	N	P
3. Do you verify the applicant's driver licence?	Y	N	P
4. Do you conduct periodic checks to ensure that workers who drive continue to hold valid drivers license?	Y	N	P
5. Do you ensure licenses match the type of vehicles to be driven?	Y	N	P
6. Do you ensure that a worker who drives for your company has valid and adequate insurance?	Y	N	P
7. 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

#### Monitoring and Control

8. Do you have a key member of the management team who is responsible for and has authority to set and enforce comprehensive safe driving policies?	Y	N	P
9. Is it emphasized that workers need to follow safe driving practices on and off the job?	Y	N	P

## Action Planning

10. Do you have a vehicle maintenance program that includes pre-trip inspection, immediate removal of vehicles for repair of mechanical defects and regularly schedule the withdrawal of vehicles for comprehensive inspection and maintenance?	Y	N	P
11. Do you review trip planning, examining time of day, roads, duration, etc?	Y	N	P
12. Is there a procedure to ensure that engines are turned off and vehicles are secured for movement before entering or exiting vehicles?	Y	N	P
13. Is there a procedure to ensure that a signaler is used when the intended path of travel is not clear?	Y	N	P
14. Do you make sure policies and rules are being followed?	Y	N	P
15. 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
16. Do you conduct on-road evaluations?	Y	N	P
17. Do you investigate all collisions in order to determine the root cause and take measures to prevent a recurrence?	Y	N	P
18. Do you have a formal policy for routine vehicle checks?	Y	N	P
19. Do you require documentation of regular maintenance checks of workers who drive their own vehicles?	Y	N	P
20. Do you check previous collision reports and create a cost analysis?	Y	N	P
21. Given the risk, have you developed a policy prohibiting cell phone use while employees drive?	Y	N	P
22. Have you examined whether employees use other in-cab telematic devices while driving?	Y	N	P
23. Have you examined the necessity for requiring workers to drive irregular hours?	Y	N	P
24. Do you identify high risk drivers (e.g. new, high incident rates, novice, long distance)	Y	N	P

## Action Planning

25. Are high risk drivers prioritized for training?	Y	N	P
26. Do you establish schedules that allow drivers to obey speed limits and follow appropriate hours of service regulations?	Y	N	P
27. 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
28. Do you analyze company road safety data? (e.g. WSIB injury reports, insurance reports, inspection/maintenance reports, collision/incident investigations)	Y	N	P

### Training

29. Do you have a formal driver-training program in place?	Y	N	P
Is there a classroom component?	Y	N	P
Is there an on-road practical?	Y	N	P
30. Do you conduct remedial training for those who have higher incidents of collisions?	Y	N	P
31. Do you provide training on the hazards of distracted driving?	Y	N	P
32. Has fatigue management been incorporated into your health and safety program?	Y	N	P
33. Do you ensure training for workers who operate specialized motor vehicles?	Y	N	P
34. Are all employees trained on legal requirements, company policy, MVA prevention systems/controls, use, care and maintenance of vehicles, reporting of incidents, collision and repairs?	Y	N	P

### Emergency Preparedness

35. Do you provide emergency kits?	Y	N	P
36. Do workers who drive know how to use the kit and are they aware of legal requirements?	Y	N	P

## Action Planning

### Incentives

37. Do you have a recognition program for safe drivers?      **Y**      **N**      **P**

### Communications & Continuous Improvement

38. Do you have a written road safety policy?      **Y**      **N**      **P**

39. Does it state company expectations about:

    Safe Driving Practices      **Y**      **N**      **P**

    Driver Competency      **Y**      **N**      **P**

    Vehicle Requirements      **Y**      **N**      **P**

40. Have company expectations been communicated to all workers who driver or are likely to drive?      **Y**      **N**      **P**

41. Do you communicate benefits that accrue to the company through ongoing road safety successes?      **Y**      **N**      **P**

42. Are you aiming at continuous improvement of your road safety program through feedback, monitoring and other methods?      **Y**      **N**      **P**