

## SAFE WORK PRACTICE

<b>TITLE</b>	Motor Vehicle Operation
<b>GENERAL</b>	To ensure all employees and contract staff whose work requires operation of a motor vehicle do so safely and are in compliance with all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
<b>APPLICATION</b>	This practice applies to all operation of motor vehicles to conduct business matters.
<b>PROTECTIVE MECHANISMS</b>	Traffic Safety Act and Regulation Company Rules Manufacturer's recommendations
<b>SELECTION AND USE</b>	As per safe work procedure Company Rules Manufacturer's recommendations
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>▪ Supervisors are responsible to facilitate and/or provide proper instruction to employees on protection requirements</li> <li>▪ Compliance</li> <li>▪ Enforcement</li> </ul>
<b>EMPLOYEE RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Ensure you have a valid Alberta operator's license.</li> <li>2. When operating your own, NSA owned, or a rental motor vehicle on company business, employees are to notify appropriate Regional Manager of intended travel route, report all vehicle accidents, or any other circumstances.</li> <li>3. Assure compliance with Working Alone Safety legislation.</li> <li>4. Lock doors.</li> <li>5. Drive defensively.</li> <li>6. Back in when practical.</li> <li>7. Ensure vehicle has an Emergency Road Kit.</li> <li>8. The operation of any motor vehicle for company business is prohibited when the driver is fatigued, consumed alcoholic beverages or drugs causing impairment, or when the road authority does not recommend travel.</li> <li>9. Drivers and passengers must wear seatbelts at all times.</li> <li>10. Be familiar with the vehicle and its capabilities.</li> <li>11. Do not offer rides to hitchhikers or strangers.</li> <li>12. Do not operate a cell phone or other hand-held device while the vehicle is in motion</li> </ol>

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