

Winter Driving Policy



Adapt this winter driving policy for your workplace, its operations, your OHS program and the requirements in your jurisdictions' OHS laws. Before implementing a winter driving policy, it's recommended that you consult with workers who drive for work purposes, supervisors and the JHSC or safety representative to identify ways to effectively develop, communicate, implement, monitor, evaluate and update the policy.

Background

Motor-vehicle incidents are a leading cause of workplace deaths. Winter weather can present hazards for workers who drive for work or as part of their jobs. More work-related crashes causing injuries that result in time-loss claims from work occur between October and February. For example, vehicle crashes in BC caused by driving too fast for road conditions that involve an injury or fatality approximately double between October and December each year.

Purpose

- The purpose of [insert company name]'s winter driving safety policy is to:
- Reduce the human and financial costs associated with motor-vehicle crashes;
- Promote safe driving practices that reduce worker exposure to winter driving hazards;
- Describe some of the responsibilities of employers,

supervisors, workers and JHSC members/safety representatives;

- Improve the safety performance of [insert company name];
- Ensure that [insert company name] meets or exceeds the minimum requirements of the [insert name of applicable OHS statute] and the [insert name of applicable OHS regulations] (“the OHS laws”);
- Develop and maintain a safe work environment that helps [insert company name]’s drivers meet their obligations under the [insert name(s) of applicable motor vehicle or road safety laws] and other applicable laws.

Winter Driving Policy

[Insert company name] is committed to winter driving safety and minimizing the risk of injury to its workers, other workers and members of the public. [Insert company name] will ensure that its workers have the information, training, equipment, resources and support necessary to eliminate or minimize their exposure to winter driving hazards.

Employer Health And Safety Responsibilities

Among other duties, the OHS laws require employers to:

- Establish occupational health and safety programs and policies in accordance with the OHS laws
- Provide a safe work environment for their workers, including fleet and personal vehicles driven for work purposes.

Supervisor Health And Safety Responsibilities

Among other duties, the OHS laws require supervisors to ensure:

- The health and safety of all workers under their direct supervision
- That workers under their direct supervision are made

aware of all known or reasonably foreseeable workplace hazards, including driving hazards.

Worker Health And Safety Responsibilities

Among other duties, the OHS laws require workers to:

- Take reasonable care of their own health and safety, as well as that of others
- Carry out their work in accordance with the OHS laws and established safe work procedures.

JHSC/Safety Representative Responsibilities

Among other duties, the OHS laws requires the JHSC/the safety representative to:

- Advise the employer on programs and policies required under the OHS laws for the workplace's effectiveness
- Identify situations that may be or unsafe for workers and advise on systems for responding to those situations.

Driving Responsibilities Of Workers

When driving a fleet or personal vehicle for work purposes, a worker must:

- Comply with this policy, [insert company name]'s safe work practices, the [insert name(s) of applicable motor vehicle or road safety laws] and other applicable laws and statutes
- Drive safely for the road conditions, such as not exceeding posted speed limits, reducing speed where necessary and increasing the distance between their vehicle and other vehicles on the road.

Winter Driving Trip Planning Process

Before approving any work-related driving in winter weather, a supervisor at [insert company name] should determine whether:

- Work tasks can be accomplished through means other than driving (such as conducting business by phone, e-mail or video conferencing); or
- Work activities can be accomplished by using other means of travel (such as public transportation, where available.)

If winter weather driving is required, a supervisor at [insert company name]—with input from workers—will:

- Assess weather conditions where company driving will occur and, where necessary, modify driving activities (such as changing driving routes, allowing for more travel time, postponing travel during adverse winter weather, etc.).

Training

Supervisors at [insert company name] will ensure and document that workers complete winter driving safety training when they are hired (or prior to the next winter driving season) and as required to correct unsafe driving practices.

Vehicles

Where a company vehicle is provided, management at [insert company name] will ensure that the vehicle is suitable for the driving purpose in which it will be used, is in good operating condition and is equipped with winter driving safety items (such as winter tires, chains and emergency kits). Supervisors will ensure that vehicles (including workers' personal vehicles, if used for work purposes) are suitable for business travel, inspected and maintained to an acceptable standard. Inspections may include documented driver pre-trip reports and vehicle inspections conducted by a qualified person.

Reporting Injuries And Motor Vehicle Crashes

Workers at [insert company name] must report all work-related

injuries, vehicle crashes and near-miss incidents. Supervisors at [insert company name] will maintain incident reports, first-aid records and supplemental injury statistics, as required by the OHS laws.

OTHER RESOURCES

ShiftIntoWinter.ca

[Checklist for Preparing Vehicle for Winter Driving](#)

[10 Safe Winter Driving Tips](#)