



Policy

Saskatoon & Area - Occupational Health & Safety

Number: 53-026

Title: Physical Hazard: Travel

Saskatchewan Employment Act:

OHS Regulation: 35

Date: January 1, 2017

Date Revised/Reaffirmed: June 5, 2018

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Purpose

To ensure that SHA Workers are competently trained in the policies, procedures associated with safe travel

Roles and Responsibilities

Employer must ensure:

- Safe work procedures in travel is established and an effective method of communication is provided
- Emergency supplies for use in travelling under conditions of extreme cold or other inclement weather conditions is provided
- That all Saskatchewan Health Authority workers who is required to travel using either a supplied vehicle, Central Vehicle Agency (CVA), or their own vehicle for the purpose of SHA business and is in possession of a valid driver's license
- That all CVA's are kept in a mechanical condition that is suitable for safe travel i.e. headlights, windshield, lights, tires, windshield wipers and seatbelts are in safe working order and that all fluids are at a safe operating level
- If vehicles do have defects, the employer shall ensure the vehicle is removed from service

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- On becoming aware that an employee does not have a valid license, they inform the worker that they are not to drive until a valid license is obtained
- A communication plan is in place and is followed for highway travel
- Worker is reimbursed for reasonable expenses incurred if a worker is stranded overnight in a location away from their home
- Adequate time is allotted for worker to travel to destination safely

Worker must ensure:

- They are trained in and follow the safe work procedures
- They participate in any training provided by their manager/supervisor related to safe driving
- They wear their seatbelt when the motor vehicle is in use

- They report any Central Vehicle Agency (CVA) defects to the CVA depot staff. If the defect is one that will affect the safe operation of the vehicle and cannot be fixed immediately, an alternate CVA should be provided if available.
- They discuss with their manager/supervisor if personal vehicle is not available and this affects the worker's ability to meet their job expectations
- They report to their manager/supervisor and the Safety Alert System/Incident Report Line for any incidents or accidents that occur while on SHA business
- Follows the rules of the road
- They pay for any fines received for traffic violations
- They cancel or reschedule activity if it is unsafe to drive either due to road or weather conditions or worker personal status (i.e. medical, physical, cognitive or psychological status)
- Refrain from handheld cell use while operating a vehicle
- That in cases of severe weather, alternate arrangements are made to attend or to cancel this meeting. NO HIGHWAY TRAVEL IS REQUIRED WHEN HIGHWAYS ARE CLOSED, MAY BE CLOSED OR TRAVEL IS NOT RECOMMENDED.

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017

June 5, 2018