



Procedure

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

Any PRINTED version of this document is only accurate up to the date of printing. Saskatchewan Health Authority (SHA), Occupational Health & Safety Services (OHS) cannot guarantee the currency or accuracy of any printed policy. Always refer to the Occupational Health & Safety internal website for the most current versions of documents in effect. This policy complies with legislation (minimum standards) at the time of this writing and/or revision. SHA OHS accepts no responsibility for use of this material by any person or organization not associated with SHA. No part of this document may be reproduced in any form for publication without permission of SHA OHS Services.

Purpose

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

Procedure for Highway Travel

Prior to departure:

- Complete a pre-use inspection of the vehicle
- Ensure you have a means of communication. Cell-phone or radio. Do not use hand-held devices while driving.
- Vehicle should have an emergency safety kit containing:
 - Clothing and footwear appropriate for severe weather conditions
 - Snow shovel
 - Ice scraper with a brush on one end
 - Flashlight with extra batteries
 - Booster cables
 - Warm blanket and/or reflective emergency blanket
 - Reflective triangle or flares
 - Candle and matches
 - Gas line antifreeze
 - Tow rope
 - First Aid Kit
- Contact the highway hotline if appropriate:
 - 306-933-8333 or toll free 1-888-335-7623, online: <http://weather.gc.ca/>
 - Depending on the distance and time travelled, this might be done before starting out, before returning and any other time as appropriate
- Develop communication procedures such as the following:
 - Have a designated contact who knows your destination route
 - Define when you expect to check in
 - Upon arrival at destination, call designated contact
 - If you don't call in as planned, the designated contact attempt to call you. If they are unable to reach you, the manager/supervisor is contacted to manage the situation. This might include contacting the RCMP.
 - Be aware of forecasted weather road conditions the day prior to planned travel. If the forecast is hazardous, cancel meetings or training the day prior so that all attendees are aware.
- If you become stranded in the winter:

- STAY in your vehicle
- Call 911 and/or a tow truck as appropriate
- Notify your designated contact
- Clean snow from around the tail pipe to prevent carbon monoxide to build up
- Run engine for hear once every 20-60 minutes
- Clear outside heater vents
- In the event that a candle is used, ensure a window is slightly open

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