

Section 27 - Corporate Vehicle Health and Safety Program

PURPOSE Corporate Vehicle Health and Safety Program will be utilized to communicate the health and safety principles, philosophies and requirements from which the company manages its business activities with regards to all vehicle use. This program must be regarded by all associated with the business activities of the company as minimum acceptable standards or practices.

SCOPE Corporate Vehicle Health and Safety Program requires every person in the organization to take ownership and commitment as described within this program.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Obtain a current copies of each driver's records of training and certifications.
- Respond to and assist in the investigation of any vehicle incident or collision.
- Distribute this program as required to each Project Manager and Supervisor at the beginning of each project.
- This program shall be reviewed with each new worker at their company orientation at all office and site locations.

Senior Management Responsibilities:

- Review the Corporate Vehicle Health and Safety Program annual basis with the Health and Safety Department and implemented the program requirements as required.
- Ensure this program reflects the organizations commitment and meets the requirements of all applicable legislation requirements by third party auditors.
- Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Ensure the workplace follow the guiding principles outlined within the Corporate Vehicle Health and Safety Program.
- Immediately report any vehicle incident or collision to the Health and Safety Coordinator.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the is aware of;

Section 27 - Corporate Vehicle Health and Safety Program

- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker

Workers Responsibilities:

- Follow the guiding principles outlined within Corporate Vehicle Health and Safety Program.
- Immediately report any vehicle incident or collision to your supervisor and or the Health and Safety Coordinator.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Work in compliance with the provisions of Occupational Health and Safety Act and Regulations
- Report to his or her Supervisor the absence of or defect in any equipment or protective device of which the worker is aware

PROCEDURE

For the purpose of this program, vehicle includes but not limited to, company trucks, company cars, loaders, forklifts, and flatbed trucks. The following guidelines must be followed while operating any vehicle or equipment engaged in work activities:

- Posses a valid drivers license
- Follow the operator's manual for the specific vehicle for manufactures recommendations.
- Wear a seatbelts at all times.
- Obey all traffic laws, posted traffic signs and site signage.
- Maintain a zero blood alcohol level.
- Not under the influence of prescription or illegal drugs
- Perform a pre-use circle check of vehicle before commencing operations.
- Pull through or reverse parking is recommended whenever practicable.
- Maintain an appropriate Commercial Vehicle Operator's Registration abstracts and public abstracts
- Perform regular maintenance as per manufacturer's recommendations and guidelines.

The specific policies listed below must be adhered to as a function of your employment and seen as minimum standards. The success of our organization depends on our reputation to provide a quality product and service in a safe and timely manner.

Through open lines of communication, objective discussions and cooperation between workers, drivers, supervisors, and management, our objectives of a workplace free of hazards, accidents and injury can and will be achieved.

Section 27 - Corporate Vehicle Health and Safety Program

Drivers' Records

BELMONT CONCRETE FINISHING CO. LIMITED will keep at the place of business, a file containing all relevant training records, compliance documents and employment information including:

- Driver's date of employment
- Commercial Vehicle Operator's Registration abstracts and public abstracts
- Disciplinary notices
- Copy of their driver's license
- Copy of their designations to operate a company motor vehicle (AZ/DZ License)
- Records of accidents, damages, violations, etc
- Application form

These records will be made available by the employer to an inspector upon request and shall be kept on file for a **minimum of 7 years**.

Corporate Driving Rules

The following guidelines must be followed while operating any vehicle or equipment engaged in work activities:

- Drivers must maintain safe following distance at all times.
- Drivers of all our vehicles must drive according to the current weather conditions of the road and maintain safe distances to allow for sudden or emergency stops.
- Drivers must yield the right of way when directed by posted signs or to pedestrians and bicycles on the roadway at all times.
- Turning indicators must be used while performing any turn or lane changes.
- When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
- Avoid driving in other driver's blind spots; attempt to maintain eye contact with other driver, either directly or through mirrors.
- Drivers must honor posted speed limits.
- In adverse driving conditions, reduce operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic.
- Reverse parking and or pull through parking to be used where ever practicable
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections.
- Never speed through an intersection on a caution light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- Avoid backing where possible, but when necessary keep distance traveled to minimum and be particularly careful.

Section 27 - Corporate Vehicle Health and Safety Program

- When waiting to make left turns, keep wheels facing straight ahead. If rear-ended, you will not be pushed into oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around vehicle if necessary, and may prevent you from being pushed into the car in front if you are rear-ended.
- Check behind your vehicle - heavy truck operators should walk around vehicle before backing and have a competent traffic control person to guide during reversing.
- Do not back around a corner or into an area of no visibility.
- Smoking is prohibited at all times, including in all interior areas of the workplace and company vehicles, with the exception of during specified breaks, at which time smoking in designated outdoor areas.
- Ensure all cargo and shipping materials are adequately secured prior to starting transport.

Hand Held Devices

The purpose of this policy is to prohibit the use of cell phones and other portable hand-held electronic devices while driving on customer/client property. This intent is to protect drivers, the public and others who may be present in the workplace or on the road. Cell phones and portable electronic devices are defined as follows:

Cell Phone --- Any hand held device that is capable of receiving or transmitting telephone communications, electronic data, mail or text messages.

Portable Electronic Device --- Any hand held electronic device (e.g. gaming device, i-pod, tablets etc.) that is unrelated to the safe operation of a motor vehicle or machinery.

While engaged in work activities, everyone is expected to focus on their work or task and may not use cell phones or other portable electronic devices for any of the following:

- Engaging in personal conversations;
- Playing games;
- Surfing the internet;
- Checking e-mail;
- Sending or receiving text messages;
- Shooting, sending or receiving pictures.

Every driver's first responsibility is to pay attention to the specific work task and the safety of others. Anyone who violates this policy will be subject to disciplinary measures up to and including termination, depending on the circumstances and according to the progressive discipline policy.

Vehicle Incident Response

Section 27 - Corporate Vehicle Health and Safety Program

All vehicle incidents including collisions, accidents, and contact with structures or client property must be immediately reported to the Health and Safety Coordinator. Health and Safety Coordinator will recommend the appropriate actions and follow up requirements.

In the event of a vehicle accident or collision, the driver must prevent further damages, obtain all pertinent information and report on the situation accurately. The following is a list of recommended actions to be followed in the event of an accident or collision:

- Call for medical aid if necessary.
- Secure accident scene -- pull onto shoulder or side of road, redirect traffic, set up road reflectors, etc.
- Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, they should write a note giving location to a reliable appearing motorist and ask him to notify the police.
- Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Write down pertinent information, incident summary and information. Pertinent information to obtain includes:
 - License number of other drivers
 - Insurance company names and policy numbers of other vehicles
 - Make, year, model of other vehicles
 - Date and time of accident
 - Overall road and weather conditions
 - Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
- Do not discuss the accident with anyone at the scene except the police,
- Do not accept any responsibility for the accident or argue and engage with anyone.
- Provide the other party with your name, address, phone number, drivers license number and insurance information.
- Immediately report the incident to the Health and Safety Coordinator and provide a copy of the pertinent information, incident summary and information of the accident as soon as possible.
- Cooperate fully with any follow-up from the Insurance claims personnel.

DISTRIBUTION

Distribution and communication of this procedure will be as follows:

- provided to Management Staff, Workers, Subcontractors, Suppliers and Visitors during orientation

RECORDS

A records pertaining to the communication of this procedure will be documented through forms utilized for orientation meetings, tool box safety talks and/or other general health and safety meetings.