





Motor vehicle incidents (MVIs) are the biggest cause of workplace fatalities for IHSA member firms. In 2012, 14 workers from the sectors served by IHSA lost their lives in motor vehicle-related incidents on the job.*

Explain dangers

Work-related driving is defined as "driving activities undertaken by staff in the course of their work." If workers drive as part of their work, employers have the same duty to protect them from this hazard as from any other workplace hazard. This applies even if workers are using their own vehicles.

In Ontario, MVIs are one of the leading causes of workplace injuries and fatalities. To protect workers from hazards related to MVIs, employers should have a safe-driving policy and program for their company and communicate it to all workers.

Identify controls

- Follow the health and safety procedures in your company's safe-driving policy.
- Make sure you have a valid driver's licence that is appropriate for the class of vehicle you will drive.
- Check to make sure that any vehicle you drive is properly insured and in good working condition.
 All vehicles should be inspected, serviced, and maintained regularly.
- Seatbelts save lives. Buckle up any time you operate a vehicle or a piece of mobile equipment. If it has a seatbelt, you are legally required to use it.
- Check to see if there are other workers or equipment around the vehicle before starting the engine or putting the vehicle in motion. Use a signaller when your intended path of travel is not clear or when you have to back up at a busy worksite.
- Do not drive if you feel physically or mentally unable to do so. Take a rest break or tell your employer you can't drive safely.

- Follow safe storage practices. Documents, bags, tools, and other equipment or materials should be stored properly and restrained in case of sudden braking or a collision. Make sure there's enough trunk space to hold your material. Install storage equipment inside the vehicle if necessary.
- Try not to drive in bad weather or at night. If you
 must do so, adjust your driving to account for the
 weather (fog, rain, snow, etc.) or darkness.
- Adjust the seats, steering wheel, mirrors, etc. so that they fit your size and your driving needs.
- Turn the engine off and make sure the vehicle can't move before you get in or out.
- If your work vehicle is equipped with an emergency kit, check it regularly and make sure you know how to use it.
- Do not use a cell phone or start doing work activities until you have turned off the engine and parked the vehicle in a safe place where it can't move, and until all workers are either at a safe distance from the vehicle or inside it.
- Let your employer know if the work you're doing or your schedule prevents you from obeying the speed limit or the hours of service regulations.

Demonstrate

Ask workers if they have any concerns about driving as part of their job. Ask if they have received training in defensive driving. Discuss what they learned in the course.

[All workers should know how to drive defensively. If they have not been trained, register them for IHSA's *Defensive Driving* course. Give them IHSA's safety talk on *Defensive Driving—Highway Traffic.*]

*Statistics were provided by the Ontario Ministry of Labour—eight fatalities were classified as MVIs and six as pedestrian workers being struck by a motor vehicle.



Work Safe for Life

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On the cover...

Most of us get into our cars and trucks without giving any thought to the hazards we'll face on the road. In this issue, you'll find valuable information to help you eliminate the hazards that lead to motor vehicle incidents (MVIs).



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Every year, there are more and more drivers on our roads, and with longer commutes and busy lives, many of us are driving more than ever before. Most of us are so used to driving that we get into our cars and trucks every day without giving any thought to the hazards we'll face on the road.

And yet, in Ontario in 2010, 579 people died in a road collision and 2,500 suffered a serious injury.* Of those injured, 342 were working in the industries that IHSA serves.

The Ontario government refers to these collisions as motor vehicle incidents—MVIs. A collision is considered an MVI if it occurs on a public road or highway, not on private property. MVIs are unique in Ontario's Occupational Health and Safety System because they aren't just a workplace issue—MVIs affect everyone on the road

MVIs are the leading cause of occupational injury and death in the sectors IHSA serves. In 2013, 18 workers from IHSA member firms were killed in an MVI. That's compared to 10 workers who died from falls. So, it's not surprising that they have been designated as a priority hazard by the Ontario Ministry of Labour and the Prevention Office.

*Statistics are from the 2010 Ontario Road Safety Annual Report.

In this magazine, you'll find valuable information about how to eliminate the hazards that lead to MVIs. For example, you'll find information about distracted driving, defensive driving, common risk factors for MVIs, some helpful tips for sharing the road with trucks, and a new perspective on impaired driving from a veteran road safety reporter.

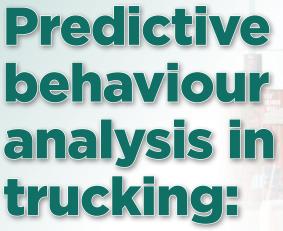
or employ drivers will find information on fleet management, predictive behaviour analysis, and Ontario's Fleet Safety Council.

There's also a preventive maintenance checklist that can be used with any vehicle.

Those who drive professionally

And to illustrate the devastating effects a fatal collision has on a family, there is an interview with the widow of a truck driver who was killed on the job.

We hope you can use the information in this magazine to make your time on the road safer.





Work-related crashes involving trucks represent a serious threat to both truck drivers and other road users. But with the right data, firms can work toward predicting and preventing future motor vehicle incidents (MVIs).

There are many reasons why transportation firms want to know what's around the next turn. Foreseeing what might happen in the future may sound like the work of a fortune teller and a crystal ball. However, using a new technology called telematics, companies can predict driver behaviour and prevent injuries or fatalities.

New technology

Telematics is used in predictive behaviour analysis, which is a system that allows health and safety specialists to gather and analyze data in order to identify the situations where MVIs are most likely to occur. Good planning can mean efficient use of both the equipment and the employees' time, allowing firms to take their operations and driver safety to new levels.

With telematics technology, employers can collect real-time data from actual driving experiences and identify patterns in driving behaviour and equipment performance. That can help them decide where operating procedures and training are needed the most. It will also ensure the training is relevant to real-world conditions.

Predicting collisions

In 2005, the American Transportation Research Institute (ATRI) designed and tested an analytical model for predicting a driver's future involvement in a crash on the basis of a person's driving history. This model was updated in 2011. The 2011 results show that a conviction for "failure to use/improper signal" was the biggest predictor, increasing a truck driver's

likelihood of a future crash by 96 per cent. Drivers who had a past crash had an 88 per cent increase in their likelihood of a future crash.*

When ATRI compared the results from the 2011 study with 2005, they noticed that the relationship between driving history and future crashes was considerably lower in 2011. A prime example is reckless driving. In 2005, it was the number-one problem, associated with a 325 per cent increase in crash likelihood. However, in 2011, it was number 10 with a 64 per cent increase. These findings suggest that once problematic driving and operating practices have been identified, carriers and enforcement agencies can address those issues, thereby lessening their link to future collisions.

Improving safety

Other information made available by new technologies includes data on engine performance, fuel consumption, and hours of service, as well as evidence of following too closely, excessive lane changes, and hard braking. Just by making drivers aware that their driving will be monitored will cause them to drive more safely.[†]

While this information is helpful, observing driver behaviour and testing driver knowledge on a regular basis is still needed. Demonstrating that the knowledge has been absorbed is also crucial. For example, are the safe habits learned during training still being practised months later? Using technologies such as telematics can help answer those kinds of questions.

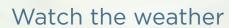
Training both employees and supervisors is an essential element of workplace safety. This training, along with observations of drivers and data mining by means of telematics technology, can identify training gaps or potential operating hazards and help create a comprehensive driving program.

^{*}Micah D. Lueck et al., Predicting Truck Crash Involvement: A 2011 Update (Arlington: ATRI), p. 15

t"Managing driver behavior with fleet telematics," website of Telematics Update, accessed May 7, 2014,

 $[\]verb|http://analysis.telematicsupdate.com/fleet-and-asset-management/managing-driver-behavior-fleet-telematicsupdate.com/fleet-and-asset-management/managing-driver-behavior-fleet-telematicsupdate.com/fleet-and-asset-management/managing-driver-behavior-fleet-telematicsupdate.com/fleet-and-asset-management/managing-driver-behavior-fleet-telematicsupdate.com/fleet-and-asset-management/managing-driver-behavior-fleet-telematicsupdate.com/fleet-and-asset-management/managing-driver-behavior-fleet-telematicsupdate.com/fleet-and-asset-management/managing-driver-behavior-fleet-telematicsupdate.com/fleet-and-asset-management/managing-driver-behavior-fleet-telematicsupdate.com/fleet-and-asset-management/mana$





When you're planning your trip, always check the weather forecast.

- If it calls for a storm, consider changing your plans.
- If visibility is poor because of heavy snow or rain, pull off the road immediately and wait for it to pass.
- When there's a possibility of ice on the road, slow down.

Getting the job done is important, but your life is more important. Although that seems obvious, many of us don't take those reasonable precautions because we're in such a hurry to get to where we're going. In the planning stages, build in extra hours or even days so that you have enough time to stop and wait if the weather demands it. Respect Mother Nature—she's more powerful than we are.

Stay rested and healthy

Getting enough sleep, eating well, and exercising are always healthy things to do, but they also help prevent MVIs. Fatigue can be as dangerous as texting when you're driving. Your concentration, vision, and reaction time are all affected when you're tired. Fatigued driving is like drunk diving in that there was a time when we didn't believe alcohol affected us behind the wheel. Of course now we know better, but we need the same kind of change in our attitude about fatigue.

For people who drive for a living, there are laws that govern the number of hours they may spend on the road. These regulations are an effort to minimize fatigued driving. But ultimately, it's up to each of us to use our own judgment and admit when we're too tired to drive.

Training and education

Driver training and education make a real difference in the quality of driving on our roads. Defensive driving is good training for everyone to have. If you drive for a living, try to avoid picking up bad habits by refreshing your training often. Talk to your supervisor about specific training that you think would help you do your job more safely. Look at your company's health and safety program, and find out what the policy is on vehicle inspections, driving in poor weather, and using electronic devices (such as a GPS).

Take advantage of all the training available to you. IHSA offers several courses, workshops, and seminars, such as Defensive Driving, Hours of Service, Pre-Trip Inspection, Fleet Driver Training, and School Bus Driver Improvement Course. Visit ihsa.ca/training for course descriptions, dates, and locations.

Make sure everything works

Many drivers take for granted that their truck or car is in good working order. However, if you don't inspect things regularly, you won't know if something is wrong. For example, you may find out you have a problem with your windshield wipers just as you encounter a major rainstorm. Here is a list of things to check before you head out on the road. If one of them malfunctions when you need it, people's lives could be in danger.

- Windshield—make sure it's clean and has no cracks.
- Wipers—it's a good idea to keep spare wipers in your trunk.
- Mirrors—make sure they're clean and adjusted properly.
- Brakes—test them to be sure they work.
- Steering—if it seems loose or misaligned, pull over.
- Tires—ensure there are no leaks and that they're properly secured.

No distractions

The issue of drivers using cell phones and other electronic devices has been getting a lot of attention lately—for good reason. Driving requires your full attention. When you're trying to answer a call or read a text message, you inevitably take your eyes off the road. In those three or four seconds, you could cause a collision because you aren't paying attention to what's happening on the road around you.

Cell phones have become such a dangerous distraction to drivers that Ontario has made it illegal to use them while you're driving. If you are caught texting or talking on your cell phone when you're behind the wheel, you can be fined up to \$280. Soon, you may also get demerit points.

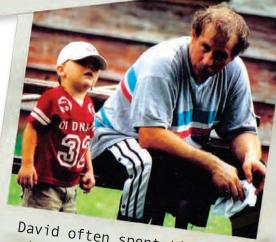
But a cell phone, GPS, or other electronic device isn't the only thing that can distract a driver. We've all seen people putting on makeup or eating breakfast while they're driving. Obviously no one can drive properly when they're doing something like that. It's important to use common sense. Don't put your life or someone else's life in danger because you didn't get up early enough to have breakfast at home.



Getting behind the wheel was always a treat for David's grandchildren.



David was proud of his profession.



David often spent time with his grandchildren at his home in Innisfil.



Association for Workplace Tragedy Family Support

Road safety is everyone's responsibility

David

On June 18, 2007, at 11:20 am, David Virgoe was killed when a street racer hit his transport truck and caused it to veer off Highway 400 near Highway 89. David's truck rolled over into a ditch, and he didn't survive the impact. David was a veteran truck driver who always followed health and safety rules. Unfortunately, not all drivers do. David's story highlights the fact that road safety is everyone's responsibility.

"Saturdays mornings were great at our house,"
Debbie Virgoe said as she reminisced about
family life with her husband, David. He was a
commercial driver who worked for an Ontario
trucking company. He hauled silica sand between
Midland and Guelph to a glass plant. He was on the
road every week from Sunday evening to Friday
afternoon. Saturday was his day off. It was the one
day a week that David and Debbie spent together
with their three children and eventually their five
grandchildren. "On Saturday mornings we would all
sit out on the deck and talk about the week," said
Debbie. "This ritual was one of the first things that
changed."

Debbie first heard about the collision when she was at her job in Barrie. She worked in the receiving department of a Canadian Tire store. "We always had a radio playing," she said. "At about 11:30, we started hearing traffic reports that Highway 400 was closed because of a collision." Debbie remembers thinking to

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herself about how this incident would affect David's day on the road. She knew it would add hours to his trip. "I thought this was going to be a long day for him, so I thought I'd call him when I got home," she said.

Later that day, Debbie was at home with her son-inlaw. He had heard about the incident on the highway as well. "I know," said Debbie. "I'm going to give David a call after dinner." She was thinking about how frustrating this must be for him. A week earlier, a similar traffic backup had meant that he had to work on Saturday. It never crossed her mind that David's truck might have been the one involved in the collision.



"I wondered why he would choose to give up his life with us for these people."

While Debbie and her son-in-law were talking in the kitchen, a police officer knocked on her door and asked if he could come in. "He asked me if my husband's name was David. I said yes. Then he told me that there had been an accident on the 400 earlier that day. I told him I'd heard about it. Then he said that he was sorry, but David had passed away. Everything stopped at that moment." Later that evening, Debbie asked her daughter to turn on the news. "As soon as I saw the truck on the television I knew it really was David. I recognized his truck," she said.

David died the day after Father's Day. The whole family had gathered together, and David had been able to meet his newest grandson, Joshua. Four days after the fatal collision, David and Debbie were supposed to sign closing papers for the new house they'd bought in Angus. They were going to move from Innisfil, where they had lived for 21 years. Thankfully, with the help of some generous and supportive friends, Debbie eventually moved into the house. Unfortunately, David was never able to enjoy it.

Debbie couldn't believe that this had happened. She couldn't believe that after 32 years of driving without a preventable collision, David was gone. He started driving dump trucks when he was 16 years old for a family-run sewer and watermain business. He eventually became a commercial transport driver. "Driving was his profession and he was very proud of it," said Debbie. "He was very particular about how he kept his truck."

Debbie didn't know the circumstances that led to the crash until later. Many of the details were revealed in court during the trial that followed. Debbie was told that three cars had been travelling north on the highway—suspected street racers. David was driving in the centre lane when one of the cars cut in front of him. The second one tried to do the same thing, but the driver lost control and hit the front axle of David's truck. The truck skidded into a jeep that was travelling on the inside lane and pinned the jeep to the guardrail. At that point, the weight of the truck was starting to push through the guardrail into the oncoming southbound traffic.

Witnesses told Debbie that David turned his steering wheel as far as he could, causing the trailer to swing around and flip over, rolling the truck into the ditch. David's employer believes David did that to prevent his truck from pushing through the guardrail into oncoming traffic, an action that saved many lives. "When I first heard all of this, I wondered why he chose them instead of me," said Debbie. "I wondered why he would choose to give up his life with us for these people, and then I realized that he did it simply because that's who he was. He did everything he could for everyone else."

There were three separate trials—one for each of the drivers who were racing. Debbie attended each one. According to her, only one driver pleaded guilty; however, all three were convicted, were sentenced to two years plus a day, and lost their licences for several years. It gives Debbie some comfort that they were found guilty, but the punishment doesn't seem adequate.

Since David's death, Debbie has been involved with Threads of Life, a national organization that provides support for those who have lost loved ones to a workplace tragedy. She is helping to educate people about road safety and what's at stake.

It's everyone's responsibility to stay alert, follow the rules, and take driving seriously because everyone deserves to return home at the end of the day.

For more information about Threads of Life, visit **threadsoflife.ca.**



Ever since the automobile was first invented, there have been distractions that can pull the driver's attention away from the task at hand. In the past, those distractions were limited to people inside and objects outside the vehicle, such as animals, pedestrians, traffic, and road conditions. However, modern technology has provided new distractions to the driver: music and DVD players, cell phones, laptops, tablets, GPS devices, etc. Recent studies show that even if a driver uses handsfree technology to access these devices, they are still a distraction hazard.

It's not just the devices themselves, but the effect they have had on our lifestyle and physiology. Modern technology is changing the way our brains work. Studies have shown that over the past few generations, our attention span has decreased. We now require constant stimulation such as music, conversation, or visual diversions. And improvements in communication mean that, even when we're in a vehicle, we can never really "turn off" from the stresses of everyday life.



Drivers who take their eyes off the road for more than two seconds double their risk of a crash.* No matter how good we think we are at multitasking, we all have a limited capacity to process the information received by our senses. As the amount of sensory information increases, it becomes more difficult for the brain to process that information. We may believe we're multi-tasking, but we're just reducing our ability to pay attention to each task.

If your brain becomes overloaded with sensory information, it can lead to inattentional blindness. Because you're concentrating on something that demands your full attention, your brain can't process other information received from your senses. So, you may not see something that is right in front of you.

Types of distractions

Anything that takes your full attention away from driving can be considered a distraction. In general, there are four types of distractions.

Visual—A visual distraction occurs when a driver looks at anything other than the road ahead of them. Visual distractions are not limited to exterior items such as billboards or scenery; it also includes interior visual distractions, like adjusting the seat or steering wheel.



A driver who uses a cell phone is four times more likely to be in a collision than a driver who is focused on the road.*

Audible—An audible distraction can include someone talking to you either in person or on the phone, listening to the car radio or a music player, or paying attention to noises outside of the vehicle.

Physical—A physical distraction can happen when a driver performs an action that is not related to driving and that action causes them to remove a hand from the steering wheel. This can include drinking a coffee or reaching for something close by.

Psychological—A psychological distraction occurs when a driver is thinking about something not related to driving the vehicle. Those thoughts are usually related to stressful situations at home or at work.

Preventing distracted driving

We may never be able to remove completely the distractions of modern life while we're driving. However, there are some things we can do to lessen them. The most important one is to be aware that our attention needs to be on the road. In addition, there are things you can do before driving and while driving to limit your distractions.

Before driving

- Allow for plenty of time—We've all been in the situation where we're running late because we've left late. Most of us try to save time by multi-tasking while we drive. If you give yourself extra time in the morning to get ready, you can eliminate this problem.
- Pre-trip inspection—Checking your vehicle before you get in will help you identify a potential problem before it's too late.
- Map it out— Before travelling, map out your route or destination first. Put your travel information into your GPS while you're still parked.
- Be comfortable—Before putting the car in gear, make sure you're in a comfortable sitting position. Adjust the temperature controls, mirrors, and steering wheel, and set up your music (find your favourite radio station or plug in your MP3 player).



At highway speed, a driver sending a simple text message travels the length of a football field without looking at the road.*

 Keep it clean—Things like pop cans, wrappers, coffee cups, or sports equipment can all become a distraction by moving or rolling around on the floor. By cleaning your car, you can limit this distraction.

While Driving

- Use hands-free devices—In Ontario, it's against the law to use hand-held communication and entertainment devices while driving. Although hands-free devices are permitted, the best practice is not to make or receive any phone calls while operating a vehicle. Let all phone calls go directly to your voicemail.
- Refuse to answer emails or text messages—Each
 time you read a text or an email, you're taking your
 eyes off of the road for a minimum of 4 seconds. By
 not looking at your text messages or emails while
 driving, you will reduce a possible distraction.
- Eat, drink, and groom at home—Give yourself the time to eat, drink, and do your personal grooming at home before you get into your vehicle. Driving should be your main focus.
- Stay relaxed and alert—It's important to stay relaxed and alert while driving. Stress and fatigue can lessen your ability to react.

By following those best practices regularly, you will be able to reduce distractions, focus more on the task of driving, and identify any potential hazards that may arise during your trip. For more information on distracted driving, see our poster on pages 12 and 13.



^{*&}quot;Driving requires your full attention," website of the Ontario Ministry of Transportation, accessed May 12, 2014, http://www.mto.gov.on.ca/english/safety/distracted-driving/index.shtml

DISTRIBUTED DISTRIBUTED STATES OF THE PROPERTY OF THE PROPERTY





Blinding sun

Psychological distractions



Hands-free devices

Watching a person, object, or event outside the vehicle



IPAIRED Involves more than you think

It's safety first for CP24's Cam Woolley

Impaired driving has been a criminal offence in Canada since 1921. Thanks to nation-wide efforts and public information campaigns, the number of offences, injuries, and deaths resulting from impaired driving has declined steadily over the decades. Still, drunk driving and other kinds of impaired driving are a major hazard on Ontario's roads.

Ontario has some of the toughest drinking and driving laws and penalties in North America. Yet, each year there are around 13,000 drinking and driving convictions in Ontario. Approximately 80 per cent of those convicted are first-time offenders. During the past decade, more than 2,000 Ontarians have lost their lives and more than 50,000 have sustained injuries in collisions involving a drinking driver.*

The penalties for drinking and driving are no joke. If your blood alcohol concentration (BAC) is more than 0.08, or if you refuse to take an alcohol or drug test, you can be charged under the *Criminal Code* and the Ontario *Highway Traffic Act*. If convicted, you may be banned from driving, have to pay a fine, be required to take part in treatment programs, and even spend time in jail.[†]

However, alcohol is just one of the many factors that can impair a driver's abilities. *IHSA.ca Magazine* discussed impaired driving on Ontario's roads with Cam Woolley, a traffic and safety specialist with CP24.

Before joining CP24, Woolley was a member of the Ontario Provincial Police for 30 years. His first assignment was as a Toronto traffic cop. And while his job changed over the years, he continued to specialize in traffic crime and collision investigations and enforcement. His expert testimony has resulted in new legislation to improve the safety of Ontario's roads.

Over his career, Woolley has seen first-hand the tragic consequences of impaired driving and the damage that bad judgement can cause on Ontario's roads and highways. By bringing traffic safety issues into the media spotlight, he realized that he could help change people's perception about such issues as drinking and driving and influence their behaviour.

However, Woolley says that there are many other ways drivers can impair their abilities. "The numbers are changing. The officers today are seeing drug arrests creeping up." In some cases, he says, it isn't just illegal drugs. Drivers can be impaired by over-the-counter medication as well.

Lack of sleep can also be an impairment. A fatigued driver finds it hard to pay attention at the wheel. That can be dangerous not only for the driver and any passengers but also for other vehicles, pedestrians, and cyclists sharing the road.

"There is no 'drugalyzer' or 'sleepalyzer', so how do you know you are okay to drive?" he says.

^{*}Statistical information provided by the Ontario Ministry of Transportation.

[†]The Ontario Ministry of Transportation has estimated the total minimum cost of conviction for a drinking and driving offence to be \$18,128. This includes legal and court costs and increased insurance for three years.



Penalties for Drinking and Driving

Blood Alcohol Concentration (BAC) > 0

A fully licensed driver 21 years of age and under or a novice driver of any age will receive an immediate 24-hour roadside driver licence suspension and face a fine of \$60-\$500 and a 30-day licence suspension.

BAC between 0.05 and 0.08

Driver will receive an immediate roadside licence suspension for 3, 7, or 30 days and a fine of \$150. For repeated occurrences, driver may have to take part in an alcohol education program, an alcohol treatment program, and the Ignition Interlock Program.

BAC > 0.08

Driver will receive an immediate roadside licence suspension for 30 days, a fine of \$150, an immediate 7-day impoundment of the vehicle, and may be charged with a criminal offence. If convicted, driver may be banned from driving for 1 year, 3 years, or the rest of their life, face a fine of \$1,000 or more, face jail time of 30 to 120 days, and take part in an alcohol education program, an alcohol treatment program, and the Ignition Interlock Program.

"It's important to use good judgment and stay off the road if you know you can't drive safely."

Another problem is drivers who have been drinking the night before and think it's safe to drive the next morning. "Some guy who has had a snootful and thinks he has slept it off and hits the road the next day can still be dangerous."

"A hangover can be an issue. Keep in mind you may not be ready to drive. You're not on the ball. Can you really drive carefully and pay attention?"

Woolley says it's important to watch for co-workers that may be using drugs or alcohol and driving personal or company vehicles. "You want to get them help. If you think someone has a problem, go with your instinct." As Woolley also explains, "The public can assist police in keeping dangerous drivers off the roads." He points out that there is an exception in the *Highway Traffic Act* that allows drivers to use their cell phones to call 911.

Is it worth the risk?

Anything that changes your mood, or the way you see and feel, will affect the way you drive. So if you're impaired in any way, don't get behind the wheel of a vehicle. Remember, your vehicle does not even have to be moving for you to be charged with impaired driving. Don't put innocent lives at risk. You have other options:

- Call a friend or arrange for a designated driver.
- Take a taxi.
- · Stay overnight.
- · Take public transit.

Consider the facts. Driving convictions under the *Criminal Code* remain on a driver's record for at least 10 years. According to Statistics Canada, an impaired driving case is more likely than any other kind of criminal case to result in a guilty verdict. In 2010/2011 more than 84 per cent of drivers charged with impaired driving were found guilty.

As a vehicle owner, you are responsible for taking all reasonable steps to ensure that every person who drives your vehicle has a valid driver's licence. And if you loan your vehicle to a friend or family member who is charged with driving while impaired, your vehicle can be impounded and you will be responsible for all towing and impoundment costs.

In addition, if you're involved in a collision while driving impaired, your insurance company may deny some of your coverage. That means you could be personally responsible for the costs if you injure someone or damage their property.

Once you consider the legal, financial, and human costs of impaired driving, you'll realize it's simply not worth the risk.

"It's important to use good judgment and stay off the road if you know you can't drive safely."



Defensive Driving

The right attitude can keep the roads safe

The key to driving safely on a public road, no matter what type of vehicle it is, is the right attitude. We've all heard about some drivers' negative attitudes and how those can lead to road rage, collisions, and even fatalities. Sometimes drivers let their egos and stubbornness take over the wheel. Those drivers are easy to spot—they're the ones who are tailgating, changing lanes without looking around them, and speeding.

There are also drivers who are indifferent to everything around them. They may not be driving aggressively, but their minds are miles away. They are unaware of the vehicles and drivers around them and the road conditions. They may not even notice a hazard until it's too late to do anything about it. They fail to realize that driving is a complex task requiring their full attention every time they get behind the wheel. These types of drivers need to become "defensive drivers."

What is defensive driving?

Defensive driving is based on responsibility. A defensive driver takes every reasonable precaution to prevent traffic collisions. They not only take responsibility for their own vehicle and driving practices but also deal with the mistakes made by other drivers.

The main ingredient of defensive driving is attitude. To be a defensive driver, you must always drive with genuine concern for your own safety and that of others. Defensive drivers are not quick to lose their patience or temper, but are not timid or overcautious either. They are confident and make good decisions.

Driver error is the root cause of 85 per cent of motor vehicle collisions on Ontario's roads and highways.* If we are the problem, then we are also the solution. Understanding why and learning what we can do about it are essential to becoming a defensive driver.

Defensive driving techniques

Defensive drivers use techniques they've learned that allow them to drive safely, over and above what is required by law. Defensive drivers are aware of their surroundings at all times and can foresee possible dangers. Instead of depending on other people to do the right thing, they leave extra time and space in case another driver doesn't slow down in time or merge safely.

Defensive drivers know where the blind spots are on other cars and trucks, and they make sure not to drive where they can't be seen. They also stay the correct

*According to statistics provided by the Ontario Ministry of Transportation.

Tips for Becoming a Defensive Driver

- Know the law and the rules of the road.
- Always make sure you are in a physical and emotional state that allows you to drive safely.
- Always make sure your vehicle is in safe operating condition.
- Be aware of what's going on around your vehicle.
- Always control your temper no matter what happens.
- Be prepared and willing to yield the right of way to other drivers.

distance behind the vehicle in front of them so they don't have to keep braking—they don't find themselves without enough space to avoid an injury. They also make sure they have an escape route in case there is a collision close to them.

A defensive driver concentrates on the task at hand. There are lots of things that can be distracting—electronic devices like cell phones, laptops, and GPS units, as well as factors such as fatigue and worries about home or work. If a driver doesn't pay attention to those things when they're behind the wheel, they will find it easier to concentrate on driving. Remember—in Ontario it's illegal to use any hand-held communication or entertainment devices while driving or to look at display screens that are unrelated to the driving task.

Another essential part of defensive driving is to drive at a speed that's safe for the conditions. When the weather makes the road slippery or reduces visibility, the drivers who use a little less speed will get to their destination safely.

A driver's physical well-being is also important because hearing, vision, and fatigue can all affect your driving ability. So it's important to take stock of these factors before driving: Have you got your glasses with you? Did you have breakfast this morning? Did you get enough sleep?

Sometimes a defensive attitude begins before you even get behind the wheel. It's important to inspect a vehicle,



whether it's a company truck or your own car, before hitting the road. If a driver notices an under-inflated tire or an oil patch before heading out, it can save time and annoyance and possibly prevent an accident.

Those are just a few of the things you can do to become a defensive driver, but the most important one is to have the right attitude. It can have a tremendous effect on your own safety and the safety of those who share the road with you.

How IHSA can help

If you want to learn how to become a defensive driver, IHSA has several training courses that can help. No matter what type of vehicle you use, IHSA can teach you the basic concepts, factors, and practices of defensive driving. You can also learn how to teach IHSA's courses yourself by taking one of our instructor workshops.

- Defensive Driving—Commercial
- Defensive Driving—Commercial Instructor Workshop
- Defensive Driving—G Class Driver
- Defensive Driving for Emergency Response Personnel
- School Bus Improvement Course
- School Bus Improvement Instructor Workshop

Visit **ihsa.ca** to find out when and where our courses are taking place. And if you can't find a course in your area, let us know and we'll do our best to meet your training needs.





1. Give the truck more stopping distance

Trucks need a much longer braking distance than cars. Signal your intention to turn, slow down, or stop well ahead of time to give any trucks that are behind you more time to brake. When changing lanes, don't cut into a truck's space cushion, which is the space in front of a truck that allows the driver to brake safely. If you do, it will limit what the truck driver can do to avoid a collision.

2. Give the truck more turning room

Trucks need a lot of room when they turn. At intersections, truck drivers that are turning right may move into the left lane to avoid hitting the curb as they turn. If you ignore the truck's turn signals and pull up on its right side, you may be squeezed between the truck and the curb as it makes the turn.

3. Pass quickly but safely

When passing a truck, don't drive alongside for too long. Pass as quickly and safely as possible, and don't cut in too closely in front of the truck when you re-enter the lane. Wait until you see the entire front of the truck in your rear-view mirror before moving back into the lane. Always check your blind spot before pulling back in. Once you re-enter the lane, try to maintain your speed.

4. Slow down when a truck is passing you

If a truck is passing you, move to the right within your lane and slow down slightly to allow the truck to pass safely. Keep your eyes on the road ahead, but glance at your mirrors when necessary.

5. Keep the centre lane open

Don't block a truck's passing lane. On multi-lane highways, trucks longer than 6.5 metres (21 feet) are not allowed to use the far-left lane. Instead they must use the lane immediately to the right to pass slower vehicles. On a three-lane highway, the centre lane is a truck's passing lane.

6. Watch out for wind pressure

When following or passing a truck on a highway, be aware that the wind pressure created at high speeds by large trucks can make your vehicle harder to handle. Keep both hands on the steering wheel to maintain control. Within your lane, stay as far away as possible from the truck to minimize the effect of wind pressure.

7. Use headlights and wipers

In rainy or snowy weather, be sure you have your headlights and wipers on. The water or slush thrown off by a large truck can make it hard for you to see. If you can't see clearly enough to pass a truck—don't. Wait until you can see clearly, and keep both hands firmly on the wheel.

8. Don't follow too closely

Don't tailgate. If a truck brakes suddenly and you're following too close, you can quickly find yourself in a serious rear-end collision. When following a truck, you should be able to see the driver in the mirror. If you can't see the driver, the driver can't see you.

9. Beware of blind spots

A truck has large blind spots—beside the left door, directly behind the truck, and immediately in front of the truck. Cars and other small vehicles can disappear when they enter one of those blind spots. It's risky to drive for any length of time in a truck's blind spot. Stay visible. Never drive behind a truck when it is reversing. Mirrors don't show everything.

10. Remember the rollback

When stopping behind a truck on a hill or incline, give the truck plenty of room. A truck may roll backwards slightly because the driver has to take one foot off the brake and put it on the accelerator while operating the clutch with the other foot. Leave at least one car length between your vehicle and the truck ahead, and stay slightly in the left side of your lane so the truck driver can see you in the mirror.



As an employer, you assign many tasks to your workers every day. Some of those tasks are riskier than others. One of those is driving. Driving is one of the riskiest activities that an employer can assign to a worker. More workers are killed in motor vehicle incidents (MVIs) than in any other workplace activity.

Your workers drive as part of their job, and you expect them to drive safely. But if they're driving companyowned or company-leased vehicles, you have a responsibility to make sure that they are properly trained, the vehicles are well-maintained, and there is an effective Road Safety Program in place. It's also important that your company demonstrate its commitment to safety by creating and fostering a culture of safety in the workplace.

Driver training

Your drivers need to know how to drive defensively. There are many excellent training courses available. Defensive driving will help your workers recognize and control the hazards associated with driving. For more information, read the Defensive Driving article on pages 16 and 17.

Make sure you train any new employees and remember to refresh or upgrade your veteran employees' training regularly. Refresher courses will help remind workers about the safe driving habits they've learned through past training. And if one of your workers has been involved in an MVI, they will need to be retrained.

Workers should receive training on the specific vehicles and equipment they will be required to drive or operate as part of their job. It's also a good idea to conduct routine assessments of your workers to help you identify any medical conditions or changes in fitness that could affect their ability to drive.

Vehicle maintenance

Preventive maintenance is the systematic care and protection of tools, equipment, machines, and vehicles in order to keep them in a safe, usable condition, limit downtime, and extend productivity. However, be aware that maintenance tasks themselves can potentially be

hazardous and result in injury.







A successful vehicle maintenance program

- · is well organized and scheduled
- controls hazards
- defines operational procedures
- includes training for key personnel.

Ensure that vehicles are properly inspected and serviced regularly. All vehicles used by employees must be maintained in compliance with Ontario's *Highway Traffic Act* and its associated regulations. Get a recommended maintenance schedule from the vehicle's manufacturer. Make sure that the person performing the maintenance is competent (e.g., a licenced mechanic) and keep a record of all maintenance and service work.

Road Safety Program

An employer must have a Road Safety Program and develop policies and procedures on driver's licence requirements, safe driving practices, vehicle maintenance, and collision or injury investigations. Work with your Joint Health and Safety Committee (JHSC) or health and safety representative to develop a program that works for you and your workers. Once you've put together your program, make sure you communicate it to all employees. They need to be aware of the policies and understand their obligations.

Develop company policies on such topics as

- Using company vehicles
- Using hands-free communication devices
- Reporting collisions
- Driving in bad weather
- · Driving hours and rest periods
- · Smoking in vehicles
- · Substance abuse.

IHSA has several resources to help you. Visit our **Road Safety Program** topic page for helpful information and the **Policy and Program Resources** section of our website (under Tools and Resources) for documents that you can customize to suit your needs.

Safety culture

Companies that show they care about their employees often experience an increase in productivity and in staff retention. In addition, companies that develop a strong safety culture are often recognized for their commitment to safety and are well-respected in their communities.

Make sure your Road Safety Program includes your responsibilities as the employer to protect your workers. Employer responsibilities can include such things as

- Making sure your company has the proper insurance coverage for the type of work being done
- Ensuring that all vehicles are properly insured, including your employees' personal vehicles if they are used for work purposes
- Ensuring that your employees who drive as part
 of their work duties have a valid and appropriate
 driver's licence for the type of vehicle they drive. It's
 a good idea to make a photocopy of their licence
 and put it in their personnel file.
- Getting driver abstracts from the Ministry of Transportation to help determine who the high-risk drivers are so corrective action can be taken before an incident occurs
- Assigning deadlines that give workers enough time to take weather and road conditions into account and to comply with posted speed limits.

Benefits

A good fleet safety program takes planning, communication, time, and resources. But in the long run there can be many benefits. Fewer collisions mean smaller repair bills, fewer out-of-service vehicles or injured employees, less management time devoted to paperwork involving collisions, and lower fuel costs. In addition, a reduction in MVIs can reduce your risk of liability, resulting in lower vehicle insurance premiums.

These are just a few of the ways in which you can ensure that both your human and your financial resources are protected, and that you're on the road to a successful fleet safety program.



Council

The drive for safety

Established in 1965, the Fleet Safety Council is an association of driver trainers and professional drivers that works to promote safety in the transportation and transport industry.

The Council encourages the improvement of driver behaviour through training and increased awareness of safety issues by transportation employers. Working with IHSA, government agencies, and private organizations, the Council strives for a uniform system of safety requirements for drivers in Ontario.

History

The Fleet Safety Council began with the formation of the Council of Driver Trainers – Toronto Chapter. At the same time, regional groups began developing in other areas across the province to address local issues. In the late 1980s and early 1990s, the membership expanded, not only in locations but also in vocational specialization, such as school bus and municipal interests, leading to the development of other new chapters.

As the Council grew to include transportation specialists and related service providers well beyond "driver trainers," the need arose to change the organization's name. At a meeting in Kingston in 2008, the name was changed to Transportation Health and Safety Association of Ontario (THSAO) Fleet Safety Council. When the Council went through organizational changes in 2010 to become part of IHSA, the name became the Fleet Safety Council.

Membership

The Fleet Safety Council is open to anyone interested in promoting safety in the transportation industry. Currently, the Council enjoys membership from 300 transportation companies. Members include

- Driver trainers
- Directors of safety
- · Labour safety personnel
- Human resource management
- Individuals concerned with occupational health and safety
- Various government agencies
- Industry suppliers.

The chapters have representatives from local and regional police forces, the OPP, the Ministry of Transportation, and various government agencies.

Join the Fleet Safety Council

If you want more input into the way safety is handled within the transportation industry, join the Fleet Safety Council today. Chapter meetings are held monthly between September and June. For more details, visit our website and download the FSC brochure (IHSAO35).

Chapters in Ontario

Central Ontario Chapter Kitchener

Central Eastern Ontario ChapterPeterborough area

Eastern Ontario Chapter Ottawa area

Hamilton Niagara Chapter Hamilton area **Northern Chapter** Sudbury area

Southern Chapter Windsor area

Southwestern Ontario Chapter London

Toronto Chapter Toronto

School Bus & Coach Divisions:

Central Ontario School Bus ChapterGuelph

SW Ontario School Bus Chapter London

Hamilton Niagara Bus Division Hamilton area

Contact info

To join a Fleet Safety Council Chapter in your region or for more information, call 1-800-263-5024 ext. 7936. Membership fees range from \$40 to \$60 per year depending on the individual chapter.



There are 11 chapters throughout the province, each with an administrator who is an IHSA consultant. Each chapter operates independently with its own executive but in accordance with the constitution that has been developed by members of the Fleet Safety Council. Chapters report their monthly activities to the Fleet Safety Council Executive Administrator, who sends that information to other chapters and to IHSA senior management.

Benefits

Health and safety networking through the Fleet Safety Council has quickly become an effective means of sharing knowledge. Programs such as Safety Groups and the Safe Communities Incentive Program (SCIP) as well as events such as the Ontario Truck Driving Championships, Safe Driving/Safe Worker Awards Banquets, and various health and safety presentations and training courses provide opportunities for collaboration and cooperation. Council members throughout the province meet at chapter meetings and share concerns and solutions. In this way, they keep current with the latest health and safety issues.

The Fleet Safety Council even has its own website. Visit **fleetsafetycouncil.com** for information on each chapter,

the latest news and upcoming events, and health and safety resources relevant to the industry. The Fleet Safety Council belongs to IHSA's network of industry partners (such as Advisory Councils and Labour-Management groups), which continues to grow and flourish.

FSC Educational Conference

Each year the Fleet Safety Council holds an educational conference that provides delegates with information and tools that will allow them to improve health and safety in their work environment. In addition to allowing the delegates to hear from industry experts about the most current issues of concern, the conference offers a variety of valuable sponsorship opportunities.

The 2014 Fleet Safety Council Annual Educational Conference will be held at the Marriott Gateway on the Falls Hotel in Niagara Falls, Ontario, from November 7 to 9. With added promotional support from IHSA and *Truck News*, nearly two hundred delegates are expected to attend. For conference and sponsorship details, contact Betty Taylor at 1-800-263-5024 ext. 7936.



It always seems to happen this way—a vehicle or piece of equipment breaks down just when you need it the most. The good news is that there's a way to prevent that type of equipment failure before it happens. It's called a preventive maintenance plan.

Preventive maintenance is a system for inspecting and servicing tools, equipment, and vehicles in order to keep them in a safe, usable condition for as long as possible. Having a preventive maintenance plan at your workplace can increase productivity, limit downtime, extend the life of vehicles and equipment, and protect the safety of workers.

A well-maintained vehicle is a safe vehicle

It's against the law to drive an unsafe vehicle. A preventive maintenance plan demonstrates that the employer has taken proper precautions to make sure vehicles are in good working order.

This plan can be as simple as setting a specific driving distance or length of time for when a vehicle requires inspection and maintenance. The maintenance schedule may be different for each type of vehicle or equipment on site. Under the *Highway Traffic Act*, a written preventive maintenance plan is legally required for commercial motor vehicles with a registered gross vehicle weight greater than 4,500 kg. Refer to the recommendations listed in the vehicle's operating manual.

It's also important to define the inspection and maintenance procedures. Use the inspection checklist

on the next two pages, or adapt it to suit your needs. Make sure to appoint a competent person to perform the inspection, and keep detailed records of the results.

The operators themselves are perhaps best equipped to notice any problems with vehicles before they can become a hazard. As part of the preventive maintenance plan, have drivers do a basic vehicle inspection (daily circle check) before each shift.

That can involve such things as checking the tire pressure and looking for tread damage, making sure the lights and turn signals are working, and checking fluid levels and looking for leaks. If your drivers notice that something is wrong, they should let their supervisor know immediately. There should be a procedure in place to deal with any problems that are found.

A company's preventive maintenance plan should be reviewed every year to allow for improvements. The better your plan works, the more equipment and vehicles you'll have operational and the more work your employees will get done.

IHSA has several stickers that remind operators to perform a daily circle check.



Preventive Maintenance Checklist

Windshield Defrost

Survival Kit

Windshield

Cellular Phone



Fire Extinguisher

Compressed Air

Hazard Warning Kit/Flares

Steering Column Security

Address Unit Number				
Jurisdiction			Licence Plate	
Make & Model			Odometer	□ km □ miles
Fluid Levels				
Fluid Levels			1	
Motor Oil	Radiator		Power Steering	Windshield Washer
Rear End	Brake Fluid		Greasing Required	Air Filter
Oil Change Required?	Oil Filter Changed?			
Driver's Compartment				
Sun Visors	Windshield Wipers		Side Windows	Pedal Pads
Seats & Seatbelts	Speedometer		Compressor Buildups	Air Leakage
	 			

Date & Time

Beam Indicator

Instrument Lamps

Booster Cable

Acc. Pedal and Air Throttle

Body Exterior

Horn & Switches

Steering Power Assist

Air Pressure Gauge

First Aid Kit

Company

 Dody Exterior						
Head Lamp Operation/Aim		Tail Lamps		Marker Lamps	Trailer Hitch	
Trailer Cord		Tire Pressure		Glad Hands & Air Systems	Clearance Lamps	
Stop Lamps		Hazard Lamps		TDG Placards	Paint	
Headache Rack or Chain		Reservoirs/Brackets/Straps		Identification Lamps	Turn Signal Lamps	
Reflex Reflectors		Fenders or Mud Flaps		Air Lines	Body & Doors	
Bumpers & Cabs						

Un	Under the Hood						
	Hood		Power Steering System		Air Filter		Cooling System
	Exhaust System		Air Compressor Belt		Fuel Pump and System		Fan & Belt
	Windshield Washer Pump		Windshield Wash Container		Air Compressor		Battery & Wiring
	Carburetor		Distributor				

Rating Legend:

N/A - Not applicable

M - Passed but maintenance required

P - Passed in good working condition

R - Rejected, repair necessary before returning to service



Preventive Maintenance Checklist cont'd



Un	Undercarriage						
	Pin & Bushing Wear	Link Wear	Roller Wear	Idler Wear			
	Track Wear	Roller Guards	Sprocket	Shock Absorbers			
	Oil Pan	Drag Link	Tie Rod	Frame Rails			
	Springs	Muffler	Pittman Arm	Differential			
	Suspension	Axles	Axles				
Br	Brakes, Tires, and Wheels						
	Brake Components	Spring Caging Bolts	Disc Brakes	Reservoirs and Valves			
	Wheel Bearings	Proportioning Valve	Brake Camshafts & Travel	Tire Iron			
	Chock Block	Brake Drum Condition	Brake Lines & Hoses	Tire Pressure			
	Vacuum System, Reserve	Pump Operator	Tire Wear	Spare Tire			
	Road Clearance	Brake Lining Thickness	Brake Failure Indicator	Park Brake			
	Emergency Brake	Brake Operation	Jack	Chains			

Rating Legend:

N/A - Not applicable

M - Passed but maintenance required

- **P** Passed in good working condition
- R Rejected, repair necessary before returning to service

□ Equipment Passed

☐ Equipment Not Passed

Inspected by (print)	Signature	
Work Required	Assigned To	Completion (Date & Time)
1.	1.	1.
2.	2.	2.
Work Order Number		
Repaired by (print)	Signature	
Supervisor's Name (print)	Signature	

Note: This checklist is not recommended for public commercial passenger vehicles.



Having a preventive maintenance plan at your workplace can increase productivity, limit downtime, extend the life of vehicles and equipment, and protect the safety of workers.



Safe Driver and Safe Worker awards

recognize health and safety performance

Do you want to

- Demonstrate the importance of working safely?
- Demonstrate appreciation of a job well done?
- Improve employee morale?
- Build employee confidence?
- Document your history of safety?
- Show customers and other companies the quality of your services?

Do your drivers or workers need to be recognized for their health and safety achievements? IHSA offers two award programs to mark individual efforts in safety.

Safe Driver Award

If a driver works for a full calendar year (January 1 to December 31) without a motor vehicle incident (MVI), he or she is eligible for the Safe Driver Award. The year for school bus drivers goes from July 1 to June 30 to better reflect their schedule.

Year's Or Safe driving

To learn more, visit ihsa.ca/awards/safedriver_award.cfm

Safe Worker Award

If an employee works for a full calendar year (January 1 to December 31) without a compensable incident, he or she is eligible for the Safe Worker Award. Generally for the first year, the worker must have been a full-time employee for at least 75% of the year.



To learn more, visit ihsa.ca/awards/safeworker_award.cfm







Work Safe for Life

100 Years of Electrical Utility Safety Rules

The *Electrical Utility Safety Rules* book is a set of rules that exists for the purpose of preventing personal injury, illness, and property damage.

It is an essential resource for electrical workers who work on or near electrical distribution or transmission systems. These include powerline technicians, utility arborists, and high-voltage electrical workers.

Celebrate 100 years of *Electrical Utility Safety Rules* with the release of the revised 2014 edition. Since 1914, *Electrical Utility Safety Rules* has been the foundation of health and safety education in the electrical utility industry.

Get your copy of the 2014 *Electrical Utility Safety Rules* (RB-ELEC) today by
visiting **ihsa.ca/products**

Electrical Utility Safety Rules

Now available



Transportation Training Solutions

IHSA provides a variety of transportation-related courses for its membership. Our subject-matter experts come from the industries we serve and can provide top-notch information that is relevant to your workplace. The following are some of our courses:

· Collision Review Committee

• Commercial Motor Vehicle Collision Investigation

Defensive Driving—Commercial

 Defensive Driving—Commercial Instructor Workshop

- Defensive Driving—Emergency Response Personnel
- Defensive Driving—G Class Driver
- Fleet Driver Trainer's Course
- Highway Traffic Act
- Hours of Service and Pre-trip Inspection
- In-Cab Coaching/Evaluation
- Incident Investigation and Reporting Awareness
- Preventing Work-Related Motor Vehicle Collisions
- · School Bus Driver Improvement Course

Training for your industry

The construction and the electrical utilities sectors rely on a variety of vehicles in order for employees to get their work completed safely. That means they need to have a strong understanding of their vehicles and the safe work procedures needed to operate them. The courses in these specialty catalogues focus directly on transportation safety issues. Visit ihsa.ca to learn more

about transportation courses for your sector today!



Infrastructure Health & Safety Association

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Publications Mail Agreement No. 40064070

We are adding new courses all the time to better serve our members. Be sure to visit **ihsa.ca** to learn more about how IHSA can help you maintain a safe workplace.