



# DRIVING IN THE WORKPLACE

## TOOLBOX TALK SERIES – HAZARD RECOGNITION

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**Introduction:** Driving is a routine part of many workplace activities, but it also carries significant risks. Whether you're operating a dump truck at Public Works, driving a vehicle to an appraisal appointment, or simply navigating the parking lot, safe driving practices are essential for preventing accidents and injuries. This safety handout provides guidelines for promoting safe driving in the workplace.

### Key Principles of Safe Driving:

1. **Stay Alert:** Pay attention to your surroundings at all times. Avoid distractions such as using mobile phones, eating, or adjusting the radio while driving.
2. **Obey Traffic Laws:** Adhere to speed limits, traffic signs, and signals. Follow proper lane discipline and use turn signals when changing lanes or making turns.
3. **Maintain Safe Following Distance:** Leave ample space between your vehicle and the one in front of you to allow for safe braking in case of sudden stops.
4. **Use Mirrors and Check Blind Spots:** Regularly check your mirrors and be aware of blind spots when changing lanes or backing up. Use caution when maneuvering in tight spaces.
5. **Buckle Up:** Always wear a seatbelt, even for short trips within the workplace premises. Seatbelts save lives and reduce the risk of serious injuries in the event of a collision.
6. **Avoid Reckless Driving:** Do not engage in aggressive or reckless driving behaviors such as speeding, tailgating, or weaving in and out of traffic.
7. **Inspect Vehicles Regularly:** Conduct pre-trip inspections of vehicles to ensure they are in safe operating condition. Check brakes, tires, lights, and other essential components before driving.
8. **Secure Loads Properly:** If transporting materials or equipment, make sure they are properly secured to prevent shifting or falling during transit.
9. **Be Mindful of Weather Conditions:** Adjust your driving behavior according to weather conditions such as rain, snow, or fog. Slow down and increase following distance in adverse weather.
10. **Communicate with Pedestrians:** Watch out for pedestrians and give them the right of way. Use caution when driving in pedestrian-heavy areas such as parking lots.
11. **Take Breaks:** If driving for long periods, take regular breaks to rest and refresh yourself. Fatigue can impair your driving ability and increase the risk of accidents.



12. **Report Hazards:** If you notice hazards such as potholes, debris on the road, or malfunctioning traffic signals report them for prompt action.

**Emergency Procedures:**

- In case of an accident or medical emergency, remain calm and assess the situation.
- Call emergency services immediately if needed and provide accurate information about the location and nature of the emergency.
- Administer first aid if trained to do so and ensure the safety of everyone involved until help arrives.

**Conclusion:** Safe driving is a shared responsibility that requires constant vigilance and adherence to established procedures. By following these guidelines, we can prevent accidents, protect lives, and promote a culture of safety in the workplace.