

Safety policy

Why is it critical?

Every company should have a clear safety policy. It's important to keep the following points in mind when developing your safety policy:

- The welfare and safety of your drivers and the motoring public is your top priority.
- Everyone in your organization should be committed to loss prevention.
- There are risks in not having a safety policy.

Does your company have a safety policy?

- If you don't have a safety policy, it's time to consider one.
- By reducing crash frequency/severity, you can lower your premiums.

Management involvement is important

- You need to champion a loss prevention culture.
- Loss prevention doesn't have to be costly.
- It does require your commitment and dedication.
- Make sure **ALL** employees participate in loss prevention.
- Always celebrate your successes at scheduled intervals.
- Consider a driver incentive program, rewarding good behaviour can make a difference.



Why a written safety policy needs to be in place:

- A clearly written safety policy should be available to all drivers — as it will shape a safety culture
- Make sure your drivers sign a contract that they will abide by. This should include:
 - maximum speed limits
 - hours of service (to prevent driver fatigue)
 - regular inspections
 - vehicle maintenance
 - load safety limits
 - accident reports
 - log books
 - all other regulations.

Statement of Limitation

The information in this publication is intended to provide general information only and is not intended to provide legal or professional advice. We have used plain language to summarize some of the terms of the policy that is the topic of the publication or help readers understand some of the laws affecting the topic of this publication at the date it was written. You should follow the more detailed wording and requirements of current applicable statutes and regulations or policy, even if they contradict the wording and requirements set out in this publication.

Why you should shift to a loss prevention culture

- Clear safety policies will set expectations for all managers, employees and supervisors.
- Owners and senior managers can show they support their staff by:
 - Speaking to loss prevention at regular intervals
 - Providing weekly tips on loss prevention (emails, posters and text messages)
 - Making sure company website and email signatures support loss prevention.

Set up loss prevention meetings

- Determine complexity of your committee by the size of your operation.
- Set up regularly scheduled meetings — it's best practice.
- Keep meetings on topic/schedule.
- Allow drivers the opportunity to speak to any safety issues/concerns.
- Review compliance issues: crashes and National Safety Code infractions.
- Share best practices learned from any recent accident.
- Look to other carriers like yours for best practices.
- Look for common themes:
 - are the same drivers crashing?
 - any reports of erratic driving?
 - are there any loss trends forming?
 - is there a key location of crashes?

Safety program key messages

- Drive professionally at all times.
- Be mentally and physically ready when you report for duty.
- Have an employee assistance program available for drivers.
- Check vehicle's condition prior to and after shift — and address problems.
- Report all crashes and violation tickets to your supervisor.
- Report mechanical defects immediately.



Have a toll-free number on your vehicles where drivers can be reported for their poor driving.

Statement of Limitation

The information in this publication is intended to provide general information only and is not intended to provide legal or professional advice. We have used plain language to summarize some of the terms of the policy that is the topic of the publication or help readers understand some of the laws affecting the topic of this publication at the date it was written. You should follow the more detailed wording and requirements of current applicable statutes and regulations or policy, even if they contradict the wording and requirements set out in this publication.