

Vehicle and Equipment Manual

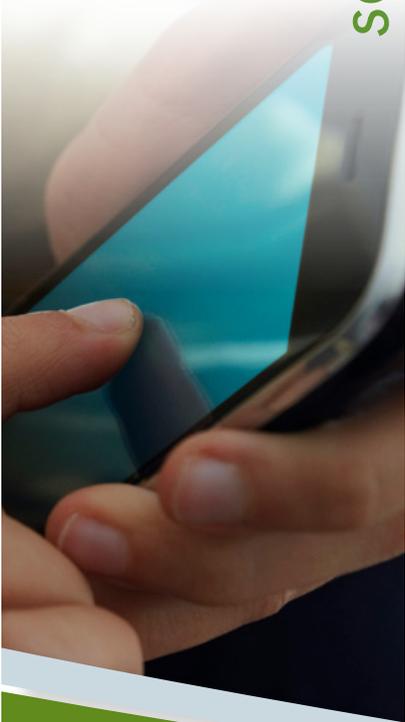


Strathcona County

24-hour – OHS Emergency Number

780-893-5840

LIVING.
REFINED.
strong values
community
safe



Cellphone safe work practices

Cellphone use while on the road:

- Do not use hand-held cellphones while driving (Alberta Distracted Driving Legislation)
- If using hands free devices, the phone must be activated by voice or a single touch to the device.
- Avoid unnecessary calls.
- Keep conversations brief.
- Suspend conversations when driving conditions become hazardous.
- Let voicemail pick up your calls when it is unsafe to answer the phone or driving conditions become hazardous.
- Do not engage in stressful or emotional conversations, either on your phone or with a passenger, that may divert your attention from the road.
- Never take notes while driving. Pull off the road to a safe location if you need to write something down.
- Always buckle up, keep your hands on the wheel and your eyes on the road.

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Occupational Health and Safety

Working together, staff and external partners will significantly and measurably reduce the impact of injury and illness in an effort to continuously enhance a safe, healthy and caring work environment

Safety ... an integral part of our Corporate Values

Our **Corporate Values**

Integrity

- We demonstrate ethical standards and behaviours
- We display honest behaviour at all times
- We do what we say we will do

Respect

- We treat others with care and dignity
- We pay attention to each other
- We welcome a variety and diversity of ideas

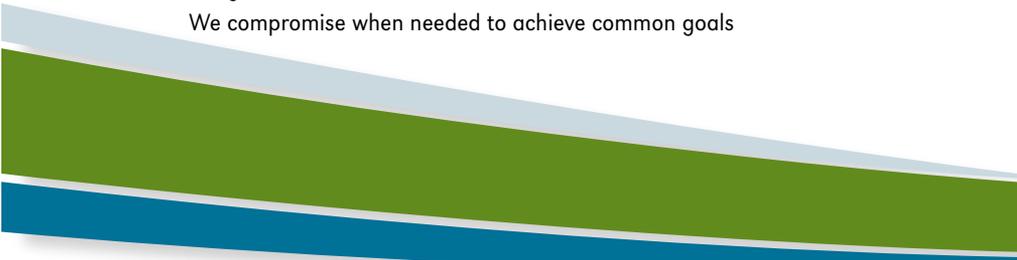
Safety

- We consistently demonstrate safe work practices
- We build an environment of openness and trust
- We make it safe for each other to voice opinions or concerns

Fairness

- We consider how our actions might affect others
- We treat everyone impartially and equitably
- We are willing to share the reasoning behind our thinking and decisions

Cooperation

- We support, assist and learn from each other
 - We give credit to others for their contributions
 - We compromise when needed to achieve common goals
- 

Introduction

Strathcona County operates a fleet of motor vehicles and equipment as a provincially regulated commercial carrier. The vehicles and equipment are used by Strathcona County departments in support of providing service activities, are highly visible and represent Strathcona County wherever they are being operated. Operators are expected to uphold the Strathcona County reputation by operating vehicles in a safe professional manner. Strathcona County recognizes its obligation as a commercial fleet operator to maintain motor vehicles and equipment, driver safety programs and policies in accordance with legislated requirements.

Application

Through the application of appropriate operation and maintenance practices and procedures, this manual is intended to aid in the control of all losses associated with incidents, unscheduled repairs, downtime or operational errors.

Scope

This manual provides direction to all operators of vehicles and equipment used by Strathcona County for “ordinary” conditions. When a condition arises that is not specifically covered in the manual, direction should be requested from the supervisor or director. As used in this manual, the term “County vehicles and equipment” applies to all vehicles and equipment owned, leased or rented by Strathcona County.

Manual revision

This manual will be reviewed annually. All suggestions for updates are to be submitted in writing to the manager of Employee Safety, Health and Wellbeing at Human Resources.

Definitions

For the purposes of this manual the following definitions apply:

Authorized Person(s): Any person authorized in accordance with the established training standards, to perform work as outlined in this procedure.

Auxiliaries: Any equipment powered by a motor or transmission.

Energy Isolating Device: A device that prevents the supply of energy to machinery, equipment or specific systems, but is not limited to switches, circuit breakers, valves and clutches. Push Button Electrical Switches and Check Valves are not considered to be isolating devices. DO NOT USE THEM AS SUCH.

Equipment: Any powered mobile or trailered device that is not required to be licensed under the Provincial Traffic Safety Act.

Hazardous Energy: Any energy source (e g , electrical, compressed gas or steam, chemical, hydraulic, tensioned spring, mechanical or elevated object) that could release and endanger a worker or damage equipment.

Isolation Tags: A red tag that is applied at the discretion of the operator or authorized person. The tag has the following information on the front: 'isolation', 'danger', 'do not operate', 'no unauthorized removal'. The back of the tag must be filled out with the following information: department name, name, equipment name and unit number (if applicable), reason for isolation, isolated by (name) both printed and signature, as well as the date. Tags without locks do not constitute lock-out.

Lock-out: The use of a lock(s) to render machinery or equipment inoperable in such a manner that it cannot be energized without first removing the lock. Isolation tags must be utilized in conjunction with a lock-out.

Personal Padlocks: A key type padlock issued to a worker intended only for locking energy sources in an inoperative or safe position. The only keys for a personal lock are in the possession of the worker to whom the lock was issued.

Power tools: Any powered non-mobile construction tools, generally hand-controlled and not required to be licensed.

Scissor: A multi-hole clamp device which is connected to a lock-out point and then the personal locks are applied to the holes in the scissor. Never put a personal lock in the last hole of a scissor. Always attach another scissor and then put the lock in the new scissor.

Serious moving violation: A situation where a driver has lost their licence, or received six or seven demerit points all at once. This may occur for:

- failure to remain at the incident scene
- dangerous driving
- stunting
- excessive speeding
- driving with undue care and attention

Supervisor: Individual directly supervising or assigning work to employees.

Trailer: A two or more wheeled unit that must be towed by a vehicle and is used for specialized purposes as follows:

Caboose: A wheel-mounted structure designed to provide accommodations for a crew at a worksite.

Tool, trailer, house and crib: A wheel-mounted structure designed to contain the tools and small equipment for a worksite.

Equipment: Includes lowboys, highboys, beavertails and tilt-decks, generally used for the transport of equipment.

Material: Includes tank, pole, reel, end-dump, belly-dump and flat deck, generally used for the transport of supplies and materials.

Vehicle: Any powered mobile device that is used for transport and is required to be licensed under the Provincial Traffic Safety Act.

Authorization and qualifications

Only those persons that:

- have a valid drivers' licence
- have been approved by the department
- have had their qualifications verified by their supervisor

will be authorized to operate Strathcona County vehicles and equipment.

The supervisor shall examine the operator's licence to determine validity, class and restrictions before assigning the employee to operate a County vehicle or equipment.

Operator's Licence

When operating County vehicles and equipment, all operators must carry on their person a valid Alberta Operator's Licence, for the class of vehicle being driven and shall not operate in contravention of any restriction(s) in place on this licence.

Driving Abstract

Driver abstracts must be submitted to Strathcona County prior to operating County vehicles and equipment or when the use of a personal vehicle for work purposes is a job requirement.

Graduated Drivers Licence

Employees with a Class 7 licence which is considered stage one (Learner) of the graduated licence program are not permitted to operate county vehicles or equipment.

Employees with a Class 5 and in what is considered stage two (Probationary stage) of the graduated licence program may operate vehicles that required a class 5 licence.

Drivers with a graduated licence are not permitted to operate any vehicle that requires a different class of licence (i.e. class 3 or class 3Q).

Strathcona County		
Driver Class	Types of Vehicles or Equipment	Requirements
Commercial	<p>These vehicles are under the jurisdiction of the National Safety Code. These include:</p> <ul style="list-style-type: none"> • Trucks, tractors or trailers or a combination of these vehicles that have a registered gross vehicle weight of 11,794 kilograms or more and operated solely in Alberta; • Buses with a manufactured seating capacity of 11 persons or more, including the driver (provincially and federally regulated); and • Trucks, tractors or trailers, or a combination of these vehicles operated or that have been operated outside of Alberta that have a registered gross weight greater than 4,500 kilograms. 	<p>5-year history driver abstract is required on an annual basis.</p> <p>For classes 1, 2 and 4 only, a photocopy of current driver licence is required for drivers file</p> <p>Completed Sign-off form required from current County OHS Vehicle and Equipment Manual.</p>
Standard	<p>Strathcona County trucks, cars and vans that are not under the jurisdiction of the National Safety Code include:</p> <ul style="list-style-type: none"> • Ride on powered equipment used in operations such as heavy equipment, mowers, tractors, skidsteers, zambonis. • Personal vehicles for work purposes. These are employees who use their personal vehicle for work purposes and have driving as an assigned job task and expectation of the job. 	<p>5-year history driver abstract is required on an annual basis.</p> <p>Photocopy of current driver licence is not required.</p> <p>Completed Sign-off form required from current County OHS Vehicle and Equipment Manual.</p>

<p>Casual</p>	<p>Personal vehicle for work purposes used less than 10 hours per month. These are employees who use their personal vehicle for work purposes on a casual basis (<10 hours per month) such as driving to meetings, conferences or training sessions.</p>	<p>Driver abstract is not required.</p> <p>Photocopy of driver licence is not required.</p> <p>Supervisor to visually check to ensure employee has a driver's licence.</p> <p>Completed Sign-off form required from current County OHS Vehicle and Equipment Manual.</p>
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Driver competency training must be completed and documented for an employee with a graduated drivers licence before they can operate a vehicle pulling a trailer as a part of their duties.

The employee's direct reporting supervisor is responsible to ensure the employee meets the above criteria before hiring or before assigning the individual to drive for work purposes.

Employees who are required to have annual driver abstracts reviewed are to sign a 'consent to release', which allows Strathcona County to request the abstract.

Driver file

Operators of National Safety Code of Commercial Vehicles will have a driver file retained in Human Resources – as per Section 41 of the Commercial Vehicle Certificate Insurance Regulation (AR314/2002).

Driver's abstract files are confidential and maintained by Human Resources. Tracking of employees driving class (Commercial, Standard, or Casual) is maintained using Compliance Suite software in Human Resources – Employee Safety, Health and Wellbeing.

Operator improvement training

Operators of County vehicles and equipment may be required or requested to attend training courses. Training may include:

- Defensive Driving Course (DDC), for operators of cars and light trucks.
- Professional Driver Improvement Course (PDIC), for operators of trucks moving heavy equipment or materials.
- Driving Emergency Response Vehicles, Emergency Services operator certification through a special training program within the department.

Right to deny or revoke

Strathcona County maintains the right to deny or revoke authorization to operate County vehicles or equipment when there is evidence of:

- a history of violation of regulations
- continuous equipment abuse or neglect
- a pattern of operating incidents
- serious moving violations

Departments have the right to request driver's abstracts on their employees. An employee that is required to drive for their job must inform to their supervisor if they have more than 7 demerits on their licence. Employees who have accumulated more than seven demerits may have County driving privileges suspended. Driver training courses to reduce demerits may be an option at the employees expense. The department director will review each case.

Alcohol and drugs

Employees may be terminated for operation of County vehicles or equipment while under the influence of, in possession of, consuming or transporting any alcoholic beverages, drugs, or other substances that may impact their ability to safely operate a vehicle or equipment. The County has an Alcohol and Drug Program in place that includes testing. An operator taking any prescribed or over-the-counter medicine that has a driving warning is responsible to bring this to the attention of the supervisor to make the decision about the operation of any vehicle or equipment. Refer to the Alcohol and Drug Program on The Insider for more information.

Smoking

Smoking, vaping and smokeless tobacco is not permitted inside any vehicle or equipment.

Distracted Driving

Distracted driving applies to all vehicles and equipment. It restricts drivers from:

- using hand-held cell phones
- texting or emailing (even when stopped at red lights)
- using electronic devices like laptop computers, video games, cameras, video entertainment displays and programming portable audio players
- entering information on GPS units
- reading printed material in the vehicle
- writing, printing or sketching
- personal grooming (brushing and flossing teeth, putting on make-up, curling hair, clipping nails or shaving)

Under the Traffic Safety Act, an emergency vehicle includes police service vehicles, fire response units, ambulances and gas disconnection units. Drivers of emergency vehicles are able to use hand-held communication devices or other electronic devices only when acting within the scope of their employment.

Activities that are not specifically restricted under the law are:

- using a cell phone in hands-free mode – the device is not held in the driver’s hand and is activated by voice or a single touch to the device
- calling emergency services such as 9-1-1 with a hand-held cell phone
- using two-way or hand-held radios (also known as CB radios) when a driver is required to remain in contact with one’s employer, such as when escorting oversized vehicles or when participating in search, rescue and emergency management situations

The screen display of the following is permitted:

- GPS navigation system – as long as the system is affixed to the vehicle and programmed before you begin driving or the system is voice-activated. Operator cannot hold the unit or manually enter information while driving.
- collision avoidance system
- gauge, instrument, device or system that provides information about the vehicle’s systems or the vehicles location
- dispatch system for transporting passengers
- logistical transportation tracking system that tracks vehicle location, driver status or the delivery of goods for commercial purposes
- alcohol ignition interlock device

Vandalism, theft or loss

The operator shall immediately notify their supervisor of the theft, vandalism or loss of County vehicles or equipment and a Security Incident form must be filled out. The operator is responsible to secure all tools and equipment left on or in County vehicles or equipment. The operator is responsible for replacement of any personal property lost or stolen. Fleet Services shall be notified for an assessment of damages to County vehicles or equipment.

County vehicle scope of use

Usage

County vehicles and equipment shall be used only for County business, unless authorized by the department director or designate.

Vehicles shall not be taken home unless authorized by the department director or designate. In specific situations an employee may be required to take a vehicle home (i.e. on-call). When a County vehicle is taken home it shall be parked off-street if possible. Vehicles must be secured and locked at all times. Any vehicles that are taken home or used for a purpose defined as personal use by the Canadian Revenue Agency may be subject to a taxable benefit to the employee.

Operators proceeding beyond the County limits must make arrangements with the department for a method of meeting fuel costs.

Passengers

Except when authorized by the department director or designate or in emergency situations, County vehicles shall only carry passengers on County-related business. The number of passengers in any seat in any vehicle shall not exceed the number of seat belts, and all passengers shall be properly belted-in, within the cabin of the vehicle, whenever it is in motion.

Passengers shall inform the driver of any observed hazards while driving.

Passengers may be required to exit the vehicle and participate as a spotter for the driver when required.

Personal Use of County Vehicles

Under Canada Revenue Agency (CRA) requirements, personal use of a Strathcona County vehicle is a taxable benefit to the employee. Individuals must be able to clearly demonstrate to CRA (in case of an audit), the business and personal use of the vehicle. Detailed log books, available for staff, are key to being able to meeting this requirement.

The log books support employees and Strathcona County in ensuring compliance with CRA requirements relating to the use of a Strathcona County vehicle (leased or owned) for purposes other than business. All employees using a Strathcona County vehicle for personal use are subject to this taxable benefit.

Personal driving is any driving by an employee for non-business purposes. This includes:

- travel between home and the regular place of employment (even if an employee is required by their supervisor to drive the vehicle home), and
- driving to conduct personal activities.

For more information talk to your supervisor and also refer to the Personal Use of County Vehicles Guideline on The Insider.

Breakdown service and repairs

Operators proceeding beyond the County limits must make arrangements with the department for a method of meeting the needs for minor service such as repairs to headlights, flat tires, etc. Major service will require authorization from Fleet Services, by telephone, before any expense is incurred.

Insurance and Registration Cards

Operators must ensure that current vehicle registration certificates and insurance cards (pink card) are in the vehicles they operate.

Traffic regulations

All operators of County vehicles and equipment shall obey:

- all highway traffic regulations that apply
- the Criminal Code where it applies to vehicle operation
- all municipal traffic bylaws
- all provincial and federal regulations respecting vehicles
- the *Traffic Safety Act*

All infractions, fines, demerits, photo radar and red light tickets incurred by an operator will be the sole responsibility of that person. Strathcona County will not be liable for any fines or penalties which result. County operators must obey all traffic regulations, even in emergencies. Any traffic violation that occurs while working must be reported to your supervisor as soon as possible. An employee that is required to drive for their job must inform their supervisor if they have more than 7 demerits on their licence.

County vehicles and worksites conducting work on roads or adjacent to roads are required to have a **Strathcona County Right of Way Construction Activity Permit (ROWCAP)** that can be obtained through the Transportation and Agriculture Services department.

Care and maintenance

Operators are responsible for the general care and appearance of the County vehicle entrusted to them. Before the vehicle is started at the beginning of each shift, operators are expected to complete a pre-trip inspection and immediately report any defects or damage to their supervisor. The supervisor shall then contact Fleet Services to make arrangements for the repair of the defect or damage.

Operators are required to complete a daily Pre/Post Trip Vehicle Inspection Report (shown on next page).



Pre/Post Trip Vehicle Inspections Report
NSC Schedule 1

Truck # _____ Truck license _____ Date _____ Time _____ am/pm
 Trailer # _____ Trailer license _____ Odometer/hour meter _____
 Location of Inspection _____

Pre trip **No defects found**

I declare that the vehicle(s) shown above has been inspected in accordance with the applicable requirements of Schedule 1 and/or jurisdiction legislation.

Driver Name (print) _____

Driver Signature _____

Department _____

Driver * = repair needed		Repairer ✓ = repair complete		NSC# Inspection Item	Driver * = repair needed		Repairer ✓ = repair complete		NSC# Inspection Item
Pre	Post	Pre	Post		Pre	Post	Pre	Post	
				1. Air brake system					13. General
				2. Cab					14. Glass & mirrors
				3. Cargo securement					15. Heater/defrost controls
				4. Coupling devices					16. Horn
				5. Dangerous goods					17. Hydraulic brake system
				6. Driver controls					18. Lamps & reflectors
				7. Drivers seat					19. Steering
				8. Electric brake system					20. Suspension systems
				9. Emergency equip.					21. Tires
				10. Exhaust system					22. Wheels, hubs, fasteners
				11. Frame & cargo body					23. Windshield wiper/washer
				12. Fuel system					
Defect Details									

Above defects need **not** be corrected for safe operation of vehicle

Post trip **No defects found**

Driver's Signature _____ Date _____ Time _____ am/pm

Odometer/hour meter _____

Authorized Repairer's Signature _____

Date _____

White - stays in book

Yellow - Fleet Services

Fleet Services .9900.15333.1

Fuel and oil supplies

Operators of County vehicles and equipment may obtain fuels and oils from vendors designated by Fleet Services. Fueling of equipment requires compliance with the following regulations:

- smoking is prohibited
- engines must be shut off while refueling
- no other ignition sources shall be within 7.5 meters of the vehicle while refueling
- the person doing the fueling shall remain at the pump nozzle until the procedure is completed
- jerry cans must be removed from the vehicle or truck bed and placed on the ground for refilling to prevent a static charge

Safety equipment

County vehicles must have basic safety equipment. This includes advance warning triangles or traffic cones, an Alberta #1 (cars and passenger vehicles) or #2 first aid kit (field crew vehicles), and a fire extinguisher. Inspection of safety equipment is the responsibility of the driver of the vehicle and a part of the pre-trip inspection.

Defective equipment

Defective County vehicles or equipment shall not be used until they are in safe operating condition. Mechanical and/or other defects must be reported immediately to the supervisor and/or Fleet Services and arrangements made for repair. If a vehicle or other equipment becomes inoperative on a roadway it should be moved from the traveled portion of the road, if possible, and Fleet Services contacted.

If the vehicle needs towing for any reason, the operator will notify his or her immediate supervisor or Fleet Services.

Preventative maintenance program

Fleet Services vehicles and equipment will receive regular scheduled maintenance in accordance with the approved Strathcona County Preventative Maintenance Program.

Auxiliary equipment

Auxiliary equipment varies so extensively in style, operation, power source, etc., that each has its own schedule of preventive maintenance. Special check charts are prepared in accordance with the manufacturer's recommendations.

Flat tires

The operator will contact their immediate supervisor or Fleet Services to receive required instructions.

Overnight storage

Inside a Secured Building: Vehicles or equipment may be left unlocked and the keys left in the vehicle. All equipment with brooms, buckets, blades or other attachments shall be parked with attachments on the ground or in a secure position.

Left Unattended On Job Site: Vehicles or equipment shall be locked, have the keys removed and if applicable the emergency shut-off or master switches in the off position. All equipment with brooms, buckets, blades or other attachments shall be parked with attachments on the ground or in a secure position.

Loading and load securement

Loading

Unless the cab has adequate protection at the back and over the top, no person shall remain in the cab of any County vehicle while it is being loaded by a backhoe, crane or like equipment. Move away to a safe area.

Securing loads

Every driver shall ensure that the load is firmly secured to the truck and that no ropes, chains or tarps hang loose.

All objects that extend beyond the limits of the truck are to be secured and properly flagged.

Load height: the height of a vehicle with load shall not exceed 4.15 meters (13' 6") without a permit.

Any equipment, materials or hand tools which have the potential to become a projectile in a vehicle collision must be secured. Equipment and materials in the truck bed must be in a secured, covered box or secured by other means.

The driver shall ensure that the load is distributed in such a way that no spillage will occur. Any load consisting of loose material which may blow or fall from a vehicle shall be covered by a tarp.

Load securement must meet the legislated criteria of the National Safety Code, Standard 10, Cargo Securement.

Any people in the area must be a minimum of 4 metres away while equipment is loading or unloading from a trailer or truck bed.

Transportation of workers

Equipment or material shall not be carried in the same compartment as the workers, unless placed or secured to prevent injury to workers. Explosives or flammable material, other than the enclosed fuel supply, shall not be carried within the cabin of a vehicle transporting workers. Workers shall not board or leave a vehicle that is in motion, except in the case of an emergency. Workers shall only be transported in the passenger cabin and each worker must have and wear a seatbelt.

Chocking of mobile equipment

To control or immobilize a vehicle or piece of equipment for the duration while work is being performed or until such time that it is safe to operate or move.

Chock: A blocking mechanism that prevents movement of mobile equipment in any direction.

Mobile equipment: Any vehicle, equipment or trailer that is designed for movement.

Chocking is required when work is being performed on a piece of equipment, vehicle or trailer. This includes:

- working under a vehicle
- when it is jacked-up
- or any other time that the piece of equipment, vehicle or trailer has the potential of unwanted movement

Chocking of sufficient size and matter must be used to immobilize the piece of equipment, vehicle or trailer (manufactured chocking is preferred). The terrain will determine the amount of chocking required. The minimum chocking required will be to front and back of one wheel to prevent movement in either direction. Once the mobile equipment is adequately chocked and immobilized, work can commence on or around the unit.

Removal of chocks is only permitted when all work is completed and immobilization is no longer required, once a trailer has been attached to a vehicle and is secured and conditions to allow movement of mobile equipment is safe.

Inclement weather and soil conditions shall be taken into account when chocking mobile equipment. If the surrounding soil or ground is unstable or slippery, move the unit to a different area or location.

Lockout/tagout procedure

Process

This procedure is designed to ensure the protection of personnel working on or around any equipment and/or energy source and prevent damage to equipment. This procedure is to be understood and used by all contractors and employees undertaking work for Strathcona County.

Lock-out requirements must be followed whenever there is construction, repairs, maintenance or other work on or about a machine, equipment, process or system which represents a potential hazard to personnel safety, health and property. It applies to the positive isolation of all energy sources (i.e., electricity, compressed air or gas, hydraulics, steam, mechanical, gravity, pipelines and vacuum).

When circumstances require the application of lock-out procedures, the isolating device shall be secured in the inoperative position by the use of a locking device and locks. Such locks shall be marked and tagged to identify the person applying them.

Safe work practice

Identify the need and method of immobilization. Lock-out or tag-out the piece of mobile equipment as applicable.

Lock out: The use of a lock(s) to render machinery or equipment inoperable in such a manner that it cannot be energized without first removing the lock. Isolation tags must be used in conjunction with the lockout procedure.

Tag out: A visible marking of the status of a piece of equipment that has been put out of service.

Backing

An operator must be especially careful when backing vehicles and equipment. Whenever possible, the operator shall acquire a spotter to assist in the maneuver of backing. The use of the spotter does not relieve the operator of responsibility for safely carrying out this maneuver. The spotter must be in a position where the route can be clearly seen and also be seen by and communicate with the operator at all times. Ensure the spotter understands the hand signals to be used. If eye contact with the guide is lost, stop immediately until it is regained and verify it is safe to continue backing.

Rules for backing

- Avoid unnecessary backing, when possible, position vehicle to drive away without backing up.
- Get the big picture, get out and walk around your vehicle to make sure there are no hidden objects or posts.
- If not equipped with back alarms, tap horn prior to backing to alert everyone.
- Back slowly, walking speed, 5 km/hr or less.
- Check both mirrors frequently to ensure clearance.
- Use a guide when there is more than one person in the vehicle.

Special precautions

In those places where the vehicle cannot be turned around, it may be necessary to back in to a parking spot or work area to avoid backing out into the traffic when re-entering the street.

- ABNORMAL situations require the operator to use their judgment.
- An operator shall not back a truck into an intersection or over a crosswalk except when assisted by a spotter or in a non-public work area.
- STOP AND RECHECK when in doubt.
- BACK UP ONLY WHEN SAFE.

Spotting, piloting and hand signals

Hand Signals: Employees whose duties may require them to give hand signals must have proper appliances; keep them in good order and ready for immediate use. Night signals must be used from sunset to sunrise and when day signals cannot be plainly seen. **Any people, including the spotter, in the area must be at minimum 4 metres away while equipment is loading or unloading from a trailer or truck bed.**

NOTE: the hand or a flag displayed in the same manner as the lantern, which is illustrated in the following diagrams, gives the same indication.

DISTANCE to Stopping point



Face palms forward, with hands above head. Bring elbows forward and hands together

EMERGENCY STOP



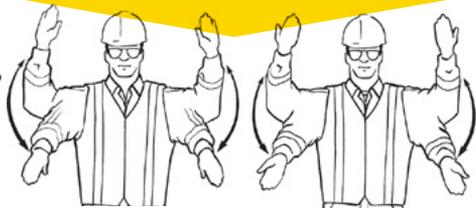
Start with hands clasped over head
Extend downward repeatedly until vehicle stops

CLEAR TO LEAVE AREA



Point at driver, gain eye contact
Turn and extend arms in desired direction

PROCEED SLOWLY FORWARD OR BACKWARD



Face palms in direction of desired travel

Bend both arms repeatedly toward head and chest, then extend

Method of display and indication in poorly lit situations



STOP

Swung from side to side at right angle to the direction of travel.



MOVE BACKWARD

Swung in a circle at right angle to the direction of travel at a speed in proportion to the speed required



MOVE FORWARD

Raised and lowered at a speed in proportion to the speed required

- Any object waved violently by anyone is a signal to stop.
- A signal given to move forward or move backward must be given in relation to the front of the controlling unit.
- A signal must be given in sufficient time before the required action to permit compliance. It must be given from a point where it can be plainly seen, and in such a manner that it can be understood. If there is doubt as the meaning of a signal, or for whom it is intended, it must be regarded as a stop signal.
- When moving under the control of hand signals, the disappearance from view of either the crew member or lights by which signals controlling the movement are being given must be regarded as a stop signal.

Turn around

A turn-around on a two-lane highway must be undertaken with great care. This should only be done where there is an access from the right. Move as close as practical to the right, drive past the access, when all the traffic has cleared, back into access. When the way is clear, drive out in the chosen direction. An operator will never back onto or across a main highway.

Trailers and towing

Before attempting to tow any trailer or other equipment, the operator shall ensure that it is securely attached, including the safety chains and break-away device, to the towing vehicle. All brakes and lights on the equipment must be fully operational. The following safety procedures should be followed:

<input type="checkbox"/>	Ensure tongue is secured to hitch
<input type="checkbox"/>	Ensure pin and safety pin locks are in place and secured.
<input type="checkbox"/>	Cross and hook up safety chains to truck. Hooks are to be connected from the top and not from below.
<input type="checkbox"/>	Hook up the trailer emergency brake cable to the truck.
<input type="checkbox"/>	Raise center leg or dolly/support legs before moving.
<input type="checkbox"/>	Hook up and check all lights.
<input type="checkbox"/>	Hook up and test brakes (if so equipped).
<input type="checkbox"/>	Adjust electronic brake control module on the truck for the specific trailer that will be towed. The module must be set for each trailer as the settings are based on trailer weight and type.
<input type="checkbox"/>	Check all gates, latches, ramps and beavertails.
<input type="checkbox"/>	Check trailer tires for proper inflation.
<input type="checkbox"/>	Check hook up periodically on long moves.
<input type="checkbox"/>	Use extreme caution when turning or changing lanes.
<input type="checkbox"/>	Always use a spotter while backing if possible.
<input type="checkbox"/>	Chock trailer wheels when leaving trailer parked and disconnected from the vehicle.
<input type="checkbox"/>	Make sure trailer is equipped with a "Slow Moving" vehicle sign when traveling at speeds less than 40 km/hr. (25mph)
<input type="checkbox"/>	Verify the trailer registration (paper copy) is located on the trailer or in the tow vehicle.
<input type="checkbox"/>	Visual check of the trailer suspension.
<input type="checkbox"/>	Any people in the area must be at minimum 4 metres away while equipment is loading or unloading from a trailer.

Mobile radio usage

To meet the licensing requirements of Industry Canada, the following procedure is to be used for all mobile radio calls:

Required procedure

- Caller ID number
- Receiver ID number

Some examples of typical communications:

Caller: "Strathcona County, TAS - 106 to Central"	Caller: "Strathcona County RPC - 100 to RPC - 101"
Receiver answer: "TAS Central, go ahead please"	Receiver answer: "RPC - 101, go ahead please"
Commence conversation, or	Commence conversation

Profanity

It is illegal to transmit a message containing profanity. Any violation of this regulation could result in conviction, fine and perhaps loss of radio licence.

Emergencies

During an emergency, only those actively engaged in the emergency shall use the radio.

Radio etiquette

- speak normally into the microphone
- do not talk over or through other conversations
- be brief
- be courteous
- restrict communications to Strathcona County business only
- secure equipment from unauthorized use

Operation on frozen lakes and sloughs

The operation of County vehicles and equipment is permitted on frozen lakes and sloughs after approval is obtained from the department manager or director.

Detailed information is available through departmental safe work practices and procedures. Equipment must not exceed 10 km per hour.

Natural lakes and sloughs - ice thickness	
10 cm (4 in) or more	only walk behind snow moving equipment allowed on these surfaces
Storm water lakes – ice thickness	
10 cm (4 in)	walk behind snow blowers and sweepers
15 cm (6 in)	small tractor or small ATV with snow blower
30 cm (12 in)	large tractor (maximum weight 3500 kg)
45 cm (18 in)	water truck with less than 750 gallons (maximum weight with less than 750 gallons - 10,000kg)
65 cm (25½ in)	water truck with full load (maximum weight with full load 25,000 kg)

All-terrain vehicles, snowmobiles and quads

All-terrain vehicles shall not be used on any County worksite.

Operator manuals for all-terrain vehicles or snow vehicles shall be with the vehicle or at another location readily accessible to the operator.

If the vehicles are used on slopes a safe work procedure for the activity must be developed and implemented.

If loads are to be moved using the vehicle the load must conform to the weight, height and other limits specified by the manufacturer of the vehicle.

Safety helmets must be used on the vehicles when in operation. DOT or Snell rated helmets must be used. Proper attire including long pants, long shirt or jacket, gloves and eye protection must be worn during the operation of the vehicle.

Reporting incidents, theft, loss or fire

Motor vehicle incidents

For the purposes of this manual, a motor vehicle incident shall mean a County vehicle or piece of equipment has been involved in a situation causing loss, property damage, injury or death.

Incident reporting procedure: All incidents must be reported IMMEDIATELY to an immediate supervisor. The Strathcona County Occupational Health and Safety Emergency Number **780-893-5840** shall be called by the supervisor if the police or emergency services are dispatched or if the incident is of a serious nature.

Alcohol and drug testing may be required for the operator of the County vehicle or equipment. Until the investigation is completed, the vehicle or equipment should not be moved unless it is obstructing traffic, creating a safety hazard, or at the direction of the police. Do not admit responsibility or discuss the incident except with County officials or the police. **Failure to report an incident may result in termination of employment from Strathcona County.**

Employees involved in motor vehicle incidents are to

- co-operate and assist in the investigation
- record the names of witnesses and other pertinent information
- help in traffic control
- protect the incident scene
- administer first aid if trained and required
- contact police or ambulance as needed

Notify RCMP immediately when

- anyone has been injured
- vehicle(s) are not moveable
- third-party accidents occur
- incidents involve parked vehicles

Damage estimates

The Fleet Services department will obtain estimates and submit to Corporate Finance.

Incident review

All incidents involving County property or equipment shall be reviewed to determine underlying causes and to determine if additional training is required.

Gross negligence

In a situation where an operator exhibits total disregard for the health and safety of co-workers and the general public in the operation of vehicles or equipment, the operator may have employment terminated.

Fire

When County equipment is on fire and the operator cannot extinguish it, call **9-1-1**. The immediate supervisor and the Strathcona County Occupational Health and Safety Emergency Number **780-893-5840** must also be notified immediately. Fleet Services shall be notified for an assessment of damages. The operator is responsible for replacement of any personal property damaged or destroyed.

Spills

If a chemical, gasoline, hydraulic fluid or oil spill occurs, contain the spill and conduct spill response procedures if you have been training and have the proper spill response equipment. Contact your direct supervisor immediately. For a large spill or if you do not have spill response training or equipment, call **9-1-1**.

	AMBULANCE 	FIRE 9-1-1	POLICE 
For Fire or Medical Emergencies, Emergency Services needs:			
<input type="checkbox"/>	Exact Location and Incident Type		
<input type="checkbox"/>	Patient(s) Complaint & Age (approximate)		
<input type="checkbox"/>	Breathing? (difficulty?)		
<input type="checkbox"/>	Conscious? (alert?)		
<input type="checkbox"/>	Trauma / Injury Case		
<input type="checkbox"/>	Uncontrolled hemorrhage?		
<input type="checkbox"/>	Victim trapped, extrication required?		
For possible Crime in Progress, RCMP need:			
<input type="checkbox"/>	Exact Location and Incident Type		
<input type="checkbox"/>	Description of suspicious person(s) / vehicle(s)		
<input type="checkbox"/>	Year / Make / Model / Colour(s)		
<input type="checkbox"/>	Direction of Travel		

Vehicle and equipment idling

Purpose

This guideline is intended to reduce County operational expenses, lower emissions produced by County vehicles, and improve air quality for residents and employees. Strathcona County strives to improve the quality of life for its residents by protecting the natural environment.

Research

Extensive research has shown that:

- modern-day engines typically do not require more than 30 seconds of warm up time;
- excessive idling (longer than 10 seconds) damages engines and releases needless pollutants into the environment;
- block heaters are good for engines and the environment.

Guideline statements

1. County vehicles are not to be left running when the operator is absent from the vehicle.
2. County vehicles are not permitted to idle more than three to five minutes unless exempted below.
3. There shall be no idling near building air intakes, school grounds, or groups of people (e.g., parades).
4. Block heaters (with timers) will be installed when possible as an alternative for vehicles not garaged in heated buildings.

Exemptions

A. Emergency Services and other County vehicles:

1. Emergency Services and other County vehicles may idle at the scene of an emergency where lights and other accessories are needed in order to respond to the situation. This includes vehicles that need to run in order to charge batteries and run lights, etc. for their primary function. If the principal vehicle battery is not sufficient to run those instruments, the County will consider installing a more powerful battery.
2. Emergency Services and other County vehicles may idle during a non-emergency response situation in order to perform the job at hand and keep the battery charged (e.g., to power convertors for the use of hand tools).
3. Emergency vehicles which have contents sensitive to extreme heat and cold may be allowed to idle as necessary to maintain adequate internal temperatures.
4. Vehicles with passenger compartments may idle in order to maintain a reasonable compartment temperature of 18 degrees Celsius.
5. Transit vehicles when maintaining their schedules for waiting for passengers at the bus terminal or bus stop may have extended idling times – typically of five minutes while on a layover.
6. Any vehicle that needs to run during service or repair is permitted to idle only for as long as necessary.
7. Any vehicle that needs to defrost its windshield in order to drive safely is permitted to idle only for as long as it takes to defrost and maintain a clear windshield.
8. Department Director may approve exceptions to the above in order to meet a work requirement.

B. Diesel-powered vehicles and equipment:

1. When the outside temperature is above zero degrees Celsius, a diesel engine will be permitted to warm up for three minutes.
2. When the outside temperature is between -23 degrees Celsius and zero degrees Celsius, a diesel engine will be permitted to warm up for five minutes.
3. If the outside temperature is below -23 degrees Celsius, a no nuisance is created; a diesel engine will not be subject to idling restrictions.
4. When a diesel-powered vehicle has a block heater (with a timer) the above exemptions #1-3 will only apply when the vehicle is away from its garage.
5. No idling is allowed if a diesel vehicle is already warmed up and an operator stops the vehicle for a short time (e.g., a coffee break).
6. No idling is allowed if a diesel vehicle is stored inside and the inside temperature is higher than outside.
7. Ice maintenance equipment must stay running to keep the pumps from freezing. If the unit is not working, it does not need to idle.

Key contacts and resources

Strathcona County, 24-hour, OHS Emergency Number
780-893-5840

Fleet Services

780-467-5869
or after hours, on call supervisor at 587-338-7462

Department Occupational Health and Safety Committee Members

Each department has a representative on the committee They can help you with questions on our safety program.

Manager, Occupational Health and Safety

780-464-8420

Employee and Family Assistance (EFAP)

Shepell-fgi Access Centre
1-800-387-4765
Visit: www.workhealthlife.com or www.shepellfgi.com

Disability Management

780-416-6786

Provincial Occupational Health and Safety

780-415-8690

OHS Supervisors

Fleet Services	Cell: 780-893-4176
Recreation Parks and Culture	780-464-8054 Cell: 780-893-5816
Strathcona County Transit	780-417-7191 Cell: 780-995-7635
Transportation and Agriculture Services (TAS)	780-416-6732 Cell: 780-893-0285
Utilities	780-417-7140 Cell: 780-893-0282
Emergency Services Occupational Health and Training	780-410-6535 Cell: 780-232-3164

Utility Locates

Alberta One Call – Dial before you dig	1-800-242-3447 (24 hr)
Strathcona County – Water/Wastewater	780-467-7785 (24 hr)
Shaw Cable	780-490-3555 (24 hr)
Telus – fibre optic and other lines	611 (24 hr)
Natural Gas (Atco Gas)	780-420-5585 (24 hr)
Power Outage (Fortis Alberta)	780-310-9473 (24-hr)
Road maintenance, snow and ice control (TAS)	780-417-7100 (24 hr)
Water and sewer trouble (Utilities)	780-467-7785 (24 hr)

Building Emergencies

Facility Services	780-464-8403
After Hours	780-237-1420



Revised January 2019

