

Mount Royal University

Driving Hazard Assessment

Employees

As per Alberta Occupational Health & Safety legislation, all workers have the right to know about hazards in their workplace and the controls used to eliminate or control those hazards. This Driving Hazard Assessment lists hazards and controls that apply to a broad set of driving tasks. See the [Hazard Management Safe Work Procedure](#) on the EH&S website for more information about hazards and controls.

It is also recommended that you perform a brief hazard assessment when you arrive at each location to look for any unexpected hazards that may have appeared since you were last there.

If there are other, regularly-occurring hazards that are not listed, contact your direct supervisor or Environmental Health & Safety (ehs@mtroyal.ca).

Task	Hazard(s) and Potential Adverse Outcome(s)	Controls to Eliminate or Reduce the Impact of Adverse Outcomes
Driving	Exhaustion (tired while driving behind wheel, including eye strain)	<ul style="list-style-type: none"> • Prepare for travel by incorporating appropriate sleep schedules • Do not drive if exhausted or tired • Pull over and take a break if you become tired while driving • Adjust mirrors, seat, steering wheel, and headrest (vehicle ergonomics)
	Fitness to drive (eyesight/night vision, medical conditions, etc.)	<ul style="list-style-type: none"> • Use corrective lenses if required • Do not travel if you feel unwell • Follow driving recommendations given by physician • Drive only if you are medically capable of driving
	Fatigue, shift work, late hours, or extended work days / Distracted	<ul style="list-style-type: none"> • Follow Mount Royal Vehicle and Travel policies and safe work guidelines • Pull over and take a break if tired • Adjust mirrors, seat steering wheel and headrest (vehicle ergonomics) • Do not use mobile devices while driving • Use an audible navigation device when required
	Impairment	<ul style="list-style-type: none"> • Do not drive under the influence (including alcohol or drugs) • Do not use medications where operating a vehicle is contraindicated.
	Traveling to, or being in an unfamiliar location	<ul style="list-style-type: none"> • Pre-trip, familiarize yourself with your destination and travel route (look for gas stations, break areas, restaurants, and lodging) • Pre-trip, familiarize yourself with your vehicle's Headlights, windshield wipers, heater and drivetrain controls • Pre-trip, Check weather conditions. • Use an audible navigation device when required

Task	Hazard(s) and Potential Adverse Outcome(s)	Controls to Eliminate or Reduce the Impact of Adverse Outcomes
	Adverse Weather Conditions (Snow ice, Rain, Fog, Night Driving)	<ul style="list-style-type: none"> • Pre-trip, familiarize yourself with your vehicle's Headlights, windshield wipers, heater and drivetrain controls • Possible postpone trip • Defensive Driving techniques • Use Sunglasses when required • Pre-trip, Check weather conditions. • Reduce Speed
	Psychological Injury caused by being involved in or witnessing an accident	<ul style="list-style-type: none"> • Contact 911 • Stay in vehicle until it is safe to leave • Contact Employee Wellness services • Refer to InkBlot
	Gravel Roads (vehicle control, narrower roads, remote locations)	<ul style="list-style-type: none"> • Pre-trip, familiarize yourself with your destination and travel route (look for gas stations, brake areas, restaurants, and lodging) • Reduce Speed • Defensive driving techniques • Stay off of soft shoulders • Use an audible navigation device when required
	Actions of other drivers (vehicle operation, "road rage")	<ul style="list-style-type: none"> • Stay calm / courteous • Defensive Driving techniques • Mount Royal Workplace Violence Policy • Mount Royal Employee Wellness resources
	Vehicle Ergonomics (sitting for long periods of time, vibration from road or vehicle)	<ul style="list-style-type: none"> • Follow Universities Vehicle and travel policies and safe work guidelines • Pull over and take a break if tired • Adjust Seat steering wheel and headrest • Pull over and take regular stretch breaks
	Working alone	<ul style="list-style-type: none"> • Mount Royal Employee Wellness resources • Mount Royal Working Alone Safe work Procedure • Mount Royal Working Alone Hazard Assessment
	Slips, trips and falls when exiting vehicles or checking loads	<ul style="list-style-type: none"> • Floor/yard surfaces are even/level with satisfactory surface drainage. • Do not leave unattended whilst refueling is in progress • Clean up spillages immediately • Ensure filler cap is fully secure on completion of refueling • Check soles of boots following fueling to ensure they are not contaminated • A good standard of illumination is provided and maintained • Surfaces treated with salt/grit if ice present
	Possible collision with wildlife	<ul style="list-style-type: none"> • Watch for wildlife warning signs and slow down in these areas • Keep windshield and headlights clean • Use defensive driving techniques: Scan ahead for animals. If you see one animal be on the lookout for more animals in the area, slow down if an animal is on or near the road and be prepared to stop.

		<ul style="list-style-type: none"> • Avoid traveling at dusk or dawn
	Competency (do I have the skills / ability to drive to my destination)	<ul style="list-style-type: none"> • Do not drive if I do not feel safe and comfortable driving • Do not drive if I do not have a valid class 5 or better Alberta Drivers license • Do not drive if I feel I do not have the required skills to drive to my destination

Task	Hazard(s) and Potential Adverse Outcome(s)	Controls to Eliminate or Reduce the Impact of Adverse Outcomes
Fueling	Fire or explosion	<ul style="list-style-type: none"> • Follow safe system of work • Ensure engine and ignition is turned off prior to refueling • Check for excessive heat from wheels/ exhaust prior to refueling • No smoking near vicinity of fuel station • Fire extinguishers fitted next to refueling stations
	Skin/eye irritant	<ul style="list-style-type: none"> • Use appropriate PPE for task (gloves/eye protection) • Wash off immediately if fuel is in contact with skin
	Being struck by a vehicle (High Traffic Area)	<ul style="list-style-type: none"> • Stay within safe distance of vehicles • Be aware at all times while moving outside the vehicle
Vehicle Check	Lack of proper insurance / registration (financial protection against an accident)	<ul style="list-style-type: none"> • Follow Universities Vehicle and travel policies and safe work guidelines • Pre-trip, completed and inspect all paperwork for being accurate, valid dates ie. (License, insurance, registration, travel logs, literary)
	Vehicle roadworthiness	<ul style="list-style-type: none"> • Pre-trip, have vehicle inspected by qualified mechanic • Pre-trip, complete vehicle 360 degree inspection of vehicle, proper tire inflation including spare tire • Immediately report any concerns to rental company if applicable • Do not drive the vehicle if you feel it is unsafe to drive. • Carry vehicle emergency kit, including water and food • Carry extra winter clothing & food in case of vehicle breakdown. • Ensure vehicle is maintained to manufacturer and maintenance guidelines
	Use of devices that cause distraction, including cellular phones, global positioning system (GPS) devices, etc.	<ul style="list-style-type: none"> • Pre-trip, (familiarize yourself with your vehicle's Headlights, windshield wipers, heater and drivetrain controls) • Only use hands free calling • Pull over to dial phone or program GPS devices etc. • Use an audible navigation device when required
	Theft (having vehicle or vehicle contents stolen)	<ul style="list-style-type: none"> • Always lock car door when vehicle is parked or while you are driving • Park vehicle in well lit area • Employee Wellness services, InkBlot
Loading/Unloading	Improper lifting techniques (risk of injury to back, arms and legs)	<ul style="list-style-type: none"> • Use proper lifting techniques, if the load is too heavy or awkward use a buddy or device to aid • Use appropriate tie downs and loading areas in the vehicle

		(watch or loose objects) • Mount Royal Manual Handling Safe Work Procedure
	Improper cargo containment (risk of cargo becoming unstowed injuring passengers)	• Ensure load is secured and will not move for the duration of travel (Use tie down straps or netting when required) • Load Items in cargo area or trunk whenever possible
Trailer towing	Improper trailer load placement	• A minimum of 10% of the total trailer weight must be on the tongue of the trailer
Task	Hazard(s) and Potential Adverse Outcome(s)	Controls to Eliminate or Reduce the Impact of Adverse Outcomes
		<ul style="list-style-type: none"> • Ensure the Load is secured and will not move for the duration of travel (Use tie down straps or netting when required) • Know and do not exceed the Gross Vehicle Weight (GVW) of the trailer and tow vehicle • Pre-trip, complete trailer 360 degree inspection of trailer, proper tire inflation including spare tire • Pre-trip, set up vehicle mirrors for towing
Other: <i>Contact manager/EH&S for discussion</i>		
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RELEVANT MRU SAFE WORK DOCUMENTS:

Please review the following safe work programs, procedures, and guidelines relevant to this position. These documents can be found on the [Environmental Health & Safety webpages](#).

- **EH&S Policy**
- **Safety Programs:** Ergonomics
- **Safe Work Procedures:** Hazard Management

SAFETY TRAINING REQUIRED:

- MRU Safety Orientation
- Valid Driver's license in good standing
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This form is reviewed and updated as recommended controls are implemented, after an incident and when new processes are introduced into the work area.

Employee Name: _____

Employee Position: _____

Employee Signature: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

WHY DO WE SIGN THE POSITION HAZARD ASSESSMENT?

Your supervisor's signature signifies that:

- MRU has informed you of workplace hazards.
- MRU has informed you of the means to control hazards.
- MRU will provide supplies, equipment and training to protect your health & safety.
- MRU will work with employees to ensure the ongoing health & safety of all employees and its students.
- Your supervisor is the first point of contact to address new and changing health & safety concerns.

Your own signature signifies that:

- You understand the workplace hazards.
- You understand the means to control hazards.
- You will use and request supplies, equipment and complete training to protect your health & safety.
- You will work with MRU to ensure the ongoing health & safety of employees and its students.
- You will contact your supervisor to address new and changing health & safety concerns.

Your signature is also an affirmation of your health & safety rights.

- 1) Your right to know about health and safety matters in your workplace.
- 2) Your right to participate in decisions that could affect your health and safety.
- 3) Your right to refuse unsafe work that could affect your health and safety and that of others.

If you or your supervisor have any questions, please contact EHS.