PRESENTS:

“SAMPLE” CODE OF SAFE PRACTICES

EACH AND EVERY SPECIFIC JOB TASK SHOULD HAVE A “CODE OF SAFE PRACTICES”

THIS IS A SAMPLE “CODE OF SAFE PRACTICES”

(PLEASE FEEL FREE TO MODIFY IT FOR YOUR OWN OPERATION)

PRESENTED BY: EDWARD MAGHAKIAN
DIRECTOR OF SAFETY AND LOSS CONTROL
SOLID WASTE INSURANCE MANAGERS (An Integro Company)
PHONE 408-353-5588; FAX: 408-353-1261
EMAIL: emaghakian@verizon.net
COMPANY NAME

CODE OF SAFE PRACTICES

JOB CLASSIFICATION: COMMERCIAL DRIVERS

JOB SAFETY CLASS ______________________ (TYPE OF EQUIPMENT OPERATED)

SPECIFIC SAFE WORK PRACTICES PERTINENT TO THE JOB:

1. Reporting to work a minimum of four hours after the use of an alcoholic beverage
2. Reporting to work without having used an illegal or controlled substance
3. Reporting to work without having used a prescription or over the counter drug without
   advising your supervisor or manager
4. Performing proper pre-trip inspections with proper documentation on the Vehicle
   Condition Report

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

1. High top leather work shoes
2. Work gloves
3. Eye protection (if required)
4. High visibility vest or clothing
5. Hearing protection (if substantiated or requested)
6. Dust mask (if substantiated or requested)

SAFETY INSTRUCTIONS:

1. Proper use of fire extinguisher
2. Knowledge of pre and post trip inspections
3. Knowledge of locations of battery shut-off switch and fuel shut-off switch or valve
4. Knowledge of operating mechanism of truck and all components

TRAINING:

1. Defensive driving techniques
2. Backing procedures and techniques
4. Hours of service and related regulations
5. Possession of valid proper commercial license
6. Possession of valid medical card
COMPANY NAME

CODE OF SAFE PRACTICES

EMPLOYEE NAME: ____________________________________________

TRAINER NAME: ____________________________________________

OSHA AND DOT REQUIRED TRAINING:

1. Knowledge of Dot Drug Testing Requirements
2. Hours of operation - Interstate vs. Intrastate
3. Maintains a valid driver’s license and medical card as a condition of employment
4. Knowledge of the 1986 Motor Vehicle Act (reporting of citation convictions to management)
5. Knowledge of the specific operational requirements of the vehicle being assigned and operated
6. Knowledge of the SR-1 DMV post accident filing requirements
7. Accident prevention
8. Back injury prevention
9. Bloodborne pathogens
10. Confined spaces
11. Compaction equipment
12. Defensive driving
13. Ergonomics
14. Emergency action
15. Personal protective devices
16. Fire extinguisher use and types/fire prevention methods and techniques
17. Proper housekeeping
18. Hazardous Communication (Right To Know); the new GHS system replacing the MSDS system.
19. Hearing conservation
20. Heat stress
21. Injury and Illness Prevention Plan (IIPP)
22. Lockout/Tagout procedures, including tire chocking and proper use of the battery disconnection devices
23. Omnibus Act (pre-employment, random and post-accident, as well as reasonable suspicion drug testing
COMPANY NAME

CODE OF SAFE PRACTICES

JOB SPECIFIC SAFETY TRAINING, INCLUDING PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT, SHUTDOWN PROCEDURES, EMERGENCIES, OPERATIONAL SKILL, AND OTHER REQUIREMENTS LISTED.

1. 
2. 
3. 
4. 

TRAINING MATERIALS:

All handouts, videos and other training materials used to provide the above listed training are retained in the master training files for the specific training that has been administered.

I hereby certify that I received training as described above in the following areas:

(1.) The potential general occupational hazards in the work area and associated with my job assignments.

(2.) Laws and regulations regarding worker health and safety, such as the Codes of Safe Practices, which indicate the safe work conditions, safe work practices, and personal protective equipment required for my work tasks.

(3.) The hazards of any chemicals to which I may be exposed and my right to information contained in Material Safety Data Sheets for those chemicals, and how to understand this information.

(4.) My right to ask questions and to provide any information to the employer on safety issues, either directly or anonymously, without fear of reprisal.

(5.) Disciplinary procedures the employer will use to enforce compliance with the Codes of Safe Practices.
SPECIFIC SAFE WORK PRACTICES PERTINENT TO THE JOB:

Driver must be able to enter and exit the cab of the assigned truck safely, properly using 3-point entry and exit methods. Always use handrail when exiting the cab and survey steps and ground before exiting. Driver must be able to comprehend and perform pre-trip and post-trip inspections. Driver must be able to position a walking-floor trailer safely (Transfer Truck), which can have a capacity of up to 130 cubic yards. Driver must be able to operate a manual roll-over or automatic tarp and secure it into position over the load and over the trailer, utilizing proper safe procedures. Driver must be able to connect and disconnect cab from the trailer (if equipped); dexterity and perception of distances while backing the truck are vital to the performance of this task.

SAFETY INSTRUCTIONS:

1. Set parking brake on vehicle prior to starting vehicle
2. Perform outbound pre-trip safety inspection per the Vehicle Condition Report (VCR)
3. Insert tachograph or initiate any other required device (if equipped)
4. Adjust mirrors
5. Fasten seat belt
6. Check brake operation prior to leaving the yard
7. Report all unsafe conditions to your supervisor or the safety coordinator. Do not proceed onto a public highway if you believe that your vehicle has an unsafe condition.
8. Do not touch any moving parts that may cause an injury.
9. Maintain the cab of your vehicle in a clean condition, clear of clutter and debris at all times.
10. Report all accidents and injuries to your supervisor or the safety coordinator immediately, or as soon as possible.
11. Be familiar with your safety equipment, including the fire extinguisher, accident investigation kit, and other items necessary to the safe operation of your vehicle.
12. Familiarize yourself with locations where the trailer or load can be dropped safely in the event of a fire.
13. Always look before backing, and avoid being boxed in by other vehicles.
14. When entering construction sites, recycling/transfer facilities, or landfills, be aware of low wires, uneven and unstable driving surfaces, and other changing site factors.
15. Be familiar with defensive driving techniques and ask for additional training when you are unsure or not familiar with a vehicle, procedure, or policy.
16. Be familiar with procedures on how to minimize and contain any vehicle fluid spills.
17. Wear and utilize all personal protective equipment and safe working practices at all times.
18. When loading or unloading of the truck/trailer which requires backing into obstructed areas, always exit the vehicle and assess the area before backing.
19. Perform post-trip safety inspections per the Vehicle Condition Report (VCR)
20. Drain air tanks DAILY.

I UNDERSTAND THIS TRAINING AND AGREE TO COMPLY WITH THE CODE OF SAFE PRACTICES FOR MY WORK AREA, ASSIGNED VEHICLE, OR ANY WORK TASK THAT IS ASSIGNED

EMPLOYEE SIGNATURE: ___________________________ Date: ____________