

Safe Work Practices

Vehicle Use

General

Alpine Glass Inc. requires all drivers of company owned vehicles to reverse park whenever possible and to reverse park all vehicles, including private, on company property.

Familiarize yourself with vehicle operation before commencing operation.

Vehicle Inspection

- Perform walk-around check of vehicle before driving to check for flat or damaged tires, fluid leaks, etc.
- Ensure that the vehicle is equipped with the following
- First Aid kit
- Warning signs, reflectors, and/or flares
- Tire changing equipment
- Window scraper
- Check windshield, wipers, and wiper fluid level
- Scrape snow/ice from ALL windows, mirrors, lights, roof and hood
- Keep windows, mirrors and lights clean
- Check headlights to ensure they are working
- Adjust mirrors
- Notify supervisor immediately of any vehicle malfunction
- Secure light items in box (danger/caution tape, paper towel, foam tape)
- Secure loose equipment (ladders, garbage cans and lids, misc material)
- Check fuel level – familiarize yourself with the refueling procedures and where fueling stations are located
- Check brakes by pressing firmly on the foot pedal prior to moving the vehicle.
- Do not drive if vehicle found unsafe – lock-out/tag-out on steering wheel
- Respect company vehicles

Operation

- All vehicle occupants shall wear seat belts. The vehicle operator will ensure passengers are wearing seat belts prior to placing the vehicle in motion
- Be alert; look both ways; drive defensively
- Abide by traffic laws
- Use hazard lights when driving slowly
- Follow at a safe distance, 2 second minimum under ideal road and weather conditions - when speed or weight increases, following distance must increase too
- Do not proceed on an unsafe road or under unsafe conditions
- Get adequate rest
- Notify supervisor if you feel unfit to drive
- Make concessions to other drivers who are less skilled and/or ignorant of the hazards they create. Drive defensively and yield right-of-way even when, by the rules of the road, it is yours

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- Be aware of traffic situations developing far ahead of the vehicle by looking 12-15 seconds ahead as you drive
- Verify factory installed safety devices and equipment has not been nullified, altered or removed
- Drive appropriate to road conditions and laws
- Slower speed and greater distance between vehicles is required with road conditions are anything but clear and dry
- When parking, position the vehicle for a forward departure. If the vehicle must be backed into a space, have a spotter help guide you, as per company policy
- Prior to exiting the vehicle, shut off the engine, set the emergency brake, and put the transmission in gear or park as appropriate
- If the vehicle is parked on a slope, use chock blocks or turn the front wheels such that gravity induced motion is arrested or your vehicle will roll out of traffic
- Walk around the vehicle to check for hazards and obstructions
- If the vehicle must be backed, use a spotter to help guide you, as per company policy
- Back into all parking spaces, as per company policy, and where reasonably practicable
- If you are alone and do not have a spotter, walk around the vehicle before backing to survey the area. If you feel you can back the vehicle safely, do so. If backing cannot be done safely, park vehicle in the safest manner possible.
- Never back up or make a U-turn on blind corners
- Select a wide spot with a view that provides adequate sight distance in each direction
- Always use a spotter when available to serve as a guide for backing
- Back the rear of the vehicle toward a cut bank
- Use caution when backing on slope-filled edges of roadways
- Always face danger/hazard
- Observe animals from within the vehicle.
- If it is necessary to get out of the vehicle, observe animals from a safe distance
- Keep a clear route of escape to your vehicle
- Return to the vehicle if animals display any signs of irritation