



A.D.S. Contracting

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Motor Vehicle Safety Policy

A.D.S Contracting is committed to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and property loss. The company considers the use of automobiles part of the working environment. The company is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program

Elements of this program include:

- Employer Responsibilities.
- Employees Responsibilities.
- Employee driver's license checks and identification of high risk drivers.
- Accident reporting and investigation.
- Training standards.
- Safety regulations.

Employer Responsibilities:

- Ensure that all new and existing employees are familiar with the motor vehicle safety policies and procedures, accident/incident reporting requirements and the accident review process, and frequently check on their compliance.
- Personally review each accident and take all steps necessary to prevent future incidents and accidents.
- Insist that all assigned vehicles are maintained for safe operation and ensure that only authorized personnel are allowed to operate company vehicles.
- Ensure that unsafe vehicles are not driven until safety discrepancies have been corrected.
- Review each Incident Report and Accident Report to determine if the employee's actions were consistent with motor vehicle safety policies and procedures.
- Determine what additional training or other positive action is required to deal with driver error.
- Evaluate the existing motor vehicle safety policies and procedures and determine if any changes should be recommended in light of the facts surrounding an incident/accident in an effort to prevent the occurrence of similar events in the future.

Employee Responsibilities:

- Attend all Motor Vehicle Incident Prevention training that is provided by A.D.S.Contracting.
- Actively participate in developing and improving this element as necessary.
- Make every effort to operate all vehicles safely.
- Maintain and carry current, appropriate drivers license and identification.
- Report all incidents to the authorities as required and the owner or supervisor immediately.
- Maintain an acceptable driving record, failure to maintain an acceptable driving record may result in suspension to drive company vehicle.
- Drive defensively at all times
- Wear seatbelt at all times
- Never drink alcohol or be otherwise impaired by drugs and drive
- Review and sign Driver Obligation Form

Each employee driving a company vehicle shall:

- Become familiar with and obey all municipal motor vehicle safety policies, procedures and provincial highway traffic rules and regulations.
- Inspect the vehicle that he is about to drive, and report to company owner in writing all defects noted during the trip or inspection (if any).
- Report all motor vehicle accidents
- Report immediately to the owner any **suspension** of driving privileges and cease to operate any municipal vehicle until his/her privileges are reinstated.
- Not engage in the use of cell phones or any other electronic device while operating a vehicle.
- Not consume food while operating a vehicle

Communication:

- Policy sent as payroll stuffer
- Training dates and times sent as payroll stuffer.

Training:

- Safety meeting conducted by owner at the A.D.S.Contracting Shop
- Monthly Safety Newsletter

Evaluation:

- Will be conducted annually by owner and safety representative during the month of December.

Success and Make Improvements:

- To be acknowledged on safety board, on our website and in our safety newsletter.
- Assessment of the success of this element will include workplace inspection, verbal feedback from workers during the year end discussions held at safety meetings.
- All motor vehicle incidents will be reviewed.
- Necessary improvements will be made immediately.

References and Forms

- Construction Regs 213/91
- Transportation Health & Safety Associations of Ontario

A.D.S.Contracting Inc.

Angelo Agostino – President

September, 22, 2010