



MONTHLY SAFETY BRIEF: DRIVING SAFETY

In 2015, just about 1000 persons in Illinois were killed in vehicle accidents and tens of thousands are injured each year. Although not always considered an Occupational Safety issue, it is, and it is an important one. This month is a reminder that Hygieneering has a safe driving policy and you should be familiar with it and the inherent risks of driving. Please review our driving safety policy below.

7.5 DRIVING VEHICLE SAFETY

Driving Safety

Hygieneering, Inc. considers accident prevention to be of primary importance. In the consulting business, the workplace involves not only our facilities and worksites, but our vehicles and the public streets/highways as well.

All employees are required to comply with all traffic regulations, laws, and ordinances in the operation of a motor vehicle while engaged in Company business. Never should time constraints jeopardize the safety of the public or Company employees. Hygieneering, Inc. will not tolerate unsafe driving.

The information provided within this program is provided to and must be followed by employees on all Hygieneering jobsites.

Proof of Driving Eligibility and Insurance

All employees who drive for our business, must have a valid driver's license, a reliable vehicle for transportation, and maintain automobile liability insurance per Illinois law. This will be reviewed on an annual basis at a minimum. Only authorized employees are permitted to drive vehicles for company business.

Safety Driving Guidelines

The following safe driving guidelines should be followed by all employees:

- a) When driving during Company hours for Company business, all employees and vehicle occupants are required to wear a seat belt at all times. In Illinois, it is the law.
- b) Employees will obey traffic rules, drive courteously, and practice defensive driving techniques.
- c) Employees will maintain a valid driver's license and valid insurance at all times.
- d) Employees will immediately report:
 1. All traffic infractions and accidents for which they are ticketed or given warning citations during working or non-working hours;
 2. All traffic infractions for they are convicted, or plead guilty or no contest;
 3. Any change in driver's license status, including suspension, revocation, or restriction; and
 4. Any lapse, change, or termination of automobile insurance coverage.
 5. Any incident involving the car while working, whether or not it results in any injury to person or damage to any vehicle or property, and regardless of who is at fault, must be reported immediately to the Company.
- e) No employee shall drive any vehicle in the scope of his or her employment for Hygieneering, Inc. unless the driver of the vehicle is a named insured or has express written consent of the vehicle owner to operate said vehicle.
- f) Employees will never operate vehicles that are not in compliance with requirements pertaining to insurance, maintenance, and safety.
- g) No employees will carry on their persons, in their vehicles, or have on the premises a firearm or other weapon.



- h) Employees will not operate vehicles for Company business while under the influence of any drugs and/or alcohol.
- i) Employees will not read maps or other documents while driving the vehicle.
- j) Employees will not eat, drink or use hands for tasks other than driving while the vehicle is in motion.
- k) Employees shall use hands free phone devices while the vehicle is in motion.
- l) Employees must adjust driving skills and response time to weather conditions and visibility.
- m) Employees are required to evaluate the risk of journey to the jobsite and select the roads/conditions based on the risk assessment. Considerations should include weather conditions, time of travel, traffic congestion and neighborhood safety issues. Travel Management issues are reviewed annually with employees.
- n) All loads shall be secured properly and shall not exceed the manufacturer's specifications or legal limits for the vehicle.
- o) Vehicles shall only be used for their intended use and purpose and no other function.
- p) The vehicles shall be maintained in safe working order. Any mechanical problems shall be immediately reported to management to be addressed.



Driving Safety Quiz

1. All employees who drive for our business, must have a valid driver's license, a reliable vehicle for transportation, and maintain automobile liability insurance per Illinois law.
 True
 False

2. If you receive a moving violation on off hours, you do not have to report it to Hygieneering.
 True
 False

3. Which of the following statements is not true in accordance with the Hygieneering driving safety policy?
 - a. Employees should not read maps or other documents while driving the vehicle.
 - b. Employees should not eat, drink or use hands for tasks other than driving while the vehicle is in motion.
 - c. Employees should use not hands free phone devices while the vehicle is in motion.

4. If you are late for an important meeting, it is OK to speed a little bit to make sure you get there on time.
 True
 False

SCORE: PASS / FAIL

Employee Signature

Supervisor Signature

Date