

Safety Policy & Procedure Manual		Section:	Date: 10-29-2015
		Revision:	
Subject: Journey Management			

Purpose

All road journeys undertaken by any Light Tower Rental employee in the conduct of Light Tower Rentals business in areas identified as high risk must be managed to ensure that action is taken to mitigate the risks. Virtually every aspect of our business involves driving light duty vehicles and heavy vehicles in combination with various types and sizes of trailers and equipment. Since the amount of time spent on the road exposes LTR employees to a high level of risk, it is important to recognize the hazards and have journey management plans in place to mitigate these risks to the best of our ability and to raise the awareness of LTR employees to recognize and respond to the hazards.

Requirements

Fit For Duty Requirements:

- Employees are physically capable of their job functions.
- Employees are properly trained for their assigned tasks and that safe work practices and procedures must be followed.
- Employees are not under the influence of drugs or alcohol. Employees must notify their supervisor when taking prescription or over-the-counter medication that could impair their ability to work safely.
- Employees must be sufficiently rested to safely perform their assigned tasks. Employees are responsible for notifying their supervisor if they are fatigued to the point of not being able to perform their duties safely.

Vehicle Requirements:

- Pre-trip inspections must be performed on all vehicles and trailers and all deficiencies found are corrected.
- Ensure vehicle contains the proper tools, equipment and elements to complete the assigned tasks to prevent the need for multiple trips to a job site.
- Ensure that all trailers, equipment and cargo are properly secured.
- Ensure that vehicles are equipped with roadside emergency kits.

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Responsibilities

Coordinators:

- Select employees that are properly trained to perform the assigned task.
- Select employees with sufficient hours-of-service remaining to complete the assigned task.
- Review the Journey Risk Management Plan Guidance (Appendix A) to select the safest route to complete the assigned task.
- Coordinate multiple jobs along route to reduce the need to dispatch multiple vehicles.
- Review Journey Management Plan with affected employees.
- Review drivers trip itinerary.

Drivers:

- Have a reliable means of communication (cell phone) in case of emergency.
- Have route driving directions before traveling to an unfamiliar destination.
- On long trips, short rest breaks should be taken to reduce fatigue.
- Communicate any route changes due to road closures, road construction, etc. to Coordinator.

Journey Management Plan

Elements of the Plan:

- Road travel should be limited wherever practicable.
- Road travel should be completed during daylight hours whenever practicable.
- Road travel during adverse weather conditions should be avoided whenever practicable.
- Utilize the Journey Risk Management Plan Guidance (Appendix A) to select the best route with the least hazards.
- Communications maintained between Coordinator and driver on route changes or work assignment changes.

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Appendix A

Journey Risk Management Plan Guidance

Road Condition	<ul style="list-style-type: none">• Is the road surface hard surfaced (e.g. bitumen, concrete) or gravel?• How many lanes are there?• How well is it maintained?
Road Shoulder	<ul style="list-style-type: none">• Is it ample width?• Is it hard or soft?• Are safety guards/railings installed where appropriate?
Journey Timing and Duration	<ul style="list-style-type: none">• Is the route unsafe at particular hours of the day (e.g. night time or during peak hours)?• Is there appropriate access to off the road rest stops or overnight lodging?• Is it a holiday? (particularly in countries where fasting is practiced)• Has sufficient time been allowed to complete the journey within the required hours, at safe speeds and with appropriate rest breaks?
Terrain	<ul style="list-style-type: none">• Is it flat, hilly or mountainous?
Climate	<ul style="list-style-type: none">• What are the effects of rain, snow/ice or fog on the route?• Is the route prone to flooding?
Visibility	<ul style="list-style-type: none">• Is it good or bad?• Is it reduced by the sun rising or setting?• Are hazard warning signs used appropriately?• Can intersecting roads and rail crossings be identified within adequate reaction time?• Is there adequate street lighting?
Security	<ul style="list-style-type: none">• Is there a threat of hijacking or terrorism?• Does any portion of the route fall in sensitive security zones, where additional measures need to be taken?
Traffic Density	<ul style="list-style-type: none">• Is it light, medium or heavy?• Is it mostly light vehicles or trucks?
Animal Control	<ul style="list-style-type: none">• Is wildlife or livestock likely to wander onto the road?
Population Density	<ul style="list-style-type: none">• Is there adequate separation from people?• Does the route go past a school or other places where people congregate?• Is pedestrian traffic controlled?
Accident frequency	<ul style="list-style-type: none">• Does the route have a high accident frequency rate?
Environment	<ul style="list-style-type: none">• Does the route run close to sensitive areas or waterways?
Communications	<ul style="list-style-type: none">• Is there a requirement for periodic communication from the vehicle during stopovers on long routes?• Are there areas from where the communication is not possible?
Emergency Support	<ul style="list-style-type: none">• Are there Emergency Support Facilities available along the entire route length and are they well known to drivers/support staff?

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