

Driving Safety

What is the hazard?

Employees may be required to drive from their primary work location to meetings, trainings, project sites, other agency offices, etc. as part of their work duties.

Employees may also spend work time in a vehicle travelling roadways as part of their work duties, such as police officers and highway personnel. Any employee who is travelling in a motor vehicle is at risk of a motor vehicle accident. Motor vehicle accidents are the number one cause of death for government employees in the United States.

Note 1: Driving for employees commuting to and from their primary work location is not the employer's responsibility, and does not fall under the jurisdiction of worker protection laws.

Note 2: The risk of being struck by a vehicle while working in a traffic area but outside of a vehicle is covered in the Workzone Safety Assessment tool. This would include work such as flaggers, roadway construction and maintenance activities, and police officers on a traffic stop.

Level of Employee Exposure

Do you have employees exposed to this hazard? Any employee who is driving a motorized vehicle during work hours as part of their work duties is at risk of a motor vehicle accident.

Examples: Driving to an alternate location (not the primary work location) to: attend a meeting, attend a training class, give a training class, conduct an inspection, conduct an investigation, conduct a field visit, respond to an emergency. Driving in a work vehicle to patrol an area, respond to a roadway accident, inspect an area, pick up items in a roadway, to get to a site as part of a roadway work crew, to supervise a contractor conducting roadway-related work (tree trimming, line painting, etc.).

YES / NO

If you answered NO, you never have any employees exposed to this hazard, you have completed this hazard assessment tool.

If you answered YES, please complete the table below and continue on with the remainder of this hazard assessment tool.

List the tasks that expose your employees to this hazard.
 Estimate the number of employees conducting each task, and the estimated frequency that each task is conducted (first per employee and then for the agency overall (e.g., how many times per day/week/month or year)).

1. Describe task that exposes employees to this hazard	2. How often, on average, would an individual employee conduct this task? (list either times per week, per month, or per year, whichever best applies).	3. How many employees do you have who conduct this task?	4. Multiply the answer for #2 by the answer for #3 to get a total exposure for your employees.
<i>Example: Driving to a staff meeting at headquarters (for employee who works out of a regional office)</i>	<i>1 time per month</i>	<i>40 employees</i>	<i>40 times per month</i>
Total of all #4 rows:			

Use of Technical Standard / Regulation / Guideline

What regulation or standard do you follow to protect employees from this hazard, if any?

Upper Management Support / Policy / Full Hierarchy Accountability

Is there a written policy on this hazard?

Who is in charge of ensuring that employees are kept safe from this hazard? A) At the senior management level. B) During day-to-day operations.

How does the agency ensure that the regulation or policy relative to this hazard is followed?

Training / Certification

What training have employees received relative to this hazard?

Is this a one-time training?

If no, how often does re-training occur?

When are new employees trained?

Please provide general information on training content.

Is there any special license, qualification or amount of training required before an employee can conduct the tasks you listed in the "level of employee exposure" table?

If you have employees with more than one classification of license, please answer the above training questions for all classifications.

CONTROLS

Controls – Administrative

Is there a specific policy relative to cell phones, texting, or other distractions while driving?

Is there a specific policy relative to seat belt use?

Is there any policy relative to an employee receiving traffic citations or “How am I Driving” call-in complaints?

Do employees drive state vehicles or their own vehicles?

What is the inspection and maintenance program/plan for state vehicles?
For longer-term issues such as state inspection sticker?
For shorter-term issues such as tire pressure?

Is there a method for employees to report problems / safety concerns with vehicles in between scheduled maintenance times?

What is the follow up to these complaints?

Emergency Response Planning

Is there a plan in place to respond to an accident or emergency with this hazard?

Concerns / Near Misses / Accidents

Is there a designated person to whom employees go with complaints or concerns about this hazard?

Is there a formal reporting procedure for near misses (narrowly avoided accidents)?

Is there a formal reporting procedure for accidents/injuries/illnesses with this hazard?

Have you had any accidents or near misses with this hazard? Please give an estimated date and brief description.

Prevention

In the “Level of Employee Exposure” section, you identified tasks that expose employees to the hazard assessed in this tool.

Can you identify any ways that would eliminate or reduce employee exposure to this hazard?

For example, can you eliminate the hazardous task?

Do the task remotely, for example, have teleconferences instead of face-to-face meetings?

What would be needed to implement these preventive measures?

Other / Comments / Anything You Want to Add

Are there any other controls to protect employees from this hazard?

Any other general comments:

IF YOU HAVE QUESTIONS OR NEED ASSISTANCE WITH THIS DOCUMENT,
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