

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS SAFE DRIVING PROGRAM	Page 1 of 4	HSE: 14.3 Revision: 00

INTRODUCTION:

Depending on your occupation, the most dangerous part of your day may be the time you spend travelling to and from work. Consider this, every few minutes in Alberta a vehicle incident occurs.

Each day 80 people will be injured, over 400 vehicles will be damaged, and one person will sustain life threatening injuries. Driving incidents have a negative effect on families, companies, the economy, and our communities.

Companies have a vested interest to prepare their drivers to effectively deal with the challenges associated with driving.

PROVINCIAL AND FEDERAL STANDARDS:

Anyone wanting to operate a commercial vehicle in Alberta for transporting goods, passengers, or the vehicle itself, must obtain an Alberta Safety fitness Certificate and/or Alberta Operating Authority Certificate from the Registrar as noted under the Commercial Vehicle Certificate and Insurance Regulation AR314/2002 (Sections 2 and 19).

There are two types of “**Operating Status**”:

PROVINCIAL:

Provincial standards apply:

- To a commercial vehicle or combination of vehicles registered for a combined weight of 11,794 kg or more and are operated exclusively within provincial boundaries.
- To a bus designed to carry 11 passengers or more, including the driver, and used or intended to be used for the transportation of people.

FEDERAL:

Federal standards apply:

- To commercial vehicles or combination of vehicles registered for a combined weight of more than 4,500 kg that cross a provincial boundary into other provincial jurisdictions.
- To a bus designed to carry 11 passengers or more, including the driver, and used or intended to be used for the transportation of people.

If a company does not have any vehicles with a registered weight of over 4,500 kg that leave the province then the company is considered Provincial. If they are considered Provincial, then regulations will apply only to vehicles with a registered weight of 11,794 kg or more. However, if the company has even one vehicle with a registered weight of over 4,500 kg that leaves the province, the company is considered Federal, and Federal standards will apply to all vehicles in the company weighing over 4,500 kg as well as any person who could be required to operate them. Vehicles affected by Federal regulations could be smaller service trucks, vans, or ever pickup trucks pulling a trailer.

CHANGING OPERATING STATUS:

A company can change from Provincial to Federal operating status or vice versa. The company would be required to complete and submit a Change of Operating Status Form along with the prescribed fee for the application to be considered.

Companies changing from Federal to Provincial operating status must have this form signed by a Commissioner of Oaths or Notary Public. There are some additional steps the company must complete before the application is considered, as defined on the application. Because operating under Federal status causes inconveniences that exceed those of Provincial requirements, the

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department wants to ensure the company is sincere about the transition and not just looking for a way to avoid regulatory requirements.

A company found to be operating outside of Alberta after having their operating status changed to Provincial is subject to prosecution and/or having their vehicle detained at the roadside, and many have their Operating Status changed to Federal by Alberta Infrastructure and Transportation.

SAFETY FITNESS RATING:

The Traffic Safety Act and Motor Vehicle Transport Act requires that all persons registering commercial vehicles either provincially or federally as described in the previous Operating Status section comply with Alberta’s Safety Fitness requirements. There are a few exceptions to this requirement including farm vehicles under specific circumstances.

You are required by law to carry the Safety Fitness Certificate in the vehicle at all times. A Safety Fitness Certificate may be suspended or cancelled at any time.

All persons holding a Safety Fitness Certificate must comply with Alberta’s Transportation Legislation. The department may conduct an Audit of any such operation to confirm that they are meeting their legal obligations and do not represent an unacceptable risk to the company’s employees or to the public. The following is a brief summary of some of those regulatory requirements:

SAFETY OBLIGATIONS:

The company is obligated to have comprehensive knowledge of and be able to demonstrate compliance with “Safety Laws” that apply to their operations. “Safety Laws” are the laws governing the:

- Operation of commercial vehicles and busses on highways
- Equipment and motor vehicle standards as they apply to commercial vehicle and busses
- Weight of commercial vehicles and busses
- Transportation of dangerous goods
- Loading, securing and carrying loads

The company must also comply with the following:

1. Set out in writing and fully implement a Safety Program
 - Documented company policies and procedures
 - Documented company policies and procedures on speed limits, drugs and alcohol, defensive driving, etc
 - Proper record completion of documents such as bills of lading, manifests, time records, etc
 - A statement requiring all employees to comply with all traffic laws
 - Instruction for the use of safety equipment – flags and flares, fire extinguishers, etc
 - Training and ongoing evaluation
 - Retention of records and documents
 - Provisions to ensure all drivers are properly qualified for the type of vehicle(s) operated
2. Maintain the proper insurance for the company vehicles
3. Implement an Inspection program that covers maintenance and repairs
4. Ensure that all vehicles are in compliance with the Commercial Vehicle Inspection Program (CVIP) requiring annual inspections for trucks and trailers
5. Safe Driving Policy



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6. Driver Responsibilities
7. Pre-trip Inspections
8. Vehicle Maintenance
9. Safe Work Practices
10. Safe Work Procedures
11. Company Driving Rules
12. Education and Training
13. Identifying/Controlling Hazards
14. Vehicle Incident Reporting
15. Emergency Planning

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SAFE DRIVING POLICY:

Western Millcraft Inc. has company fleet vehicles that are issued to employees for the purpose of work. Western Millcraft Inc. expects all employees driving company issued vehicles to comply with all traffic legislation, be conscious of road safety, and demonstrate safe driving habits at all times.

Motor vehicle incidents continue to be a major contributing factor in occupational injuries and fatalities. As a result, road safety is an important component in Western Millcraft Inc. Health, Safety, and Environment Program. In order to prevent vehicle incidents, Western Millcraft Inc. seeks to establish a partnership where Western Millcraft Inc. and all employees adopt a safe approach to the task of driving as they would any other job related activity.

To accomplish on the job driving safety, Western Millcraft Inc. will not require any employee to drive under conditions which are considered unsafe or likely to create an unsafe environment. Any employee that drives a company owned or leased vehicle will be required to follow and apply safe driving techniques, in compliance with all vehicle codes, traffic laws, company procedures, and manufacturers recommended operating guidelines.

Western Millcraft Inc. requires a drivers' abstract to be completed before a company fleet vehicle is issued to an employee. Any employee being issued a company fleet vehicle will complete the Driver Abstract Consent Form which will be reviewed by Management upon receipt.

Western Millcraft Inc. shall ensure:

- Each company fleet vehicle driver will have a file
- All records required will be maintained and kept at Western Millcraft Inc. principal place of business. These records will be retained for at least 5 years from the date they are created, established or received, and be readily available for inspection by a peace officer during Western Millcraft Inc. regular business hours
- Driver Abstracts will be completed and reviewed yearly
- All company fleet vehicle drivers carry a valid and current driver license and be over the age of 25 years
- All company fleet vehicle drivers immediately notify their Supervisor and the Health and Safety Manager if their driver license has been suspended, cancelled or has limitations placed upon it
- Valid insurance and registration certificates are available inside the vehicle and a valid license plate is displayed on the vehicle
- Accident Report Package is in all company fleet vehicles

Failure to comply with these rules and regulations will result in privileges being revoked and the company fleet vehicle taken away from the employee. Any individuals who do not fulfill their safety responsibilities will become accountable for any problems their negligence creates and may be liable under the law.

Signed: _____ Date: 1 OCTOBER, 2011

GREG CLARK
WESTERN MILLCRAFT INC.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation