

 DALHOUSIE UNIVERSITY Facilities Management Trucks (All Sizes) Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Central Services	Shop: Stores	
Hazards Identified: Overexertion, exhaust fumes, collisions, fire, slips, trips, falls, other vehicles, incorrect tire inflation, noise, poor road conditions, heavy items, hazardous products,		
Personal Protective Equipment Required: Safety boots, safety gloves, safety glasses as required, coveralls, hard hat		
Training Required: Before using this equipment employees must be trained by a competent person in its proper use and care and in the proper use and maintenance of all required PPE.		

These safe work practices must be followed at all times and are to be reviewed annually.

1. Only fully qualified, properly licensed and authorized drivers are allowed to operate Facilities Management trucks.
2. Drivers must be totally familiar with appropriate vehicle handbooks and the handbooks for any equipment that is part of the vehicle. E.g. lifts
3. Drivers must be totally familiar with all of the controls of the vehicle they are operating.
4. Vehicle and equipment manuals are to be kept in each vehicle and reviewed regularly.
5. Do not use a cell phone while operating a vehicle.
6. Always stay alert for students, and any other people in your area of operation.

7. Check the vehicle at the beginning of each work day by performing a circle check.
8. Check tire inflation pressure regularly.
9. Ensure that fuel, oil, transmission fluid and other fluid levels are checked regularly and topped off to required levels.
10. Never refuel with the engine running or when it is hot.
11. Never leave the vehicle unattended with the engine running.
12. Ensure that the vehicle is serviced as required and maintained in good working condition at all times.
13. Report mechanical or other problems to your supervisor immediately.
14. Ensure that the truck is kept clean at all times.
15. To avoid slipping ensure that the steps to the cab are kept clear of dirt and debris.
16. Ensure trucks are equipped with a working fire extinguisher, first aid kit and small tool kit.
17. Ensure that all safety decals are clean and legible.
18. Replace all worn or illegible safety decals on vehicle or attached equipment.
19. Never operate a truck when the view from the rear view mirrors is obstructed.
20. Regularly check the cab windows to ensure they are clean and free from cracks or other flaws.
21. Never attempt to mount or dismount a moving vehicle.
22. Signal well in advance of making any turns or maneuvering in traffic.
23. Check both rear view mirrors well in advance of making turns to ensure you are clear of other vehicles before making turns.
24. Do not speed up when being passed by other vehicles. Slow down a bit and let the other truck pass.

25. Never tailgate.
26. Always leave adequate space, based on road conditions, between you and the vehicles around you.
27. Always follow proper safety procedures for stopping on the side of a highway.
28. Give ample warning when making wide right hand turns.
29. Know the maximum height of the vehicle and always maintain adequate approach distances from overhead power lines and other overhead obstructions.
30. Do not exceed posted speed limits on campus, city streets or on the highway.
31. Always be aware of changing driving conditions and adjust your speed accordingly.
32. Ensure that all loads, regardless of size, are properly secured.
33. Always wear your seat belt.
34. Minimize the need for backing up. If you must back the vehicle up ensure the area is clear and that you have clear visibility from the cab. Use a person properly trained in hand signals to help you back up.
35. Know your route in advance to help avoid potential problems.
36. Take extra precautions when working around the end of the truck bed.
37. Never use alcohol or drugs while operating a vehicle.
38. Ensure that you are well rested before driving.
39. If you become tired while driving look for a rest area or park the vehicle well off the side of the road and sleep until you are adequately refreshed.
40. Ensure that vehicle safety lights are properly working at all times.
41. Report all accidents immediately.