

EMPLOYEE RECOGNITION PROGRAM



THSAO
Transportation Health & Safety
Association of Ontario



**Transportation Health & Safety
Association of Ontario**

THSAO is focused on working with management and employees in the transportation sector to create a healthy and safe work environment. We work with our member companies through consulting, evaluations and training. As partners in safety, we can prevent occupational accidents, injuries and illnesses.

The industry rate groups we serve are:

- | | |
|-----|--|
| 497 | Ready-Mix Concrete |
| 551 | Air Transport |
| 553 | Air Transport Services |
| 560 | Warehousing |
| 570 | General Trucking |
| 577 | Courier Services |
| 580 | Bus, Rail & Water Transport Industries |
| 584 | School Buses |
| 590 | Ambulance Operations |
| 681 | Lumber & Builders' Supply |
| 689 | Waste Materials Recycling |

**SAFETY AWARENESS IS THE FIRST STEP
TO HEALTH AND SAFETY.
PREVENTION IS OUR ULTIMATE GOAL.**



WHAT IS THE PROGRAM?

The Transportation Health and Safety Association of Ontario has established a program for employers to recognize their employees for their performance in health and safety. It defines standards of performance for drivers and inside employees and has established guidelines for evaluation. The program is administered by THSAO for participating companies. This program is the trademark of professional drivers and conscientious workers who have proven their skills in avoiding accidents and injuries. Companies recognize the program as a benchmark in health and safety, and drivers and workers know and respect it.

THE EMPLOYEE RECOGNITION PROGRAMS PROVIDE THESE BENEFITS:

- Documents history of safety performance
- Demonstrates the importance of working and driving safely
- Demonstrates appreciation of a job well done
- Shows the customer quality of service provided
- Improves employee morale
- Builds confidence

Safe Driver - Drivers who are employed to operate a commercial motor vehicle and have driven one full calendar year with no preventable accidents.

Safe Worker - Workers who are employed and have worked without a preventable accident for a full calendar year.

AND THE AWARD GOES TO...

1. Drivers who are employed to operate a commercial motor vehicle and drive one full year with no preventable accidents.
2. Workers who are employed and work without a preventable accident for a full year.

By enrolling your company in the THSAO program, you can recognize your employees for their diligence in working safely.

CAN YOU LOSE AN AWARD? YES!

Drivers

1. By having a preventable accident during the calendar year.
2. By having your driving privileges suspended, through the suspension of your classified driver's license by the Provincial Courts or the Provincial Demerit Point System.

Workers

1. By having a compensable accident during the calendar year.

DEFENSIVE DRIVERS EARN AWARDS

A defensive driver is defined as one who drives to prevent collisions. He or she makes allowances for the lack of skill or improper attitude of the other drivers, and does not allow hazards related to weather and road conditions or the actions of pedestrians and other drivers to involve them in a collision.

He or she keeps constantly alert, ready to recognize a collision producing situation in enough time to apply the necessary preventative action. They concede the necessary right-of-way to prevent a collision. To earn the THSAO Driver Employee Recognition, you have to be a defensive driver.

AWARDS ARE EARNED BY SAFE WORKERS

A safe worker is defined as one who works to prevent accidents. He/she does not allow the actions of others to involve them in an accident.



They keep constantly alert, ready to recognize any accident producing situation far enough in advance to allow them to apply the necessary preventative action. To earn THSAO Employee Recognition, you have to be a safe worker.

HOW ARE RECIPIENTS DETERMINED?

The Transportation Health & Safety Association Employee Recognition is issued fairly and honestly. A set of guidelines for deciding recognition has been included in this booklet.

These guidelines are coupled with your uniform system of monitoring drivers' and workers' records.

When workers or drivers have accidents, they must report all facts concerning the accident. Information on all accidents and the decisions about preventability must be kept by the company as part of the worker's permanent record. Requests for awards are made according to the company's records. Application forms are designed to give complete information. The truth of this information must be certified by a responsible member of the company.

WHEN CAN WE START?

The program runs from January 1st to December 31st of each year. The Recognition Program is based on performance for a calendar year.

Drivers

Each year that a driver drives without a preventable collision is another year added to their recognition record.

School Bus Program

The School Bus Program runs from July 1st to June 30th to coincide more closely with the school year. Drivers' records will be submitted to our office only after June 30th.

If the driver or worker has a preventable collision or accident any time during a year, he or she does not receive any recognition for that year.

Workers

For the first year, the employee must have worked injury free and been a full-time employee for a minimum 75% of the year. After the first year, the subsequent accident-free year is added to the first year. If a worker has a two year pin and has an accident during the third year, but is accident-free during the fourth year, the worker would then qualify for a three year pin.

If the employer wishes to go back to when the worker first started with the company, that is acceptable. Also, if the worker has worked at another company, and it can be proven that there have been no compensable claims against that worker, these years can be added as well, at the discretion of the employer.

There are two exceptions to this 75% minimum rule:

- a) an authorized company leave of absence, or a layoff
- b) an illness or injury which prevents the driver from driving or a worker from working their time for a given year.

For more information on the Employee Recognition Program, please fill out the response card at the back of this booklet.

Reward & Recognition Creates a Stronger Team.

GUIDELINES ON PREVENTABLE ACCIDENTS

Preventing accidents is everyone's business - employees and management share the responsibility.

By working together as a team, most accidents can be prevented. Alertness, skill and knowledge are the foundation for creating a safe and healthy work environment.

In the workplace or on the road, check your surroundings. You could prevent the next accident.

IN THE WORKPLACE

Housekeeping

- Keep floors free of obstructions and hazards.
- Store materials and supplies in their proper place.
- Stack goods on solid, balanced skids.
- Keep stairways free of tripping hazards.
- Maintain proper railings on stairways.

Fire Prevention

- Check extinguishers at regular intervals as prescribed by the Fire Code.
- Keep doorways, corridors and exits free from obstructions.
- Inspect sprinklers and fire hoses on a regular schedule.
- Inform all workers of the drill in case of fire.

Machine Guarding

- Place guards on equipment with moving parts.
- Install brakes or lockouts on equipment.

Equipment & Handling

- Ensure that operators of lift trucks, cranes and pump trucks are trained and certified.
- Store propane cylinders in proper containers.

- Provide workers with head, eye, skin, hearing or foot protection when and where necessary.
- Maintain all hand and power tools, grinders and compressors in good operating condition.

ON THE ROAD

Backing a Vehicle

- Make sure the way is clear in all directions before backing a vehicle. Get out of the vehicle to look.
- Use rearview mirrors to look back and do not back from your blind side if possible.
- Use a helper to provide direction. When using a helper, make sure that he/she is reliable.
- Advise the helper where to stand and the type of signals to use and when.
- Remember, only you have control of your vehicle. A helper can only provide a guide for you.
- Back slowly and cautiously from the time the vehicle is in motion until it stops.
- Be prepared for any change in conditions during the movement.
- Back a vehicle only when absolutely necessary.



Driving Through an Intersection

Intersections are dangerous locations because a lot of complex traffic movement is crowded into a small area. Safe passage requires exceptional driving caution. Investigation has shown that intersection accidents can be prevented.

Many drivers violate both the rules of common courtesy and traffic regulations. If we could depend on the other person to observe the rules, we would overcome some of the hazards of intersecting lines of traffic.

Right-of-way, even when enforced by stop signs or signals, does not prevent you from violators, funeral processions, fire, police and other emergency vehicles. Be prepared to give right-of-way rather than take it.

Defensive drivers avoid intersection accidents by practicing these steps.

- Observe all regulations.
- Approach the intersection with your foot off the accelerator and over the brake.
- Enter and proceed through the intersection slowly and cautiously.
- Come to a full stop gradually at stop signs or traffic lights and do not proceed until it is safe to do so.
- Observe all caution signs by slowing down gradually, coming to a complete stop when necessary and proceeding only when you are sure you can do so safely.
- Respect the right-of-way of other drivers.
- Yield the right-of-way when it will prevent an accident.
- Do not depend solely on lights, signals or other regulations to protect you at an intersection - protect yourself by being prepared to avoid violators.
- Never pass another vehicle at an intersection.
- Check and signal before turning.

Keep your vehicle under control, watch for accident-producing situations and violators.

PEDESTRIAN RIGHT-OF-WAY

Pedestrians often take extreme risks, moving suddenly into the path of vehicles. Whether they have the right-of-way or not, there is always a moral responsibility to yield to pedestrians.

- Allow pedestrians to complete a crossing when the light changes.
- Respect their right-of-way when making right or left turns.
- Do not startle or confuse them with loud horn blasts.
- Watch for jaywalkers, people stepping out from between parked cars and children darting out from curbs in residential areas.

Pedestrian accidents are serious. Prevent accidents, be alert and be ready to stop in city and residential areas.

REAR END COLLISIONS

Most accidents in which your vehicle collides with the rear of the vehicle in front of you can be prevented. A sudden stop by a vehicle ahead is a common occurrence. Every driver should be prepared for it.

- Follow at a safe distance.
- Keep your vehicle under control.
- Stop gradually - not suddenly.
- Be ready for emergency stops.
- Practice caution when approaching intersections, grade crossings and when preparing to turn or park.
- Park your vehicle with enough room to move out of the space safely.
- Watch the traffic situation ahead of the vehicle in front so you can anticipate the need to stop.

TRAFFIC LANE ENCROACHMENT

Accidents resulting from passing, weaving, squeeze-plays, shut-outs or entering a line of moving traffic have no place on the record of a professional driver. Such accidents are caused by trespassing on the rights of others to move in a straight line without interference.

- Be sure you have the time and distance to pass safely.
- Check to make sure that the driver to the rear is not about to pass.
- Signal your intention to pass.
- Make sure the driver ahead is aware of your intention.
- Complete your pass with enough clearance to move back into the lane of traffic.
- Be aware of your surroundings. Be alert for overtaking traffic.
- Assist other traffic to pass safely - stay to the right until they pass.
- Drive in a straight line. Do not weave from lane to lane or within one lane.

In heavy traffic, constantly changing lanes seldom gains time and often causes accidents.

When entering traffic from a parked position:

- Signal your intention.
- Look prior to starting.
- Wait until traffic allows you to enter the flow smoothly.
- Don't bulldoze your way into traffic.

When entering traffic from an alley, driveway, side street, etc., the professional driver comes to a full stop before the sidewalk, then proceeds with the same caution as when pulling into traffic from a parking space.

A defensive driver must be prepared to avoid other drivers who may pull out suddenly into their path. Watch for these indicators:

- A driver sitting behind the wheel
- Exhaust smoke
- Front wheels turned toward the traffic flow.

MECHANICAL CONDITIONS

It is the driver's responsibility to operate within the limits of the vehicle's mechanical condition. It is your job to know the condition of your vehicle and report any faulty mechanical conditions for repair. Proper operation and care in the use of the vehicle are part of the professional driver's job.

Accidents caused by mechanical failure are considered preventable.

Mechanical failure can be prevented by daily circle checks, regular vehicle inspections, reporting faulty conditions for repair and driving within the mechanical limits of the vehicle. Refrain from driving in a manner that will abuse the vehicle.

The Pre-Trip Inspection is always a mandatory step in your day all year round.



FIXED RAIL VEHICLES HAVE THE RIGHT-OF-WAY

Trains always have the right-of-way. Drivers lose a good deal more than their safe driving record when they gamble with a train - you can't afford to lose!

If a driver is involved in an accident with a train, the accident is considered preventable.

- Depend on your eyes and ears: not on gates, automatic signaling devices or watchmen at gate crossings.
- Keep to the right and do not shift gears while crossing.
- Do not rush past the tail of a passing train. Check to be sure there isn't another train coming on the same track.

Streetcars run on fixed tracks. They cannot dodge or manoeuvre and they need greater braking distance than rubber-tired vehicles.

- Stay clear of the swing of streetcars making turns or rounding curves.
- Remember they cannot be positioned for right turns.

STATIONARY OBJECTS, NON-COLLISION ACCIDENTS, UNATTENDED VEHICLES AND MISCELLANEOUS ACCIDENTS

Accidents such as scraping or striking curbs, buildings, signs, trees, posts, bridges, parked vehicles and various overhead obstructions are minor but indicate poor driving. They are considered preventable accidents. Stationary objects do not run into vehicles.

More severe accidents resulting in overturning, running off the roadway or colliding with stationary objects sometimes are caused by taking emergency action to avoid another accident. This scenario usually reveals that the driver was not driving defensively.

- Professional drivers do not depend on their skill to get them out of tight spots. They depend on their judgment to avoid tight spots!

- Drivers are responsible for making sure the vehicle is safely and securely parked when left unattended.

When parking, the driver must:

- set the parking brake
- turn the wheels toward the curb
- block the wheels to prevent the vehicle from running away
- remove the ignition key when out of the vehicle. Runaway accidents, unauthorized driver accidents, and accidents caused by delay in placing or complete failure to place flares, flags or other warning devices are considered preventable.
- activate signals and flares, flags, etc., when stopped on the roadway or in any other obstructing position
- never carry projecting loads, loose chains, loose tarpaulins or tailgates, racks or leave doors open. Accidents caused by these incidents are considered preventable.

Dropped trailer accidents involving driver negligence shall be considered preventable.

WEATHER CONDITIONS

Rain, snow, fog, sleet or icy pavements can make driving hazardous but they do not cause accidents. Drivers cause accidents.

Adjust your driving for the weather conditions.

Accidents blamed on skidding or bad weather conditions are classed as preventable.

Professional drivers can drive safely on extremely slippery road surfaces by adjusting speed to existing conditions. Most important, know when to call it a day when conditions get too hazardous to continue safely.

**FOR MORE INFORMATION ON THE
EMPLOYEE RECOGNITION PROGRAMS,
MAIL OR FAX THIS FORM TO:**

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555 Dixon Road, Toronto, Ontario M9W 1H8
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