



Pannier Corporation

Health and Safety Handbook

Marking System Group



Driving Safety

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Motor Vehicle Accidents are a major cause of injury and death on and off the job.

Factors that increase the risk of accident, injury, and death include:

- Fatigue
- Drinking and Driving
- Not wearing a seat belt
- Driving at night
- Using a cell phone

Authorization

Only authorized employees can drive company vehicles.
Drivers must have a current valid drivers license.

Driving Safety

Employees are required to drive safely and obey traffic laws which include:

- Driver and all passengers will wear a seat belt.
- Obey posted speed limits.
- Obey traffic signals and signs.
- Maintain a safe distance behind the driver in front of you, don't tailgate.
- Yield to drivers who have the right of way.
- Don't overload a vehicle and don't load it in such a way that blocks your rear or side vision.
- Don't drive after drinking alcohol or using drugs.
- Give driving your full attention; keeping your mind and eyes on the road.
- Pull over and stop if you have to read a map, make a phone call, manipulate any equipment that may cause a distraction while driving.
- Don't drive when your sleepy.
- Report any traffic violations and vehicle accidents.

Vehicle Maintenance

Maintain your vehicle for safety:

- Regularly rotate tires and replace them when they're worn.
- Check tire pressure and keep tire pressure at recommended levels.
- Maintain proper oil and antifreeze/coolant levels.
- Keep lights, mirrors, and windows clean.
- Replace windshield wiper blades periodically.
- Carry equipment such as:
 - Spare tire, jack, lug wrench and jumper cables.
 - Wrenches, pliers, screwdrivers.
 - Flashlight and safety flares.

Company Trucks

If the company vehicle is a truck, the following rules shall also apply:

- Loads shall be secured and within the manufacturer's legal limits.
- Vehicle shall be fit for the purpose that it is used and maintained in safe working order.