



MONTHLY SAFETY BRIEF: DRIVING SAFETY

For most of us, the most dangerous thing we do every day is driving to and from work and to multiple job locations in a single day. We need to recognize that driving is often the most dangerous thing you will do at work and that distracted driving is a major cause of this danger!

Distracted driving is any activity that could divert a person's attention away from the primary task of driving. All distractions endanger driver, passenger and bystander safety. These types of distractions include:

- Texting
- Using a cell phone or smartphone
- Eating and drinking
- Talking to passengers
- Grooming
- Reading, including maps
- Using a navigation system
- Watching a video
- Adjusting a radio, CD player or MP3 player

In 2014, 3,179 people were killed, and 431,000 were injured in motor vehicle crashes involving distracted drivers. Please be acutely aware of distracted driving and keep your focus on driving at all times!

All employees are required to comply with all traffic regulations, laws, and ordinances in the operation of a motor vehicle while engaged in Company business. Never should time constraints jeopardize the safety of the public or Company employees. Hygieneering, Inc. will not tolerate unsafe driving.

Here are some general tips and policies to remember the next time you get into a vehicle:

- Before entering a vehicle do a quick walk around to evaluate the vehicles condition. Check for low or flat tires, loose parts, broken mirrors or windows, any damage to the body.
- Make sure there are no loose items in the vehicle, secure anything that may move around and any items in a truck bed.
- During inclement weather keep a minimum of a 5 second split from the vehicle in front of you to give you enough time to maneuver around a situation. Adjust driving skills to all weather conditions. Slow down or pull over if visibility is impaired.
- Avoid using a phone at all times and use a hands free device if necessary. Employees are forbidden from eating, drinking, or use of hands for tasks other than driving while the vehicle is in motion.
- Illinois law requires you to have your Insurance Card with you in your vehicle.
- Always use signals. Make sure to signal early enough prior to moving to give the vehicle in your proximity enough time to react.
- Always wear a seatbelt! Even if you are going a short distance.
- Be aware of smaller vehicles, motorcycles, bicyclists, and pedestrians.
- Always turn your head to check your blind spot before performing a lane change.



Employees shall immediately report:

- All traffic infractions and accidents for which they are ticketed or given warning citations during working or non-working hours.
- All traffic infraction for they are convicted, or plead guilty or no contest.
- Any change in driver's license status, including suspension, revocation, or restriction.
- Any lapse, change, or termination of automobile insurance coverage.
- Any incident involving the vehicle while working, whether or not it results in any injury to person or damage to any vehicle or property, and regardless of who is at fault.



Driving Safety Quiz

1. Distracted driving is any activity that could divert a person's attention away from the primary task of driving.
 True
 False

2. How much time should a person give themselves between vehicles during inclement weather?
 - a. 2 seconds
 - b. 3 seconds
 - c. 4 seconds
 - d. 5 seconds

3. If working at a large facility and the next location you are traveling to is less than 60 seconds away, it is okay to hop in your vehicle and drive without using a seat belt.
 - a. Yes
 - b. No
 - c. Only if it's a building over

4. It is okay to drive without your insurance card as long as the office has a copy.
 True
 False

5. As an employee, you must report any incident involving the vehicle while working, whether or not it results in any injury to person or damage to any vehicle or property, and regardless of who is at fault.
 True
 False

SCORE: PASS / FAIL

Employee Signature

Supervisor Signature

Date