

Safety Guidelines

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Table of Contents

1. INTRODUCTION	3
2. OVERALL SAFETY.....	4
3. WORKING SAFELY, AND PREVENTING INJURY AND ILLNESS.....	5
3.1. GENERAL RULES	5
3.2. DRIVING	8
3.2.1. <i>Drivers – General</i>	8
3.2.2. <i>Backing Up</i>	11
3.2.3. <i>Aggressive Driving</i>	13
3.2.4. <i>Distracted Driving</i>	14
3.3. GUIDE TO MANUAL HANDLING AND LIFTING TECHNIQUES	15
3.3.1. <i>General Guidelines for Lifting</i>	15
3.3.2. <i>How to Lift Heavy Objects Safely</i>	16
3.3.3. <i>Pushing and Pulling</i>	17
3.3.4. <i>Things to Check</i>	18
4. ACKNOWLEDGEMENT FORM	19

1. Introduction

This Safety Guidelines is provided to ensure that Mach 2 Transportation's employees are aware of and take responsibility to ensure adherence to relevant workplace safety guidelines. Safety is an integral part of Mach 2 Transportation's business, and there are numerous federal and provincial regulations that Mach 2 Transportation's employees are expected to be familiar with and to abide by. As a prior condition to providing services at our company employees are asked to read through this Safety Guidelines to ensure understanding of these workplace safety guidelines.

The employees have to complete and sign the acknowledgement forms at the back of this guide.

While this Safety Guidelines is designed to enhance safety, the guidelines stated herein are not a substitute for and do not relieve employees of their obligation to comply with applicable federal, provincial, and local safety laws and regulations.

2. Overall Safety

It is the goal of the company to provide and maintain safe and healthy working conditions. The safety and health of our employees and the public is of utmost importance. It is the responsibility of Mach 2 Transportation management to proactively utilize all means available to prevent workplace accidents, injuries and illnesses, including:

- Make safety and health the first priority.
- Perform safety inspections to detect and correct unsafe conditions and unsafe acts.
- Keep work areas free of unnecessary hazards.
- Maintain a program that focuses on improving safety methods, concepts, techniques and equipment.
- Investigate accidents and injuries to determine cause, and developing solutions to prevent recurrence.
- Comply with all applicable local, provincial and federal safety requirements and appropriate industry standards.

It is the responsibility of each employee to do all of the above for themselves. It is also important that employees work with safe tools and equipment.

It is the responsibility for each individual to:

- Perform their duties in a safety conscious manner at all times.
- Maintain conditions and practices that protect others as well as themselves.
- Observe all applicable station and office safety rules.

Employees can work with Mach 2 Transportation management to coordinate activities to ensure safety compliance in the performance of their work, and to minimize hazards, injuries or illnesses.

Employees must immediately report all vehicle accidents, property damage, cargo damage, improper assemblies and disconnects of equipment, dangerous goods spills, and/or injuries to Mach 2 Transportation management.

3. Working Safely, and Preventing Injury and Illness

3.1. General Rules

Be a thinking driver

You have to make many choices as a driver. You have to choose the best route to get to your destination, and decide how much time you need to get there. A thinking driver puts safety first. Smart driving is about making choices that help keep you and others safe. The choices you make determine what kind of driver you will be.

Be fit to drive

You need to be in good shape to drive — alert and able to focus. Feeling angry or frustrated can cloud your judgment and slow down your reaction time. You need to avoid driving if you have an injury or illness that makes it hard for you to think clearly or quickly. Never drive when you are overtired.

Make good decisions

You have to make quick and accurate decisions when you drive. Will you be tempted to run a yellow light because you are in a hurry?

Keep learning

You'll continually learn how to handle new driving situations and conditions and will need to keep informed about changing vehicle technology. You'll also need to learn about changes that are made to the rules and regulations of the road. Your skills as a driver will also change. As you gain experience, your skills will increase, but you may become overconfident and too automatic in your driving. Throughout your driving years, it's important for you to be honest with yourself about your skills and your readiness to drive.

Plan your driving

Part of good driving is planning ahead. This means planning enough time to get to your destination and knowing the shortest and safest route.

Predict the scene

As a driver, you need to be aware of clues in the driving environment: signs, signals and road markings. Paying attention to these clues helps you predict what could happen so you're prepared to respond. It's also important to predict what other road users — pedestrians, other drivers, motorcycle riders and cyclists — might do. You

can predict what might happen by carefully observing the driving scene around you. Being aware of what others around you are doing will help you to make better driving choices.

Focus on driving

Keep 100% of your attention on driving at all times – no multi-tasking. Don't use your phone or any other electronic device while driving.

Slow down. Speeding gives you less time to react and increases the severity of an accident.

Drive “defensively”

Be aware of what other drivers around you are doing, and expect the unexpected. Assume other motorists will do something crazy, and always be prepared to avoid it.

Keep a 2-second cushion between you and the car in front of you.

Make that 4 seconds if the weather is bad.

Make a safe driving plan

Build time into your trip schedule to stop for food, rest breaks, phone calls or other business.

Adjust your seat, mirrors and climate controls before putting the car in gear.

Pull over to eat or drink. It takes only a few minutes.

Practice safety

Secure cargo that may move around while the vehicle is in motion.

Don't attempt to retrieve items that fall to the floor.

Have items needed within easy reach – such as fuel cards and station pass.

Always wear your seat belt and drive sober and drug-free.

Too much noise can easily distract you from focus on the road.

Think for yourself

Another part of making good choices is knowing yourself and understanding the influences that shape your driving.

Influences from other drivers — at times you will feel pressure from other drivers, and you'll have to decide what to do. Will you base your driving decisions on safety or will you allow other drivers to pressure you into doing something that might be unsafe?

Influences from the media — think of the images of cars and driving in ads and movies. Do these images generally promote safe driving?

Influences from peers — other people can influence your driving. Your friends may pressure you to drive faster or to race away from stoplights. You may think it will impress them if you turn up the volume on your car stereo system.

Take responsibility

It's important to know and accept the limits of your driving abilities and your vehicle. You also need to take responsibility for developing your driving skills and ensuring your own safety.

3.2. Driving

3.2.1. Drivers – General

What is some health and safety issues for drivers?

- Use of devices that cause distraction including cellular phones, GPS devices, etc.
- Sitting for long periods of time.
- Vibration from road or vehicle.
- Being fit to drive (eyesight/night vision, medical conditions, etc.).
- Varying road and weather conditions, including winter driving.
- Working alone.
- Stress.
- Fatigue, shift work, late hours, or extended work days.
- Night driving (time of day, reduced visibility, etc.).
- Actions of other drivers (operation of vehicle, “road rage”).
- Workplace violence (e.g., bullying, verbal abuse, physical attacks, robbery).
- Potential of exposure to improperly labelled hazardous chemicals or biological materials (e.g., medical specimens).
- Slips, trips and falls when exiting vehicles or checking loads.

What are some preventive measures for drivers?

- Follow your company’s safe driving policies and procedures.
- Plan ahead to use safer routes and to travel at safer times.
- Keep equipment and vehicles in good mechanical condition and working order. Check your vehicle before each use.
- Set up the driver’s seat to suit your body best.
- Set up devices such as cellular phones and GPS to operate hands-free.
- Learn how to drive in winter conditions such as ice and snow, or avoid driving if it is not safe to do so.
- Keep all areas clear of clutter and equipment, including the interior of the vehicle. Items should be stored securely.
- Use correct personal protective equipment and clothing, including safety footwear. Personal protective clothing includes high-visibility (HV) clothing.
- If working alone, use a cellular phone or have another way to stay in regular contact with your workplace.

- Learn how to avoid musculoskeletal pain or injury from sitting for long periods of time and physically awkward positions.
- Understand the effects of whole body vibration.
- Take care to avoid slips, trips, and falls.
- Do not use or consume alcohol or other substances (including prescription medications) that may impair driving skills.
- Do not use stimulants to fight fatigue.
- Be aware of any hazards involved with the load you are carrying (such as hazardous goods, refrigeration requirements, etc.).
- Be aware of the hazards of persons, pets, etc. that might be left in a locked and enclosed vehicle when temperatures and sunlight exposure are very high.

What are some good general safe work practices?

- Always follow any laws that apply (including hours of work), and local traffic or highway laws.
- Wear your seatbelt.
- Know how to operate the vehicle safely, including using cellular phones and other devices, and drive to the current road conditions (including winter driving).
- Take regular breaks. Stand up, walk, and stretch.
- Eat healthy meals.
- Stop driving if you are tired (fatigued), or if it is otherwise unsafe to continue.
- Know your company's policies for emergency procedures, and incident/accident reporting.
- Know how to check the vehicle before each use.
- Make sure the vehicle is maintained appropriately.
- Stay informed about chemical hazards including WHMIS and Transport of Dangerous Goods (TDG), where applicable.
- Be prepared for severe weather conditions (hot/cold).
- Learn about the risks associated with fatigue.
- Use appropriate shift rotations.
- Know if there are any effects from medicine that could impair driving. Read the label, follow instructions, and ask your medical professional before driving.
- Practice safe work procedures when working alone, or off-site, or if handling money. Have a check-in procedure in place.
- Be aware of ways to prevent workplace violence (e.g., working alone, bullying, verbal abuse, physical attacks, robbery, etc.).

- Practice safe lifting techniques and materials handling (lifting, carrying, lowering, etc.).
- Prevent slips, trips and falls on level ground, stairways, and ladders.
- Do not leave people or pets in a locked, enclosed vehicle in extreme weather (e.g., heat or cold).

Always:

- Know how to report a hazard.
- Follow company safety rules.

3.2.2. Backing Up

Why is backing up a risk?

A driver's field of vision is very limited when backing up a vehicle. Blind spots are the areas around the vehicle that cannot be seen by either looking directly with your eyes or by using your mirrors. Blind spots will vary from vehicle to vehicle, but generally they are to the:

- Rear – directly behind the vehicle.
- Side – the side of the vehicle that the mirrors do not see.
- Front – directly in front of the vehicle that is hidden from the driver by the hood and fenders.

The field of vision may also be blocked or obstructed by part of the vehicle (e.g., a structural post, the hood or back/trunk, or the overall height of the vehicle), the load (e.g., boxes, or cargo), poorly placed or damaged mirrors, or poor visibility due to weather (e.g., fog, rain, darkness).

All company's vehicles are equipped with back up cameras. But most cameras only provide an 80-degree field of view behind the vehicle. That leaves 280 degrees of view around the vehicle not accounted for if the driver only views the back-up camera while backing. That's why it's critical, for their own safety and the safety of those around them, that drivers do not become overly dependent on back-up cameras.

What is the safest way to back up a vehicle?

A driver's field of vision is very limited when backing up a vehicle. The safest way to back up is to not need to back up at all. Try to:

- Design the site plan or work/traffic flow so that drive-through operation is possible.
- Park in a way that allows you to drive forward as you leave.
- Minimize foot traffic by designating walking paths away from traffic routes, or separate the work area with ropes or barricades.

Before backing up, what should the driver do?

Whenever you move your vehicle from a parked position, do a circle check. Check for hazards:

- under the vehicle
- around the vehicle (especially behind)
- above the vehicle

Check for:

- posts
- poles
- buildings
- overhead objects
- electrical/power lines
- the path the vehicle will travel
- other vehicles
- people in the area, and
- the paths the people are walking

Combine the circle check with an inspection of the vehicle's condition. Report problems or existing damage to the supervisor.

3.2.3. Aggressive Driving

Aggressive driving is any unsafe driving behavior, performed deliberately and with ill intention or disregard for safety.

Examples of aggressive driving:

- Speeding in heavy traffic
- Tailgating
- Weaving in and out of traffic
- Changing lanes without signaling
- Blocking cars attempting to pass or change lanes

Tips to prevent aggressive driving:

- Maintain adequate following distance
- Use turn signals
- Allow others to merge
- Use high beams responsibly
- Tap your horn, not long blasts

Dealing with confrontation:

- Avoid eye contact with angry drivers
- Don't respond to aggression with aggression
- If you feel you are at risk, drive to a public place
- If confronted, stay as calm and courteous as possible
- If you feel threatened, call 911

3.2.4. Distracted Driving

Distracted driving is “any activity that could divert a person’s attention away from the primary task of driving”. It’s not just texting or making calls on a cellphone; any activity that diverts a driver’s attention can put that driver, and everyone else sharing the road at serious risk.

Traffic safety experts classify distractions into three types:

1. Manual-where hands are moved away from the task of controlling the vehicle
2. Visual-where the focus is away from the road
3. Cognitive-when the mind wanders away from the task of driving

Alberta’s distracted driving law applies to all vehicles as defined by the Traffic Safety Act and all roads in Alberta. It restricts drivers from doing any of the following, even while stopped at red lights:

- using hand-held cell phones
- texting or e-mailing
- using electronic devices such as laptop computers, video games, cameras, video entertainment displays and programming portable audio players such as MP3 players
- entering information on GPS units
- reading printed materials in the vehicle
- writing, printing or sketching
- personal grooming such as brushing and flossing teeth, putting on makeup, curling hair, clipping nails or shaving

You can be charged with distracted driving, even if your driving performance does not appear to be affected. If you commit a moving violation while distracted, you could receive two tickets — one for distracted driving and one for the moving violation.

Under the Traffic Safety Act, police also have the discretion to lay charges if you are engaging in other activities while driving that impair your ability to drive safely.

The risk of distracted driving can be reduced by:

- Pre-programming route on GPS before driving
- Putting reading material out of reach
- Stowing loose objects in a secure, proper place
- Pre-setting temperature and radio prior to driving
- Allowing calls to go to voicemail & ignoring texts
- Avoiding eating, drinking, grooming, and smoking

3.3. Guide to Manual Handling and Lifting Techniques

If you lift a heavy object carelessly you can end up pulling muscles or even worse, suffer long-term damage to your back or upper limbs.

Manual handling can be described as lowering, lifting, pulling, pushing, holding, restraining, carrying, throwing or handling.

3.3.1. General Guidelines for Lifting

There are general guidelines - or maximum weights - for men and women. If applying these, no man should attempt to lift anything heavier than 25kg and a woman's maximum limit is 16kg.

But it's important to consider other factors which can change the maximum safe weight - such as how high an object will need to be lifted.

If lifting above shoulder height (stocking high shelves for example) men should not lift items heavier than 10kg and women, 7kg – but this maximum weight drops yet again for objects that need to be held away from the body – 5kg for men and 3kg for women.

The safe limit depends on many variables such as the individual involved, the height that you will be lifting and the distance you will be required to carry the object.

Never assume that because a larger workmate can lift an object without injury that it is a safe weight for you to attempt. Everyone is a different size and we all differ in body strength.

When You Should Take Extra Care:

- Stacking items above shoulder height
- Carrying items up or down stairs
- Carrying items for long distances
- Lifting in a small work space – this could mean you have to twist or stoop

3.3.2. How to Lift Heavy Objects Safely

1. Make sure you are standing directly in front of the item you wish to lift.
2. Check if the item has handles which you could use.
3. Know where you are taking the object before you begin.
4. Position your feet evenly (shoulder width apart).
5. Keep your back straight and stand up tall.
6. Tighten your stomach muscles.
7. Squat to the floor by bending your knees- DO NOT move your upper body.
8. Take hold of the object firmly with both hands.
9. Distribute the weight evenly - make sure you are not unbalanced.
10. Keeping the object close to your body, begin to stand up by straightening your legs. This will use your leg muscles and shouldn't put strain on other areas.
11. Stand up slowly. Do not move quickly or jerk when doing this.
12. You can now walk with the object (but be careful not to twist your body unnecessarily). Take small steps if possible.
13. If you are carrying a large object which restricts your view, ask if someone can guide you. This will prevent you from tripping or bumping into objects.
14. When placing the item down, bend your leg.
15. Remember to keep your back straight as you bend down again.
16. Be careful to lower each side of the object to the floor separately- this will avoid trapping your fingers under the weight.
17. Before attempting to lift any object, it is a good idea to warm-up your muscles. Perform some simple stretches beforehand to reduce the risk of injury.

3.3.3. Pushing and Pulling

Couriers use various pushing and pulling techniques in a wide range of activities, such as:

- using manual carts
- sliding objects such as cartons on flat surfaces (tables, floors, etc.)
- operating tools and controls
- opening and closing doors
- wrapping or enclosing objects in packaging materials

Because these actions are among the most common work activities, they are also the cause of many injuries. Most common are overexertion injuries (e.g., back strain). Injuries due to slips and falls are also often associated with pushing and pulling. Additionally, injuries to fingers and hands can result when caught in, on, or between objects (e.g., between a cart and the wall) and to lower legs when bumped by carts.

Because of the complex nature of body motion during pushing and pulling, no numerical standard for the amount of force one should exert has yet been developed that can be directly applied in industry.

Many factors affect the amount of force that a courier can develop in a horizontal push and pull:

- body weight and strength
- height of force application
- direction of force application
- distance of force application from the body
- different positions (standing, kneeling, overhead, and seated)
- posture (bending forward or leaning backward)
- friction coefficient (amount of friction or grip between floors and shoes)
- duration and distance of push or pull

As a general rule the courier should move the heavy packages with the dolly that every vehicle is equipped with.

3.3.4. Things to Check

- Is the weight of the item within your physical capability?
- Have you been given reasonable rest periods between manual lifting tasks?
- Is there adequate space to lift safely?
- Is lifting fairly shared between employees?

Finally, if you do suffer an injury or feel ANY pain while Lifting or Handling an object, stop immediately and speak to your supervisor. Make sure that the incident is recorded because it could be some hours later before you realize the true extent of the damage.

4. Acknowledgement Form

To be completed by all Mach 2 Transportation employees

I _____
(name)

of Mach 2 Transportation acknowledge receipt of Safety Guidelines.

I have read the applicable sections and understand the contents. I understand that compliance with the content of the Safety Guidelines is a precondition to provide service with Mach 2 Transportation.

Signature: _____

Date: _____