

## Webinar Handout: ANSI/ASSE Z15.1 Recommended Outline for Policy & Procedures Manual

### Recommended Outline for Policy & Procedure Manuals

#### I) Safety Policy/Statement

A) Safety mission statement that is conveyed on a constant basis

#### II) Responsibility & Accountabilities

A) Policy setting forth who is responsible for what. Very important.

- 1) Assignment of safety functions
- 2) Assignment of auditing requirements
- 3) Chain of command on safety Issues

#### III) Driver Recruitment

A) Assessment

- 1) Job description, with safety expectations
- 2) Road test
- 3) Written test (not required)
- 4) Background check
  - a) Work history documentation
  - b) Drug and alcohol checks
  - c) Criminal history, if required

B) Selection guidelines

- 1) Experience required
- 2) Medical examination
- 3) Motor vehicle record (MVR): what is acceptable
- 4) Preemployment safety screening program report/roadside history
- 5) If owner/operator, a review of DOT number

#### IV) Orientation & Training

A) New employee training and orientation

- 1) New driver checklist
- 2) Driver qualification files
  - a) Biennial review of file
  - b) Annual MVR checks
  - c) Review of driver qualifications
    - i) Hazmat
    - ii) Entry level
    - iii) Longer combination vehicles
    - iv) Tanker driver trainer
    - v) New driver ridealongs
    - vi) Training on your equipment and configurations
  - d) Drugs and alcohol

i) Decision on allowing return to work

ii) Retention and storage of records

iii) Procedure for immediate removal

B) Employee retraining

- 1) Post crash
- 2) Post incident

C) Recurrent training

- 1) HazMat
- 2) OSHA safety training

D) Specialized training

- 1) Tanker
- 2) Load securement
- 3) Longer combination vehicles

#### V) Organizational Procedures & Rules

A) General discipline procedure that can be applied to safety and operational violations

B) General safety policies

- 1) Required by regulations
  - a) Drug and alcohol testing procedures/policies (if you employ drivers with a commercial driver's license)
  - b) Security plan (if you haul hazardous materials)
- 2) Company directed
  - a) Passengers
  - b) Personal use
- 3) Compliance with all traffic and motor carrier regulations and laws (general in nature)

C) Crash countermeasures/driving practices

- 1) Distracted driving
- 2) Weather/dispatch policy
  - a) General
  - b) Procedures to hold dispatchers accountable for dispatching drivers on runs that cannot be made legally
- 3) Speed policy
- 4) Following distance policy
- 5) Right lane/lane change policy
- 6) Safety belts
- 7) Hours of service
  - a) Adherence to the regulation
  - b) Log retention and submission
  - c) Procedure on how hours of service are audited

#### VI) Incident & Crash Review

A) Evidence retention

B) Black box retention policies

C) Files and photos

D) Purpose of incident and crash reviews:

- 1) Preventability determination?
- 2) Development of procedures/training to prevent future crashes?

#### VII) Rewards & Recognition

A) Does the company have a system to reward and recognize driver achievements?

#### VIII) Vehicle Specification & Selection

A) A policy that details the development of specifications for vehicles and trailers to be used in the operation. This policy should help determine which equipment is proper for the safe operation rather than external factors such as cost, availability or driver wants.

#### IX) Inspection & Maintenance

A) Does the company have a policy describing the system to:

- 1) Maintain records
- 2) Maintain system of preventive inspections
- 3) Roadside inspections reported
- 4) Driver vehicle inspection report

B) If company uses owner/operators (O/O), policy to review O/O equipment prior to allowing use? Policy on repairs of O/O equipment?

#### X) Management Program Audits

A) Is there a procedure specifying audit functions that management does to ensure that requirements are being met at all levels? Are they reported back to top management?