

APTA Health & Safety Policy

What is Safety?

Safety is an integral part of our company's work. The role of the Escort (or Pilot-truck driver) is to ensure the safety of the all involved; to protect the safety of the public, the valuable load, the truck driver and yourself.

Our Health & Safety Policies are a critical part of our operations and exists to protect our sub-contractor, client, property, the environment and the public.

Why is Safety Important to APTA?

There are many costs related to accidents and unsafe work practices; the greatest costs are the human costs. By protecting our employees and sub-contractors, we are also protecting their friends, families, fellow workers, management, the public and the environment from the far-reaching effects of serious accidents. We are also protecting our ability to continue doing business and employing people.

In addition to protecting lives, our safety program contributes to employee morale and pride because they participate in identifying safety needs and developing safe work procedures.

What are the Consequences of Not Operating Safely?

Employees and sub-contractors who knowingly violate safety rules may face disciplinary action, dismissal or legal action. In addition, the company may face legal action and fines for violations or regulatory requirements. Those individual who do not fulfill their safety responsibilities will become accountable for any problems their negligence creates, and may be liable under the law.

Who is Responsible?

Everyone who works for the APTA is responsible for maintaining the health and safety program. The Manager and/or supervisor of each job is responsible for identifying safety needs, communicating safety hazards, investigating hazardous conditions and accidents, and providing required training. Each employee or sub-contractor is responsible for providing and wearing appropriate safety and personal protective equipment, and ensuring all equipment is properly maintained and meets the legislated safety standards.

All APTA employees and sub-contractors on the job, and on client worksites are responsible for obeying all the safely rules, following in recommended safe work procedures, wearing and using personal protective equipment when required, participating in safety training programs and informing the supervisors of any unsafe work conditions. Everyone has the right and responsibility to refuse to do work when unsafe conditions exist.

Safety Responsibilities

Our Clients' Responsibilities are to:

- Insist on safe performance throughout operations by ensuring that sub-contractors and employees are competent to do their work.
- Have an effective safety program that complies with contract and regulatory requirements.
- Ensure employees and sub-contractors meet the operating company's safety expectation, and become thoroughly familiar with the health and safety program.
- Provide time and resources required to enable the sub-contractors and employees to do their work properly.
- Hire only employees and sub-contractors who have good safety records.
- Ensure that training needs are identified and met.
- Use only safe work practices
- Report all accidents and incidents

Employee and Sub-contractor Responsibilities are to:

- Learn and follow the operating company's safety expectations.
 - Follow safety standards and safe work procedures.
 - Use required personal protective and safety equipment.
 - Immediately report all accidents, incidents and injuries.
 - Participate in all training offered by the company or its clients.
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- **Legislative Compliance**
 - Safety Legislation is designed to protect workers, the public and the environment. Compliance with legislation helps to prevent personal injuries, fines and legal actions. Compliance with regulatory requirements and Safety Legislation is reflected in APTA's training, work procedures, and safety rules.

Safety During the Job

Pre-Job Safety Meetings

These meetings (often called "tailgate meetings") are held at the beginning of a new job, and at the start of each day (for multi-day jobs). The meeting is held to discuss hazardous conditions, work & emergency procedures, safety precautions, the route to be followed, roles of the drivers and pilots, and any other topics related to the job. Everyone involved with the job is required to attend, including employees and subcontractors.

The sub-contractor is responsible to be familiar with the route, and the height and width clearances on every job. Any concerns should be addressed at the tailgate meeting.

During the Tailgate Meeting, the job supervisor will discuss roles and responsibilities of individual team members, including the pilot-truck driver. The meeting also includes a Job Hazard/Safety analysis of the trip. It will identify if there are any load-specific risks (fire, explosive potential, hazardous materials), as well as review the permitted route (e.g. identify line lifts, RR crossings, guardrail restrictions). Part of the discussion will include a review of the load configuration (ground clearance, load height, manoeuvrability and turning limitations, any protruding components, and weight shift potential, collapsible or fragile loads).

A communications review is completed following the Tailgate Meeting, where the 2-way radio channel is identified, and all members of the team test their equipment.

Front escort

As the driver of the escort vehicle ahead of the over dimensional load, you will:

- Escort vehicles must maintain an adequate distance in front of the unit carrying the load in order to warn approaching vehicles of the over dimensional load.
- Use a two-way radio to warn the truck driver of any potential problems ahead, including hazards, obstructions or pedestrians on the road ahead.
- Make sure the vehicles are following the route specified on the permit.
- Find safe places for the vehicles to pull over in order to allow following traffic to pass safely.
- Warn motorists, using proper flagging procedures, to stop at the entrance to narrow structures and other roadway restrictions to allow safe passage of the load.

Rear Escort

As the driver of the escort vehicle following the over dimensional load, you will:

- Warn traffic approaching from the rear that an over dimensional load is ahead by traveling an appropriate distance behind the load and by displaying an approved dimensional sign and flashing lights.
- Use a two-way radio to warn the truck driver of flat tires, objects coming loose from the load, defective lights and other potential hazards the driver may not be aware of.
- Notify the truck driver of motorists attempting to pass the load.
- Warn motorists, using proper flagging procedures, to stop at the entrance to narrow structures and other roadway restrictions to allow safe passage of the load.

Be Alert to Potential Dangers

Your alertness can help avoid accidents and may even save lives. It can be difficult to notice pedestrians dressed in dark clothing, or vehicles stopped without lights, on the road ahead – especially during the difficult lighting conditions.

If you are piloting an over dimensional load extending onto the shoulder, your failure to notify the truck driver in time could mean a tragedy. If there is any chance that an obstacle ahead **could** cause problems, notify the truck driver immediately.

Traffic Laws & Regulations

The safety of the traveling public is of great importance. Escorts/Pilot-truck drivers must obey all traffic laws and regulations.

Do not assume that other drivers will yield the right of way to the load and escort vehicles because of the size of the load.

Traffic Signals

When traveling a route controlled by traffic lights, take care that stopping for signals does not cause the escorts and load to be widely separated.

If the escort passes through the intersection but the load is required to stop, the escort driver should pull over as soon as possible on the right-hand side of the road and resume travel as the load approaches at the required distance.

When the rear escort is stopped by a red light which has been cleared by the load, the load driver should proceed, and the rear escort driver should catch up to the load as soon as possible.

The escort driver(s) must be alert and avoid sudden stops at traffic signals.

Letting Traffic Pass

When there are more than three vehicles following the unit, or when following traffic is held up for more than a few minutes, the escort driver(s) should help the load driver find a suitable place for the vehicles to pull off the traveled portion of the roadway, allowing the traffic to pass safely.

Breakdowns and Inclement Weather

When inclement weather causes poor visibility and driving conditions, or there are mechanical breakdowns, a safe place must be found to remove the load from the roadway.

When Sight Distances are Limited

On winding or narrow roads or where obstacles are located near the road, approaching motorists may not be able to see the load clearly, until there are very close to it.

In these cases, the escort driver should travel to a point where the escort vehicle can be seen clearly from some distance away, halt and use the stop/slow paddle or flag to warn other drivers they are about to encounter an over dimensional load.

Stopping Traffic

When an over dimensional load must use a roadway which is too narrow for two-way traffic, the driver of the escort vehicle must advance to a point where two-way traffic is possible, and stop traffic there using proper flagging procedures.

When the load driver reaches that point, he or she should stop and allow traffic to clear from both directions.

It is important for your own safety, and that of the traveling public, that you understand proper flagging procedures.

Flagging

The flag person is responsible for safeguarding the public and the over dimensional load by warning motorists of danger ahead and guiding them safely through the area. In addition, when necessary a flag person can warn traffic to stop, advise motorists of delays, and keep vehicles in the proper lanes.

You must be alert at all times and always stand while waiting for traffic. You should wear a reflective vest, and have a flag or stop/slow paddle.

Procedures

- Stand far enough ahead of the problem area to give approaching traffic enough distance to reduce speed and come to a stop.
- Stand facing traffic, where you can see **and be seen**.
- Do not stand in the centre of the traffic lane, or in any position where you are liable to be hit by approaching traffic.
- Your signals must be clear and distinct. Do not make drivers guess what they should do.
- To warn traffic to stop, hold your flag or paddle in a horizontal position across the path of the vehicle. After the first vehicle has been stopped, move to the centre line so drivers approaching from the rear can readily see you.
- If time permits, inform drivers of the reason for the delay. Be courteous and brief.
- To slow traffic, but not to stop it, extend your flag or paddle into the traffic lane, and lower it before the traffic is completely stopped. At the same time, use an up and down waving motion with the left hand, palm down, to emphasize the need for drivers to slow down.
- **When the Trip is Completed**
- When the escort operation is over, you **must remove** or cover the over dimensional load sign as per The Public Vehicle Dimension & Weight Regulations.

Jim Roemmich

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