



DISTRACTED DRIVING & WORKPLACE SAFETY FORM

We are committed to providing a safe work environment for our employees and the communities in which we operate. Working together, we can reduce distracted driving incidents at work and home.

Distracted driving injuries are serious whether they happen on job or during your commute to and from work. Our distracted driving workplace safety policy is designed to keep employees safe from distractions and is available here:

Please contact your workplace health and safety representative to complete our onboarding checklist:

Types of Distraction

Distractions are any non-driving activities that take your attention, eyes and ears, or hands off the driving task. Humans can only focus on one task at a time. Multi-tasking involves rapidly shifting attention back and forth across tasks and neither task is performed well. This is because important cues and information are missed; known as looking but not seeing. Distractions take many forms and can include:

- > Phoning or texting
- > Adjusting controls for mirrors, driver's seat, heating or air conditioning, radio
- > Daydreaming or mind not on task
- > Unsecured objects within the vehicle such as electronics, tools, pets
- > External distractions such as wildlife or an improperly secured load
- > Overly loud music or in-vehicle voices that block external cues
- > Eating, smoking or personal grooming

Tips for Safe Driving

1. Walk around the vehicle to check for loose objects or items blocking a forward or reverse motion instead of relying on vehicle cameras or sensors.
2. Secure all in-vehicle items that may become dangerous projectiles in a collision.
3. Put on your seatbelt, adjust driver controls, and program GPS navigation before driving.
4. Exit traffic and park in a safe place to if you need to phone or text.
5. Silence your phone (not vibrate) or enable app to block incoming calls/texts.
6. Avoid driving if you feel emotionally upset, stressed or fatigued.
7. Stay focused on the road by noting traffic lights, pedestrians, road signs, vehicles.

Make choices that help you and others get home safely.

Distracted Driving & Workplace Safety

How Are We Doing?

Help us identify potential sources of distraction, or situations that may contribute to distraction in the workplace. As a team, our environment and behaviours can help create a strong safety culture.

All employees are encouraged to share their experiences and ideas to help prevent distraction in the workplace.

I would like to share: A potential source of distraction Anonymous/confidential submission
A strategy I observed or used to avoid distraction

Name:

Contact (email/phone):

Describe observations in detail (attach additional pages if necessary):

What, if anything, did you do or say? Or what prevented you from speaking up?

What was the outcome/response/resolution (if any)?

Should this situation or solution be reviewed as a best practice to increase workplace safety? Yes No

Does this relate to a company policy? Yes No

Date:

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