



DISTRACTED DRIVING & WORKPLACE SAFETY CHECKLIST

Preventing distraction-related injuries in the workplace is a top priority. Safety policies are vital to ensure our employees, their families and their communities get home safe every day.

- > Motor vehicle collisions account for 1 in 3 traumatic workplace deaths in transportation, construction and health care industries combined; many of these incidents involve distraction.
- > Distracted driving is a factor in almost 1 in 4 fatal crashes in Canada. Other road users are more likely to be injured or killed compared to distracted drivers.
- > Distracted driving policies improve workplace safety and do not affect productivity. These policies strengthen the safety culture which can help employers attract and retain valued employees.

We commit to preventing distractions in our facilities, job sites, and on the road. [View our distracted driving policy here:](#)

Worksite

Insert employer & employee initials to indicate agreement

The employee agrees to leave all non-essential communication devices off-premises or safely store or turn off devices (e.g., personal cell phone, tablet, and/or laptop) before entering the workplace.

The employee agrees to remain alert and aware at all times in our facilities, on the road, and at client sites. This includes avoiding mental distractions, ensuring all electronic devices are stored, and removing earbuds or headphones.

The employee agrees to safely engage with co-workers (e.g., wait for workers to complete critical job tasks or to finish operation of heavy machinery).

On the road

Insert employer & employee initials to indicate agreement

The employee agrees to input GPS coordinates before the vehicle is in motion. Settings should enable audio instructions rather than visual only.

If using a cell phone as a navigation device, the employee agrees to properly secure the phone to the dashboard of the vehicle.

When operating a vehicle, the employee agrees to avoid using handheld electronic devices and non-driving distractions and comply with all driving laws.

Distracted Driving & Workplace Safety

On the road

Insert employer &
employee initials to
indicate agreement

When cell phone use is required for work purposes, the employee agrees to exit traffic flow and come to a complete stop in a safe place.

Employee agrees to follow established employer guidelines and protocols for safe use of required on-board technology.

Our goal is always to keep our workers safe, so we also encourage adopting these general safety recommendations to avoid any distraction-related injuries outside of work.

Personal safety

- > Adopt workplace safe driving policies when driving on personal time.
- > Set your phone to silent and place securely out of reach before driving.
- > Designate a passenger to handle non-driving related tasks, e.g., adjusting temperature controls, changing music, and assisting with GPS directions.

We are committed to providing all employees with a safe working environment both on worksites and on the road. Safety should never be sacrificed to meet deadlines or production schedules.

Your workplace health & safety contact is:

Acknowledgment

Company:

Date:

Employer Signature:

Employee Signature:

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