

 <p><b>HEALTH &amp; SAFETY POLICY</b> <b>HS-012</b></p>	<b>DEPARTMENT:</b>	<b>INQUIRIES TO:</b>	<b>TOPIC:</b>
	All	Joint Health & Safety Committee	Vehicle Parking Safety
	<b>ISSUED:</b>	<b>REVIEW DATE:</b>	<b>APPROVED BY:</b>
	January 2019	December 2019	 <hr/> President & CEO

## 1.0 Purpose

- 1.1 To ensure all corporate, personal and public vehicles are parked on Yukon Energy property in a safe manner to minimize the occurrence of accidents.

## 2.0 Requirements

- 2.1 Employees and the public are required to back their personal vehicles into all parking spaces on corporate property. Contractors will be instructed at Orientation to reverse in to park at all YEC facilities.
- 2.2 Employees driving corporate vehicles are required to back into all parking spaces on corporate property and complete a circle check before moving the parked vehicle.
- 2.3 All employees driving company vehicles will be required to use the orange magnets or safety cones for the first 3 months after being authorized to drive on company business. The absence of magnets or safety cones does not eliminate the requirement to perform circle checks.

## 3.0 Procedure

### Backing In

- 3.1 It's safer to back into the controlled environment of an empty parking space than it is to back out into the less controlled environment of a parking lot. Ensure the parking space is clear of hazards and is suitable to the size of your vehicle. Back cleanly into the space.
- 3.2 When you back up remember to:
- Use all mirrors, rear windows and backup camera (if applicable);
  - Back up slowly in short stages;
  - Watch for changing conditions or movement; and
  - When required, use a spotter to assist you.

### Circle Check

- 3.3 Immediately before moving a parked corporate vehicle or mobile equipment, employees must complete a circle check, both around and under the vehicle to assess the area for obstacles. Vehicle operators must also identify any hazards (both safety and environmental) that may have been introduced while the vehicle was left unattended. Drivers must also assess the direction of travel – before putting the vehicle in gear.

If, after you have completed your circle check, your departure is delayed, conduct another circle check prior to moving the vehicle.

- 3.4 Start at the front (driver's side) and walk towards the back of the vehicle. Take notice of the condition of the terrain and anything else potentially unusual. While doing the circle check around the vehicle, look for trees, stumps, deep snow or any other hazard or obstacles that may impede the safe movement of the vehicle. Clean the camera lens on vehicles equipped with backup cameras.
- 3.5 **Placement of Magnets**  
When parked, magnets are to be placed on the driver's side door, and somewhere on the passenger side rear  $\frac{3}{4}$  of the vehicle. The magnets are to be retrieved when doing the circle check prior to driving.
- 3.6 **Placement of Cones**  
Place the first cone in front of the vehicle adjacent to the front bumper, on the driver's side. Place the second cone adjacent to the rear bumper, on the passenger side.
- 3.7 Employees backing larger <sup>1</sup> vehicles in or pulling trailers should use a spotter when possible; this will ensure there are no obstructions and that nothing is in harm's way.

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<sup>1</sup> Larger vehicles are: Crane Truck, Digger Truck, Nodwell and Bucket Trucks