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Project Vehicle Safety Management Procedure

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Project Vehicle Safety Management Procedure

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Project Vehicle Safety Management Procedure

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Project Vehicle Safety Management Procedure

1.0 PURPOSE

This procedure establishes the minimum project safety standards for motor vehicle operations within Saudi Arabia. Compliance with the safe driving requirements and standards established within this Procedure shall be applicable to all Project personnel, whether operating a Project vehicle or their own personal vehicle on Project business.

This procedure establishes guidelines and responsibilities for projects and entities in regard to:

- How to layout sites in a way that promotes safe vehicle operations.
- Driver and passenger safe work practices
- Vehicle inspection and maintenance.
- Minimizing personnel exposure to dangers due to interface with vehicular equipment.

This procedure does not supersede any local Saudi regulations, authorities or motor vehicle licensing agency.

2.0 SCOPE

The scope of this procedure applies to all works performed under all Government Construction Contracts executed throughout the Kingdom of Saudi Arabia.

3.0 DEFINITIONS

Definitions	Description
Driver	The driver is the authorized operator of the motor vehicle. The driver controls the vehicle and by skill and training transports cargo and/or people between two points.
MEPI	Mobile Equipment Personal Interface
Vehicle	An automobile car/sport, utility, vehicle/pick-up van, bus/coach, a truck, a tractor-trailer, or a combination of the above.
VSMP	Vehicle Safety Management Procedure
OSHA	Occupational Safety and Health Administration
HSSE	Health, Safety, Security and Environment
JHA	Job Hazard Analysis
PPE	Personal Protective Equipment
WMS	Work Method Statements
STARRT	Safe Task Analysis and Risk Reduction Talk
ABS	Anti-lock braking systems

4.0 REFERENCES

- OSHA 29CFR 1926 Subpart G Signs, Signals. and Barricades
- OSHA 29CFR 1926 Subpart O Motor Vehicles, Mechanical Equipment and Marine Operations.
- EPM-KSS-PR 000001 Project General Safe Working Requirements Procedure
- EPM-KSS-PR-000006 Project Barricades and Signs Procedure
- EPM-KSS-PR-000034 Project Road Works Procedure

5.0 RESPONSIBILITIES

5.1 Contractor Site Manager

Contractor Site Manager will identify opportunities to minimize movement of people and equipment to minimize exposure to transportation risks.



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5.2 Contractor Construction Manager

Contractor Construction Manager is responsible to coordinate construction activities and oversee the movement of people and equipment by implementing control measures such as segregation to minimize transportation risks.

5.3 Passengers

Passengers will:

- Ride only in authorized vehicles.
- Wear seat belts at all times.
- Ride only in the vehicles with sufficient seating capacity (standing is not allowed).
- Not interfere with the driver or distract the driver's attention except in the event of an emergency.
- Initiate Stop Work Authority and notify their supervisor if drivers are not following any or all of their responsibilities listed above.
- Not smoke in Project vehicles.
- Be subject to the Project's HSSE disciplinary program for failure to comply with the passenger responsibilities outlined above.
- Know and obey emergency procedures.

5.4 Drivers

A driver is responsible for safely operating the vehicle at all times. Drivers will comply with the following requirements:

- Meeting performance expectations and fulfilling job requirements.
- Maintaining their required driving qualifications.
- Following proactive driving principles.
- Possesses a valid driving license for driving in Saudi Arabia.
- Carries out the daily safety check of the vehicle and contents (fire extinguisher, first aid kit, drinking water, etc.).
- Possesses and wears suitable and sufficient Personal Protective Equipment (PPE) for offloading the vehicle on-site
- For drivers transporting equipment and materials to the Project job site(s), wears minimum PPE consisting of:
 - o Hard hat – whether attending to loading or unloading, the driver's head must be protected from falling objects or unexpected protrusions in close quarters.
 - o Safety glasses – eye protection in the form of shatter-proof safety glasses are required.
 - o High-visibility vest or clothing.
 - o Long-sleeve shirt and pants – arms and legs are to be covered for protection from extremes of weather and insects.
 - o Safety Boots (steel toed)
 - o Gloves – full gloves that cover fingers and thumb completely and are fit for the purpose of the activity to be undertaken.
- Confirms all vehicle passengers wear seat belts. Bus seat belts must be worn by all occupants when available and the driver is responsible for enforcing this requirement.
- Never overload the vehicle with passengers or material.
- Never carry contraband or other prohibited items.
- All drivers are responsible to report a change or restriction to their driver's license that affects their ability to drive for Project business.
- Always obeying signalers or spotters.
- If required, ensure that Drivers Log Book is updated and maintained as required by legislation.
- Reports crashes, near misses and potential incidents, and any damage or defects to their supervisor and/or designated authority.



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- Ensure wheel chocks are used – a set of two wheel chocks to keep trailer from moving while truck is parked or during loading and unloading processes.

6.0 RISK MANAGEMENT

Motor vehicle travel is recognized as a high-risk activity on the Project, which could result in motor vehicle crashes, with the potential to cause harm or even death to vehicle occupants and other road users.

The number of vehicles on the Project can be a contributing factor in managing safe construction operations. The number of vehicles operating on the Project site shall be kept to a minimum.

Before any Project commences it is important that a Risk Assessment is conducted on the use of vehicles on the site. This will also include the planned use of Heavy Plant Machinery.

Risk Assessments must be conducted at the Planning Stage:

- Project Risk Assessment.
- Work Method Statements (WMS)
- Job Hazard Analysis (JHA).
- Safety Task Analysis and Risk Reduction Talk (STARTR).

It is imperative that prior to beginning any work activity, a STARTR briefing occurs to discuss the contents of the WMS/JHA which includes mitigations for any other hazards noted by the crew at the jobsite. The discussion shall also include job steps, expected hazards associated with the activity, and the mitigation and protection methods that shall be implemented to prevent incidents.

The Hierarchy of hazards control shall be used to reduce the likelihood of an incident occurring.

- **Elimination** (Remove the Hazard)
- **Substitution/Isolation** (Replacing material, process or hazard with a lower risk one/separate people from the hazard, use suitable guarding, distance, etc.)
- **Engineering Controls** (Redesign or replacement of plant and equipment, Isolate People from the hazards)
- **Administration Controls** (Procedures, training, signage, change the way people work)
- **PPE** Protect the Worker with PERSONAL PROTECTIVE EQUIPMENT

No work is to commence until the above has been implemented and signed by the relevant Supervisor in charge.

It is recommended that each Project develops a Mobile Equipment Personnel Interface (MEPI) Program. This is to ensure that everyone working on the site or visiting the site are aware of the dangers when working in and around Heavy Machinery and Vehicles.

7.0 GENERAL

7.1 Mobile Equipment Personal Interface (MEPI)

MEPI is Mobile Equipment/Personnel Interface, and allows us to examine and implement mitigation strategies to reduce the risks associated with pedestrian/vehicle interface. It is designed to address people and behavior. Technology, processes and procedures, and consequences in developing these improvements.

7.1.1 Risks

Mobile plant and equipment use and interaction is a normal part of our day to day lives. There is a need to consider your actions around mobile plant and equipment?



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Below are MEPI (Mobile Equipment/Personnel Interface) risks for you to consider:

- One-way systems & safe entrance/exit points.
- Substantial physical protection, exclusion zones, hard barricading
- Vehicles inspected for overloading by a competent person.
- Daily vehicle/equipment inspection.
- Obeying traffic signs and signals.
- Vehicle routes designed to avoid pedestrian routes.
- Observing posted speed limits.
- Conducting a behavioural analysis.
- Locating facilities so that employees are not required to cross a road or vehicle activity area.
- Identifying the safety critical elements on the daily vehicle equipment checklist.

7.1.2 Why is it important

Every day, pedestrians and vehicles interact. Incidents involving Mobile Equipment/Personnel Interface (MEPI) can have serious consequences. It is important that all team members are aware of the risks associated with regular interface with mobile plant and equipment.

7.1.3 MEPI for Operators

Be aware of your blind spots. If you need extra spotters, get them, don't take short cuts. Ensure you maintain communication, either by radio, in person, or by using hand signals, with team members in other vehicles, or with pedestrians. Don't assume that people are aware of your intentions. Check your vehicle and never drive with an open load. Loose items could easily become projectiles.

When operating dump trucks, truck operators shall not dump a load of soil until the areas around the vehicle and the dump area is clear of all personnel.

Personnel assigned to direct movement of heavy earth moving equipment or concrete trucks shall remain in communication with the vehicle or equipment operator at all times either by radio, visual or both to confirm the vehicle operator knows your current location prior to and during equipment or vehicle movements.

7.2 Safe Worksite Layout

The work site layout shall be addressed by Project Management during the planning phase of the Project. A safe site layout should be based on formal assessments to assess risk and develop a control plan covering:

- Pedestrian and vehicle routes.
- Loading and laydown areas.
- Traffic control.
- Site entrance/exit.
- Storage.
- Parking.

The focus of site layout should involve the separation of pedestrian and vehicle routes from each other, establishing appropriate roadway design and layout. Implementation and ongoing assessment of the Safe Site Layout are critical to the control of hazards and safe vehicle operations on the workplace.

7.3 Pedestrian Routes

Pedestrian routes shall be established on the worksites to provide safe access to and from the parking, lay down, and work areas for employees. These routes include:

- Provide clear delineation between pedestrian and vehicle routes



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- Be located at a safe distance away from areas of vehicle activity and provide firm, level, well-drained walkways that take a direct route where practicable.
- Be wide enough to safely accommodate the volume of employees likely to use them at peak activity.
- Provide separate entry and exit gateways for pedestrians and vehicles, be clearly separated from vehicle routes with fencing, temporary barricades, or other suitable means.
- Be kept free from obstructions and tripping hazards, uncovered excavations and have safe footing.
- Be clearly marked and clearly signed.
- Include traffic control measures lighting where many employees cross busy-vehicle routes, such as designated crossing points, traffic controllers to control vehicles.
- Crossing points must be clearly signed.
- In such cases where Traffic Controllers are used, a Job Hazard Analysis (JHA) should be developed and Controllers should be used to control vehicle and pedestrian movements. JHAs should ensure that:
 - o Drivers and Controllers are in visual contact at all times.
 - o Drivers and Controllers understand the appropriate signals and site rules.
 - o The Controller controls the vehicle movements and gives clear warnings to pedestrians.
 - o The Controller is in a safe place.

7.4 Vehicle Routes

Temporary and permanent roads will be installed throughout the Project site based on the following criteria:

- All vehicle routes will be clearly delineated from pedestrian routes.
- All vehicle routes shall be designed to avoid pedestrian routes to the extent that is reasonably practicable.
- Primary vehicle routes will be established on the most common vehicle routes. (e.g., for deliveries and movement of heavy equipment to/from the work areas).
- Contractor vehicle routes inside Project facilities will not be established without prior Project approval.
- Vehicle-only areas/routes will also be established where space is limited or traffic is heavy.
- Minimize the need for reversing (i.e., back-up) through use of one-way systems and/or turning points.
- Have firm surfaces, adequate drainage and safe profiles.
- Minimize need to cross over and/or under any existing utilities.
- Minimize traffic on roads used by Contractor/Company vehicles.
- Have firm surfaces, adequate drainage, and appropriate profiles to allow for safe movement.
- Have low gradients without tight bends where practical.
- Avoid hazards such as overhead power lines, excavations, edges of structures, and fuel and chemical storage areas.
- Be clearly signed with hazard warnings to pedestrians, drivers and reminders of safe work practices, and directions to secure routes – including cross road and junction priority signs, etc.
- Indicate speed limits and speed control measures specific to site conditions.
- Consider the access requirements of Emergency Vehicles.

7.5 Parking

Parking should be addressed during site layout to meet the following requirements:

- General parking should be situated away from the operation of heavy equipment and construction activity. Parking locations should provide easy access to the site, and safe passage for vehicles and pedestrians traveling to and from the site parking areas.
- Designated parking areas should be established at suitable locations adjacent to the construction activity and congested work areas. All vehicles are to be reverse parked, where it is possible to do so.



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7.5.1 Loading and Laydown Areas

Construction activities should be planned to minimize vehicle operations and to avoid unnecessary deliveries and double handling of materials. The location of laydown areas should be carefully considered. Loading and laydown areas should:

- Be located away from pedestrian-only areas and main pedestrian routes.
- Exclude pedestrians so far as reasonably practicable.
- Have one-way systems and safe entrance/exit points.
- Have sufficient room for vehicle movements
- Have adequate lighting if operating at night or in adverse weather, clear signs, and appropriate visibility aids for drivers.

7.5.2 Storage

An assessment should be conducted to determine the location of storage areas on and off the Project. The assessment should address the ease and safety of access for both pedestrians and vehicles. In the case of off-site storage, issues such as security, traffic flow, distance from the job site, and day and night access should be addressed.

7.6 Vehicle Safety Equipment Standards

Vehicle safety equipment standards for each type of vehicle to be utilized must be finalized during Project planning by the project/entity senior management, all vehicles must comply with the equipment standards required by the relevant authorities in Saudi Arabia. Projects and entities should observe the following are minimum vehicle safety standards are met:

- Seat belts (for the driver and all passengers riding in vehicles used to transport multiple individuals).
- Rearview mirrors (internal and external – both sides).
- Lights (head & tail, stop, turn signal, and emergency warning).
- Reflective warning triangle (portable emergency warning).
- Signage: Maximum number of passengers (buses and other similar vehicles only).
- Seat Belt, Inspection.

Additional Equipment Considerations:

- Light and high-visibility colors for vehicles.
- Daytime running lights.
- No additional window tinting.
- Backup alarms.
- ABS (Anti-lock braking systems) brakes.
- Roll cages or roll bars.
- Fire extinguishers.
- Drinking water supply.
- First aid kits.
- Large candle backup light.
- Emergency survival kits (climate/location-specific).
- Flashing lights (construction vehicles).
- Spare light bulb kit.
- Fog lights, side repeated lights along the length of the vehicle.
- Projects with vehicles (buses, vans, etc.), which transport multiple individuals, shall ensure that adequate seat belts (based on each vehicle's maximum passenger load as established by the manufacturer) are installed.



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7.7 Construction Plant

All Construction Plant shall be fit for purpose and maintained in a safe manner as per manufacturer's recommendations.

Provided safety equipment fitted to construction plant shall not be removed; this includes protective cabs and rollover protection.

All construction plant shall be operated in accordance with manufacturer's operation manual.

7.8 Driving General Rules

Projects and Entities should develop and deploy a set of driving policies and rules for company provided vehicles, the rules must meet or exceed the applicable rules and regulations of the Kingdom of Saudi Arabia. Driving rules should address the following elements as a minimum:

- Permit, licensing and their party certifications for the type of vehicle/equipment they are to drive on or off the project/facility.
- Periodic maintenance and inspection requirements.
- Defect reporting process.
- Internal and official traffic accident/vehicle accidental damage reporting protocol.
- Project/facility established speed limit.
- Mandatory use of Seatbelt for driver and passengers.
- Prohibiting use of mobile communication devices (cellular phones, radios, etc.) and other electronic devices such as MP3 players and tablets while driving.
- Drivers must not leave vehicle running unattended.
- Drivers must shut off motor to refuel. **NO SMOKING** or operating mobile/cell phones while refueling.
- Drivers and their supervisors are responsible for ensuring that emergency response actions are planned and provided.
- Drivers must yield to pedestrians at designated crossings and other areas indicated by signs.
- Driving under the influence of alcohol or controlled substances is strictly prohibited.
- Drivers and passengers shall wear seat belts while vehicle is in operation.
- Vehicles must come to a complete stop to load and unload passengers.
- Drivers must park only in designated areas.
- Drivers must set parking brakes when leaving a vehicle unattended.
- Drivers should not park in heavily congested areas or where heavy equipment is in operation, if possible.
- Drivers must not consume food or drink while the vehicle is in motion.
- Drivers must not read maps while the vehicle is in motion.

8.0 VEHICLE INSPECTIONS AND MAINTENANCE

The Site Manager/designee shall ensure that the Project vehicle inspection and maintenance program includes all the requirements discussed below. The Supervisors are responsible for implementing the inspection and maintenance program, as follows:

8.1 Inspection

- Ongoing and regularly scheduled inspections and maintenance of each vehicle shall be maintained based on manufacturer recommendations.
- Drivers shall inspect vehicles prior to start of shift to ensure the vehicle is safe to operate on the road, ensuring that the tires, windshield/screen, windshield wipers, brakes, and lights are in satisfactory and working condition. Keep a copy in the Safety Manager Office for future reference.



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8.2 Maintenance

A maintenance schedule and vehicle inspection sheets are to be developed by each of the contractors who operate vehicles/machinery. The following are guidelines that require to be followed:

- Records shall be kept on all maintenance activities and maintained for the duration of the vehicle's use on the Project.
- Drivers will be held accountable for reporting defects and completing the pre-trip inspection checklists.
- Scheduled maintenance (by dealers, project mechanics or other certified facilities) should cover critical parts and equipment such as brakes, steering systems, windshield wipers, brake lights, headlights, tires, etc.
- A defect reporting system shall be implemented on the Project.
- Repairs to tires are not allowed on vehicles, except by dealers, project mechanics, or other certified facilities.
- All recalls on vehicle parts (ex. faulty tires) shall be immediately addressed and exchanged.
- Maintenance checklists should include all safety-related items for pre-trip and routine vehicle inspections.
- Maintenance records should include the detailed inspection and repair procedures carried out for vehicles involved in accidents.

8.3 Seat Belts

Seat belts must be utilized on Project vehicles as designated by vehicle safety equipment requirements in Section 7.6. It is the responsibility of the driver/operator to ensure the following actions:

- Seat belts will only be used as designed.
- The number of occupants in the vehicle must be limited to the number of seat belts provided.
- Seat belts must be worn at all times by both the driver and all passengers when the vehicle is in motion.
- Driver must not proceed until all passengers have fastened their seat belts.

8.4 Driver Distractions

Utilizing mobile/cell phones and other types of distractions such as eating, drinking, or operating compact disc players/radios/pagers are clear and serious deterrents to safe vehicle operation.

It is the driver's responsibility to maintain his/her complete attention and concentration on driving while operating a motor vehicle.

Should it be necessary to do anything that distracts from the safe operation of a vehicle the driver shall exit the roadway, park in a safe location, place the transmission in neutral or park, and then handle the situation/requirement.

8.5 Vehicle Loading

Vehicle loading will be managed in keeping with the following requirements:

- Do not overload trucks and vehicles. Large or heavy loads should only be carried in a vehicle capable of carrying the load safely.
- Loads should be securely placed in the vehicle such that there is no possibility of injury or obstruction to the driver due to shift of the load while the vehicle is in operation or being loaded/unloaded.
- In commercial vehicles, drivers should ensure that the load does not exceed the maximum allowable gross vehicle weight.
- When the load extends beyond the sides, rear, or front of the vehicle, flags should be placed on these extensions.



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- Employees who are loading/unloading vehicles should use extreme caution when positioning themselves to avoid being caught in a load shift.

9.0 ACCIDENT/INCIDENT INVESTIGATION AND REPORTING

Accidents and/or near-miss incidents will be reported and investigated in accordance with the project's accident-investigation process.

10.0 AUDITING/MONITORING

It is essential that continuous improvement and monitoring of the Vehicle Safety Management Plan is conducted on a regular basis. (At least monthly) to ensure that all hazards have been identified and the necessary controls have been implemented.

To assist in this process, checklists can be found in the attachments of this Procedure.

11.0 DRIVER SELECTION, QUALIFICATIONS AND TRAINING

- All drivers/ operators must have a Saudi Government driving license that meets the type/class of vehicle they are assigned in accordance with the governing regulations of the Saudi traffic law.
- Crane operators and all operators of light construction plant must have a 3rd party certificate from an internationally recognized certifying body.
- Project and Entities should require a minimum amount of proven driving experience; it is recommended to be no less than two years.
- Projects and Entities should develop a driver awareness and training program. The program should cover as a minimum the following elements:
 - o Work driving rules
 - o Safe driving basics
 - o Defensive driving techniques
 - o Accidents and emergencies protocols
 - o 4-wheel / off-road driving
 - o Driving in poor visibility or adverse driving conditions
 - o Causes of Road Traffic Accidents
 - o Breakdown Procedures

12.0 ATTACHMENTS

1. EPM-KSS-TP-000008 - MEPI Site Assessment Tool Template
2. EPM-KSS-TP-000009 - MEPI Project Assessment Tool Template



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Attachment 1 - EPM-KSS-TP-000008 - MEPI Site Assessment Tool Template

Site Assessment

Date of Assessment:

Name of Assessor:

Project Name:

Project Number:

Site Name/Contractor & Location:

4	Operational Control	ANSWER		
		YES	NO	N/A
4.1	Have precautions been established to address driving in adverse climates, foul weather conditions, difficult/challenging locations, and driving at night?			
4.2	Are pedestrian routes established on the site to provide safe access to and from the parking, lay-down, and work areas for employees?			
4.3	Have pedestrian-only areas – from which vehicles are completely excluded – been established where necessary?			
4.4	Are pedestrian routes clearly separated from vehicle routes with fencing, temporary barricades or other suitable means, excluding flagging?			
4.5	Are pedestrian routes wide enough to safely accommodate the volume of employees likely to use them during peak times?			
4.6	Are pedestrian routes free from obstructions and have safe and even footing?			
4.7	Are pedestrian routes clearly signed/marked?			
4.8	Do pedestrian routes provide safe crossings for personnel?			
4.9	Are traffic control measures considered in locations where a large number of employees cross busy vehicle routes (e.g., designated crossing points, signal person to control vehicles, light signals, crossing guard with appropriate attire, etc.)?			
4.10	Are all vehicle routes designed to avoid pedestrian routes?			
4.11	Where applicable, have primary vehicle routes been set up to handle the most common vehicle movements (e.g., deliveries, the movement of heavy equipment to from the work areas/site, etc.)?			



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Attachment 2 - EPM-KSS-TP-000009 - MEPI Project Assessment Tool Template Project-Level

Project Name:

Project Number:

Sub-Project Name/Contract:

Date of Assessment:

Name of Assessor:



1 Planning		ANSWER		
		YES	NO	N/A
1.1	Has the assessment of the risks associated with vehicle operations been conducted prior to operation on the project (pre-mobilization phase)?			
1.2	Is there evidence that a DCOM behavioral analysis has been conducted on the at-risk/desired behaviors around vehicle and worker interface?			
1.3	Has the project developed and implemented a formal/written Traffic Management Plan (TMP)			
1.4	Does the project TMP properly address specific site layout considerations?			
1.5	Does the focus of the site layout involve the separation of pedestrian and vehicle routes from each other, establishing appropriate roadway design and layout, and based on the risks associated with the specific site area?			
1.6	Have safety equipment standards been established for each type of vehicle to be utilized on the project and incorporated into the project's procurement / contract specifications?			
1.7	Does Project Management monitor work areas where traffic watches are used to verify that the traffic watches are eliminated when conditions no longer warrant the need?			
1.8	Are proper Emergency Plans developed, where required?			
1.9	Where traffic watches (flagmen/banksmen) are used, is the JHA and/or Risk Assessment for those specific works signed by the Project Manager or Site Manager to confirm that other measures (without people) cannot be used?			
1.10	Where applicable, has the project conducted a risk assessment when multiple employees are to be transported to or from the project to the camp/living facilities?			
1.11	Are ongoing and regularly scheduled inspections and maintenance of each vehicle maintained based on manufacturer recommendations and/or direction from Bechtel Equipment Operations?			