

National Manual for Assets and Facilities Management Volume 10, Chapter 3

Vehicle Safety Management System (VSMS) Procedure



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Vehicle Safety Management System (VSMS) Procedure

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1.0 PURPOSE

The purpose of this procedure is to provide guidance on the minimum requirements Safety Standards for motor vehicle operations within Operations and Facility management Saudi Arabia.

2.0 SCOPE

The scope of this procedure covers all Mashroat's operations and Facility's throughout the Kingdom of Saudi Arabia including, but not limited to, Municipal, Schools and Universities, Housing, Transportation

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
Plant	The term plant refers to machinery, equipment and appliances. Common types of plant in the workplace may include hoists, photocopiers, forklifts and lifts.
HSE	Health, Safety and Environment
PPE	Personal Protective Equipment
ABS	<i>Anti-lock braking systems</i>

4.0 REFERENCES

- OSHA 29CFR 1926 Subpart G Signs, Signals. and Barricades
- OSHA 29CFR 1926 Subpart O Motor Vehicles, Mechanical Equipment and Marine Operations.
- Saudi Ministry of transport: www.mot.gov.sa
- Saudi ministry of the interior: www.moi.gov.sa
- Manufacturers maintenance recommendations

5.0 RESPONSIBILITIES

5.1 Facility Manager or Contractor Responsible

- Identify opportunities to rationalize movement of people and equipment to minimize exposure to transportation risks.
- Manage all the vehicle
- Manage the financial control of all vehicle operations
- Ensure that the correct resource is in place to support the correct training required for Facility Personnel.
- Ensure maintenance activities of vehicles are adhered to.

5.2 Drivers

- 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.



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- Carries out the daily safety check of the vehicle and contents (fire extinguisher, first aid kit, drinking water, etc.).
- Ensures suitable and adequate Personal Protective Equipment (PPE) for vehicle loading and offloading operations.
- For drivers transporting equipment and materials to the Facility, wears minimum PPE consisting of:
 - Hard hat – whether attending to loading or unloading, the driver's head must be protected from falling objects or unexpected protrusions in close quarters.
 - Safety glasses – eye protection in the form of shatter-proof safety glasses are required.
 - High-visibility vest or clothing.
 - Long-sleeve shirt and pants – arms and legs are to be covered for protection from extremes of weather and insects.
 - Safety Boots (steel toed)
 - 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 in vehicles.
- All drivers are responsible to report a change or restriction to their driver's license that affects their ability to drive for Facility 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.
- 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.

5.3 Facility Personnel as passengers.

- 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 Facility's HSSE disciplinary program for failure to comply with the passenger responsibilities outlined above.
- Know and obey emergency procedures.

6.0 GENERAL

6.1 Mobile Equipment Personnel 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.

6.1.1 Increasing potential risk

Mobile plant and equipment use and interaction is a normal part of our day to day activities. There is a need to consider your actions around mobile plant and equipment and always adhere to procedure, rules and regulations.



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Below are MEPI (Mobile Equipment/Personnel Interface) activities that increase risks to be considered when evaluating risks:

- Multi ways systems and violating the One-way systems & safe entrance/exit points.
- Lack of substantial physical protection, exclusion zones, hard barricading
- Vehicles not inspected for overloading by a competent person.
- Not performing a Daily vehicle/equipment inspection.
- Ignoring or overlooking traffic signs and signals.
- Vehicle routes designed without considering pedestrian routes.
- Overlooking posted speed limits.
- No behavioural analysis study conducted.
- Incorrectly identifying the safety critical elements on the daily vehicle equipment checklist.

6.1.2 Why are we doing this?

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.

6.1.3 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, secure everything.
- 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 trucks shall maintain communications with the vehicle or equipment operator at all times either by radio, visual or both to confirm the vehicle operator is aware of any risks.

6.2 Safe Facility Layout control plan

The Facility layout traffic control plan shall be developed by Operations Management prior to Facility. A layout should be based on formal risk assessments and translated to a control plan that encompasses:

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

The focus of Facility layout traffic control plan should involve the separation of pedestrian and vehicle routes from each other, establishing appropriate roadway design and layout. Implementation and ongoing assessment of the Facility layout traffic control plan are critical to the control of hazards and safe vehicle pedestrian operations in the workplace.

6.3 Pedestrian Routes

Pedestrian routes shall be established on the Facility's 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
- Be located at a safe distance away from areas of regular vehicle activity and provide firm, level, well-drained walkways that take a direct route where practicable.



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- 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.

6.4 Vehicle Routes

All roads will be installed throughout the Facility 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.
- Delivery vehicle routes will be established.
- Contractor vehicle routes inside Facility will not be established without prior 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 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 Facility road layout.
- Consider the access requirements of Emergency Vehicles.

6.5 Parking

Parking should meet the following requirements:

- General parking should be situated away from the operation of heavy vehicles and operational activity.
- Parking locations should provide easy access to the Facility, and safe passage for vehicles and pedestrians traveling to and from the Facility parking areas.
- Designated parking areas should be established at suitable locations adjacent to The Facility.

6.5.1 Loading and Laydown Areas

Operational activities using vehicles should be planned as to avoid unnecessary traffic. 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 maneuvering.
- Have adequate lighting if operating at night or in adverse weather, clear signs, and appropriate visibility aids for drivers.
- Soft barriers on the perimeter of the area.

6.5.2 Storage

A risk assessment should be conducted to determine the location of storage areas on and off the facility. The assessment should address the ease and safety of access for both pedestrians and vehicles. In the



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case of off-Facility storage, issues such as security, traffic flow, distance from the Facility, and day and night access should be considered and addressed, if necessary.

6.6 Vehicle Safety Equipment Standards

Vehicle safety equipment standards for each type of vehicle to be utilized must be finalized prior to operations. All vehicles must comply with the equipment standards required by the relevant authorities in Saudi Arabia. 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.
- Hazard warning lights.

Additional Safety 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 (Plant vehicles).
- Spare light bulb kit.
- Fog lights, side repeated lights along the length of the vehicle.
- Facilities 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.

6.7 Facility Plant

All Facility Plant shall be fit for purpose and maintained in a safe manner as per manufacturer's recommendations. Provided safety equipment fitted to a facility plant shall not be removed; this includes protective cabs and rollover protection.

All facility plant shall be operated in accordance with manufacturer's operation manual by trained operatives only.

6.8 Driving General Rules

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.
- Facility established speed limit.
- Mandatory use of Seatbelt for driver and passengers.



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- 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.

6.9 Vehicles Tracking System:

A vehicle tracking system is the system that allows tracking and controlling of vehicles via an online computer, smart phone, tablet, etc. on a 7/24 basis thanks to GPS satellites. Vehicle tracking systems make it possible to have an instantaneous and history tracking of vehicle speeds, the routes they followed, stopping points, idling times on maps providing a registry and check point with past and present reports. It is recommended to Entities to use the system for all cars of their fleets for a safer vehicle operation.

7.0 VEHICLE INSPECTIONS AND MAINTENANCE

The Facility Manager or Contractor Responsible shall ensure that the Facility vehicle inspection and maintenance program includes all the requirements discussed below. Supervision is responsible for executing the inspection and maintenance program, as follows:

7.1 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.

7.2 Maintenance

A maintenance schedule and vehicle inspection sheets are to be developed by each of the vehicle and Plant owners. 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 at the Facility.
- Drivers will be held accountable for reporting defects and completing the pre-trip inspection checklists.
- Scheduled maintenance (by dealers, Facility mechanics or other certified personnel) 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 Facility.
- Repairs to tires are not allowed on vehicles, except by dealers, Facility mechanics, or other certified personnel.
- All recalls on vehicles (ex. faulty tires) shall be immediately addressed.



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- 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.

7.3 Seat Belts

Seat belts must be utilized on Facility 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.

7.4 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. IF any distractions occur which interfere with the safe operations of the vehicle OR require the driver's attention, THEN, prior to addressing the distraction, the driver shall:

- Exit the roadway,
- Park in a safe location,
- Place the transmission in neutral or park,
- Set the E-brake.

7.5 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.
- Employees who are loading/unloading vehicles should use extreme caution when positioning themselves to avoid being caught in a load shift.

8.0 ACCIDENT/INCIDENT INVESTIGATION AND REPORTING

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

9.0 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.



10.0 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 plant must have a 3rd party certificate from an internationally recognized certifying body.
- Entities should require a minimum amount of proven driving experience; it is recommended to be no less than two years.
- Entities should develop a driver awareness and training program. The program should cover as a minimum the following elements:
 - Work driving rules
 - Safe driving basics
 - Defensive driving techniques
 - Accidents and emergencies protocols
 - 4-wheel / off-road driving
 - Driving in poor visibility or adverse driving conditions
 - Causes of Road Traffic Accidents
 - Breakdown Procedures

11.0 ATTACHMENT

1. EOM-KSS-TP-000033 - MEPI Facility Assessment Tool Template



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Attachment 1 - EOM-KSS-TP-000033- MEPI Facility Assessment Tool Template

Facility Name:

Number:

Sub-Facility/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 Facility (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 Facility developed and implemented a formal/written Traffic Management Plan (TMP)			
1.4	Does the facility TMP properly address specific Facility layout considerations?			
1.5	Does the focus of the Facility 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 Facility?			
1.6	Have safety equipment standards been established for each type of vehicle to be utilized on the Facility and incorporated into the Facility's procurement / contract specifications?			
1.7	Does Facility 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/banksman) are used, is the JHA and/or Risk Assessment for those specific works signed by the Facility Manager or Operations Manager to confirm that other measures (without people) cannot be used?			
1.10	Where applicable, has the Facility conducted a risk assessment when multiple employees are to be transported to or from the Facility 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?			
1.12	Are records kept on all maintenance activities and maintained for the duration of the vehicle's use on the Facility?			



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1 Planning		ANSWER		
		YES	NO	N/A
1.13	Do maintenance records include the detailed inspection and repair procedures carried out for vehicles involved in accidents?			
1.14	Does the Facility ensure that trucks and vehicles are not overloaded (i.e., large or heavy loads should only be carried in a vehicle capable of carrying the load safely)?			
1.15	Do JHAs and STARRT cards have a section that addresses vehicle movements and the hazard mitigation measures?			
1.16	Is there a plan in place for inspecting vehicle loads (to avoid overloading and improper loading) before they enter/exit the Facility?			

2 Training		ANSWER		
		YES	NO	N/A
2.1	Have vehicle and driver safety education and training courses been developed/reviewed for employees?			
2.2	Have vehicle and driver safety education and training courses been developed/reviewed by all subcontractors and client contractors?			
2.3	Do all employees who are required to drive a vehicle on the Facility complete a Facility-specific Vehicle and Driver Safety Education course before driving on company business?			
2.4	Does the Facility provide employees with a Driving Handbook or a Facility-specific handbook?			
2.5	Does a toolbox talk, flyer or bulletin presented (at a minimum) quarterly to train and heighten awareness on driver/vehicle safety?			
2.6	Do employees required to operate vehicles on and off a Facility obtain a Driving Permit prior to operation of vehicles?			
2.7	Where not prohibited by local laws, have drivers successfully passed all drug and/or alcohol screening required by the Facility?			
2.8	Do drivers have at least 2 years of driving experience?			
2.9	If not already required as part of local licensing exam, do drivers pass an eye chart test?			
2.10	Do employees successfully complete all required Facility driver education courses?			
2.11	Do employees sign a form indicating that they understand the Facility driving rules and will abide by all Facility driving requirements?			



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2 Training		ANSWER		
		YES	NO	N/A
2.12	Have all traffic watches (flagmen/banksman) been given training, and distinguished with a specific sticker (or other method) to indicate they have received the training?			
2.13	Is training provided to traffic watches for the use of standard hand signals when guiding vehicles?			

3 Summary of Incidents and Continuous Improvement		ANSWER		
		YES	NO	N/A
3.1	Does the Facility have an incident log where Vehicle/Equipment incidents are clearly identifiable?			
3.2	Has the Facility conducted a review into the root cause of these incidents and implemented corrective actions to prevent recurrence?			
3.3	Are all lessons learned through the assessment process shared with a Facility and all other appropriate personnel?			
3.4	Is the effectiveness of the Facility's TMP reviewed throughout the course of the Facility with informal assessments, and formal assessments not less than every 6 months?			
3.5	Do regular Facility inspections related to traffic management and equipment operations occur at each active work location?			
3.6	Are actions from inspections assigned specific owners and tracked for closure?			

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 facility 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?			



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4 Operational Control	ANSWER		
	YES	NO	N/A
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 Facility, etc.)?			
4.12 Where risks are high due to volume and types of vehicles operating in a specific area/route, are control measures utilized (e.g., separate routes for different vehicle types, secondary vehicle routes to temporary work areas, etc.)?			
4.13 Do vehicle routes minimize the need for reversing operations through use of one-way systems and turning points?			
4.14 Do vehicle routes have firm surfaces, adequate drainage and appropriate profiles to allow for safe movement?			
4.15 Are vehicle routes clearly signed with hazard warnings to pedestrians and drivers, reminders of safe work practices and directions to secure routes?			
4.16 Do vehicle routes indicate speed limits and speed control measures specific to Facility layout?			
4.17 Is there controlled access at the entrance to the Facility?			
4.18 Are general vehicle parking areas situated away from the operation of heavy plant activities?			
4.19 Do vehicle parking locations provide easy access to the Facility, and safe passage for vehicles and pedestrians traveling to and from the Facility parking areas?			
4.20 Are loading and lay-down areas located away from pedestrian-only areas and main pedestrian routes?			
4.21 Do loading and lay-down areas have one-way systems and safe entrance/exit points?			
4.22 Do loading and lay-down areas have sufficient room for vehicle movements?			



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4 Operational Control		ANSWER		
		YES	NO	N/A
4.23	Do loading and lay-down areas have adequate lighting if operating at night or in adverse weather, clear signs and appropriate visibility aids for drivers?			
4.24	Are welfare facilities located so that employees are not required to cross a road or vehicle activity area?			
4.25	Do drivers observe posted speed limits at all times while driving on or off the Facility?			
4.26	Do drivers obey traffic signs, signals and other postings while operating vehicles?			
4.27	Does the Facility ensure that drivers do not operate any type of two-way communication device (e.g., phone, pager, radio, etc.) while operating a vehicle of any type (drivers must pull over safely before using such devices)?			
4.28	Do drivers yield to pedestrians at designated crossings and other areas indicated by signs?			
4.29	Do drivers and passengers wear seat belts while the vehicle is in operation?			
4.30	Do vehicles come to a complete stop to load and unload passengers?			
4.31	Do drivers park only in designated areas?			
4.32	Do drivers avoid parking in heavily congested areas or where heavy equipment is in operation?			
4.33	Does the Facility provide substantial physical protection, capable of withstanding vehicle impact, for personnel who are guiding/directing vehicles (e.g. concrete barriers, earthen barriers, etc.)?			
4.34	Do traffic watches have appropriate lighting (e.g. flashlights or other handheld lighting devices) if working on Night Shift or in dimly lit areas such as tunnels?			
4.35	Do traffic watches stay in the protected area unless work has been stopped and/or another traffic watch replaces them?			
4.36	Is suitable and appropriate shelter provided to protect stationary traffic watches from exposure to weather extremes (e.g. rain, extreme sun/heat, snow, etc)?			
4.39	Do traffic watches refrain from using mobile phones when guiding vehicles?			
4.40	Are audible reversing alarms fitted to heavy vehicles/mobile equipment and in working order?			
4.41	Do heavy equipment/trucks have mirrors, cameras, and/or other devices to aid the driver in eliminating blind spots?			



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4 Operational Control		ANSWER		
		YES	NO	N/A
4.42	Before entering/exiting a Facility, are vehicles inspected for overloading by a competent person?			
4.43	Do all drivers/operators ensure that a daily vehicle/equipment inspection sheet is completed and passed to the equipment department?			
4.44	Does the daily vehicle equipment checklist identify "safety critical" elements, which lead to that equipment being unfit for service?			
4.45	Is there evidence that the equipment department ensures that any equipment found to have a "safety critical" defect is immediately taken out of service?			
4.46	In all vehicles, are there seatbelts available for all passengers?			
4.47	Do employees who are loading/unloading vehicles use extreme caution when positioning themselves to avoid being caught in a load shift?			
4.48	Are Facility vehicles equipped with the minimum-required safety equipment (i.e., seat belts for driver and all passengers, mirrors, proper lights, any required signs/placards)?			