



One Team. One Culture.

Policy

PRC-POL-SH-54212

Vehicle Safety Policy

Revision 0, Change 2

Published: 02/12/2019

Effective: 02/12/2019

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Coffland, Katherine

Functional Manager: Seydel, Scott

Use Type: Administrative



Vehicle Safety Policy

Published Date: 02/12/2019

Effective Date: 02/12/2019

- 100 K Facility :
Excluded from USQ
Exclusion Reason:
N/A per Appendix B, Bulleted List, PRC-PRO-NS-062
- 324 Facility :
Excluded from USQ
Exclusion Reason:
N/A per Appendix B, Bulleted List, PRC-PRO-NS-062
- Canister Storage Building/Interim Storage Area :
Excluded from USQ
Exclusion Reason:
N/A per Appendix B, Bulleted List, PRC-PRO-NS-062
- Central Plateau Surveillance and Maintenance :
Excluded from USQ
Exclusion Reason:
N/A per Appendix B, Bulleted List, PRC-PRO-NS-062
- Plutonium Finishing Plant :
Excluded from USQ
Exclusion Reason:
N/A per Appendix B, Bulleted List, PRC-PRO-NS-062
- Solid Waste Operations Complex :
Excluded from USQ
Exclusion Reason:
N/A per Appendix B, Bulleted List, PRC-PRO-NS-062
- Transportation :
Excluded from USQ
Exclusion Reason:
N/A per Appendix B, Bulleted List, PRC-PRO-NS-062
- Waste Encapsulation Storage Facility :
Excluded from USQ
Exclusion Reason:
N/A per Appendix B, Bulleted List, PRC-PRO-NS-062

JHA: Administrative

Periodic Review Due Date:01/02/2023

Rev. 0, Chg. 2

Change Summary

Description of Change

Clarification of CHPRC's commitment to employee safety while operating or riding in vehicles.

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Published Date: 02/12/19

Effective Date: 02/12/19

1.0 POLICY

This policy affirms CHPRC's commitment to the safety of employees and subcontractor employees when operating or riding in:

- Any vehicle (including personally owned) while on the Hanford Site
- Government-owned or leased vehicles at any time
- Company-owned or leased vehicles at any time
- Personally owned vehicles in the performance of CHPRC work scope on or off the Hanford work site

For the purposes of this policy, the term vehicles includes heavy equipment and all-terrain/utility vehicles (ATV/UTV). The Vehicle Safety Policy builds upon the requirements identified in endorsed procedure, MSC-PRO-TRANS-483, *Government Vehicle and Fleet Equipment Operation, Additions and Modification*.

Drivers shall follow all applicable state motor vehicle laws and regulations relating to driver responsibility. CHPRC expects each driver to drive in a safe and courteous manner. It is the driver's responsibility to operate vehicles in a safe manner and to drive defensively to prevent injuries and property damage.

Drivers must have a valid driver's license, will be provided applicable training and/or certification for the type of vehicle to be operated, and keep the license(s) with them at all times while driving. It is the driver's responsibility to maintain necessary driving credentials.

Drivers and passengers will adhere to additional safe practices and philosophies that are long established on the Hanford Site or are defined in company-level and project-specific procedures, or job hazard analyses. Passengers should remain alert and warn drivers of dangers. CHPRC expects employees at all levels to:

- Obey the law with regard to the mandatory use of seatbelts.
- Put away the cell phone and eliminate other distractions while driving. Drivers are to follow additional restrictions on cell phone use per Information Resource Management procedures.
- Perform a 360-degree inspection of the vehicle and the immediate surrounding area prior to use to identify obstacles, plan a safe route of travel, and confirm there are no deficiencies compromising safe operation.
- Immediately report vehicle incidents, discovered damage, or deficiencies.
- Inspect newly assigned vehicles and perform pre-use inspections per the manufacturer's operations manual or equivalent checklist.
- Set the parking brake, place automatic transmissions in Park, and keep the vehicle in the line of sight when leaving the vehicle engine running.
- Set the parking brake, place automatic transmission in Park (or in gear if manual), remove and secure the keys, and lock the doors prior to leaving the vehicle unattended.
- Utilize a trained spotter as required and, when it is not required, make every effort to request spotting assistance from a coworker/passenger.

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- Stay on established roads at all times, unless specifically authorized for defined tasks to drive off-road in accordance with work documents.
- Conform to vehicle related requirements as applicable, for example, oversized loads, waste shipments, travel under power lines, and the responsible operation, maintenance, housekeeping, and security of Government Service Administration (GSA) vehicles.
- Implement heavy equipment and ATV/UTV safety practices and requirements defined in work documents, procurement specifications, and manufacturer's operations manuals.