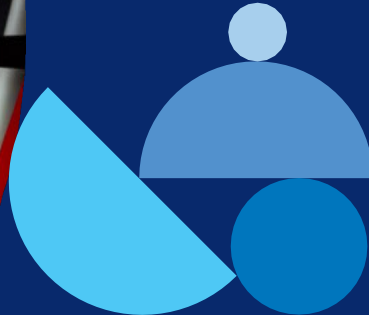


Daily Safety Tips for Parcel Delivery Drivers

Meet tomorrow prepared





How the Daily Safety Tips program works:

The Daily Safety Tips program is designed as a comprehensive checklist that provides management with daily safety topics to communicate effectively throughout the year. Each tip is accompanied by a corresponding message that safety managers can use to implement and incorporate as a talking point. These talking points are useful for safety huddles, shift change meetings, and helping employees understand the importance of safety measures. Additionally, the checklist can be repurposed to meet specific business needs.

Manager's Role:

Managers play a crucial role in the Daily Safety Tips program. They must ensure that the Daily Safety Tip Checklist and Talking Points are incorporated and utilized by lead safety personnel to help:

- Generate safety awareness
- Take control, and reduce claims and related expenses, adding significant value to operations

Benefits:

Daily Safety Topics & Tips with Talking Points:

Each day of the month is assigned a specific and essential safety topic, with corresponding messaging of a rotating schedule. Revisiting the safety topics throughout the year will help:

- Reinforce safety compliance and a safety mindset
- Help employees understand its importance keeping it top of mind
- Empower safety accountability
- Promote and heighten safety awareness
- Build a consistent and safer work environment year-round

Wide range of essential topics covered include:

- Slip, trip and fall
- Fall prevention
- Manual material handling and Cutting safety
- Fire extinguisher safety
- Sprinkler system testing
- Industrial rack/module safety
- And many other essential safety topics

Daily Safety Tips Checklist

The safety tips checklist offers daily safety topics with related Talking Points to enhance corresponding messaging for safety management to incorporate into morning or shift change meetings. The primary objective is to provide repetitive training and continue reinforcing safe practices and accountability among the workers, year-round.

Key Points

- **Repetitive Training:** Regularly revisit safety topics to help reinforce safe practices and accountability, fostering a culture of awareness and prevention
- **Familiar and New Topics:** The checklist includes a mix of well-known and new safety topics and insights to provide comprehensive safety education.
- **Scenarios Covered:** Although not exhaustive, the topics cover various scenarios that impact the safety and security of employees and the public, ensuring a broad understanding of potential hazards.

Safety is NO accident, and everyone’s responsibility all day, every day.

It’s essential for management to:

- Schedule safety meetings regularly (e.g., daily, weekly, bi-weekly, or monthly).
- Ensure all employees are informed about the schedule and encouraged to attend.
- Review recent incidents, near-misses, and lessons learned.
- Discuss potential hazards in the workplace and verify appropriate responses to daily conditions.
- Outline and reinforce appropriate safety measures.

By doing so, employees are kept well informed about potential hazards and the appropriate measures to take will contribute to a safer and more productive work environment.

Daily safety tips are grouped by month to help keep safety awareness ongoing throughout the year. Below is an example of the Daily Safety Tip Checklist with reference to how it can be used during safety discussions.

Tips designed to repeat for each grouping of months: (January / May / September)		
Day	Safety Tips	Response: Talking Points
	Tip of the Day (Start-up Conversation)	Response: Incorporate Talking Points: into a start-up conversation. Below is an example based on the topic of Fire Safety.
1	Do you know where the closest fire extinguisher is located and how to use it?	Fire extinguishers should be clearly visible to all personnel. Employees should understand how to operate an extinguisher effectively, unless the company dictates only designated personnel are authorized to use the extinguisher. What does your policy say?

Zurich Resilience Solutions Daily Safety Tips for Parcel Delivery Drivers

January / May / September		
Day	Safety Tips	Response: Talking Points
1	Visually inspect the scene	If you are involved in a crash, visually inspect the scene, and take photos that show contributing factors such as road conditions, traffic signals, lane markers, and skid marks. Take pictures from different angles, and, if possible, begin at 20 steps from the scene and then again at 30, 50, and 100 steps.
2	Cyclists	Pay attention to cyclists and bike lanes. Always check your blind spot when turning through a bike lane and give them a minimum of seconds of space when they are on the road.
3	Aggressive driving	If you find yourself overly upset while driving pull over and log off the app. Driving in a heightened emotional state can leech into your driving and cause accidents.
4	Driving physically impaired.	Being awake for 17 hours is equal to a blood alcohol concentration (BAC) of 0.0% (the level some countries use for drunk driving violations) leaves you at an increased risk of a crash. Source https://www.cdc.gov/niosh/emres/longhourstraining/impaired.html
5	Consuming alcohol	No driver shall perform safety-sensitive functions within four hours after using alcohol (FMCSA Section 382.207: Pre-duty use). Using alcohol means even one drink. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident or until after he/ she is tested.
6	Do you know the consequences?	Be sure that you begin the backing maneuver by avoiding blind side backing. If needed, you should go around and re-position your vehicle. Having your mirrors aligned and in good condition will increase your visible line of sight. Remember, it is the responsibility of the driver to always back up safely whether using an assistant or not.
7	Federal cell phone restrictions	All regulated commercial vehicle drivers must follow the requirements regarding distracted driving, e.g., using cell phones and other mobile communication devices. There are driver penalties up to \$2,750 for the first offense and for each offense thereafter. CDL privileges could be suspended, and employers could be fined up to \$11,000.
8	Watch for school buses	Obey all posted highway signs including changing speed limit zones and school zone area information signs. Anticipate that children may be present at other times as well, for example, attending after school activities.
	Be aware of schools	Be aware of the likelihood of inexperienced and reckless drivers in and near schools. Youthful drivers may make mistakes in judgment so be sure you are looking out for yourself by looking out for the mistakes of other drivers. Drive defensively.
	Eliminate distractions.	Eliminate distractions in your vehicle. Consider turning off or turning down the radio, do not use your cell phone, or adjust any other electronic devices, and increase your alertness in and around school zones. Anticipate the children will disobey posted crossing signs and be prepared to stop.

Zurich Resilience Solutions Daily Safety Tips for Parcel Delivery Drivers

January / May / September		
Day	Safety Tips	Response: Talking Points
9	Top ten driver distractions	<p>The National Highway Transportation Safety Association (NHTSA) has published a list of the top ten driving distractions. Do any of them apply to you?</p> <ol style="list-style-type: none"> 1. Using built-in car devices (touch screen, GPS, etc.) 2. Adjusting vehicle controls (climate, audio, mirrors, etc.) 3. Eating or drinking 4. Using or reaching for a device brought into the vehicle 5. Occupants — infants, children, teenagers, adults 6. Looking at surroundings (rubbernecking) 7. Operating a cell phone (dialing/texting) 8. Smoking 9. Reading 10. Applying makeup
10	Space and speed	Are you driving a safe distance from the vehicle ahead? If it suddenly and unexpectedly stops, can you stop in time? Drive at a speed that allows you time to see and react to a panic stop of the vehicle in front of you.
11	Calculating your following distance	To calculate a six-second following distance, watch the vehicle in front of you pass a non-moving object (e.g., overhead bridge, streetlight, billboard, tree, etc.) and begin counting (one thousand one, one thousand two, etc.). By the time you get to that same fixed object, you should have counted at least six seconds. Recommended practice for commercial motor vehicles is considered six to eight seconds following distance
12	A visit to Real Ville	Is the risk of a crash worth answering a text, answering a call, adjusting the radio, or eating a meal while driving? Here is one of many faces of victims of a distracted driving crash; In May of 2008, a young woman and her parents attended her college graduation ceremony. On the way home, a young driver talking on his cell phone ran a red light, causing a tractor-trailer to swerve and crash into that vehicle. The young woman was critically injured, and both of her parents were killed instantly.
13	Never pass school buses on the right	<p>Because state laws vary, it is best to review the laws of the state where you operate. However, a best practice is to never pass a school bus on the right side as this is the side that children exit the bus. In most State's when the bus's lights are flashing yellow and/or red it is illegal. Laws regarding divided highways also vary from State to State. Expect delays.</p> <p>The opening of schools means an extra half million school buses on the road, in addition to the extra millions of vehicles operated by teachers and students returning to school.</p>
14	Know your neighborhoods	Some neighborhoods can be dangerous to deliver to, especially late at night. Before exiting your vehicle, scan the area for potential hazards and keep a level head. If an area feels unsafe, carefully leave and contact support.

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15	Hours-of-Service	Hours-of-Service do not include any time resting in a parked vehicle (also applies to passenger-carrying drivers). In a moving property-carrying CMV, up to three hours riding in the passenger seat of the vehicle, either immediately before or after the sleeper berth time, can be used to in combination with seven consecutive hours in the Sleeper berth to accrue 10 consecutive hours off-duty.
16	Changing weather	From summer to fall or winter to spring, changing seasons will require being prepared to handle different weather and road conditions. One precautionary step includes ensuring you have supplies to handle winter weather. Check the condition of snow removal tools and equipment, stores of salt, windshield washer fluid and appropriate bad weather gear (including warm clothing, gloves, hats, and windshield scrapers).
17	Overweight	Overloading your trailer or tanker can have serious consequences to the handling characteristics of the vehicle. The additional weight can place stress on frame, suspension, wheels, and tires causing metal fatigue and failure as well as flatten tires. Be sure to distribute loads over the length of the trailer to distribute the weight more evenly and in accordance with bridge weight regulations.
18	Fire extinguisher basics: use the <i>PASS</i> system to put out the fire.	<p>Pull the pin.</p> <p>Aim the extinguisher nozzle at the base of the fire.</p> <p>Squeeze or press the handle.</p> <p>Sweep from side to side slowly at the base of the fire until it goes out.</p> <p>Remember to never endanger yourself. If the fire is too large to put out, sound the alarm immediately, and follow evacuation protocols</p>
19	Do you have a working fire extinguisher in your home?	Include a working fire extinguisher in your disaster preparedness plans at home. Like all fire extinguishers, regularly inspect it to guarantee you have full charge when you need it.
20	Healthy choices	<p>You are what you eat when it comes to good health, so the more you understand how to make good dietary choices, the better for your health. The same applies to understanding the benefits of counter measures to ward off fatigue. Fatigue countermeasures include:</p> <ul style="list-style-type: none"> • Obtaining a minimum number of hours of restful sleep. • Employing napping strategies. • Taking sufficient rest breaks from driving. • Paying attention to variations in mood, motivation, and performance. <p>With increased awareness, it is more likely you can act on the telltale warning signs of the onset of fatigue and waning alertness while driving</p>
21	Driving privilege	Avoid losing driving privileges due to administrative cancellation resulting from a failure to pay tickets, non-driving-related reasons, or not reporting a change of address.
22	The right stuff	Professional drivers know they have a responsibility for the safety of other drivers, co-workers, other motorists, company vehicles, and equipment.

January / May / September		
Day	Safety Tips	Response: Talking Points
23	Hand washing basics.	<p>When washing your hands:</p> <ul style="list-style-type: none"> • Place hands together under water (preferably warm). • Apply soap (according to the manufacturer's directions) and rub your hands together for at least 20 seconds. • Wash all surfaces well, including wrists, palms, backs of hands, fingers, thumbs, and under the fingernails. • Clean dirt from under your fingernails. • Rinse the soap from your hands. • Use a towel to turn off the faucet. • Dry your hands completely with a clean towel, if possible. If towels are not available, it is okay to air dry your hands. • Pat your skin rather than rub to avoid chapping and cracking. • Avoid turning off the water with your clean hands. Use your paper towel or elbow. Then use your towel to open any doors before towel disposal.
24	Relaxing	<p>Learn to lower the stress associated with your driving duties by recognizing stress inducing situations. Identify situations or conditions that are common stress triggers at work and during off-duty hours. Think about what creates stress before work, during work and in your personal life. Running late, financial concerns, personal relationships, traffic, or weather are just a few many people experience often.</p> <p>Worry only about those things over which you have control to relieve anxiety. Remember, you will be calmer in a fast-paced world both at home and at work, by learning to recognize, control and manage our own responses to stress.</p>
25	Rear-end collisions	Maintaining a safe following distance is vital to help reduce a rear-end collision. Rear- end collisions are historically one of the most common and easily avoidable types of collisions. Do not tailgate. Leave yourself enough space to react.
26	Slow down for school buses	Slow down while approaching children that are awaiting school buses. Always stop for buses and wait patiently until all of the children have crossed the street safely. Pay attention to bus signals and wait until the bus has begun moving before you proceed.
27	Blind spots	Be mindful of your vehicle's blind spots when changing lanes This is generally at your 4 o'clock and 8 o'clock where the side mirrors do not reach. Depending on the size of your vehicle, pay attention to the blind spot obscured by the hood.
28	Planning your route.	Know if there are any travel restrictions on your route, be prepared to be stranded or delayed, check weather and road conditions from TV or radio stations, or internet websites, such as the FHWA's national weather and road map, designated traffic hotlines, local police, emergency response personnel and state police.

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29	Planning your route.	Know if there are any travel restrictions on your route, be prepared to be stranded or delayed, check weather and road conditions from TV or radio stations, or internet websites, such as the FHWA's national weather and road map, designated traffic hotlines, local police, emergency response personnel and state police.
30	Nutrition	<p>Did you know that half of your plate for each meal should be fruits and vegetables? Healthy diets rich in fruits and vegetables may reduce the risk of cancer and other chronic diseases. Fruits and vegetables also provide essential vitamins and minerals, fiber and other substances that are important for good health. Most fruits and vegetables are naturally low in fat and calories and are filling.</p> <p>Source:</p> <p>https://www.cdc.gov/healthyweight/healthy_eating/fruits_vegetables.html</p>
31	Sleeper Berth Provisions	<p>Drivers using a sleeper berth must take at least 8 hours in the sleeper berth and may split the sleeper berth time into two periods provided neither is less than 2 hours.</p> <p>Please periodically check the FMCSA website for any HOS changes throughout the year.</p> <p>Sources:</p> <p>https://www.fmcsa.dot.gov/regulations/hours-service/summary-hours-service-regulations</p> <p>https://www.fmcsa.dot.gov/sites/fmcsa.dot.gov/files/docs/brochure-part-395-2006_508CLN.pdf</p>

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February / July / October		
Day	Safety Tips	Response: Talking Points
1	Interventions	As a driver, you have probably noticed another driver's attitude regarding safe driving is questionable or high risk in nature. As a fellow employee or friend, do not ignore the problem or avoid talking to them. You could be helping them keep their job, their life and/or save the lives of others
2	Be aware near schools.	Be aware of the likelihood of inexperienced and reckless drivers in and near schools. Youthful drivers may make mistakes in judgment so be sure you are looking out for yourself by looking out for the mistakes of other drivers. Drive defensively.
3	Self-assess	<p>Bad driving habits often develop slowly over time as good habits deteriorate. If you want to find out if you are as good a driver as you used to be, try this, count how many times during a single day or week you:</p> <ul style="list-style-type: none"> • Follow too close. • Slam on the brakes. • Fail to signal. • Cut someone off at an entry/exit ramp. <p>No matter what the total, the goal should be ZERO.</p>
4	What are the risks of speeding?	Traveling 6 mph in a 5-mph zone increases your odds of being in a collision by 31. (ATR) Speeding can increase liability in a crash situation. Observe reduced speeds in school, construction, and hospital zones. Remember, as a professional driver the expectations are high, but you are the person who may suffer unfortunate consequences.
5	Hours of Service	<p>8-Hour Driving Limit: May drive a maximum of 8 hours per day.</p> <p>40-Hour Limit: May drive a maximum of 40 hours per week.</p>
6	Always wash your hands after using the restroom.	This is the easiest way to prevent foodborne illness.
7	When you work with chemicals, you have a right to know...	<p>For each hazardous chemical you work with, you need to understand the safety and health hazards, as well as know proper precautions to take to keep yourself and others safe.</p> <p>If you have any questions about a product you work with, you should review the Safety Data Sheet (SDS).</p>
8	Maintain a safe cushion	A safe following distance allows for a safety cushion if unexpected hazards appear, road conditions change or the vehicle ahead of you suddenly stops or changes direction. If someone cuts you off, reduce your speed to regain a safe distance
9	Check your headlights.	<p>Before starting your trip, make sure all of your lights are clean and working. This includes:</p> <ul style="list-style-type: none"> • Daylight running lights. • High beams.

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10	Driver inattention	<p>Driver inattention (both physical and cognitive) and distractions are the leading cause of traffic crashes--responsible for about 80 percent of all collisions--according to the National Highway Traffic Safety Administration (NHTSA). The number one source of driver inattention is cell phones, according to a Virginia Tech/NHTSA 100-car study.</p> <p>How many times a day or week do you see others distracted while using cell phones? Name other distractions you notice.</p> <p>Source: US DOT Driver Distraction in Commercial Vehicle Operations, Virginia Tech Transportation Institute, September 2009: DriverDistractionStudy.pdf</p>
11	Remember the ABC's	Remember the ABSs: Arms (make sure wheelchair passenger's arms are close to the body); Belts (all belts secured); Clicks (listen for the click).
12	Prescription and over the counter medicine	<p>If you use prescription or over the counter drugs, you need to be aware of the regulations governing their use as commercial vehicle driver. The medication must be prescribed to you by a licensed physician. The role of the prescribing physician is to make a 'good faith' judgment that the use of the substance prescribed or authorized dosage level is consistent with the safe performance of your duties.</p> <p>If one or more doctors are treating you, you must show that at least one of the treating doctors has been informed of all prescribed medications.</p>
13	What does building a bridge mean regarding back safety?	<p>You may occasionally bend over to pick up a piece of paper or other debris or items on the floor or ground. When you do, be sure to build a bridge. This simply means to support your upper body (which weighs significantly more than your lower body). This can be accomplished by placing one hand on your knee or inner thigh or on a stable item, such as a table or counter. This support of your upper body will lower the risk of injuring your lower back.</p> <p>In many industries, strains and over exertion injuries remain one of the top workers' compensation causes of loss.</p>
14	Self-assess	<p>Bad driving habits often develop slowly over time as good habits deteriorate. If you want to find out if you are as good a driver as you used to be, try this, count how many times during a single day or week you:</p> <ul style="list-style-type: none"> • Follow too close. • Slam on the brakes. • Fail to signal. • Cut someone off at an entry/exit ramp. • No matter what the total, the goal should be ZERO.
15	Adjusting following distance.	When road and weather conditions deteriorate, or traffic volume increases, you should add more time between you and the vehicle ahead. Extreme conditions such as rain, ice, snow, and fog require adding space until you are sure you have time to suddenly stop without striking the vehicle ahead.

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16	Sleep bank deposits.	Adequate sleep means getting at least seven to nine hours of sleep. Schedule breaks about every 100 miles or two hours during long trips. Avoid having any alcohol or sedating medications prior to your trip. Check your medicine labels or ask your doctor
17	Self-assess	<p>Bad driving habits often develop slowly over time as good habits deteriorate. If you want to find out if you are as good a driver as you used to be, try this, count how many times during a single day or week you:</p> <ul style="list-style-type: none"> • Follow too close. • Slam on the brakes. • Fail to signal. • Cut someone off at an entry/exit ramp. • No matter what the total, the goal should be ZERO.
18	Fire extinguisher basics.	<p>Use a fire extinguisher only if it is completely safe to do so. Make sure you have a clear plan to the exit in case the extinguisher is not effective.</p> <p>If there is any danger at all from fire, smoke, fumes, or extreme heat, leave the area immediately and follow emergency protocols for a fire.</p>
19	At fault	If you strike a vehicle from the rear, you may be partially (if not solely) responsible. Especially when visibility, weather conditions and vehicle controls are degraded.
20	My hands hurt when I go home. What could be causing it?	Seek advice from your health nurse about possible causes for hand pain. Do you work all day in repetitive work, or perform activity that requires you to hold your hands still for long periods of time? Although you may not be able to vary your work duties, there may be ways to prevent injury, such as taking mini breaks to vary your routine, stretching, and ergonomic tools and equipment.
21	Wash Hands	<p>Frequent hand washing helps to prevent the spread of colds, flu, and other communicable diseases. The US Centers for Disease Control suggests following these five steps every time:</p> <ol style="list-style-type: none"> 1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap. 2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails. 3. Scrub your hands for at least 20 seconds. (Need a timer? Hum the Happy Birthday song from beginning to end twice.) 4. Rinse your hands well under clean, running water. 5. Dry your hands using a clean towel or air dry them.

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22	Oh, my aching back!	If you go home each night with a backache, it is up to you to ask what might be causing it. Are you lifting too much weight? Are you putting yourself in awkward positions? There are many possible causes of back pain, both work- related and non- work-related. It is important that you investigate possible causes and seek solutions before it becomes unbearable.
23	Exercise	<p>Regular physical activity helps improve your overall health and fitness while reducing your risk for many chronic diseases. It may seem difficult at first to find the time or energy to exercise, but even a little exercise a few days a week can help improve your health. Whether on the road (at rest areas and truck stops) or at home, try and go for short walks, do some push-ups, jumping jacks, stretch and engage in other physical activity.</p> <p>Always check with your doctor first to ensure you can perform new physical activities.</p> <p>Source</p> <p>http://www.cdc.gov/physicalactivity/everyone/guidelines/index.html</p>
24	Company Seat Belt Policy	The driver and all occupants are required to wear safety belts when operating the vehicle.
25	How IS my driving	Feedback about driving behavior comes from a variety of sources including motor vehicle reports, accident reports and roadside violations to name a few. However, the driver should be the most influential monitor of their own driving. The driver has the most to lose if involved in a crash or for receiving multiple driving citations. Regulated drivers' roadside violations can be reviewed by prospective employers, who could determine a driver's employability in the future. Only you know how many chances you are willing to take.
26	Why use seconds?	Why should I use seconds instead of a vehicle count (e.g., a couple of car lengths) as a following distance measure? The following distance based on the number of vehicles can be too subjective. The length of vehicles varies. A compact car is a lot smaller than a large box truck or tractor-trailer.
27	<i>But I only closed my eyes for second!</i>	<p>But I only closed my eyes for a second!</p> <p>At 60mph, a single second translates to speeding along for 88 feet. That is the length of two school buses.</p> <p>According to the NHTSA, drowsy driving causes approximately 80,000+ crashes a year. These accidents result in an estimated 35,000 injuries and 1,000 deaths. Those who sleep less than six hours are three times more likely to be involved in a crash.</p> <p>Get adequate sleep. Most adults need 7-9 hours to maintain proper alertness during the day.</p>
28	Follow the doctor's orders.	If your physician requires you to take prescription medications, receive therapy, or follow special dietary guidelines, be sure that you follow the instructions for your personal health and safety while driving.

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February / July / October		
Day	Safety Tips	Response: Talking Points
29	Making safe choices	<p>Unfortunately, outside factors can have a negative impact on your decision making.</p> <p>Do not let missing a turn or running late for an appointment upset you and shift your attention from safety. Do not let the temptation to try to beat a traffic light win out over good judgment. Make the safer choice.</p>
30	Stay informed	<p>Dispatchers and drivers should check for any special situations or conditions that could pose a safe driving hazard before a trip begins and for the duration of the trip, such as delays, traffic, and condition of vehicle or cargo.</p>
31	<p>Practice a fire safety plan at home with your family.</p> <p>Check: Smoke and carbon monoxide detectors – they save lives.</p>	<p>Develop a fire safety plan with your family and other members of your household.</p> <p>Update your plan, if needed, as your household changes.</p> <p>Practice your plan:</p> <ul style="list-style-type: none"> • At least twice a year • When anything changes in your household <p>Replace household smoke and carbon monoxide detector batteries annually and test them regularly to ensure they work in the event of a fire or carbon monoxide exposure.</p> <p>Replace household:</p> <ul style="list-style-type: none"> • Smoke detector units every EIGHT to TEN years, or as recommended by the manufacturer. • Carbon monoxide detectors every FIVE years, or as directed by the manufacturer.

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March / June / November		
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1	Crosswalk safety	Always watch out for pedestrians. Be careful not to be blind-sided. When you see a stopped car near a crosswalk or road end, always slow down immediately. This is a good chance a pedestrian is trying to cross.
2	Follow company alcohol policies.	If you choose to accept alcohol deliveries, make sure to follow the in-app guidelines for checking sobriety, scanning identification, and safe transportation of liquor.
3	Refusing a test	<p>No employer shall permit a driver who refuses to submit to drug tests and medical evaluations to perform or continue to perform safety-sensitive functions (FMCSA Section 382.307: Reasonable Suspicion Testing).</p> <p>Some testing situations that drivers may not be aware of include:</p> <ul style="list-style-type: none"> • Failing to provide a urine specimen for any drug test, not including a pre-employment test. • Failing to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure. • Failing to or declining to take a second test as directed by the employer or collector. • Failing to undergo a medical examination or evaluation as directed by the MRO as part of the verification process.
4	Captain of the trip	<p>As a driver, you are the captain of the ship.</p> <p>By tradition, sea captains are responsible for returning their ships, sailors, and cargo safely to port. You are the captain of the ship and your trip. You have many crewmembers, from dispatchers to mechanics and emergency personnel patrolling highways. By being prepared and equipped with the skills and knowledge to safely operate your vehicle, you will be ready to navigate your way safely home.</p>
5	Do not jump out of or climb through dock doors.	Use designated employee stairways to enter or exit the building to avoid injury.
6	Pledge to not be distracted	<p>Take the National Highway Traffic Safety Administration pledge. Encourage your family and friends to do so too.</p> <p>Download the NHTSA form at:</p> <p>http://www.distraction.gov/take-action/take-the-pledge.html</p>
7	Calculating your following distance	To calculate a six-second following distance, watch the vehicle in front of you pass a non-moving object (e.g., overhead bridge, streetlight, billboard, tree, etc.) and begin counting (one thousand one, one thousand two, etc.). By the time you get to that same fixed object, you should have counted at least six seconds. Recommended practice for commercial motor vehicles is considered six to eight seconds following distance.
8	Avoid hard turns	Avoid hard turns, sudden stops, quick accelerations, and driving over curbs or through potholes. Most of all, avoid being involved in a collision.

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9	Interventions	As a driver, you have probably noticed another driver's attitude regarding safe driving is questionable or high risk in nature. As a fellow employee or friend, do not ignore the problem or avoid talking to them. You could be helping them keep their job, their life and/or save the lives of others.
10	Planning your route	Know if there are any travel restrictions on your route, be prepared to be stranded or delayed, check weather and road conditions from TV or radio stations, or internet websites such as the FHWA's national weather and road map, designated traffic hotlines, local police, emergency response personnel and state police.
11	What are the risks of speeding?	Traveling 65 mph in a 55-mph zone increases your odds of being in a collision by 31%. (ATRI) Speeding can increase liability in a crash situation. Observe reduced speeds in school, construction, and hospital zones. Remember, as a professional driver the expectations are high, but you are the person who may suffer unfortunate consequences
	Moving Violations	Speeding citations are reflected on your CDL, even those received when not driving a commercial motor vehicle. It could result in loss of driving privileges and job. The US Dot CSA safety measurement system scores drivers as well as motor carriers and employers can see all violations issued not just convictions.
12	Click it or Ticket	A driver cited for not wearing a seat belt during a roadside inspection may receive the maximum number of CSA points allowed, and both the driver and the motor carrier may be charged. Every year during holidays, law enforcement agencies join forces day and night, from coast-to-coast, for an enforcement blitz that delivers the message Click It or Ticket. The mobilization is supported by national and local paid advertising and earned media campaigns aimed at raising awareness before the blitz.
13	Random testing	If you are required to submit a specimen for a random test, proceed immediately to the collection location. Immediately does not mean within two hours. Immediately means that after notification, all the employee's actions must lead to an immediate specimen collection.
14	Changing Weather	From summer to fall or winter to spring, changing seasons will require being prepared to handle different weather and road conditions. One precautionary step includes ensuring you have supplies to handle winter weather. Check the condition of snow removal tools and equipment, stores of salt, windshield washer fluid and appropriate bad weather gear (including warm clothing, gloves, hats, and windshield scrapers).
	Tornadoes	Listen for authorized tornado watches and warning. Take cover in a basement or in a first-floor interior room without windows. If you are caught while walking or riding away from a safe shelter, consider taking cover in a ditch or depression.
15	Storms	If you live in an area prone to violent weather, you can find advanced forecasts available through the local media or the National Weather Service, or you can obtain a weather alert device to provide notice of possible or imminent storms.

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Day	Safety Tips	Response: Talking Points
16	Top health risks	<p>The top critical health risks to commercial vehicle drivers can include:</p> <ul style="list-style-type: none"> • Smoking and tobacco use • Obesity (being overweight) • Hypertension (high blood pressure) • Poor eating habits, diet, and nutrition • Using alcohol, drugs, and other chemical substances • Lack of physical activity/physical fitness • Psychological stress and mental fitness
17	When you work with chemicals, you have a right to know...	<p>For each hazardous chemical you work with, you need to understand the safety and health hazards, as well as know proper precautions to take to keep yourself and others safe.</p> <p>If you have any questions about a product you work with, you should review the Safety Data Sheet (SDS).</p>
18	Always wash your hands after using the restroom.	This is the easiest way to prevent foodborne illness.
19	Good shoes are essential to preventing slips, trips, and falls.	Shoes should be slip resistant and in good condition. Sports shoes are not all slip resistant. When you walk, your heel hits the ground first, so watch for wear and tear in the heel areas.
20	What does <i>building a bridge</i> mean regarding back safety?	<p>You may occasionally bend over to pick up a piece of paper or other debris or items on the floor or ground. When you do, be sure to build a bridge. This simply means to support your upper body (which weighs significantly more than your lower body). This can be accomplished by placing one hand on your knee or inner thigh or on a stable item, such as a table or counter. This support of your upper body will lower the risk of injuring your lower back.</p> <p>In many industries, strains and over exertion injuries remain one of the top workers' compensation causes of loss.</p>
21	The seat belt pledge	<p>Take the pledge:</p> <p>I will wear my safety belt because my wellbeing greatly affects my family and loved ones. It is my responsibility to maintain control of my vehicle. Using my safety belt is my best chance of remaining in control of my vehicle in a crash or emergency. I will always remember to buckle up.</p>

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22	Order loading	Ensure orders are placed in a secure location before driving. For orders with several drinks, ask the restaurant for a cup carrier. Making sure an order is situated in a safe place can prevent unnecessary distractions while driving.
23	If there is a spill, follow company policy	Be sure to have a copy of the company spill and emergency response procedures and emergency telephone numbers of those designated to help manage the consequences of a spill involving a load of hazardous materials.
24	Secure parking	Vehicles and their cargo obviously are most at risk of theft or vandalism when they are parked. Remember, freight at rest is freight at risk.
25	Safety components and systems	Make certain steering and suspension parts are intact and that there are no rust streaks around mounting bolts and brackets. Check the fifth wheel to ensure the latching mechanism is in the closed position and that the tractor trailer chassis is also free of loose mounting bolts and cracks.
26	Check and Inspect	Check for correct coolant level, inspect defrosting and heating equipment and check wipers and windshield washers to ensure that they are working. Carry spare wiper blades and extra washer fluid. Check tire chains to ensure they are free of broken or missing links and straps. Check exhaust systems for signs of soot marks indicating possible exhaust leakage.
27	DOT Emergency Response Guidebook	Always have a copy of the DOT Emergency Response Guidebook handbook nearby. It contains the emergency response information you may need for the products you are carrying.
28	Rear-end collisions.	Rear-end collisions are historically one of the most common, most expensive, and easily avoidable types of collisions. Maintaining a safe following distance and avoiding distractions are key practices to help prevent a rear-end collision. Do not tailgate, remain alert (no talking on the cell phone or texting), and leave yourself enough space to react.
29	Floods	Streams and river conditions can change dramatically when the snow is melting or during high levels of sustained rainfall. The force of flood waters can lift people, buildings, cars, vans, buses, and trucks off of the ground. Remember to: <ul style="list-style-type: none"> Inspect any vehicle including trailers that may have been submerged while parked in a flooded area. Check your cargo, wheels, seals, brakes, or other components for water infiltration.
30	Relaxing	Learn to lower the stress associated with your driving duties by recognizing stress inducing situations. Identify situations or conditions that are common stress triggers at work and during off-duty hours. Think about what creates stress before work, during work and in your personal life. Running late, financial concerns, personal relationships, traffic, or weather are just a few many people experience often. Worry only about those things over which you have control to relieve anxiety. Remember, you will be calmer in a fast-paced world both at home and at work, by learning to recognize, control and manage our own responses to stress.
31	Climbing onboard	Hand holds and steps need to be easy to reach from the ground and easy to locate in the dark. Steps and hand holds should be close enough to avoid awkward positioning.

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Day	Safety Tips	Response: Talking Points
1	Use good judgment and take action to eliminate unsafe acts!	Most injuries are the result of an unsafe act instead of an unsafe condition. Your actions can help to minimize unsafe acts, which can help prevent you from being injured. For example, use good judgment and if an item is too heavy to lift, use a mechanical assist or co-worker to help lift it.
2	Lining up	Be sure that you begin the backing maneuver by avoiding blind side backing. If needed, you should go around and re-position your vehicle. Having your mirrors aligned and in good condition will increase your visible line of sight. Remember, it is the responsibility of the driver to always back up safely whether using an assistant or not.
3	Do you know the consequences?	Driving decisions are often affected by outside influences that cause a shift of focus away from the driving task. Glancing down at a cell phone or other device for even a few seconds can be the equivalent of driving the length of a football field blindfolded. Remember, the consequences could be permanent.
4	Improving your odds	During a crash, being buckled up helps keep you safe and secure inside your vehicle, whereas being completely thrown out of a vehicle is almost always deadly. Seat belts are the best defense against impaired, aggressive, and distracted drivers. Source NHTSA https://www.nhtsa.gov/risky-driving/seat-belts
5	Reducing risks	As a professional driver, you are expected to comply with the posted speed limits. For large vehicles, the stopping distances are greater than smaller vehicles, and highway speed limits are often set differently for trucks. Lowering speed gives you the time to see ahead and the ability to adjust to adverse conditions as they develop.
6	Rest-Breaks	Drivers may drive only if 8 hours or less have passed since end of driver's last off-duty or sleeper berth period of at least 30 minutes. This rule does not apply to drivers using either of the short-haul exceptions in section 395.1. Mandatory in attendance time may be included in break if no other duties performed. Source: https://www.fmcsa.dot.gov/regulations/hours-service/summary-hours-service-
7	Refueling	Maintaining a healthy diet helps you to sustain the necessary energy and alertness needed to drive safely. Pack healthy snack options and water before setting out to drive. This will prevent the need to pick up unhealthy options from gas stations and fast-food restaurants.
8	Park safe	When exiting a vehicle, always make sure to put the vehicle in park and turn off the ignition. Leaving a car in neutral or drive can cause damage to property and people. When parking on a hill with a curb, point the wheels toward the center of the road when facing uphill, and away from the center of the road when facing downhill. When no curb is present, face the wheels away from the center of the road.
9	Anticipate Risk: A key phrase in accident prevention.	By anticipating what could happen, it is possible to take safety steps to prevent an accident.

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10	Heart disease	<p>Heart disease is the leading cause of death for both men and women. According to the Centers for Disease Control (CDC) approximately 697,000 people die of heart disease in the United States every year.</p> <p>That is, one in every five deaths is caused by heart disease. To help prevent heart disease:</p> <ul style="list-style-type: none"> • Eat a healthy diet. • Maintain a healthy weight. • Exercise regularly. • Do not smoke. • Limit alcohol use.
11	Be a backup professional.	<p>One of the dangers of driving is letting good driving habits fade into bad habits. Basic safe backing precaution requires getting out of the vehicle to ensure the path is clear but is repeated multiple times a day or a week. This repetition often reveals no hazards to avoid. As a result, it becomes easier to assume it is unlikely that you will encounter another object. But a professional driver knows that collisions usually occur while backing up.</p> <p>Do not drive like an amateur; be a pro., Be prepared and alert and follow basic and company backing procedures.</p>
12	Driver education and training	Employers are required to provide educational materials about alcohol and controlled substance regulations, along with the employer's policies and procedures regarding meeting the requirements of the regulations. Drivers must sign a form confirming receipt of this information.
13	Engine and cab compartments	Check for correct coolant level, inspect defrosting and heating equipment and check wipers and windshield washers to ensure that they are working. Carry spare wiper blades and extra washer fluid. Check tire chains to ensure they are free of broken or missing links and straps. Check exhaust systems for signs of soot marks indicating possible exhaust leakage.
14	Do not let it get worse	Stop immediately, remain calm and breather. Secure the scene, move off the road if possible, and have passengers remain in a safe place. Set out warning devices, turn on 4-way flashers, and follow your company's procedures on aiding the injured.
15	Drivers need shades!	When driving in sunny weather or when bright snow is preset. Ake sure to have a pair of sunglasses handy. Sunglasses can help prevent eye strain and improve your visibility on the road. Additionally, sunglasses can help protect your eyes and the skin near them from harmful UV rays., keeping them healthy.
16	Use good judgment and take action to eliminate unsafe acts!	<p>Most injuries are the result of an unsafe act instead of an unsafe condition. Your actions can help to minimize unsafe acts, which can help prevent you from being injured.</p> <p>For example, use good judgment and if an item is too heavy to lift, use a mechanical assist or co-worker to help lift it.</p>

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17	Fatigue warning signs	<p>Examples include:</p> <ul style="list-style-type: none"> • Unable to stop yawning. • Trouble keeping your eyes open and focused, especially at stop lights. • Driving becomes sloppy and you weave between lanes, tailgate or miss traffic signals. • Finding yourself hitting the grooves or rumble strips on the side of the road. • Finding yourself opening a window or turning up the radio to stay alert. • Driving aggressively to get to your next destination faster.
18	Being a mentor and a role model	If you exhibit the qualities of professional vehicle driver, other drivers value your advice and help. To be an effective coach be sure to demonstrate these traits: expertise, enthusiasm, clarity, empathy, and respect. Remember to lead by example.
19	Rejuvenating	You can improve your physical health by maintaining a regular exercise routine that includes activities like walking, biking, or other forms of exercise.
	Health and Fatigue	<p>Drivers who are generally more health conscious in their beliefs and behaviors, and who are more physically fit, are more likely to maintain continuously high levels of driving alertness and attention.</p> <p>Source: http://www.nhtsa.gov/people/injury/drowsy_driving1/listening/Sect3.htm</p>
20	Healthy habits	By necessity, drivers have long hours of physical inactivity while driving. Seek help in developing an exercise and fitness program to help improve stamina and strength. If you are fit from exercising routinely, you can also reduce stress and improve your mental wellbeing.
21	Quality Rest	Family members play an important role in how much sleep we get. Communicate to your family members what your needs are. Remind them how important it is for you to get adequate sleep so you can stay safe on the road. Sometimes it may mean occasionally missing family gatherings, school functions, etc. But it is better than not living through a crash and not being there at all for your family.
22	Counter measures	Here are some tips to help reduce driving fatigue. Pull off in a safe area and take a brief nap (15 to 20 minutes). Longer naps may result in sleep inertia, leaving you groggy and disoriented, which can be detrimental to driving. Drinking a caffeinated beverage may promote short-term alertness, but it takes about 30 minutes for caffeine to enter the bloodstream. Keep in mind that caffeine will not have much of an effect on people who consume it regularly.
23	What is the proper way to lift a carton/object?	When lifting cartons or objects: stand with your feet apart for good balance, with shoulders and hips aligned, bend at your knees, not your waist. Maintain the natural curve in your back. When lifting, let your leg muscles do the work. Keep the load you are lifting close to your body to ease the pressure on your spine. Turn with your feet; do not twist the trunk of your body. When you set the load down, squat down slowly by bending your knees.
	Bend at your knees	This old familiar message is still important.

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24	Relaxing	Improving and maintaining your health will improve your chances of living longer, spending more quality time with your family, enjoying your hobbies, and other fun and important parts of life. In addition, your ability to be effective at your job can be enhanced by staying healthy.
25	Exercise	<p>Regular physical activity helps improve your overall health and fitness while reducing your risk for many chronic diseases. It may seem difficult at first to find the time or energy to exercise, but even a little exercise a few days a week can help improve your health. Whether on the road (at rest areas and truck stops) or at home, try and go for short walks, do some push-ups, jumping jacks, stretch and engage in other physical activity.</p> <p>Always check with your doctor first to ensure you can perform new physical activities.</p> <p>Source http://www.cdc.gov/physicalactivity/everyone/guidelines/index.html</p>
26	Footwear	Wear sturdy footwear with slip-resistant soles. You should know the situations and climate you will face each day.
27	Crash statistics	Use of, or reaching for, an electronic device made the risk of crash or near crash event 6.7 times as high as non-distracted driving, and Text messaging made the risk of crash or near crash event 23.2 times as high as non-distracted driving.
28	Cell Phones Increase Risk	<p>Driving while talking on cell phones (handheld and hands-free) increases the risk of injury and property damage crashes four-fold.</p> <p>Review your company cellphone/distracted driving policy.</p>
29	Use the 4 second rule when following another vehicle.	At a minimum, there should be at least 4 seconds of separation between your vehicles and the vehicle ahead of you. This allows for a safe cushion if unexpected hazards appear, road conditions change, or the vehicle ahead of you suddenly stops or changes direction. To calculate the following distance, watch the vehicle in front of you pass a non-moving object (e.g., overhead bridge, streetlight, billboard, etc.) and begin to count (one thousand one, one thousand two, etc.). By the time you get to the same fixed object you should have counted at least 4 seconds. If conditions are adverse (wet pavement, poor lighting, etc.) add one second for each.
30	Clean windows	<p>Keep the windows inside and outside of a vehicle clean and transparent. Smudges and grime can build up over time and impede a driver's visibility.</p> <ul style="list-style-type: none"> Regularly wipe down the inside of the windows with a microfiber cloth. Refill windshield washer fluid and replace windshield wiper blades at least every six months.

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31	Vehicle security	<p>When parking your vehicle consider checking the following:</p> <ul style="list-style-type: none"> • Is your engine off? • Are your doors locked? • Are your security measures in place? • Are your keys in hand?
	Load security	<p>Drivers should be trained to not take chances, even if they are only away for a moment.</p> <p>Considerations: What thieves want...</p> <p>Thieves most often target consumer goods, both high-value and routine commodities that can be easily resold at nontraditional or secondary retail outlets. Thieves often steal industrial products where the black market in industrial commodities is alive and menacing.</p>



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