

TALISMAN

E N E R G Y

North American Operations Talisman Operating Management System

Driving and Vehicle Practice

NAO-HSEOI-PRA-10-05

Management Endorsement:

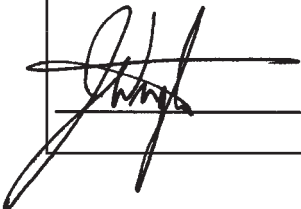
Synopsis:

This document defines NAO minimum standards for safe operation of motor vehicles while conducting Talisman business.

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VP NAO HSE/OI



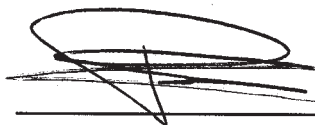
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1.0 Purpose

To establish the minimum requirements for safe operation of motor vehicles while conducting Talisman business and provide a standard practice for NAO employees and contractors operating vehicles on behalf of Talisman that aligns with Golden Rule 9 – Operate Vehicles Safely.

Golden Rule 9 States:

We will never operate vehicles without:

1. Conducting a pre-trip inspection, assessing the risks and planning accordingly.
2. Ensuring the driver is properly licensed for the class of vehicle and free from fatigue, drug or alcohol impairment.
3. Driving with care at appropriate speeds for road conditions, and ensuring all occupants fasten seatbelts.
4. Avoiding the use of all mobile communications devices and other driving distractions.
5. Designating safe areas while working around mobile vehicles.

2.0 Definitions

Approved Defensive Driver Training Course: A driver training course deemed by Talisman as suitable to train and test driver competence. Approved courses shall be a minimum of one day, consist of a combination of classroom and hands on training and must contain a pass fail component. The vehicle driven in the course should be comparable to Talisman vehicles typically operated by the driver at work. A list of approved courses will be recorded in the Talisman Training Framework. NAO HSEOI will review new training vendors upon request.

Contractor: A person employed by a contractor or a contractor's subcontractor who is directly involved in the execution of work under a contract with Talisman.

Contract Driver: Any contractor who drives on Talisman business.

Equipment Damage: Damage to a vehicle while that vehicle is parked. For example, a vehicle damaged while an operator loads an object into the cargo box is considered equipment damage. A stolen vehicle would also be classified as equipment damage and theft.

FTE: Talisman employee or contractor that is a full-time-equivalent.

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Journey Management Plan: A site-specific plan used by a driver to highlight the reason for the trip, the journey hazards and how the hazards will be managed. Refer to Appendix 3.

Motor Vehicle: Includes an automobile, truck or any other self-propelled vehicle designed for running on land but not on rails.

Motor Vehicle Incident: Any incident involving a motor vehicle that results in injury, loss/damage, or harm to the environment; whether it impacts Talisman and/or its contractors directly, or a third party.

Near Miss - Vehicle: An occurrence that, under slightly different circumstances, had the potential to cause a vehicle incident or equipment damage.

Non-Recordable Vehicle Incident: Any “non-work related” incident involving a motor vehicle resulting in an injury, or loss/damage, or harm to the environment, whether it impacts Talisman and/or its contractors directly, or a third party.

Non-Recordable Vehicle Incidents will be classified based on actual and potential severity and investigated to determine root cause, corrective actions and shared learnings with the same rigor as a Recordable Vehicle Incident but will not be captured in the Talisman vehicle statistics for benchmarking driving performance against industry partners.

Professional Driver: A driver who typically drives on Talisman business for 10,000 km (6,213 miles) or more over a twelve-month period or as designated by their supervisor.

Road Hazard Assessment: A detailed description of the hazards related to driving on an access road to a Talisman operation site or project activity. Refer to Appendix 2.

Recordable Motor Vehicle Incident: Any incident involving a motor vehicle resulting in an injury, or loss/damage, or harm to the environment, whether it impacts Talisman and/or its contractors directly, or a third party.

Exceptions:

- Talisman work vehicles legally parked;
- The journey is to or from the driver’s normal place of work;
- Minor wear and tear (i.e. stone damage to windshield, minor paintwork damage);
- An incident that is the result of vandalism or theft;
- A company provided vehicle is driven on non-work related activities.

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SCM: Supply Chain Management.

Talisman Driver: Any FTE who drives on Talisman business.

Talisman Employee: A person employed directly by Talisman Energy North American Operations.

Talisman Vehicle: Any motor vehicle leased, rented or purchased by Talisman including field and mobile status vehicles.

3.0 Scope

This practice applies to all drivers operating vehicles on Talisman NAO business, including:

- FTE's using Talisman vehicles for company business;
- FTE's using rental and personal vehicles for company business.

It is expected that Talisman Contractors will have a safe driving practice that meets or exceeds the minimum requirements established in this practice. Contractor's safe driving practices will be evaluated and scored during the contractor prequalification process outlined in the NAO Contractor HSE Management Practice. Contractors that do not have a suitable safe driving practice must comply with Talisman requirements.

4.0 Measures

4.1 Suggested Key Performance Indicators (KPI's)

Leading Indicators - measurement of activities or behaviors that occur before an outcome. These include:

- Vehicle maintenance and inspection – scheduled and completed on time;
- Ride-arounds – quality leadership/peer observations focusing on driver behaviors;
- Road hazard assessments - highlighting the hazards associated with access roads;
- Journey management – driver hazard assessments;
- Training – mandatory defensive driver training.

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Lagging Indicators – measurement of actual statistics. Shall include:

- Exposure - Total km (miles) driven;
- Frequency - Total number of incidents/1,000,000 km (621,371 miles);
- Severity - Incident Type and Injuries;
- Total cost of incidents/1,000,000 km (621,371 miles).

Additional examples of leading and lagging indicators can be found in Appendix 1.

5.0 Responsibilities

5.1 Operations Unit Leader

Operations Unit Leader shall:

- Be accountable for implementing this practice and providing adequate resources to ensure compliance with the practice;
- Ensure a program for tracking and reporting the leading and lagging indicators is in place;
- Incorporate KPI's and safe vehicle operating behaviors in the employee performance appraisal process;
- Reinforce safe driving behaviors and emphasize driving risks with all employees and contractors;
- Exercising due diligence and share all relevant information to contribute to the safe driving of all who are driving on Talisman business;
- Be accountable to ensure all Talisman vehicles are fit for purpose, technically and mechanically sound and drivers equipped vehicles with appropriate safety equipment;
- Ensure driver abstracts are reviewed and filed as outlined in the driver abstract section of the practice;
- Ensure a system is in place to document road hazard assessments.

5.2 Talisman FTE's

All Talisman FTE's:

- Are responsible for their own safe driving behaviors;
- Are responsible to ensure vehicles they operate are fit for purpose, technically and mechanically sound and equipped with appropriate safety equipment;
- Must ensure they are aware of and follow the expectations and guidelines established in the practice;

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- Shall report all vehicle incidents and near misses in accordance with the [NAO Incident Reporting, Investigation & Analysis Practice NAO-HSEOI-PRA-11-01](#);
- Shall advise management as soon as reasonably practicable (within next working day) of any loss of their driver's license and inform their supervisor immediately if they have been charged with an impaired driving offense when operating a company vehicle or driving on behalf of the company;
- Failure to report the loss of license or a charge will normally be grounds for discipline up to and including termination of employment.

6.0 Training/Competency

6.1 Initial Training

All Talisman drivers shall maintain a valid North American driver's license for the class of vehicle they operate. All drivers, where required by law, shall have a valid TDG or DOT certificate in their possession.

All Talisman drivers will successfully complete an Approved Defensive Driver Training Course (DDT). This requirement may be waived by the Operations Unit Leader if a Talisman driver has completed an acceptable DDT course within the last three years and can provide valid certification.

Talisman drivers who have not taken a DDT course within the past three years will be scheduled on a priority basis to attend a DDT course. Priority will be given to those individuals considered to be Professional Drivers and/or to those whose driving record indicates high-risk driving behaviors.

The schedule within Business Group or Operating Area shall be set to ensure all Talisman drivers attend a DDT course prior to Dec 2013.

A temporary variance for the DDT requirement may also be granted within the Business Group or Operating Area if a Talisman driver successfully completes an external driver assessment and is enrolled in a DDT course within the following six months.

A risk assessment must also be performed at each job site to determine what type of additional driving training may be required. These could include:

- Vehicles fit for purpose and conditions;
- Adverse road conditions (gravel, lease roads, snow and ice, mud, etc.);

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- Winter Driving;
- Backing;
- Sloped surfaces;
- Reverse skidding;
- Fatigue and Journey Management;
- Animal avoidance;
- Understanding 4 X 4's;
- Vehicle recovery;
- Radio communications.

6.2 Refresher Training

Talisman employees who are involved in a vehicle incident resulting in a minor classification as classified in the NAO Incident Reporting, Investigation & Analysis Practice - Appendix 1A Incident Classification Matrix A, or who have more than one citation for at risk driving behaviors shall be required to participate in a refresher DDT course as soon as possible after the related incident or citation. Refresher courses for employees will be at Talisman's expense.

6.3 Driver Abstracts

Talisman Employees who operate a Talisman vehicle on company business shall provide driver abstracts to their supervisor upon request.

Supervisors shall review driver abstracts for professional drivers who are involved in minor motor vehicle incidents in order to determine if additional training should be taken to improve safe driving behaviors.

7.0 Safe Driver Activities

7.1 Road Hazard Assessments

A road hazard assessment is an inventory of road hazards that exist along the route to a Talisman location. All operating areas within the Talisman NAO operating group will identify high risk roads and communicate road hazards to Talisman and Contract drivers as a proactive measure.

Operating Areas and Delivery Units will assess and identify roads that will require written road hazard assessments, based on risk and use.

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Target completion for initial road hazard assessments is the end of Q2 2011. Communication and updating of road hazard assessments will be ongoing.

Activities outside an existing operating area will require a project specific road hazard assessment.

Road hazards that should be considered and identified include:

- Bridges (width, capacity, no post markers, approaches);
- Adverse road conditions (gravel, lease roads, snow and ice, mud, etc.);
- Identification of narrow road sections;
- Blind corners and hilltops;
- Reduced speed areas;
- Chain up requirements and safe chain up areas.

Appendix 2 includes a sample Road Hazard Assessment Form.

If high hazard areas are identified on Talisman controlled roads, measures such as road crown enhancements, signage upgrades, or improved grading practices should be considered. If Talisman is not the primary road permit holder, the hazard information should be communicated to the permit holder through road use groups or by contacting the permit holder directly.

7.2 Journey Management

All Talisman employees shall question the need to drive and do so only when it is required and when safe driving conditions exist.

Prior to commencing a trip, drivers shall conduct a journey hazard assessment and complete a Journey Management Checklist when the journey is outside of their regular job duties, or schedule. A Journey Management Checklist (guideline) can be found in Appendix 3. The hazard assessment may include:

- Current weather forecast;
- Road conditions;
- Level of alertness;
- Traffic volume;
- Trip duration and distance;
- Working alone;
- Emotional state.

Ask yourself, "is this trip necessary?"

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Where travel is necessary, a trip plan shall be made to ensure that the following controls are in place:

- An appropriate vehicle is available;
- A vehicle safety kit is available (see Appendix 4);
- Potential driving hazards have been identified;
- The driver is well rested;
- The route and estimated schedule are clearly communicated to direct supervisor or an appropriate designate such as an answering service;
- Where applicable a local road hazard assessment map is available from the local Operating Area;
- Drive during daylight hours wherever possible;
- A vehicle inspection has been completed by the driver;
- Ensure working alone requirements are met.

7.3 Seatbelts

- All occupants shall wear seatbelts at all times when a vehicle is moving.

7.4 Speed

- The posted speed limit shall be adhered to on all roads and a hazard assessment should govern speed on private roads where speed limits are not posted;
- A hazard assessment should govern speed limit on any road in inclement weather or other hazardous conditions.

7.5 Cell Phones

Avoid the use of all mobile communications devices while driving.

The use of hand held cell phones or text messaging (or similar wireless devices) while driving are not permitted for any Talisman Driver.

Permitted cell phone practices include:

- Phone must be a hands free device;
- Calls may be answered but shall not be initiated by the driver while driving;
- Calls shall be answered only when it is deemed safe to do so;
- Where hazardous or congested road conditions exist the driver shall pull off the road to engage in conversation if it is safe to do so;

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The process for complying with the above cell phone practice shall meet all local regulatory requirements as well as the NAO Driving and Vehicle Practice. Any conflict between the NAO Driving and Vehicle Practice and local regulatory requirements will be resolved by adopting the more stringent of the two, if not prohibited by law or regulation.

Use of a two-way radio to call km's (miles) on a radio-controlled road is permitted in accordance with the road rules for the radio-controlled road.

7.6 Other Driver Distractions

Drivers must also consider and manage other distractions including but not limited to:

- Eating, drinking;
- Vehicle controls, radios and cd players;
- GPS Unit, MP3 players, two way radios;
- Reading and writing;
- Conversations with passengers;
- Reaching for items;
- Preoccupation with other things and outside surroundings.

7.7 Driver Fatigue and Alertness

All Talisman drivers must be appropriately rested and alert. Talisman drivers operating vehicles that fall within hours of service regulations must comply with duty hour requirements specified by local regulations.

All Talisman drivers will participate in Talismans fatigue awareness training. The [Fatigue Awareness Presentation](#) is available in the NAO Safety Program section of TOMS for review during regular safety meetings or focused training sessions.

7.8 Securing of Loads

- Talisman drivers carrying loose items in the passenger compartment and/or pickup truck box shall use sufficient restraints to ensure objects are secured to prevent a projectile hazard during an emergency braking situation, collision or during travel;
- Flammables shall not be carried in the passenger compartment of a vehicle;
- Where items are transported in a pickup truck or other cargo vehicle, they shall be stored and securely fastened as specified by law and local area policy;
- Failure to use load binders properly may result in serious injury or even death to a driver or others – Appendix 5 includes a Load Binder Guideline.

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7.9 Vehicle Walk-Around

- Driver inspection of the vehicle by walking around is required;
- Prior to driving, Talisman drivers shall engage in completing a mental checklist, guidelines for which are highlighted in Appendix 6.

7.10 Parking

- All drivers will back into parking spaces unless a documented hazard assessment indicates otherwise. A vehicle walk-around prior to moving the vehicle will help to mitigate risk in these situations;
- All vehicles with trailers should be equipped with chock blocks for use when parked.

7.11 Hazardous Areas

No vehicle shall be operated within 25 meters (82 feet) of any wellhead, piping, process vessel or tank containing combustible fluids unless required by a specific maintenance or operating function.

7.12 Backing Up Safely – Congested Areas

Backing up and maneuvering vehicles usually occurs at slow speeds, yet backing incidents account for a disproportionate number of minor low-speed collisions and have the potential for serious consequences.

- Always use a spotter in a congested area;
- Walk around vehicle before backing up;
- Give audible notice that backing will occur if the vehicle is equipped with a back up alarm;
- If the vehicle is not equipped with a back-up alarm, touch the horn lightly two times before beginning the back-up maneuver;
- Check overhead, side and rear clearance;
- Apply the brakes while shifting the vehicle to reverse;
- Back up at a very low speed.

7.13 Spotters

A spotter shall be used when backing into an area with limited visibility, constricted or congested areas, within 25 meters (82 feet) of process equipment or where necessary to guide heavy equipment.

- Spotter and backing vehicle do not move at the same time – if the spotter must change position, the driver must stop;
- Use a spotter located at the left rear of the vehicle whenever backing up;

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- If using hand signals driver and spotter to agree on hand signals used;
- The driver must be able to see the spotter through the mirror and vice versa;
- The driver and the spotter must maintain eye contact;
- If the spotter disappears from the mirror, the driver must immediately stop;
- If there is no spotter available:
 - o Reconsider backing up. Is it really necessary?;
 - o Make a reasonable attempt to get someone to act as a spotter;
 - o If a spotter cannot be obtained, get out of the unit and walk around the unit completing a "circle of safety" and survey the backing area;
 - o Hang a ribbon or other marker to indicate the safe backing up distance;
 - o Follow the "backing up safely" steps (above).

7.14 Towing

Utilizing a tow-truck appropriately sized for the vehicle is the most desirable option for recovering a vehicle. Where a tow truck is not available, all Talisman drivers shall follow the towing procedures specified in Appendix 7.

The towing procedure in Appendix 7 applies only to light and medium-duty vehicles (1 Ton (907 kg) vehicles or lighter). A tow truck must be used for any heavy-duty vehicle (greater than a 1 Ton (907 kg)).

7.15 Boosting, Tire Changes and Chains

- Talisman drivers should refer to the Owner's manual provided with their vehicle or with their tire chains;
- Manufacturers' directions should be followed unless a hazard assessment by the driver indicates these directions would be unsafe to follow. Example: conditions associated with changing a tire on an unstable surface;
- High visibility reflective clothing must be worn in all traffic areas;
- Boosting activities will follow manufacturer's specifications.

7.16 Smoking

- Talisman drivers or passengers shall not smoke in Talisman vehicles at any time.

7.17 Radar Detectors

- The use of radar detectors is prohibited by anyone driving a Talisman vehicle and/or travelling on Talisman business.

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7.18 Firearms

Firearms including cross or compound bows shall not be carried in company vehicles while travelling on company business or while on Talisman premises expect for the following exceptions:

- Where 'Bear Watch' or other area specific wild-life expertise is needed on site. Firearms safety will be addressed in a HSE Pre-job Plan and a third party trained and competent expert will be utilized;
- Where flare guns are required, site-specific procedures must be developed for the storage, transport and operation of this equipment. Shotguns must not be used for flare guns.

7.19 Pets

- Pets will not be permitted in company vehicles while traveling on Talisman business or while on Talisman premises.

7.20 Passengers

- The number of passengers shall not exceed the manufacturer's specifications for the vehicle or the number of seatbelts available.

7.21 Drugs and Alcohol

- Drivers will not be under the influence of alcohol or drugs, or any other substance;
- Drivers will not be under the influence of Medication that could impair their ability to drive;
- Read the label of all over-the-counter medications before considering driving;
- Refer to Talisman Drug and Alcohol Policy;
- Consult your physician if questions arise regarding prescription medication.

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8.0 Vehicles

8.1 Vehicle Selection

Talisman vehicles shall be selected as per the business generated selection list. Any personal or rental vehicles used in the course of Talisman business shall conform to site-specific needs as dictated by road conditions.

8.2 Vehicle Outfitting

Each Business Group or Operating Area shall specify the mandatory equipment to be installed in Talisman vehicles. The Business Group or Operating Area specific lists will align with the general guidelines highlighted in Appendix 8. Each Business Group or Operating Area shall equip Talisman field and mobile status vehicles with a vehicle safety kit. The contents of the kit shall be specified by the Business Group or Operating Area and align with the general guidelines highlighted in Appendix 4. For guidance on equipping a rental or personal vehicle see 8.4 and 8.5 respectively.

8.3 Vehicle Inspection

The actual frequency of regular safety inspections will be specified by each Business Group or Operating Area and will be based on mileage driven, operating conditions such as terrain as well as driver feedback or concerns with the vehicle.

All normally scheduled vehicle inspection and maintenance service will be performed in accordance with manufacturers specifications and supply management requirements. A sample safety inspection checklist can be found in Appendix 9.

8.4 Vehicle Rentals

Rental vehicles shall be fit for purpose and selected based on a pre-trip hazard assessment. Where rental vehicles are used, the employee shall select from the preferred supplier list provided by Supply Management Group (SMG).

Vehicle safety kits should be obtained for use during the trip and can be obtained from NAO HSEOI in Calgary and are also available in all area field offices. A Vehicle Safety Kit Checklist can be found in Appendix 4.

When travelling from the rental facility to your destination where there is a reasonable expectation that help would be readily available if required, such as travelling on a main highway during daylight hours, or inter-city driving for training etc. a kit may not be required.

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8.5 Personal Vehicles

It is preferable that individuals rent vehicles whenever required to travel on business. However, if one's own vehicle is used, it must be sufficiently equipped and maintained to allow for safe driving in the area to which the employee is travelling.

An appropriate level of insurance coverage (as per SMG guidelines) must be in place. A Vehicle Safety Kit should also be carried.

When travelling to your destination where there is a reasonable expectation that help would be readily available if required, such as travelling on a main highway during daylight hours, or inter-city driving for training etc. a kit may not be required.

8.6 Vehicle Incidents

All incidents involving Talisman vehicles shall be reported in accordance with the [NAO Incident Reporting, Investigation & Analysis Practice NAO-HSEOI-PRA-11-01](#).

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Appendix 1 - Key Performance Indicators (KPIs)

Competency Domain	Specific Competencies	Lagging Indicators	Leading Indicators
Driver Skills	<ul style="list-style-type: none"> Participate in driver training Self investigation of incidents Awareness of distractions Minimizing distractions Use of appropriate safety procedures 	<ul style="list-style-type: none"> Change in # of incidents # of formal assessments required # of clear abstracts on file # requiring mandatory retraining 	<ul style="list-style-type: none"> # of suggested improvements and recommendations Greater # of peer observations
Vehicle	<ul style="list-style-type: none"> Walk-arounds Load securement Parking 	<ul style="list-style-type: none"> Reduction in vehicle damage reports Gear safely stored Lower maintenance and repair costs 	<ul style="list-style-type: none"> Appropriately equipped, road ready vehicles Increased knowledge of towing, boosting, tire change procedures
Accountability and Responsibility	<ul style="list-style-type: none"> Journey management Fatigue management Promoting opportunities for safe driving by self and others Engaging in hazard assessment 	<ul style="list-style-type: none"> Fewer incidents Positive statistics from data provided through driver self evaluation surveys Completion of checklists 	<ul style="list-style-type: none"> Increased communication of travel plans Use of mental and physical checklists Increase in use of hazard assessment Awareness of safety Number of driver self evaluation surveys complete

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Appendix 2 - Road Hazard Assessment

Risk Ranking

- Low Risk
- Exposure managed by application of existing policy, procedure or practice;
 - Exposure management within control of driver;
- Medium Risk
- Exposure managed by enhancement of existing policy, procedure or practice and/or requires use of utility devices;
 - Exposure management remains within control of driver;
 - Control must be in place for journey to proceed.

Risk Ranking

- High Risk
- Exposure mitigated through intervention by party or parties other than driver;
 - Control must be in place for journey to proceed.

Assessed risk is based on ideal conditions. Escalating factors should be considered during pre-trip planning as they may impact risk ranking and required controls.

ROAD HAZARD ASSESSMENT			
RHA Number:	Assessment Date:	Maximum advised speeds (s) KPH/MPH	
Start point: <intersection>	Radio Control:	KM/Mi	
End Point: <gas plant>	Radio Frequency	KM/Mi	
Conditions at time of assessment			
Road (average)		Weather:	Light:
			Temp:
Road directions & detail:			
From:			
Hazard Register			
KM/Mi	Hazard	Risk Rank	Detail, Control & Comments

Driving Surface Width & Integrity	
Narrow (meeting or passing a vehicle difficult, no pull-off area)	
High crowning-traffic migrates to the centre of the road	
Excessive loose gravel	
Paved or oiled surface breaking up	
Washboard	
Potholes/ruts	
Shoulder Type	Sharp droop off
	Washout
	Soft
Avalanche risk (rock, mud slides, snow)	
Passing other vehicles (poor visibility, dust, blowing snow)	
Meeting other vehicles (logging trucks, weekend traffic, rural)	
Animals (know areas and crossings)	
Pedestrians (school zones, hikers, hunters, tourists)	

Road Design/Intersections	
Comers (blind, sharp, banked)	
Intersection (blind, sharp)	
Railway crossings (high angle, controlled)	
Crest of hill (can't see over)	
Steep hill (runaway downhill, load limiting uphill)	
Risk of grounding out	Crown of hill
	Railroad grade crossing
	Bridge approach
	Very deeply worn ruts
Inadequate or absence of appropriate signage	
Line-of-site obstruction (vegetation, structures)	
Dust	

Potential Collision Object
Trees/rocks
Encroaching road banks
Narrow bridge/bridge rails/tunnel or abutments/cattle guards
Height restriction (bridges, overpasses, low power lines)
Avalanche risk (rock mud slides, snow)
Passing other vehicles (poor visibility, dust, blowing snow)
Meeting other vehicles (logging trucks, weekend traffic, rural)
Animals (know areas and crossings)
Pedestrians (school zones, hikers, hunters, tourists)

Escalating Factors	
Fog or smoke	
Poor Drainage/frequent mud	
Snow and ice	Shadowed areas (slow to thaw)
	Known drifting location
	Over-graded shoulders
	Frost heaving (muskeg)
	Runoff, thaw/freeze cycle
Crosswinds/Blowing snow	
Weight Restrictions (road/bridges)	
Sun (e.g. low angle in winter)	
Road surface liable to deteriorate rapidly when wet	
Low illumination	
Driver experience	
Fatigue/low alertness	
Conflicting priorities (e.g. crew change)	
Rain	Visibility, pooling on roads
Winds	

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Appendix 3 - Journey Management Plan Guideline

JOURNEY MANAGEMENT CHECKLIST

Checklist Items	Complete	Exceptions
Safety & Loss Control Practices Orientation		
Driver Skills Training up to date		
Driver's License current and valid		
Talisman Road Safety Kit available through department or field office and should contain: Fleece Blanket, Basic Tool Kit, Booster Cables, Shovel, 2x Candles, Box of Matches, 3x Safety Flares, Cotton Work Gloves, 2x Bungee straps, 4x Zip Ties, Duct Tape, First Aid Kit, Flashlight, Puncture Sealant, Reflective Vest, Poncho, Emergency Water Bag, Reminder Instructions: "If you Become Stranded", "Call Police" Banner, Reflective Triangle.		
Talisman Contact Numbers you may need in transit		
File Travel Plans: <ul style="list-style-type: none"> Advise supervisor, designate (i.e. answering service) and/or field contact of your travel plans, routes, approximate travel time; If travelling alone – check requirements of Department or Field Safety and Loss Control Working Alone Practice; Check in with field office upon arrival. 		
Check current and forecasted weather and driving conditions		
Maximize daylight travel during trip		
Ensure appropriate equipment for weather conditions: <ul style="list-style-type: none"> Parka, winter boots, sleeping bag, emergency rations, etc. 		
Two way communication device appropriate for and/or required in locale to which you are travelling: <ul style="list-style-type: none"> Cell phone; satellite phone; two way radio (be aware of radio controlled roads and required frequency for same). 		
Be Prepared for Emergencies: <ul style="list-style-type: none"> Know who to call; Be aware of legislative and corporate requirements with respect to reporting incidents/accidents. 		

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Appendix 4 - Vehicle Safety Kit Guidelines

VEHICLE SAFETY BAG CHECKLIST

Includes:

1. First Aid Kit (St. John Ambulance Vehicle Kit).
2. Booster cables.
3. Shovel.
4. Flashlight and batteries.
5. Candles.
6. Matches.
7. Emergency poncho.
8. Emergency water bag.
9. Safety Vest.
10. "Call Police" sign.
11. "If you become stranded" information card.
12. Reflective Triangle.
13. Puncture seal.
14. Duct tape.
15. Blanket.
16. Gloves.
17. Bungee cord.
18. Flares.
19. Small Tool Kit.
20. Tire gauge.
21. Ice scraper.
22. Tow rope (20 feet (6 meter) by 2 inch (5 cm) with loop ends, min 15,000 lb (6803 kg) break strength).
23. Wipe cloth.

Available through the Calgary Office

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Appendix 5 - Load Binder Guidelines

- Failure to use load binders properly may result in serious injury or even death to a driver or others;
- Do not operate a load binder while standing on the load;
- Move the handle with caution. It may whip – Keep all body parts clear;
- Keep yourself out of the path of the moving handle and any loose chain lying on the handle;
- All drivers using load binders, must be familiar with local laws and regulations regarding size and number of straps required for securing loads on trucks;
- Always consider the safety of nearby workers as well as yourself when using load binders while under tension, a load binder must not bear against an object, as this will cause side load;
- Do not use a handle extender (cheater pipe) - see instructions;
- Do not attempt to close or open the binder with more than one person.

Appendix 6 - Walk Around Inspection Guidelines

WALK AROUND INSPECTION CHECKLIST

Vehicle Checklist	Complete	Attention Required	Exception
Preventative maintenance performed			
All lights functioning			
Tires in good condition			
Brakes functioning			
Windshield not broken or cracked			
Towing equipment in good condition (trailer hitch, towing strap, trailer lights, towing hooks)			
Vehicle fire extinguisher easily accessible and in working condition			
Vehicle clean and tidy – interior and exterior			
Vehicle registration and insurance in vehicle			
Unnecessary items removed from truck box			
Items properly secured in truck box			
Tool box in good condition and appropriately equipped			
Spare tire mount and securing devices in good condition			

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Appendix 7 - Towing Guidelines for 1 Ton or Less

Equipment:

1. Vehicle tow hooks should be installed securely to the front.
2. Vehicles should be equipped with a tow strap 2 inch (5 cm) by 20 feet (6 meter) with a rating of 15,000 lb (6803 kg) break strength.
3. Vehicles should be equipped with a clevis that has a 40,000 lb (18143 kg) rating or higher that has a THREADED pin only.
4. Super strap (rated for 15,000 lb (6803 kg)) with a 40,000 lb (18143 kg) rated clevis braided into it.

The following Guideline has been adapted from the Enform Vehicle Recovery and Towing Guideline for a full version of the document, visit the Enform web page.

Key Guidelines with Visuals

#1 RULE: IT IS ALWAYS BEST TO CALL A TOW TRUCK!

However, if your company permits and equips you to pull out stuck vehicles, these are the do's and do not's that you MUST ALWAYS RESPECT!



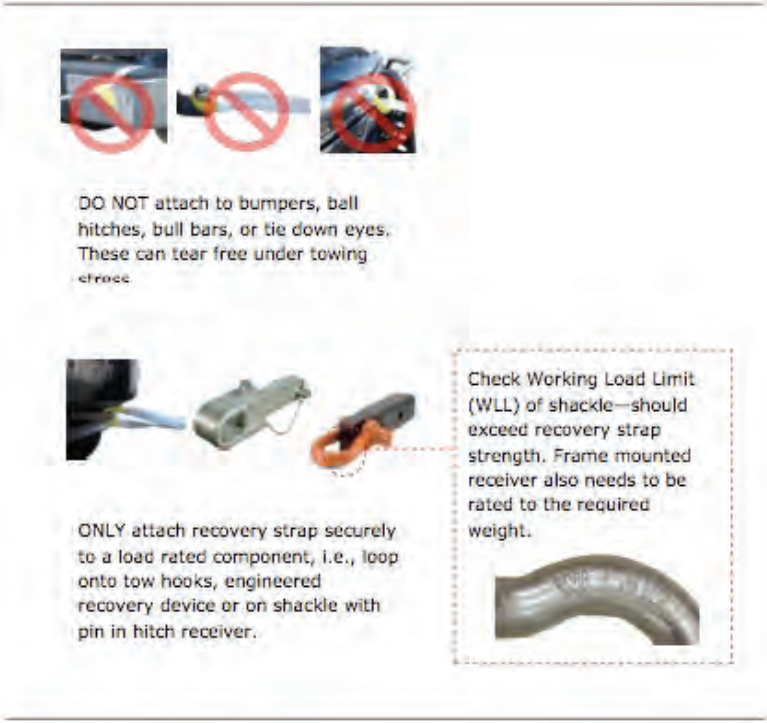
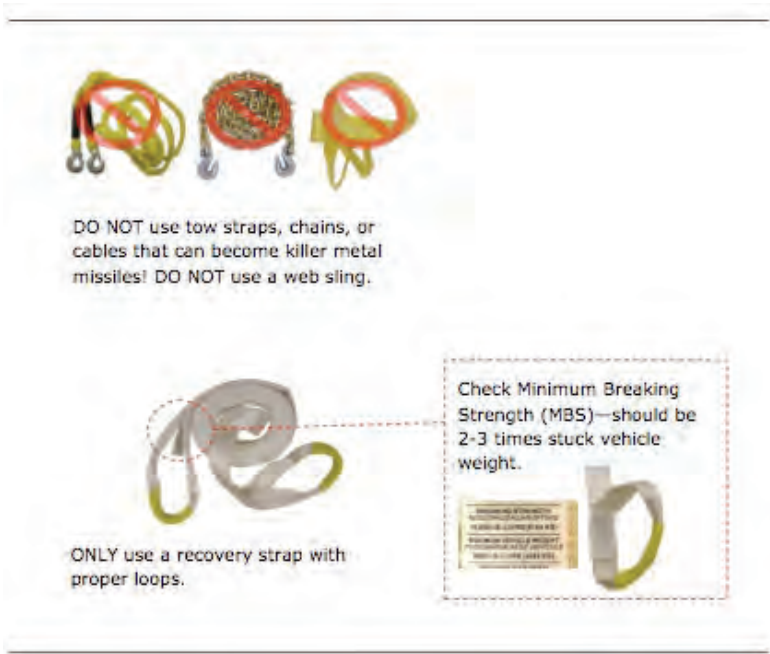
DO NOT use a lighter vehicle to pull out a heavier vehicle.



ONLY pull with a vehicle roughly the same size or larger than the stuck vehicle.

Check vehicle weight (GVW) on a plate on the driver door (add load!)





Procedures

STEP BY STEP GUIDE FOR PULLING OUT A VEHICLE WITH A RECOVERY STRAP

1. Stop, consider the task at hand and assess the hazards. If you have any questions or doubts at this point, call a tow truck, it remains your best option.
2. If the vehicle recovery takes place on or near a roadway, you must implement a traffic warning or traffic control system (e.g., traffic cones or reflector flares).
3. Ensure that you have the correct equipment—a recovery strap is essential. The recovery strap should be at least 6 m or 20 ft in length, with loops (not hooks) and in good working condition (no cuts or broken stitches). If you do not have a recovery strap like this at hand, call a tow truck.

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4. Check both vehicle weights and add the weights of any loads either vehicle is carrying. The vehicle doing the pulling must be of equal or, ideally, greater weight than the vehicle that is being pulled.
5. Ensure the recovery strap has a Minimum Breaking Strength (MBS) that is 2-3 times the total weight of the stuck vehicle. If it is less, the danger is the strap may snap under high tension. If the MBS is greater, it will not function optimally (they are most effective when their elasticity enhances the pull).

Recovery straps are usually constructed so that each inch of width adds approximately 10,000 lbs (4,500 kg) of MBS (e.g., a 3 inch wide strap would usually have a rating of approximately 30,000 lbs [13,500 kg]).

6. Ensure tow hooks, hitch receivers and any shackles used are rated to loads that exceed the recovery strap MBS. In the event of excessive loads, the recovery strap should always be the weakest link and snap first. A shackle should have a Working Load Limit (WLL) stamped on it (remember 1 ton = 2000 lbs or 900 kg).
7. As much as possible, clear out mud, sand, or snow from under the stuck vehicle and in front of the tires in the direction of the pull.
8. Position the pulling vehicle in line with the stuck vehicle—the pulling vehicle facing forward; the stuck vehicle being pulled from the front (ideally) or the back. You need to be within 10° of a straight line—side loading can lead to serious vehicle damage. You need to be sure you have a clear path straight forward free of any obstacles that is at least the length of the strap and stuck vehicle.
9. Lay out the recovery strap between the two vehicles and loop the strap onto a tow hook bolted to the vehicle frame or put the loop on a shackle which is properly pinned to a frame mounted hitch rated for recovery. If using a threaded shackle, hand tighten the pin and then turn it back one quarter turn for ease of release later. Never tie the strap onto the vehicle, slip the strap over a ball hitch, or attach it to anything other than a tow hook or frame mounted hitch. Only use one recovery strap (never two in parallel)—however, there are two options for creating additional length with two recovery straps if needed:

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Reduce the expected strength of the recovery straps by 25% if you are using two correctly joined straps.

10. Drape a heavy coat or blanket over the middle of the strap to dampen any backlash if it snaps or releases.
11. Agree on a plan and communication signals between the two drivers. Industry Recommended Practice Hand Signals for Directing Vehicles (IRP 12) provides a good system of signals to use.
12. Ensure all other bystanders are at least 2 times the length of the recovery strap to the side of the vehicles—both the strap and the vehicles lurching forward unexpectedly present a hazard.
13. The pulling vehicle accelerates slowly (to about 10-12 KPH) to build tension in the strap and provide a sustained pull. Once the slack is taken up, the stuck vehicle likewise applies acceleration in low gear to assist the pulling car. Neither vehicle should spin their tires. Steady momentum is most effective—never resort to jerking or take a long run and jerk. Maintain tension throughout the pull, do not allow slack to develop in the strap at any point. After three attempts to pull the vehicle loose, it is time to stop and call a tow truck.
14. Do not remove straps until both vehicles are fully stopped and secured. It is a good idea to clean and dry out a recovery strap after use as dirt and moisture weaken the strap. Remember, if at any point in the process you have any safety concerns whatsoever or concerns about potential damage to either vehicle, stop and call a certified tow truck.

Appendix 8 - Vehicle Outfitting Guidelines

VEHICLE OUTFITTING CHECKLIST

Vehicle Checklist	Outfitted	Exception
½ ton, 4 X 4, ext. cab, short box, small V8 Or ¾ ton, 4 X 4, ext. cab, long box, practice spec V8		
Light truck designation, all terrain tires, OEM sizing		
Limited spin differential		
Skid plates		
Towing package		
Front seat cover		
Heavy duty fender mount mud flaps		
Rubber front floor mats		
Wooden box liner		
Summer grille insert		
Two 60" side mount steel tool boxes		
Practice tie down configuration		
Tail gate cap		
30 # purple K fire extinguisher		
Spare key		
UHF Road channel radio Or VHF Communications radio		

Appendix 9 - Vehicle Inspection Guidelines

VEHICLE INSPECTION CHECKLIST

Vehicle Checklist	Complete	Attention Required	Exception
First Aid Kit: <ul style="list-style-type: none"> • Fully stocked – tab in place • Easily accessible • In good condition (see Vehicle safety bag Checklist – App. 4)			
Fire Extinguisher: <ul style="list-style-type: none"> • Cover intact • In good working condition • Easily accessible 			
Back up batteries available			
ERP Manual			
Federal and Provincial permit booklet (data up to date)			
Materials in cab securely stored			
Items properly secured in truck box			
Tool box in good condition			
All lights functioning			
Brakes functioning			
Tires in good condition			
Windshield in tact			
Towing equipment in good condition			
Vehicle registration and ownership			
Preventative maintenance up to date			
Drivers' Handbook on board			
Incident Report forms on board			
Inspection for body damage complete			
Booster cables stowed and in good working condition			

Appendix 10 - BBS Observation Card



Driver Observation List

Location: _____

Observer: _____

Partner: _____

Date: (D/M/Y) _____

Duration: (minutes) _____

Type of hazard Observed: _____

Key Safety Concerns/Comments:

Recognition for Exceptional Safety Performance:

Forward this card to your local supervisor or the HSE advisor in your region.