



TAILGATE/TOOLBOX SAFETY MEETINGS



Safety Services Company-Safety Meeting Division, PO Box 78402, Corona, CA 92877 Toll Free (866)204-4786

Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 51: Safe Driving Techniques

Introduction: Driving is a dangerous activity that most of us do on a daily basis. Newer vehicles are extremely quiet and smooth and it is very easy to get "lulled" into a state where one forgets the massive amount of energy at our fingertips. Thousands of pounds of steel moving at high speeds create large amounts of kinetic energy that must be carefully controlled. In order to safely navigate the roadways to work or the supermarket, not only is controlling your own vehicle required, but also avoiding collisions with the hundreds of other motorists sharing the road. The best way to avoid mishaps on the highways is to be a properly trained driver and to always watch out for the other drivers. Driving defensively means being constantly aware of the driving conditions, planning ahead, anticipating dangers, and taking the right action to avoid contact with any other vehicles or obstacles.

Driving Knowledge and Experience — Your knowledge should include recognition of the hazards of driving and how to protect yourself. Skill is more than eye/hand/foot coordination. It is a well rehearsed driving strategy, which involves anticipation, reaction and the constant changing of the space between your vehicle and other vehicles.



Driver Attitude and Awareness — Courtesy and consideration toward others are the most important driving attitudes you can develop. Concentration and alertness are other important elements. You must develop the habit of keeping your mind on driving. Driving when you are suffering from extreme fatigue or emotional distress can be just as dangerous as driving drunk.

Foresight — In driving terms, foresight means being able to size up traffic situations as quickly as possible and being prepared to take corrective action. Safe driving requires exercising good judgment and recognizing the proper choices to make in any given traffic situation. When entering an intersection, be sure to check both left and right before proceeding. By frequently checking the traffic behind you, you will know when someone is tailgating or moving up too quickly. When changing lanes, use your side mirrors and turn your head, to be sure that it is safe to proceed with the lane change. By knowing the speed and position of traffic on all four sides of your vehicle, you will be better able to make decisions quickly and safely.

Scanning — Avoid driving in someone else's blind spot. This can be just as dangerous as not checking your own. Speed up or drop back, but never stay for an extended time in a blind spot area. If you cannot see another vehicle's mirrors, then that driver cannot see you. Make sure your vehicle can be seen by other drivers. Do not rely on your mirrors alone to see other vehicles. Turn your head quickly to see if the way is clear.

Communicating — Communicating means clearly showing other drivers and pedestrians what you plan to do early enough to avoid a collision. Any time you plan to change directions, use your turn signals — whether you are changing lanes, turning at an intersection, entering a freeway, pulling away from a curb or pulling off to the side of the road. Develop the habit of using your turn signals even when you do not see other vehicles on the road. The vehicle you do not see is the most dangerous one.



Signal at least 4 seconds before you turn so other drivers will have time to react. After you complete your maneuver, be sure your turn signal is off. If you plan to turn beyond an intersection, do not signal until you are in the intersection. Drivers in the intersection may pull out in front of you.

The Space Cushion — The space between you and other vehicles gives you (and the other drivers) time to react in emergencies and avoid collisions. Create a space cushion around you by staying in the middle of your lane. Make sure there is enough room ahead and behind to pass or stop safely. Leave enough space between you and the car ahead of you to allow for a sudden stop. If you are following too closely, you may not be able to stop in time. You can help the driver behind you maintain a safe following distance by driving at a constant speed and signaling maneuvers in advance.

Health — Your physical, mental and emotional conditions out-weigh any other potential problems you will face on the road. Even a simple headache or cold could affect your ability to drive safely. Avoid driving when using any medication and be as objective as possible about your fitness to drive.

Emotions — You cannot drive well if you are angry, excited, worried or depressed. Anger is the emotion that probably occurs most often while driving, especially in heavy traffic. Do not allow your emotions to influence the decisions you must make while driving.



Distractions — Even minor distractions can take your attention away from driving. It is your responsibility to pay full attention to your driving.

Cell Phones — It is best to pull off the road safely and stop if you are going to use a cellular telephone. Trying to dial, answer, or talk on a phone while driving can divert your attention from your driving and can be dangerous. The "hands free" cell phone systems are the safest for driving.

Fatigue — Fatigue dulls the mind and reduces your ability to act quickly and correctly. If you find yourself feeling sleepy while driving, it is already past the time to get off the road. Rest is the only safe remedy.



Conclusion: Driving a vehicle on public roads is a serious responsibility which requires skill and concentration. Help keep yourself, your passengers, and other motorists safe by practicing these safe driving techniques: *Always remember to buckle-up!*

Work Site Review

Specific Work-Site Hazards and Safety Suggestions: _____

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent, reportable, job-related injury or illness.)

Foreman/Supervisor's Signature:

These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.