

# >> TOOLBOX TALK - Emergency Preparedness for Road Travel

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Regardless of the season, road travelers can be exposed to risks, but in many cases the effects can be minimized by careful planning and having an emergency kit. When an employee is required to drive, on company business, beyond a set distance from his or her normal worksite he or she should take into account the current road and weather conditions and take a company-owned emergency kit. Various factors such as the remoteness of the worksite and typical conditions of the roads including access to fueling and rest stops would have an impact on what would be a reasonable set distance and therefore should be determined by the company for each worksite.

## **Suggested items for an emergency kit for road travel:**

- **First aid kit** such as St. John Ambulance Vehicle Kit (844033 Truck-1) or equivalent;
- **Car safety kit** (suggested contents - jumper cables, tire inflator, tow rope with hooks, flashlight, batteries, rain poncho, gloves, emergency blanket, candles, matches, shovel, whistle, windshield wash, and signal cones. For winter travel add salt, sand or kitty litter);
- **Water and non-perishable food** such as dried fruit, granola bars, nuts, etc.;
- **Cell phone and charger.**

## **Discuss other emergency kit contents that may be applicable:**

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## **Other ways to reduce risks while travelling on company business:**

- Tell your travel plans and route to your supervisor or other designated person at the company and check in with that person periodically throughout the day;
- Maintain vehicle in a safe operating condition;
- Maintain consistent fuel level while traveling;
- Take rest breaks if driving for long periods of time.

## **Discuss possible hazards and other ways they can be avoided:**

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Complete and attach Toolbox Talk Meeting Form and process as per company policy.



## TOOLBOX MEETING FORM

Date: \_\_\_\_\_ Project: \_\_\_\_\_

Supervisor: \_\_\_\_\_ No. in Crew: \_\_\_\_\_ No. Attending: \_\_\_\_\_

Review Last Meeting:

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	Names of Attendees (Signature Required)
<b>Topics Discussed (policies, practices, procedures, hazard assessment):</b>	
<b>Suggestions Offered:</b>	
<b>Action(s) to be Taken:</b>	
<b>Injuries/Accidents Reviewed:</b>	

Supervisor's Remarks: \_\_\_\_\_

Signature: \_\_\_\_\_