

**Safety Meetings are important!**

They: get your employees actively involved  
encourage safety awareness  
help identify problems before they become accidents  
motivate employees to follow proper safety procedures

**We are happy to provide you with a monthly topic for your agenda.**

**ROUTE TO:**

- General Manager
- Safety Coordinator
- Supervisor Dept. \_\_\_\_\_
- Other \_\_\_\_\_
- Date of Meeting \_\_\_\_\_

**August 2023**

## Safe Driving Policy Company Vehicle Use Policy Hurricane Preparedness

### Company Vehicle Use Policy and Safe Driving Policy

The Company Vehicle Use Policy is applicable for BOTH CDL drivers and for employees that drive company-owned non-CMV vehicles, rental vehicles or their own vehicles for business purposes.



The purpose of this policy is to define:

- Who is affected by the policy
- Who is authorized to drive for company business
- The consequences of an employee allowing an unauthorized person to drive a company vehicle
- The driver requirements:
  - License
  - Insurance coverage minimums (if driving a personal vehicle)\*
- General driving guidelines
- Consequences of non-compliance by the employee

\*Many employers don't realize that then the company may be held liable for damages arising from an accident/incident if the employee:

- is at fault for an accident (or an incident); and
- was doing work for you at the time of the accident/incident

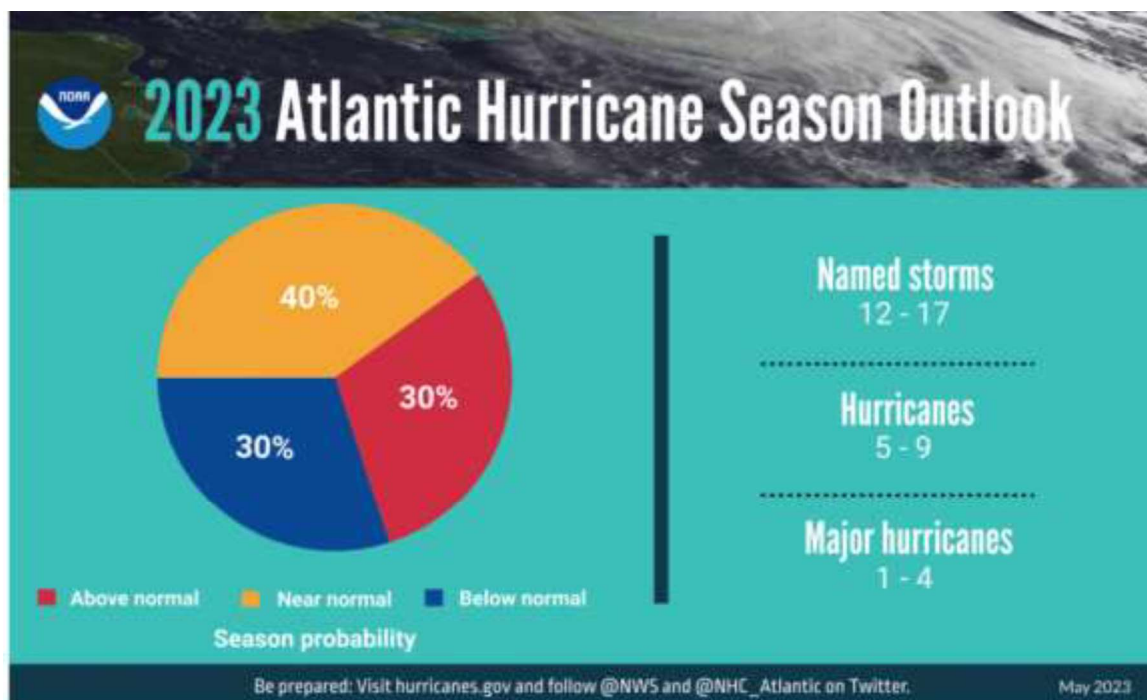


The Safe Driving policy further outlines recommended driving practices and acceptable/unacceptable behaviors. The policy should lend guidance to driving habits: following distance, backing hazards, and suggestions for driving during periods of decreased visibility or traction.

These policies, along with your other policies and procedures, are tools to limit your liability exposure and ensure your employees are in compliance with applicable laws.

## Hurricane Preparedness

According to NOAA, the 2023 Hurricane Season should be about average.



Both OSHA and National Weather Service (NWS) and National Oceanic and Atmospheric Administration (NOAA) websites have Hurricane preparedness information. One of the best resources comes from the [NOAA](https://www.noaa.gov) website. This information is applicable for both home and business. The list includes seven Hurricane Preparedness steps to address when preparing for a hurricane.



1. Determine your Risk. This includes five hazards that are often associated with hurricanes: storm surge, tornadoes, rip currents, strong winds and inland flooding.
2. Develop an Evacuation Plan. These steps include: determining if the property is in an evacuation zone (and what level zone), have a “go bag” for supplies, follow evacuation orders, plan alternate evacuation routes and plan for pets.
3. Assemble Disaster Supplies such as: food and water, full gas tank, money, medical supplies and prescriptions, radio, batteries and phone chargers.
4. Get an Insurance Checkup before storm season. You should check with your agent and know your policy terms/limitations, keep insurance documents with you and consider flood insurance.
5. Strengthen Your Home/Business including: cover windows, trim trees, secure doors and outdoor items (including cylinders), move vehicles to a safe location and consider lining trucks up next to each other.
6. Help Your Neighbor to prepare, check in after the storm passes and help them evacuate, if necessary.
7. Complete a Written Plan for businesses the Hurricane Preparedness information should be included in the Facility Emergency Action Plan. The plan should include a contact list, what/how to prepare and all personnel (or family members) should be trained on the plan.

Another useful document to help you prepare has been developed by the GAWDA Safety Committee, “Flood Emergency Preparation.”

This document is available on the [GAWDA website/ Members Only Documents/ Sample Safety Practices](#).

If you have further questions concerning safety policies, how to prepare a Hurricane plan for your location, or if you would like your policies/ plan reviewed, please contact:

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