



In-Cab Driver Safety Protocols - Revised

The Concrete Ontario Health & Safety Committee has been working diligently to provide COVID-19 resources and concrete industry best practices. This bulletin addresses the recommended best practices for in-cab driver training and mentoring of newly hired ready mixed concrete drivers. Although this document was originally sent out on May 8, 2020, it has been revised on November 19, 2020 to address current Ministry of Labour requirements.

The Committee urges all members to continue following government and health organization recommendations to reduce the risk of spreading COVID-19. Ontario has released sector specific safety guidelines and continues to update employer requirements to protect workers, customers, and the general public. For more information pertaining to our industry see [Construction site health and safety during COVID-19](#).

General Hygiene Practices:

- Keep a safe distance of no less than 2 m (6 ft) when interacting with others.
- Avoid touching your eyes, nose, and mouth to prevent the spread of germs.
- If coughing, use a tissue, the corner of a sleeve or your elbow to reduce the risk of spread, immediately wash hands for 20 seconds or use a commercial disinfectant such as Purell.
- Common or shared touch surfaces must be disinfected between uses and whenever first used.
- Wash your hands frequently for at least 20 seconds, before and after eating or before touching your eyes, nose, or mouth.
- Report/Call your supervisor if you have any of the following symptoms:
 - Cough
 - Fever (temperature above 38°C or 100F)
 - Shortness of Breath
- Report to your supervisor if you are returning from international destinations (outside Canada).
- Report to your supervisor if you are highly susceptible to additional medical complications if infected with COVID-19 (for example reduced lung function, heart issues, immune disorders, etc.).
- Immediately report to your supervisor if you or a member of your household has been medically identified with COVID-19 and remove yourself from the immediate workplace.

Regarding the specifics of **In-Cab Driver Training**, the following areas should be considered.

Active Employee Screening:

- Starting September 26, 2020, **employers must actively screen every worker before they enter the workplace** at the start of their shift as per the [instructions issued by the Office of the Chief Medical Officer of Health](#).
- Since two employees will be required to be within 2 metres of one another while in the cab of the truck, it is critical that all employees complete an active screening compliant with the government's [COVID-19 screening tool for workplaces](#) health screening at both the start of the training.
- Addition measures, such as a temperature check may be included.
- If either employee fails to complete all stages of the screening protocol, then the training session should be rescheduled to a later date.

Remote Training

While remote training cannot be used for all aspects of the training process, there are tools that can be used effectively for a significant portion of the training program. Possible training tools include:

- **Virtual Classroom Training** – The recent explosion in the use of computer-based meeting software, with both audio and video features, has been critical for business continuity. Portions of the training program that are typically conducted in company meeting rooms can be conducted remotely, at either the office or at home. Tools such as Zoom, Microsoft Teams, Join-Me, GoToMeeting, Skype, Google Hangout, etc. allow companies to carry out training presentations and share slides/materials, while allowing for two-way dialogue between the participants. Many of these interactive systems also offer knowledge verification (testing) features, to ensure that key training concepts are understood.
- **Review of In-Cab Camera Video Footage** – For companies that have dash cams in their company vehicles, recording and reviewing actual driving footage from the previous day can provide significant training opportunities. This footage highlights the challenges faced by drivers on the road and can be used in constructive coaching sessions in a confidential and non-confrontational setting, using any of the online meeting programs outlined above.
- **CB Radios, Hands-Free Cell Phones, and Vehicle Tablets** – Some companies may have the ability to conduct remote in-cab driver training through company devices. By using the existing highway traffic act approved audio communication devices, it may be possible for a trainer/mentor to be outside the cab of the vehicle while still communicating with the driver. Please note that these types of systems are not recommended for use when the employee is actually driving on a public roadway.

In-Person Classroom Training

Where remote training cannot be accommodated, the training must be conducted following normal physical distancing protocols:

- Participants must be positioned a minimum of 2 metres from one another.
- All surfaces in the meeting room (tables, chairs, countertops, etc.) should be disinfected before and after the training.
- The use of paper handouts and the sharing of pens and normal office supplies is strongly discouraged. Wherever possible, the documentation should be provided to the participants in an electronic form.
- If there is the chance that participants will not be able to maintain physical distancing, then PPE and other controls should be put in place:
 - Face coverings (securely covering the mouth, nose and chin) should be used in indoor environments and anytime physical distancing may be a challenge. Company specific safety protocols must be followed.
 - Eye protection (safety glasses or full-face shields).
 - Gloves (standard work gloves for normal concrete truck discharge operations and nitrile gloves should be available in the cab of the truck).

General Vehicle Preparation:

- Begin and end each shift by cleaning your vehicle cab with a disinfectant. Clean and disinfect the steering wheel, frequently used levers, buttons and radio controls, seats, and anything generally touched with your hands.
- When cleaning the cab, ensure adequate ventilation and when possible allow time for the cab to air out before driving (10 minutes).
- Ensure that secure containers for disposal of the used PPE or cleaning supplies are available in the cab.
- Ensure each truck is always equipped with hand sanitizers and/or disinfectant spray and any other personal protective equipment that is required by your company-specific health & safety plan.
- When driving, consider keeping the windows partially open to provide ventilation. If windows cannot be kept open, ensure that the vehicle AC system is set to use exterior air and is not in the recirculation mode, particularly when more than one employee is in the vehicle.

In-Cab Driver Training

Where two employees **must** be in the cab, the following protocols should be followed:

- The general vehicle preparation protocols mentioned above should be followed, particularly disinfecting the cab of the vehicle both before, and immediately following the in-cab training.
- Confirmation that both employees have successfully passed the company medical screening and are showing no signs of illness before or during the training.
- Both the driver and trainer should wear a mask (cloth masks at a minimum or as per your company health & safety guidelines) along with company specified eye protection.
- The vehicle should contain nitrile gloves that can be used by either the driver or the trainer. Gloves should only be worn as required by your company-specific health and safety protocols.
- The cab climate controls should not be in "**recirculation**" mode and if possible both windows should be opened slightly for added ventilation (equal amounts to equalize pressures).
- Any changes in positions, such as an instructor moving to demonstrate driving techniques, require that the cab disinfecting protocols be repeated to ensure the safety of both driver and instructor. All cleaning materials must be properly secured following the disinfecting process after every change of position.
- An increased number of shorter training sessions may be required to limit the amount of time that both employees spend in the cab of the vehicle. Shorter sessions are advised rather than conducting full day in-cab training.

These in-cab safety procedures are designed to reduce the spread of COVID-19 by decreasing the potential of liquid droplets being transferred from one employee to another, when the recommended physical distancing measures are not possible. Installing physical barriers between the driver and passenger seats of the cab, such as plexiglass sheets or heavy-duty clear plastic (16 mil) dividers, has been considered by the industry. However, additional safety concerns have been raised regarding impaired visibility and sound, as well as the potential dangers of these barriers creating additional safety challenges in the event of a vehicle accident or roll-over.

Concrete Ontario Health & Safety Committee

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