

Winter Driving Procedure

Overview

The purpose of this procedure is to provide the SHSA employees with direction as to when travel should be suspended in the winter months. Travel in the winter months puts employees at a higher risk due to varying conditions. This includes, but is not limited to: blowing snow, white out conditions, icy roads, freezing rain, temperatures below -30°C, etc. These conditions have the potential to put SHSA employees in an unsafe situation.

Procedure

This procedure applies when driving outside of the city limits during the months of September through to April. Employees will:

- 1) Abide by the SHSA Safe Driving Policy.
- 2) Before departure check the weather and road conditions on one of the following websites:
 - <http://www.theweathernetwork.com/>
 - <http://www.highways.gov.sk.ca/road-conditions/>
 - <http://roadinfo.telenium.ca/sk/map/map17.html>
 - http://www.weatheroffice.gc.ca/canada_e.html
- 3) Under no circumstances travel when one or more of the following conditions are in effect at the time of departure or during the estimated time of travel, according to a reliable source:
 - The wind chill puts the temperature below -40°C
 - A weather warning is in effect
 - Travel is not recommended on the intended travel route
- 4) Not be recommended to travel at night, during the winter months.

If under any circumstances the employee feels the driving conditions are unsafe and/or are likely to create an unsafe environment, physical distress or fatigue, they should contact their manager or the CEO immediately.

Travel is not permitted under the above conditions unless otherwise permitted by the Chief Executive Officer prior to departure.


CEO

03/01/2011
Date