

Safety/Emergency Kits for Fleet Vehicles (January 25, 2011)

Dear NETS Member,

January 25, 2011

Jeri Hall (GE Healthcare) submitted a question regarding safety/emergency kits in company vehicles.

Member responses follow Jeri's full question, below.

Please contact me if you have any questions or suggestions.

Thank you to those who provided responses.

Yours truly,

Jack Hanley

NETS

Executive Director

jhanley@trafficsafety.org

QUESTION

I would like to present a question to the NETS group on the following:

1. Does your business supply safety kits (flashlights, flares/reflector triangle, fire extinguishers, cables, scrapers, first aid kits, etc.) to your fleet drivers? If so, what are the items that you supply? If you don't supply these, do you communicate recommendations to your employees on what to carry?

Thank you!

Jeri Hall

Environment, Health & Safety (EHS) Leader

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JMH

NETS

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Safety/Emergency Kits for Fleet Vehicles (January 25, 2011)

		SAFETY KIT RESPONSES
1	Anon.	We only provide the employee with whatever the car comes with (example: tools to fix a flat tire). Our fleet management company provides emergency roadside assistance. We may consider some future guidance.
2	Cephalon <i>Jonathan Kamanns</i> <u>jkamanns@cephalon.com</u>	<p>Our business does not supply safety kits with our vehicles. However, we do provide 24-hour emergency roadside assistance for our drivers through our FMC information line.</p> <p>We have however utilized our communication channels to remind our employees that they should have an emergency kit for any vehicle that the family drives. AAA has a good list that should cover most emergency situations.</p> <ul style="list-style-type: none"> → Accident reporting kit → Water → Basic First Aid Kit w/sun block and aloe → LED flashlight w/extra batteries → Clean rags or roll of paper towels → Warning devices (flares or triangles) → Jumper cables → Basic toolkit (screwdriver, pliers, adjustable wrench) → Non-perishable snacks (energy or granola bars) → Cell phone w/charger → Extra set of clothes → Abrasive material (sand, salt, cat litter) → Small shovel → Ice Scraper/Snow brush → Window washer solvent → 1-Qt of oil → Gloves, hat, scarf → Blankets → Sunglasses
3	Acushnet Golf <i>Terry King</i> <u>Terry.King@AcushnetGolf.com</u>	<p>Acushnet Company does require the following roadside emergency kit to be in company owned/leased vehicles. We do not currently require it in personally owned vehicles:</p> <p>Neon vest Reflective triangle Flashlight Fire extinguisher</p>

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4	Coca-Cola Amy Lokken <u>alokken@coca-cola.com</u>	<p>We supply items in vehicles including the following:</p> <ul style="list-style-type: none"> • Fire ext. • Reflector triangles <p>We do not provide any guidance on the other items.</p>
5	ExxonMobil Tom Bennett <u>tom.i.bennett@exxonmobil.com</u>	<p>1.1 Emergency Safety Kit</p> <p>All vehicles (company, personal) used by “Frequent Drivers” shall be equipped with an emergency safety kit. The following list suggests the types of equipment and/or emergency materials that may be considered for inclusion. This is not an exhaustive list but just a guideline. It is the responsibility of the local business units or Lead Country Manager to decide upon the equipment to be placed in their vehicles. Where company vehicles are provided with a roadside breakdown assistance service this will negate the need for many of the items listed below.</p> <ul style="list-style-type: none"> · General instructions and/or checklist for gathering accident information in the event of an accident. · Accident reporting forms. · Disposable camera (w/flash) (replace annually). · Disabled-vehicle warning devices (e.g., triangles, cones or lights). · Flashlight with batteries (replace batteries annually). · First aid kit (replace items prior to expiration). · Reflective safety vest. · Tire tread and pressure gauges. · Work gloves. · Items suited to region and weather conditions (e.g., snow boots, mittens, ice/snow scraper, emergency blanket (survival or “space” blanket), shovel, sand, traction mats, tire chains, etc.). · Weather-resistant carry bag to house contents of the Emergency Safety Kit. <p>Vehicle Emergency Safety Kits containing appropriate items from the list above will be provided as “standard equipment” for all company vehicles. Frequent Drivers using their own vehicles should also have a safety kit.</p> <p>If deemed essential, a fire extinguisher (dry chemical) and battery jumper cables may be provided. These are only to be provided to drivers who are fully trained and verified as competent. Use of these items without suitable training can introduce serious hazards.</p> <p>(Note: In some countries the local laws may require the</p>

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5	ExxonMobil con't	<p>mandatory fitting of a fire extinguisher to passenger vehicles. In these circumstances a fire extinguisher shall be provided in company vehicles.)</p> <p>Where practicable, consideration should be given to having some "pool" safety kits available for occasional drivers to borrow on an as-needs basis.</p>
6	Johnson & Johnson Sandy Lee SLee3@its.jnj.com	<p>1. Does your business supply safety kits (flashlights, flares/reflector triangle, fire extinguishers, cables, scrapers, first aid kits, etc.) to your fleet drivers?</p> <p>>> This varies by country. Many teams do provide safety kits. Many give these as forms of recognition gifts to drivers (vests, fire extinguishers, safety kits with first aid inside, jumper cables, spare tire inflation spray, emergency window hammers, triangles etc.)</p> <p>2. If so, what are the items that you supply?</p> <p>>> Below is a sample listing of what we (in US) offer drivers. Distribution mechanisms vary but most companies in the US refer their drivers to the company e-store where we make the kits available. Many companies reimburse the employee for the expense or arrange shipment directly to employee's home/office. Canada supplies most of the items that the US offers in the safety kits.</p> <p>1. If you don't supply these, do you communicate recommendations to your employees on what to carry?</p> <p>>> We also make a general recommendation to include safety kits, referenced in our guidelines.</p> <p>SAMPLE KIT CONTENTS</p> <p>Driver Console Kit <i>Auto Escape Tool Glass Break/Seat Belt Cutter LED Flashlight w/batteries Note pad / Pen Emergency Poncho Accident record / Witness / Diagram cards Ice scraper Tire Gauge Moist Towelettes</i></p> <p>Roadside Emergency Kit <i>Rugged two tone Black / Red Carry Case J&J Safe Travels First Aid kit "Smart" Jumper Cable System – w/instructions Can Of Tire Sealant / Inflator Flashlight & Emergency Signal Cone w/batteries Folding 12" reflective triangle Orange Vinyl Vest w/ Reflective Stripes Mylar "Space" Blanket Chemical Ice Pack Send Police / Distress Flag Emergency Poncho Non-Latex Gloves / Moist Towelettes Laminated kit contents card</i></p> <p>Please take the time to familiarize yourself with these items and note these recommendations:</p> <ul style="list-style-type: none"> * The Driver Console Kit should be stored within reach of a driver in an easily accessible storage location. * Safely secure the Roadside Emergency Kit in the trunk of your vehicle to prevent the effects of sudden stops, turns or impact. * Do not keep the Can of Tire Sealant / Inflator in the driving compartment of the car; store within the kit inside the trunk of your vehicle. Please follow the warning label on the can.

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7	Landis-Gyr Jeanne Kubeck <u>Jeanne.Kubeck@landisgyr.com</u>	<p>The following items are required in the fleet vehicles and the company supplies these to the employees:</p> <ul style="list-style-type: none"> → First Aid Kit → Fire Extinguishers - Mounted & Inspected → Cell Phone - For Emergency Use → Flashlight - With Spare Batteries → Drinking Water → Traffic Cones → Strobe or Rotating Light → Emergency Response Plans - Collision / Injury → Tire Pressure Gauge → Reflective Traffic Vests → Snow/Ice scraper
8	Lilly Beth Stamer <u>stamer_beth_a@lilly.com</u>	<p>Safety Kits for Fleet vehicles are a business decision / expense not Fleet's.</p> <p>One of our business units provides a standard safety kit to all drivers with flashlight, flares/reflector triangle, fire extinguisher, jumper cables, and first aid kit. The biggest issue was storing extra kits in the warehouse we use for promotional materials. The safety kit vendor was not able to provide appropriate MSDS's to meet the storage facilities requirements so we had to come up with an alternative solution for storage/delivery.</p>
9	Novo Nordisk Donna Bibbo <u>dbib@novonordisk.com</u>	<p>Novo Nordisk does not supply safety kits to drivers in the US, but we are starting a program to do so in Canada. We have a lot less vehicles there so can afford the cost. Depending on our experiences with that, we will look at doing in the US. When I was with Pharmacia in the 90's, we provided them with all new vehicles directly through our leasing company.</p>
10	PSEG Lee Wallace <u>Lee.Wallace@pseg.com</u>	<ul style="list-style-type: none"> → Commercial vehicles (weighing over 26,000 lbs.) are the only vehicles equipped with triangles and fire extinguishers per DOT regulation. → Vehicles used by bargaining unit personnel and their supervisors are equipped with first aid and burn gel kits. → Flashlights are provided to those work classifications that require them as part of their job scope-work at night, in basements, etc. → Jumper cables are not supplied. → Ice scrapers and roof brooms available via the storeroom.

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11	Anon.	<p>Our vehicle safety kits are supplied by the various business units as needed. Corporately, we do give a recommendation as to what should be in them.</p> <p>Items included in this recommendation: <i>small first aid kit, reflector set, reflective vest, jumper cables, blanket, winter clothing, fire extinguisher, flashlight, ice scraper, tire gauge, tire tread depth gauge, leather work gloves, safety glasses, screwdriver and pliers</i></p>
12	Roche/Genentech Fred Choy choy.fred@gene.com	We are handing out (1 time only) an emergency kit to our sales force employees at our 2011 National Sales Meeting. The kit consists of cables, first aid kit, reflective vest, emergency blanket, flashlight, etc.....
13	Roche Diagnostics Francine Seguin francine.seguin@roche.com	This is a great question! Currently, we are not offering anything. However, following a Critical Task Analysis, employees have requested that we provide the following: reflector triangles (less dangerous than flares and reusable), snow shovels and snow brushes (we are in Snow Country - Canada), a blanket, a flashlight and a first aid kit, to name a few. I am curious to find out what other companies are providing. It may inspire us to do the same.
14	sanofi-aventis Tom Cosentino Thomas.Cosentino@sanofi-aventis.com	<p>We supply safety kits to our field sales people. They purchase them directly from our on-line office supply vendor and they put the cost in on an expense report. We request the employee move the kit to their next car when they are issued a new vehicle. Specifics about the kit are:</p> <p>Safety Kit Description</p> <p>>> Roadside Emergency Kit - 72 Pieces Sanofi-aventis Quote: \$34.75/kit – Delivery in 5-7 Business Days - No freight will be incurred.</p> <p>>>The Safety Kit includes: (1) Booster Cable, (1) Glo Stick, (1) Help Sign, (1) Flashlight, (1) Siphon Pump, (1) Tie Down, (1) Rain Poncho, (31) Cable Ties, (1) Space Blanket, (2) Cloth Gloves, (1) Electrical Tape, (1) Multitool, (1) Tire Sealant, (2) Plastic Gloves, (25-pc) First Aid Kit and (1) Carry Bag</p>
15	Shell Rich Stoyko richard.stoyko@shell.com	In Retail, we supply a roadside safety kit via our local Safety Committees that contains at a minimum – a fire extinguisher, reflector triangles, jumper cables, a small first aid kit, and a few tools like screwdrivers/pliers. We remind our drivers frequently to check their kits and ensure they are being maintained. It has been a bit challenging to manage upfront since we don't always know when new cars are being assigned so we are in the process of moving this responsibility over to our third party fleet management firm.
16	Sunoco Bill Sanicky wmsanicky@sunocoinc.com	An Ice scrapper is about it. All of our passenger vehicles are leased and come with a road assist program.

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18	AstraZeneca Mary Rose <i>mary.rose@astrazeneca.com</i>	<p>At AstraZeneca we issue a trunk organizer to new hires assigned a company car. The organizer is shipped to the employee with the following contents:</p> <ul style="list-style-type: none"> → Fleece blanket → Weighted reflective safety triangle → First aid kit → High intensity flashlight → Can of “Fix a Flat” → Pen type tire pressure gauge <p>The trunk organizer is issued 1X only and there is no process for replacement of lost, stolen or used items. With manager approval, if an employee needs to replace any of these items, those items can be expensed to the company.</p>