



Title: Anti-Idling Policy

Version: 1.4

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Document	Rev #	Date	Originator	Details of Change
POL-007	1.0	2012-07-11	SQT	Original Draft
POL-007	1.1	2015-11-24	SQT	Updated title page, updated signature
POL-007	1.2	2016-05-01	SQT	Updated signature to President
POL-007	1.3	2016-08-12	SQT	Updated title page and format
POL-007	1.4	2018-10-02	SQT	Updated signature to P. Morris

Our Commitment

At Squamish Terminals, we are committed to reducing unnecessary vehicle/equipment idling as a means of providing a healthy, safe and productive work environment for all employees and visitors. Squamish Terminals believes that a vehicle idling reduction program will result in health and environmental benefits, improve air quality and a savings in fuel. The purpose of this policy is to establish guidelines for unnecessary idling of vehicles/equipment by employees and visitors while on company property.

Scope

1. No employee or visitor is permitted to idle vehicles/equipment on Squamish Terminals site at any time (including non-business hours), as follows:
 - a. Personal vehicles and any vehicle/equipment owned, leased, rented or chartered by Squamish Terminals.
 - b. On any company grounds and property – including fields and parking lots – owned, leased, rented or chartered by Squamish Terminals.
2. Suppliers, contractors, volunteers or other persons performing services on behalf of Squamish Terminals are prohibited from idling vehicles/equipment at any time on company property.

Definitions

1. **Idling**
For the purpose of this Anti-Idling Policy, idling is defined as the operation of a vehicle/equipment while it is not in motion and not being used to operate auxiliary equipment that is essential to the operation of the vehicle/equipment.
2. **Fuels**
For the purpose of this policy this includes all vehicles/equipment that run on fossil fuels which include gasoline, diesel, propane, hydrogen and natural gas.
3. **Vehicles/Equipment**
For the purpose of this policy, vehicles/equipment refers to cars, light trucks, vans, heavy trucks, snow equipment, loaders, street sweepers, and any other equipment operated by employees and visitors and utilizing fossil fuels.

Procedures

1. Initial Warm-Up
Equipment will be started in accordance with our standard operating procedures with the understanding that idling times will be kept to a minimum. The vehicle/equipment will be shut off 5 minutes after the start of the shift, if not in use.

2. Operation of Vehicles/Equipment in the Field
 - a) No operator shall idle the engine of vehicles/equipment in excess of 1 minute, if the vehicle/equipment is stopped for a foreseeable period of time. Operators making multiple or frequent stops that require their vehicle/equipment to be stationary for time periods of several minutes may idle up to 3 minutes in such circumstances.
 - b) When engines must be left running for any reason, the operator must remain with the vehicle/equipment.

Exceptions

1. This policy does not apply to the following vehicles, equipment or situations. Operators must use their own discretion in certain situations.
 - a) Emergency vehicles and equipment are exempted while engaged in operational activities such as fire, police or ambulance services.
 - b) Vehicles assisting in an emergency activity are exempt.
 - c) Where engine power is necessary for an associated power need such as, but not limited to, electrical power, compressed air and various power take-off devices such as auxiliary hydraulics.
 - d) Vehicles/equipment may idle for the purpose of defogging, defrosting or deicing windows. Idling must end when fog, frost or ice conditions have been eliminated. When window ice or frost conditions are present, attempts to remove snow, ice or frost from the windows with a scraper must be attempted before idling.
 - e) Employees and visitors may idle vehicles/equipment for the purpose of getting warm and/or dry if indoor accommodations are not available at the work site.
 - f) During the winter season with below zero temperatures and/or blizzard conditions and during summer periods of extreme heat, extended idling periods may be necessary for the well being of the operator and passengers.
 - g) This policy does not apply to vehicles/equipment being serviced or inspected.
 - h) Where safety may be compromised by shutting down the engine, vehicles/equipment may be required to idle.

Signage

Signs and stickers will be posted in a manner and location that adequately notifies employees and visitors about the site wide Anti-Idling Policy.

Enforcement for Employees & Visitors

Consequences for employees and visitors engaging in the prohibited behavior will be provided in accordance with the company's standard disciplinary procedure. Employees and visitors who idle their vehicles/equipment unnecessarily will be asked to turn their engines off while on company property or to leave the premises. Please report any idling to the on-call Operations Superintendent at

Superintendent at

(604) 328-0286. Squamish Terminals reserves the right to turn off the ignition of any company vehicles found idling unnecessarily.

Squamish Terminals' Responsibilities

As an employer, Squamish Terminals has a responsibility to be aware of what is happening in the workplace and to enforce this policy. The success of this policy; however, will depend on the thoughtfulness, consideration and cooperation of all employees and visitors. All of us share in the responsibility for adhering to and enforcing this policy.

Approved By:



Paul Morris
Terminal Manager