**PERSONAL PROTECTIVE EQUIPMENT**

* **Safety Helmet**– properly fastened below the chin
* **Hi**-**Vis** Clothing
* **Personal First Aid Kit**
* **Bike Tire Repair Kit**
* **Weather-related** (clothing, food, water)
* **Eye Protection**

**GENERAL**Cycling Procedures and Practices *-* Must be followed for all workers and dependent contractors using bicycles or e-bikes in their work tasks or processes.

* All bikes/e-bikes must be signed in and out and when returned, e-bikes should be placed on their chargers by the person who last used them before signing them back in.
* Check battery charge on all e-bikes before you start your pre-trip inspection.
* Complete and submit your travel plan /itinerary and check in schedule with your supervisory before you begin your pre-trip bike inspection.

**DAILY CHECKLIST**

* Conduct and record a pre-trip bike/e-bike inspection prior to any fieldwork and as required if cycling to/from the office. Adjust your bike seat height and mirrors for a clear unobstructed vision behind /beside you.
* Repair all defects and conditions affecting the safe operation of your bike / e-bike promptly; do not use it if it is unsafe to do so.
* Secure all objects in saddle bags/panniers and or baskets on the racks. Check repeatedly throughout the trip to ensure everything remains secured.
* Check the weather and access road conditions, and dress appropriately for the weather expected including wearing eye protection – whether sunglasses or clear lenses. All bikes can operate at a speed by which you must protect the eyes from particulates.
* Follow all typical road cycling rules and be respectful of other road users (e.g. use hand signals, stay to right side except when turning left, check behind you if changing lanes/crossing the road, avoid tight spots, etc.)
* Use lights whenever operating a bike /e-bike, regardless of light conditions or time of day or night. Wear HI-Vis clothing to enhance your visibility
* Do not cycle distracted, fatigued, or under the influence of drugs or alcohol. Stay on your side of the road and use bike lanes when available. Be visible!
* Cycle defensively. Do not exceed appropriate speeds for road conditions. Do not tailgate. Lower your speed as required to meet adverse conditions such as reduced visibility (dust, fog, rain), slippery and variable road surfaces (loose gravel, ice, mud), narrow road widths (particularly if over-width vehicles may be present), steep favorable/adverse gradients, frequent traffic, and if recreational users without radios.
* Respect that loaded logging trucks and lowbeds have the right of way on single lane roads.
* Pass trucks or equipment only after you receive a clearly visible and/or audible signal from the operator.
* Carry bear spray, place bear bells on the bike to create additional noise, to alert wildlife of your approach. Stay alert. Always be situationally aware.

**RADIO USE**

* If cycling on an FSR with frequent traffic (particularly industrial vehicles), use a radio if safe to do so.
* Complete radio check to ensure correct frequency prior to entering radio-controlled area.
* Do not cycle by the radio. Always expect oncoming traffic.
* Call your position according to the local radio protocol and signage. Be sure to call kms more frequently if on a bicycle or e-bike and state that you are on a cyclist. Refer to your ERP booklet (pg. 14) for calling protocols.
* Notify other radio equipped vehicles of oncoming non-radio equipped traffic.
* Do not use road radio channels for conversations, use only for road traffic protocols. Use loading channels or a “quiet” frequency for conversations, but not while driving. Refer to your radio channel list and reference map.
* Pull over and safely park when talking on the radio/cell phone for an extended period of time. Call your parked km on the traffic channel prior to switching channels or turning down your radio.

**PARKING / TURNING AROUND**

* Park or turn around in areas clear of traffic, away from activity if possible, in pullouts or extra wide straight sections of road. Lights must always remain on whenever the bike is infield.
* Never lay your bike down in the middle of an actively used road.
* If leaving your bicycle or e-bike, lock it securely in a safe area.

**BIKE SENSE:
The BC Bicycle Operators Manual can also be referenced at:**

* <https://bccycling.ca/bikesense-index>