

M5-EN.9. MENTAL LOADS, PLANNING AND OTHER HAZARDS

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Short description of the section:

In this section examples of typical **mental loads** **##G23##**, work planning and other risk factors that a driver of a land transportation company is subject to are presented and analyzed.

The **goal** of this section is:

- Distinguish types of typical mental loads, work planning and other risk factors that a driver of a land transportation company is subject to;
- Present examples of manifestation of these risk factors and describe them;
- Give recommendations for safety measures.

Material of this section will assist the employer and company owner in adjusting recommendations for determining mental loads, work planning and other risk factors, methods of risk prevention and safety measures for his company

M5-EN.9.1. Mental loads (M5.9.1.1.jpg)

M5-EN.9.1.1. Activities, social conditions, safety measures

In the assessment of **activity and social conditions as mental load** the following shall be **examined and identified**:

- Is the driver able to drive (and has other cogitation skills) in the road traffic?
- Does the driver have sufficient information about his job and is he regularly informed about potential hazards?
- Are relations and communication with co-workers good?
- Are there conflicts between employees?
- Are morbidity and employee turnover rates high?

The following **safety measures** are recommended to reduce the adverse effect of **activity and social conditions as mental load**:

- Regular health checkups;
- Informing drivers on a regular basis;
- Instructing;
- Safe driving training;
- Regular discussions encouraging cooperation between co-workers;
- Face-to-face conversations to avoid ungrounded discontent or conflicts;
- Planning, consideration of work arrangement and methods of performing the work.

M5-EN.9.1.2. Work planning

In the assessment of **work planning as mental load** the following shall be **examined and identified**:

- Does the driver often drive in peak traffic?
- Does the driver often drive long distances?
- Does the driver often have to face obstacles on the road (e.g. traffic jams) and abide to strict delivery terms?
- Does the driver often go alone to an unknown destination?
- Does the driver have to make quick decisions (e.g. accept or refuse unexpected transportation order) instead of the employer?
- Does the driver often drive under difficult conditions (e.g. rain, snow, slippery road, fog or darkness)?
- Does the driver often drive under extreme weather conditions (e.g. heat in the summer)?
- Is the driver regularly informed about the relevant provisions of legal acts?
- Is there an internal vehicle's inspection and maintenance plan the compliance of which is controlled?
- Do employees participate in the drawing of the transportation (hauling) task?
- Is accident analysis presented and discussed with employees?
- Do employees have a possibility to submit proposals on the arrangement and safety of work?
- Are employees informed that the vehicle's suitability for driving and safety has to be inspected before every trip?

M5-EN.9.1.3. Safety measures

The following **safety measures** are recommended to reduce the adverse effect of **work planning as mental load**:

- Prevent fatigue caused by prolonged concentration of attention (e.g. provide for sufficient rest-breaks, choose the working time properly; shorten distances covered per day etc.);
- Reduce or eliminate aggressive driving styles that may cause accidents, reduce psycho emotional load (e.g. mobile phone to inform about delayed arrival to the destination place, provide sufficient time for the trip; autogenic training or other methods of relaxation and stress management);
- Reduce hazards caused by lateral or personal activities, increase attentiveness to traffic events (e.g. navigation system with hands-free speaking options etc.);
- Avoid conflicts arising from incompetent decisions (e.g. possibility to discuss things with the employer on a mobile phone etc.);
- Reduce potential hazard caused by weather conditions, personal errands, fatigue (e.g. provide with sufficient time for the trip; use adequate tyres according to weather conditions; air-conditioning system in the vehicle, driving breaks etc.);
- Training;
- Appoint persons in charge of the vehicle's inspection and maintenance;
- Involve employees in the planning process;
- Discussions with employees, submission of proposals, on-going quality improvement process;
- Instructing.

M5-EN.9.2. Planning (M5.9.2.1.jpg)

M5-EN.9.2.1. Risk factors

In the assessment of **work planning** risk factors we have to **consider** the following:

- Progress of work;
- Time of work;
- Qualification;
- Instructing; and
- Responsibility.

In the assessment of the manifestation of **work planning risk factors** the following shall be **examined and identified**:

- Is other type of work in addition to driving performed (e.g. selling tickets to passengers, loading, and vehicle maintenance)?
- Is specified work schedule complied with?

- Is driving regimen complied with?
- Does the driver comply with the break and rest time requirements?
- Are all persons who independently operate (drive) moving vehicles or working equipment (e.g. buses, forklifts) are authorized, have adequate skills for this job, are trained (driver's license) and instructed?
- Must the driver hold a permit for carrying passengers?
- Are employees instructed before employment and regularly during employment period about potential hazards (e.g. hazardous cargo) as well as measures to avoid them?
- Are employees acquainted with the type of the vehicle?
- Are employees instructed how to unhook the trailer and prevent it from moving?
- Is the driver instructed about his actions in the event of vehicle failure?
- Do employees understand their liability?

M5-EN.9.2.2. Safety measures

The following **safety measures** are recommended to reduce the adverse effect of **work planning**:

- Organize the work in an expedient manner to avoid side work not within the driver's job description;
- Ensure strict compliance with work schedule;
- Comply with the driving regimen and break and rest time requirements;
- Training and instructing (e.g. safety training);
- Regular permit control (driving permit, permit to transport hazardous cargo, to carry passengers etc.);
- Ensure safety by instructing (e.g. instructing questionnaires etc.);
- Have and use reflective vests, warning lights and emergency triangle;
- In the event of failure notify the contact person of the company;
- First aid instructions;
- Explain the employees about their liability in order to avoid accidents and injuries (e.g. clear competence requirements, control etc.).

M5-EN.9.3. Other risk factors (M5.9.3.1.jpg)

M5-EN.9.3.1. Personal protective equipment and other risk factors

There other potential risk factors that may be faced by the drivers of a land transportation company:

- Personal protective equipment;

- Technical condition of the vehicle;
- Adverse effect on skin;
- Hazards related with other persons;
- Animals;
- Plants and vegetable products

For example, in the assessment of personal protective equipment the following shall be **examined and identified**:

- Is personal protective equipment adequate and efficient?

To avoid unnecessary loads in using personal protective equipment, the following safety measure is recommended:

- Carefully select personal protective equipment in accordance with the type of work and normative requirements.

M5-EN.9.3.2. Technical condition of the vehicle (M5.9.3.2.mpg)

Inappropriate technical condition of the vehicle may endanger people's safety, human health and environment; therefore before using the vehicle the driver shall assess its technical condition. Although the responsibility to arrange regular technical inspection of vehicles lies with the head of the company or his duly authorized person, however the driver shall additionally check up the following things before using the vehicle:

- Is the vehicle's body faultless; are there no leakages of fuel, brake cooling and shock absorbers fluid, are gas tanks and valves airtight in gas driven vehicles systems;
- Are licence plates, windshield, windows and all lights free of dirt (clean, if necessary)?
- Is the vehicle's lighting system in good order with properly functioning headlights (high beam lights, low beam lights, fog lights) and tail lights and parking lights?
- Do turn and lane-change signals function properly?
- Are hazard warning lights in proper order?
- Is truck and trailer coupling device faultless?
- Are door and bonnet locks faultless?
- Is there enough oil in the crankcase (refill, if necessary)?
- Is there enough fluid in the radiator, brake system, hydraulic gear of the clutch, electrolyte in the battery and fuel in the tank?
- Are all systems of the vehicle airtight and do not leak fluid or fuel?
- Do windscreen wipers and washers function properly?
- Does the free movement of clutch and brake pedals comply with that specified in the vehicle's manual; does the parking brake function properly?
- What is the of the steering wheel free movement?
- What is the air pressure in the tyres, are the wheels fixed properly?
- Is the tool kit complete, are all tool in good order?

- Is the vehicle equipped with a first-aid kit, a fire extinguisher, a towing line, safety belts?
- Is there heating in the cabin during winter time?

Safety measures. All technical faults of the vehicle shall be immediately reported and repaired; otherwise operation of the vehicle is dangerous and prohibited.

M5-EN.9.4. Self study assignment

On the basis of information presented in this section draw a list of **mental load, work planning and other risk factors** in the typical driver’s workplace in your company.

If the risk factor is defined by standard parameters, name the **regulations** related with the risk factor and **instructions** that have to be complied with.

Choose appropriate **measures (technical, organizational, personal) for elimination of risk factors** and determine whether **additional consultation of specialists** is required. If statutory acts provide for such (e.g. pursuant to legal acts on accident prevention), point that out.

Specify **who is responsible** for implementation of selected measures and when they must be implemented.

Fill in Table 10. You may use the template **##D10##**.

Table 10

Company:

Person in charge:

Job:

Date:

Type of work, work equipment, workplace	Risk factors/ shortcomings/ loads (factor)	Factor related explanations and references	Regulations and working instructions	Measures: Technical, Organizational, Personal	Implementation (who) (when)