

TEMPLATE

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)
	Activity and social conditions as mental load	<ul style="list-style-type: none"> - 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 and high? 		<ul style="list-style-type: none"> - 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. 	
	Work planning as mental load	<ul style="list-style-type: none"> - 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 cumbersome 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 		<ul style="list-style-type: none"> - 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 withy 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; 	

		<p>proposals on the arrangement and safety of work?</p> <ul style="list-style-type: none"> - Are employees informed that the vehicle's suitability for driving and safety has to be inspected before every trip? 		<ul style="list-style-type: none"> - Involve employees in the planning process; - Discussions with employees, submission of proposals, on-going quality improvement process; - Instructing. 	
	Organization	<ul style="list-style-type: none"> - Is other type of work in addition to driving performed (e.g. loading, selling tickets to passengers, 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? 		<ul style="list-style-type: none"> - 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.). 	
	Personal protective equipment	<ul style="list-style-type: none"> - Is personal protective equipment adequate and efficient? 		<ul style="list-style-type: none"> - Carefully select personal protective equipment in accordance with the type of work and normative requirements. 	