Self-assessment of work travel safety

Safe work travel is a key element of occupational safety at every organisation. It is essential that road traffic safety be integrated into the occupational safety processes and safety culture of all workplaces. Improved work travel safety will promote the occupational safety, working capacity, health and wellbeing of staff.

Work travel means commuting between home and workplace and travel undertaken for business purposes during the working day.

This tool is intended as an instrument for workplaces to assess the current state of their work travel safety and to support the continuous improvement of work travel safety. In particular, the tool is addressed to the management, the occupational health and safety organisation and those responsible for the safety of work travel. The tool is designed to be used as an aid for regular assessment, and it helps monitor the development of work travel safety. Finally, assessment of the various sectors will provide material and tips for your following year's action plan.

Sectors assessed:
1. Leadership and employee participation
2. Planning and the activities
3. Cooperation
4. Continuous development

Instructions for use:

If your workplace has previously not invested in work travel safety, what matters is not the assessment score, but rather that you identify issues which are working well and, on the other hand, which you need to work on. When you repeat the assessment annually or every two years, the scoring will show the sectors where you have made progress.

Evaluate the safety of work travel at your workplace and, under each item, select the score that best illustrates you. If a criterion is clearly satisfied, select the higher of the scores indicated for the item. If a criterion is only partially satisfied or if you are unsure, select the lower score. If a criterion is not satisfied at all, the score for that item will be 0.

Add up the scores of all sectors.

When filled out electronically, the form will add up the scores automatically. When using the paper version, add up the scores manually, and insert the final score into the table at the end of the form. Based on the scores, you can identify what works well and what you may need to improve at your workplace. The scores should be treated as indicative. It is essential that you discuss and work on the themes together and formulate an understanding of the current state of work travel safety at your workplace.

1. Leadership and employee participation

	Baseline (0–1 point[s]): Work travel safety should be developed	Good level (2–3 points): Work travel safety works well	Excellent level (4–5 points): Work travel safety is excellent	Score
Leadership and commitment Work travel safety touches the entire organisation. Senior management show leadership and commitment to improving work travel safety, and they support superiors in their own area of responsibility.	• Work travel safety issues are not reported to the organisation's management. • The management do not take overall responsibility for development.	• The management recognise their responsibility, welcome the work travel safety efforts and regularly monitor the implementation of those efforts. • There is reporting to the management on work travel safety, and the management take the necessary decisions.	• The management are committed to improving the safety of work travel, and they lead by example. • The management ensure that working hours and other necessary resources are reserved for planning and development as well as for maintaining the activities.	
Roles, responsibilities and authorisations There are defined and recorded roles, responsibilities and authorisations for improving the safety of work travel.	• No responsible persons have been appointed. • Only the occupational health and safety organisation is responsible for developing the activities.	• The responsible person(s) has/have been appointed clearly and is/are known to the entire work organisation.	• The responsibilities and authorisations of the key roles have been defined, recorded and communicated at all levels of the organisation.	
Employee consultation and participation At all levels and functions, your workplace ensures employee consultation and participation in improving the safety of work travel.	• Staff do not have an opportunity to participate in planning and improvement.	• Staff have an opportunity to participate in planning, implementing and continuously improving work travel safety. • Your workplace has defined how and in what type of issues staff are involved.	• Your workplace has created the necessary channels and allotted time for the consultation and involvement of employees. • At the workplace, there is communication on the importance of staff in improving work travel safety. • Staff are encouraged to actively participate in the improvement of work travel safety.	
			Score for this section (0–15 points)	

Comments:

2. Planning and the activities

	Baseline (0–1 point[s]): Work travel safety should be developed	Good level (2–3 points): Work travel safety works well	Excellent level (4–5 points): Work travel safety is excellent	Score
Hazard identification and risk management At the workplace, hazards are identified proactively and risks are assessed. There are tools in use for this.	• Work travel safety risks are not identified or managed systematically. • Measures are carried out only to a minimum level.	• At the workplace, the major and recurring work travel safety risks are identified. • Your workplace has in place recorded instructions for carrying out a work travel risk assessment.	• Your workplace has in place a dedicated policy for work travel risks assessment, and it is used actively. • The measures aiming to mitigate risks and hazards have been defined. They are monitored and updated on a regular basis.	
Guidelines for staff Your workplace has in place recorded guidelines for safe work travel.	• No consideration is given to the safety of work travel. • Your workplace has in place scattered guidelines for mobility, but they mainly concern issues such as costs and time use rather than safety.	• Your workplace has in place comprehensive guidelines on safe mobility. • The guidelines are known to staff, and compliance with them is monitored. • The guidelines are used as part of induction.	• Staff contribute to the compilation and development of the guidelines. • The guidelines are updated on the basis of the feedback received. • There is regular communication on the guidelines to staff.	
Safety equipment and protective equipment The use of safety equipment and protective equipment must be part of the safety culture of the workplace. Safety equipment and protective equipment include helmets, studded shoes, lights and reflectors.	• The employer communicates about safety equipment and protective equipment on a general level. • The employer has not defined guidelines for the use of safety equipment and protective equipment.	• The employer encourages staff to use safety equipment and protective equipment during work-related travel. • The employer has defined guidelines concerning the use of safety equipment and protective equipment when travelling for business purposes during the working day.	• The employer enables the use of safety equipment and protective equipment in work-related travel through means such as joint acquisitions. • The employer requires that safety equipment and protective equipment must be worn when travelling for business purposes during the working day.	

	Baseline (0–1 point[s]): Work travel safety should be developed	Good level (2–3 points): Work travel safety works well	Excellent level (4–5 points): Work travel safety is excellent	Score
Vehicles The employer takes responsibility for the vehicles used when travelling for business purposes during the working day (incl. the rental fleet), and for their suitability for use.	• There are no defined responsibilities or resources concerning the condition and use of vehicles. • When the need arises, the person appointed at your workplace will pay attention to the condition and equipment of vehicles.	• Your workplace has a channel to voice one's concerns and needs regarding vehicles. • For vehicles that are used, criteria and suitability for use have been defined. • All vehicles are serviced in compliance with a preventive maintenance programme.	• Staff are consulted on the vehicles used. • Your workplace has defined clear instructions to address failure and similar situations. • Safety is a priority in all vehicles. Example: the bus rented for the staff away day must have safety belts for every seat.	
Awareness, induction, and competence development At the workplace, there is communication about the work travel safety-related objectives, hazards, risks and defined measures, and about how staff can contribute to increasing the safety of work travel.	• Employees are not inducted on work travel safety. • Topical contents exist, for example, in the intranet, but it is up to employees to study them. • Staff are not provided with training on work travel safety.	• The induction contents have been gathered together in one place. Employee induction has been ensured. • The induction material is developed as part of the other safety material. • Induction is also provided regarding the vehicles used, depending on the job performed and, where necessary, when the fleet is updated. • Staff are provided with related training.	• Employees receive comprehensive induction concerning the mobility practices of the workplace. • The contents and the mentor are recorded, for example, in the induction programme, and the responsibilities are clear. • The feedback received on induction is utilised as part of the development work. • The people in the work community are aware of the differences between jobs and occupational groups, and training packages are designed on a needs basis. Participation in suitable training events is possible.	
			Score for this section (0–25 points)	

Comments:

3. Cooperation

	Baseline (0–1 point[s]): Work travel safety should be developed	Good level (2–3 points): Work travel safety works well	Excellent level (4–5 points): Work travel safety is excellent	Score
Cooperation partners Your safety activities will achieve the greatest impact when key stakeholders, including the insurer, occupational healthcare and subcontractors, are closely involved in the promotion of work travel safety.	• The question of work travel safety is not highlighted with cooperation partners. • No cooperation partners that are key in terms of work travel safety have been defined.	• The rules for safe mobility have been defined, and everyone (incl. contractors, traffic operators) is aware of them. • The work travel safety induction provided to cooperation partners follows a planned course, and the related responsibilities have been defined.	• Through leading by example, cooperation partners are encouraged towards methodical safety activities. • The cooperation partners of your workplace also have in their use a channel for reporting safety issues and observations. They are encouraged to report observations, and the observations are addressed.	
Communication Communication is one element of the safety work at your workplace. Your workplace has defined and recorded what aspects of work travel safety are communicated internally and externally, and how this is done.	• Communication is scattered and mostly unplanned. • Communication reaches only a small segment of staff.	• There is planned communication. • The communication reaches the majority of staff. • Your workplace communicates on how vital it is to comply with the work travel safety guidelines. • Your communication plan defines the relevant responsibilities, subject matters, contents and times.	• Communication is regular, planned and proactive. • The communication reaches all staff. • Implementation takes into account the diversity among the community (for example, language, culture, etc.). • Communication is performed in a way that is suitable for the target group, incl. events and campaigns. • Communication is also targeted at cooperation partners.	

	Baseline (0–1 point[s]): Work travel safety should be developed	Good level (2–3 points): Work travel safety works well	Excellent level (4–5 points): Work travel safety is excellent	Score
Traffic environment Your workplace traffic environment and its special characteristics, including geographical location and internal traffic, are taken into account in work.	• The safety of mobility is not a priority in the development of the traffic environment. • Shortcomings in the traffic environment are observed, but changes are rare. The potential to influence is felt to be low.	• Local special characteristics are taken into account in the work to develop the traffic environment. • Your traffic environment is being developed, yet decisions are taken primarily on the basis of other criteria than the safety of mobility.	• Your workplace traffic environment is being developed actively in cooperation with those maintaining the infrastructure. • Your workplace has defined what actions are required for the traffic environment in order to maintain and improve the safety of work travel. • Maintenance of the traffic environment is proactive and responsive to the circumstances.	

Score for this section (0–15 points)

Comments:

4. Continuous development

	Baseline (0–1 point[s]): Work travel safety should be developed	Good level (2–3 points): Work travel safety works well	Excellent level (4–5 points): Work travel safety is excellent	Score
Objectives, indicators, and assessment of effectiveness Objectives guide the activities in the long and in the short term. Defined indicators prepare the ground for the assessment of impacts and of effectiveness.	• No objectives or indicators have been set for work travel safety. • Measures are acknowledged as completed. Any possible assessment focuses more on activities rather than on their impacts.	• Objectives and indicators have been set for work travel safety. • The implementation of measures is reviewed systematically, yet impacts are assessed on a general level.	• Objectives have been defined; in the main, the indicators are proactive. • Monitoring and assessment is regular and continuous, and measures are developed on the basis of the assessment. • The effectiveness of safety activities is assessed, and there is communication on the results.	
Safety reporting, hazards, deviations and remedial measures Development is conditional on knowledge and an adequate understanding of the actual and possible risk situations. Staff can report safety deviations.	• Few work travel deviations are reported. • Staff cannot monitor how the reports made are decided to be addressed. • Accidents or hazards occurring during work travel are not investigated.	• The necessary channels for submitting observations and reports have been defined. • The risk items or near misses reported by staff are examined. • The employer controls the incidents that have occurred. • Some of the accidents or near misses occurring during work travel are investigated, but remedial measures are not identified or they are not taken systematically further.	• Staff are encouraged to report the risk items and near misses they detect. There is a low-threshold channel in use for submitting reports. • The employer controls and investigates the near misses and accidents that have occurred, and analyses the background and causes of accidents. • Reports are examined, steps are taken to actively address the risk items, and there is learning from near misses and accidents. Implementation of the remedial measures is monitored.	

	Baseline (0–1 point[s]): Work travel safety should be developed	Good level (2–3 points): Work travel safety works well	Excellent level (4–5 points): Work travel safety is excellent	Score
Sustainable mobility The employer encourages staff towards sustainable mobility, which means mobility modes and solutions that take careful account of the environment and society.	• The employer does not take a position on the mobility modes of staff. • The employer communicates on sustainable mobility modes.	• The principles for promoting sustainable mobility have been recorded. The sustainable mobility principles take ecological, economic and social aspects into consideration. • The employer recommends to primarily use sustainable mobility modes when travelling for business purposes during the working day.	• The employer recommends to use sustainable mobility modes in work travel and when travelling for business purposes during the working day. • Sustainable mobility is promoted through means such as employer-subsidised transportation tickets or employer-subsidised electric bicycles. • When possible, the employer's vehicles are low-emission models.	
Safety culture development Your workplace manages and promotes a safety culture that creates work travel safety.	• The safety culture does not feature any objectives or themes related to work travel. • Work travel safety is considered important, yet factors such as productivity and schedule pressure take precedence over safe choices.	• Your work community recognises the importance of the safety of the mobility of staff. • In the work community, there are ways to maintain and reinforce a good safety culture.	• The development of the safety culture and of the safety of mobility follows a planned, managed course, and it is a matter for the long term. • In the work community, an atmosphere prevails which encourages to make safe choices and develops the activities.	
			Score for this section (0–20 points)	

Comments:

Score

Table total score	Description
Points	**AT THE STARTING LINE / Baseline (0–25 point[s]):** It is clear that the various sectors of work travel safety need to be developed. These development efforts must be active and continuous. Priority should be given to concrete measures in order to achieve results. We encourage you to cooperate with the various actors at your workplace. Now you are on the move!
	ON THE WAY / Good level (26–50 points) You have identified areas of work travel safety that need to be developed, and you have carried out measures. You should continue pursuing this development work. You are on the way!
	WELL UNDERWAY / Excellent level (51–75 points) You have achieved an excellent level in the various sectors of work travel safety. As situations and needs can evolve, maintaining this excellent level requires continuous assessment and identification of development needs. Ensure continuous improvement!

Actions

Based on the self-assessment, what are the sectors of work travel safety where you have been the most successful (for example, 1–3 sectors or issues that work best)?
In your summary, take advantage of the scores you recorded for each section.

What are the work travel safety sectors or individual issues where you need to develop the most? To what aspects do you want to pay particular attention in future (for example, 1–3 sectors or issues that need to be developed the most)? **In your summary, take advantage of the scores you recorded for each section.**

How will you integrate the above measures into your action plan for the upcoming period? When will you repeat the self-assessment? What kind of objectives will you set for the next operation period? What is your target score for the next time you will carry out the assessment?