Self-assessment matrix

Safe work travel is a key element of occupational safety at every organisation, and it is essential that road traffic safety be integrated into the occupational safety processes and safety culture of all workplaces. Improved commuting safety will promote the occupational safety, working capacity, health and well-being of employees. Here and later in this tool, the term 'work travel' covers both commuting between the home and the workplace and the 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 for monitoring the development of work travel safety. Finally, assessment of the various sectors will provide material and tips for the following year's action plan.

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

Instructions for use:

For every item in the table, assess the score and the level that best illustrate the work travel safety activities at your workplace. 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.

The electronic version of 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

	Basic level (0–1 point[s]): *The safety of work travel should be improved*	Good level (2–3 points): *The safety of work travel functions well*	Excellent level (4–5 points): *The safety of work travel is at an excellent level*	Score
Leadership and commitment *Work travel safety concerns 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 improving the safety of work travel.	• The management recognise their responsibility, welcome the work travel safety efforts and regularly monitor the implementation of those efforts. • Work travel safety issues are reported to the management, 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 documented roles, responsibilities and authorisations for improving the safety of work travel.*	• The responsible persons have not been appointed. • It is only for the occupational health and safety organisation to develop the activities.	• There is clear appointment of the responsible person(s), and they are known to the entire work organisation.	• The responsibilities and authorisations of the key roles have been defined and communicated at all levels of the organisation, and the data on them are maintained and documented.	
Employee consultation and participation *The workplace employs processes at all levels/functions to ensure employee consultation and participation in improving the safety of work travel.*	• Employees are not afforded an opportunity to participate in planning and improving work travel safety.	• Employees are afforded an opportunity to participate in planning, implementing and continuously improving work travel safety. • There are defined objectives for employee participation at the workplace.	• The workplace has created the necessary channels, allotted time and organised training for employee consultation and involvement. • At the workplace, there is awareness of and active communication on the importance of involving employees in improving work travel safety.	

Score for this section (0–15 points)

Comments:

2. Planning and activities

	Basic level (0–1 point[s]): *The safety of work travel should be improved*	Good level (2–3 points): *The safety of work travel functions well*	Excellent level (4–5 points): *The safety of work travel is at an excellent level*	Score
Hazard identification and risk processing *The workplace has created and introduced, and it maintains, processes for continuous and proactive hazard identification and risk assessment and management in work travel safety.*	• Work travel safety risks are not identified or processed systematically. • Measures are carried out only to a minimum level.	• The workplace identifies the major and recurring work travel safety risks. • The workplace has in place recorded instructions to carry out a work travel risk assessment.	• The workplace has in active use a defined approach for assessing the work travel risks. • The measures aiming to mitigate risks and hazards have been defined and they are updated regularly.	
Documentation and workplace rules *The workplace has defined the information that should be documented in order to enable the monitoring of work travel safety and that is essential for effectiveness and for safety development.*	• No consideration is given to the safety of work travel. • The workplace has in place guidelines for some mobility issues but they mainly concern aspects such as costs and time use rather than safety.	• The workplace has in place comprehensive guidelines for mobility issues. • Employees are aware of these guidelines and compliance with the guidelines is monitored. • The guidelines are utilised as part of induction.	• Employees contribute to the compilation and development of the guidelines. • The guidelines and the rules of the workplace are updated, based on the feedback received.	
Safety equipment and protective equipment *The use of safety equipment and protective equipment can help employees prevent accidents or mitigate the consequences of accidents. Safety equipment and protective equipment include helmets, studded shoes, lights and reflectors.*	• The employer communicates about the good practices concerning the safety equipment and protective equipment for work travel. • The employer has not determined what the safety equipment and protective equipment are that should be worn when travelling for business purposes during the working day.	• The employer encourages employees to use safety equipment and protective equipment in work 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 travel through means such as joint procurement. • The employer requires that safety equipment and protective equipment must be worn when travelling for business purposes during the working day.	

Vehicle fleet *The employer takes responsibility for the fleet used when travelling for business purposes during the working day as well as for the fleet's suitability for use. The fleet may be composed of leased or own fleet and may include various type of vehicles.*	• No consideration is given to the condition, and the operation related issues, of the vehicle fleet, and the related responsibilities have not been defined. • When the need arises, the person appointed at the workplace will pay attention to the condition and equipment of the vehicle fleet.	• In intra-workplace communication, there is a dedicated channel to voice one's concerns and needs regarding the vehicle fleet. • Criteria have been defined for the vehicle fleet used. • All vehicles are serviced in compliance with a preventive maintenance programme.	• Employees are consulted on the fleet used. • The organisation has prepared clear instructions to address failure and similar situations. • Safety is a priority in all vehicle fleet. • Example: the bus rented for the staff away day must have safety belts for every seat.	
Awareness, induction, and competence development *Employees are briefed of the work travel safety related objectives, hazards, risks and defined measures as well as of how they can contribute to improving the safety of work travel.*	• Employees do not receive any induction in work travel safety issues. • Work travel safety contents exist, for example, in the intranet but it is up to employees to study them. • Employees are not provided with any training on the safety of work travel and of travel undertaken for business purposes during the working day.	• The induction contents have been gathered together in one place. Employee induction is ensured. • The induction material is developed as part of the other safety material. • Induction is also provided regarding the vehicle fleet used, depending on the job performed and, where necessary, when the fleet is updated. • Employees are provided with training on how to improve the safety of work travel and of travel undertaken for business purposes during the working day.	• 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 efforts. • 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

	Basic level (0–1 point[s]): *The safety of work travel should be improved*	Good level (2–3 points): *The safety of work travel functions well*	Excellent level (4–5 points): *The safety of work travel is at an excellent level*	Score
Stakeholders (for example, subcontractors, customers and service providers) *The safety activities will achieve the greatest impact when the key stakeholders are integrated into these activities. Key stakeholders might include specialised bodies from the insurer, the occupational health care unit or other external bodies.*	• The question of work travel safety does not arise when working with the cooperation partners. • The cooperation partners that are key in terms of work travel safety have not been defined.	• The rules for safe mobility have been defined and everyone visiting the workplace (inter alia, contractors, traffic operators) is aware of them. • The work travel safety induction provided to the cooperation partners follows a planned course, and the related responsibilities have been defined.	• Through leading by example, the cooperation partners are encouraged towards methodical safety activities. • The workplace's cooperation partners also have in their use a guided channel to report safety issues and observations. • Example: all drivers entering the area where the operations are carried out will be breathalysed and any infringements will be pursued.	
Communication *For work travel, the workplace has defined and documented the necessary communication processes for internal and external communications: on what to communicate, when to communicate, with whom to communicate, and how to communicate.*	• For work travel, no communication processes have been defined. • Communication is random and mostly unplanned. • Communication reaches only a small segment of the employees.	• Communication follows a planned course, and it can also contain campaigns. • Communication reaches the majority of the employees. • The workplace communicates on how vital it is to ensure compliance with the work travel safety guidelines. • The communication plan defines the responsibilities, subject matters, contents and dates that relate to work travel communications.	• There is regular, planned and proactive communication, and any issues detected are addressed in an active manner. • Communication reaches all employees. • Implementation takes account of the diversity among the community (inter alia, language, culture, etc.) • Where necessary, communication utilises campaigns that also involve action instead of mere communication. • Additionally, the views held by stakeholders are consulted when creating the communication processes.	

Operating environment *The safety activities take account of the diversity and geographical locations of the organisation's operating environment. Are the work community and the employees spread across different environments?*	• Mobility safety is not a priority in the development of the operating environment. • Shortcomings in the operating environment are observed but changes are rarely effected. The potential to influence is felt to be low.	• The operating environment is developed with due consideration of the local characteristics. • The operating environment is developed, yet decisions are taken primarily based on criteria other than mobility safety related ones.	• The operating environment is developed actively in cooperation with those that maintain the infrastructure. • The organisation has established what processes are necessary to maintain and improve the safety of work travel.	
Score for this section (0–15 points)				
Comments:				

4. Continuous development

	Basic level (0–1 point[s]): _The safety of work travel should be improved_	Good level (2–3 points): _The safety of work travel functions well_	Excellent level (4–5 points): _The safety of work travel is at an excellent level_	Score
Objectives, indicators, and assessment of effectiveness _The objectives guide the activities in the long and in the short term. The defined indicators pave the way for the assessment of impact 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 the activities rather than on their impact.	• Objectives and indicators have been set for work travel safety. • Implementation of the measures is reviewed systematically, yet impact is assessed at a general level.	• Objectives have been defined, and in the main the indicators are proactive. • Monitoring and assessment are regular and continuous, and the measures are developed based on the assessment made. • The effectiveness of the safety activities is assessed, and there is communication on the results.	
Hazards, deviations and remedial measures _Development is conditional on an adequate understanding of the realised and possible risk situations. In order to utilise data, employees must have the means to report safety deviations. The culture provides support and lowers the threshold to report incidents._	• A rather small number of risk items, near misses or accidents is reported. • Employees cannot follow the decisions taken how to address the observations made.	• The risk items or near misses reported by employees are examined by occupational health and safety. • The necessary channels for submitting observations and reports have been defined. • The employer controls the incidents that have occurred.	• The employer controls the near misses and accidents that have occurred and investigates the background and causes of accidents. • Employees are encouraged to report the risk items and near misses they detect. There is a low-threshold channel in use for submitting reports. • All reports are examined, steps are taken to address the risk items, and there is genuine learning from near misses and accidents.	

Sustainable mobility *Sustainable mobility refers to mobility modes and solutions that take careful account of the environment and society.*	• The employer does not take a position on the mobility modes used by employees. • The employer recommends sustainable mobility modes for work travel.	• The employer encourages towards sustainable mobility by offering, for example, an employer-subsidised public transportation ticket or by supporting sustainable mobility through other means.	• The principles for promoting sustainable mobility have been recorded. The sustainable mobility principles take ecological, economic and social aspects into consideration. • Sustainable mobility is promoted through means such as employer-subsidised transportation tickets or employer-subsidised electric bicycles.	
Safety culture development *The workplace manages and actively promotes a safety culture that supports the results which work travel safety is desired to achieve.*	• There are no work travel related objectives or themes inside the safety culture. • The work travel safety activities are considered important, yet factors such as productivity and schedule pressure take precedence over safe choices.	• In the work community, there is awareness of the safety culture and of the safety of the mobility of employees. • In the work community, there are several ways whereby a good safety culture is maintained and reinforced.	• The continuous 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 which develops the activities.	
Score for this section (0–20 points)				
Comments:				

Score

Table total score	Description
Points	**ON THE MOVE / Basic level (0–25 points)** 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 some areas of work travel safety that need to be developed, and you have carried out a number of measures. You need to pursue these development efforts. 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!

Measures

What are the sectors of work travel safety where you have been more successful (for example, 1–3 areas 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, and 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 the above measures be integrated into the action plan for the upcoming period? When will the assessment be repeated? What kind of objectives will be set for the next operation period? What is the score targeted in the next assessment?