

# Private Transport Working Conditions Checklist<sup>1</sup>

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To be filled in by the company/principal:

Company/principal name:

Filled in by:

Date (dd-mm-yyyy):

Role/assignment name:

Short description of role (may also be added as an attachment):

## The company/principal is familiar with the legal obligation to:

- inform temporary workers of the risks and the action to be taken prior to work starting;
- provide temporary workers with the necessary personal protective equipment (PPE) prior to work starting;
- prepare temporary workers;
- manage and monitor temporary workers in the workplace.

## Points for attention:

The detailed regulations can be found in:

Working Conditions Act: particularly Article 1, paragraph 1; Article 3; Article 5; Article 8.

WAADI (Placement of Personnel by Intermediaries Act): Article 11.

Sector-wide points for attention and tips for health and safety at work in transport and logistics can be found in the Safe and Sound Transport solutions book: <http://oplossingenboek.gezondtransport.nl>.

Safety arrangements in the taxi business can be found in the Safe and Sound at the Wheel health and safety catalogue: <http://www.sociaalfondstaxi.nl/gezond-aan-het-stuur/arbocatalogus>.

## I Temporary workers must hold valid safety diplomas or certificates for the work they have to deal with.

Yes      No

### If so:

Driving licence<sup>2</sup>, i.e.:

Driver's permit, type:      Restricted      Full

Others, i.e.:

<sup>1</sup> Specifically for transporting people in buses, coaches and taxi(buses). Both for public as well as private transport.

<sup>2</sup> B = private car, BE = private car + trailer, C = lorry, CE = lorry + trailer

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Temporary workers help clients/passengers who are not self-reliant to get in and out of vehicles. They can get trapped in doing so (between the vehicle, the wheelchair and the device, for instance).

Yes No

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## Description:

### Points for attention:

- Know how you need to use the devices - such as passenger lift/loading ramp, systems for securing wheelchairs and drop-down or extension step.
- Ask for advice about a safe working method from your line manager.
- Work safely and follow instructions. Report hazards and disruptions.
- Wear good work shoes and gloves if necessary.

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Temporary workers load and unload luggage. They can be hit in doing so by falling, sliding or rolling objects (such as suitcases).

Yes No

## Description:

### Points for attention:

- Know your load and be alert to risks.
- Ask for advice about a safe working method from your line manager.
- Work safely and follow instructions. Report hazards and disruptions.
- Wear good work shoes and gloves if necessary.

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Temporary workers work at heights, from where they can fall, for instance when working with a passenger lift or tail-lift.

Yes No

## Where and when:

### Points for attention:

- Be alert when working at heights (passenger lift/tail-lift and when for getting on and off).
- Ask your manager for advice about a safe working method.

5

Temporary workers will be driving on the public highway. Anyone using the public highway may be involved in a traffic accident

Yes No

### Points for attention:

- Be alert in traffic and obey the rules.
- Set navigation before setting off.
- Only call if it is really necessary. Always call hands-free and keep it short. Do not text when driving.
- Buses: use alarm system when reversing.
- Bus: Avoid blind spots in your sight lines: use the mirrors and/or cameras.
- Be aware of loose items in the vehicle. These become projectiles if the vehicle moves suddenly.

Further tips can be found at [www.daarkunjemeethuiskomen.nl/aandacht/](http://www.daarkunjemeethuiskomen.nl/aandacht/)

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Temporary workers will go into or be working in an environment with moving vehicles - such as a large parking area or bus stop - where there is a risk of being hit by them.

Yes      No

**Description:**

**Points for attention:**

- Be alert to vehicles on the move in the surrounding area.
- Do not wear earphones playing music and do not make calls when walking
- Know the traffic regulations.
- Know where the traffic vest is in the vehicle and wear it if necessary.

7

Temporary workers have to deal with the following physically onerous activities:

Lifting/carrying (when loading and unloading luggage, for instance);

Pushing and pulling (wheelchairs, for example).

An uncomfortable posture (when helping passengers who are not self-reliant, for instance).

Sitting for lengthy periods (when driving, for instance)

Others, i.e:

Yes      No

**Where and when:**

**Points for attention:**

- Ask your manager for advice about the least onerous working method.
- Use the resources available (such as the tail-lift).
- Adjust your chair to the correct position and take regular breaks.
- Wear shoes with anti-slip soles.

8

Other road users or passengers may behave aggressively. Examples are cutting corners, tailgating, being abusive, threatening, kicking and vandalism. Aggressive behaviour can lead to violence against the driver. On the first working day, drivers receive instruction about what they should do in these situations.

Yes      Otherwise, i.e.:

**Description:**

**Points for attention:**

- Be aware of how you can help prevent aggression and violence and what you need to do if it happens.
- Ask your manager what arrangements there are concerning aggression and violence. Know the protocol.
- Always report incidents to your manager and to your temporary employment agency.
- Request follow-up care after an incident.

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Temporary workers may have to deal with a robbery targeting money and/or luggage.

Yes No

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**Description:**

**Points for attention:**

- Be aware of how you can help prevent a robbery and what you need to do in the event of a robbery. Know the protocol.
- Know which technical safety devices your vehicle has (alarm system, for instance).
- Report a robbery to your manager and to your temporary employment agency.
- Always make a declaration.
- Request follow-up care after a robbery.

10

Temporary workers have to deal with a timetable that specifies the workload, for instance a schedule with pick-up times or stopping times.

Yes No

**Description:**

**Points for attention:**

- Also when under pressure: keep a cool head. That way, you'll avoid accidents. Prepare yourself well beforehand and set off on time.
- Know what you need to do or whom you need to call if you do not keep to the schedule.
- Stick to the statutory regulations regarding rest periods.

11

Temporary workers have role in which they drive. In this role they have to deal with whole-body vibrations. These can lead to lower back disorders.

Yes Otherwise, i.e.:

**Description:**

**Points for attention:**

- Adjust the (driver's) seat correctly.
- Drive calmly and do not skip breaks.
- Vary your body posture as much as possible.
- Report defects on the vehicle and the seat to your manager.

12

Temporary workers need the following work wear when carrying out the work:

Item	Provided by the principal	
Good footwear (with anti-slip soles)	Yes	Otherwise, i.e.:
Corporate clothing	Yes	Otherwise, i.e.:
Winter clothing	Yes	Otherwise, i.e.:
Others, i.e.:		

**Points for attention:**

- Winter clothing is a parka (winter jacket), hat and gloves.



I3

Are there other risks that temporary workers face and that are not mentioned on this checklist?

Yes      No

Description of these risks:

I4

Please note, temporary workers

- do not work in rooms where engines run on diesel, for example car parks, where no action is taken against diesel exhaust fumes. Diesel exhaust fumes are carcinogenic.

Signature: