

Occupational Health and Safety checklist for passenger transport¹

To be filled in by company of company / client

Name of company/client:

Filled in by:

Date (dd-mm-yyyy):

Job title temporary worker:

Brief job description (can also be attached as an appendix):

The company / client is aware of its legal obligation to:



Inform the temporary worker before starting work about the risks and measures that are taken to mitigate those risks.



Provide the temporary worker with the required PPE and work clothing before they start work.



Train the temporary worker.



Supervise the temporary worker and the work place.

These obligations that the hiring employer has are stipulated in the Occupational Health and Safety Act and the Waadi Act. With this checklist, we provide you with guidance on how to fulfil these obligations properly.

The checklist has been compiled with great care, but we cannot guarantee that it covers all focus areas.

The hiring party remains responsible for preventing risks to the hired worker.

Information sources:



Detailed regulations can be found in the:
Occupational Health and Safety Act: specifically article 1 paragraph 1;
article 3; article 5 paragraph 5; article 8. Waadi (Dutch Workers Allocation by Intermediaries Act): article 11. article 11.

The 'Driving safely' (Gezond aan het Stuur) occupational health and safety Catalogue contains agreements on safety in the taxi company:
www.sfmobiliteit.nl/werkgever/arbocatalogus



¹ | Specially for passenger transportation by bus, coach, and taxi (van). Both for public and private transport.



1 Formal requirements

Does the work have any special requirements for:

A Diplomas/certifications?

Temporary employees must be in the possession of valid safety diplomas or certificates for the work they will be doing.

Yes No

If yes:

Driver's license, namely: B BE C CE DE

Driver's card, type: Limited Full

First aid

Other, namely:

B: Passenger car, BE: Passenger car + trailer, C: Truck, CE: Truck + trailer, DE: Bus + trailer

B Any health conditions?

Are there any risks associated with the work that calls for additional health-related requirements or could pose risks for people who are more vulnerable?

Yes No

If yes:

Infection risks/vaccination required

Extra risks when pregnant or breastfeeding

Exposure to allergens/risk of hypersensitivity

Other, namely:

C The work is mentally demanding (stress risks)

Not mentally demanding work

Causes mental strain (difficult, very precise, a lot all at once, time pressure, risk of harm)

Comes into contact with aggressive or other undesirable/threatening behaviour

Who is the confidential counsellor?

How can they be reached?

2 Introduction and supervision

The temporary worker needs to be given instructions and must know where they can turn to with any questions. Indicate who will be responsible for instructing/supervising the temporary worker when it comes to:

Carrying out tasks/using equipment in the correct way:

Company rules and facilities: house rules/codes of conduct, traffic rules, use of vehicles, breaks, asking for help, BHV (company emergency response measures), absenteeism and leave:

Information about working in a safe and healthy way (your prevention officer):

Urgent aid in the event of emergencies/incidents (BHV/aftercare following incidents involving aggression)

After the first few weeks, who will hold an evaluation on the above points?

3 Specific risks and mitigation measures

A The temporary worker helps customers/passengers unable who are (partially) handicapped to get in and out. They could become trapped in the process (for example, between the vehicle, the wheelchair and assistive devices).

Yes No

Description:

Focus areas:



Know how to use assistive devices - such as passenger lifts/loading ramps, wheelchair fixing systems and folding or sliding ramps.



Ask your line manager for an explanation on safe work practices.



Work safely and follow instructions. Report hazards and faults.



Wear good work shoes and gloves if necessary.

B The temporary worker loads and unloads luggage. They could be hit by falling, sliding or rolling items (such as suitcases) doing this work.

Yes No

Description:

Focus areas:



Know your loads and be aware of the risks.



Ask your line manager for an explanation on safe work practices.



Work safely and follow instructions. Report hazards and faults.



Wear good work shoes and gloves if necessary.

C The temporary worker works at height which means they could fall. For example, when working with a passenger elevator or on a loading ramp.

Yes No

Focus areas:



Be careful when working at height (passenger elevator or loading ramp) when stepping on and off.



Ask your manager for an explanation on safe work practices.

D The temporary worker will be driving on public roads. Every road user can get into an accident.

Yes No

Focus areas:



Be careful in traffic and follow the rules.



Set up the navigation before departing.



Only make calls if they are strictly necessary. Always make calls hands-free and keep them short.



While driving: no texting.
Van: Use alarms when reversing.



Van: Avoid blind spots: use the mirrors and/or cameras.



Watch out for loose items in the vehicle. These can become projectiles in case of sudden movement.

You can find more tips on [komveiligthuis.nl](https://www.komveiligthuis.nl)

E The temporary worker walks or works in an environment with moving vehicles - such as a large parking lot or bus depot - where there is a chance of being hit by a vehicle.

Yes No

Description:

Focus areas:



Watch out for moving vehicles in the area.



Do not wear headphones with music playing and do not make phone calls.



Know the traffic rules.



Know if there is a traffic vest in the vehicle and wear it if necessary.

F The temporary worker will deal with the following types of physically strenuous work:

- Lifting / carrying (such as loading and unloading luggage).
- Pushing and pulling (e.g. wheelchairs).
- Uncomfortable positions (such as when helping handicapped passengers).
- Sitting for long periods (when driving).
- Other, namely:

Yes No

Where and when:



Focus areas:



Ask your manager to explain what the least strenuous way of working is.



Use the available equipment (such as a loading ramp).



Adjust your seat correctly and take regular breaks.



Wear shoes with non-slip soles.

G Other road users or passengers can behave aggressively. Examples include cutting off vehicles, tailgating, swearing, threatening, kicking, vandalism. Aggressive behaviour can lead to violence against the driver. On the first day of work, the temporary worker is instructed on what to do in these situations.

Yes

Other, namely:

Description:



Focus areas:



Know how you can help to prevent aggression and violence, and what to do if you are confronted with it.



Ask your manager what the procedures are for dealing with aggression and violence. Know the protocol.



Always report incidents to your manager and your intermediary.



Ask for aftercare following an incident.

H The temporary worker works with a schedule that sets the workload, such as a schedule with pick-up times or stop-off times.

Yes

No

Description:

Focus areas:



Also when it is busy: keep your head cool, this is how to prevent accidents. Prepare properly and leave on time.



Know what to do or who to call if you are not on schedule.



Adhere to legal driving and rest period regulations.



I The temporary worker has a job that involves driving. This involves vibrations that affect the body and can cause lower back pain.

Yes Other, namely:

Description:

Focus areas:



Adjust the (driver's) seat correctly.



Drive calmly and don't skip breaks.



Vary your posture as much as possible.



Report any vehicle or seat defects to your supervisor.

J When carrying out the work, the temporary worker will require the following work clothing:

Equipment

Provided by the client

<input type="checkbox"/> Good shoes (with non-slip soles)	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Company clothes	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Winter clothes	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Other, namely:	<input type="text"/>



Focus area:

Winter clothes include a parka (winter coat), hat, and gloves.

K Are there any other risks the temporary worker faces that are not listed in this checklist?

Yes No

Description of these risks:

L Caution, the temporary worker

does *not* work in areas where diesel-powered engines are running, such as stables, where measures against diesel exhaust are not in place. Diesel exhaust fumes are carcinogenic.



Signature

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