



1

**WHY?
WHO FOR?
HOW?**

Some figures →

Some advice

... for companies →

... for employees →



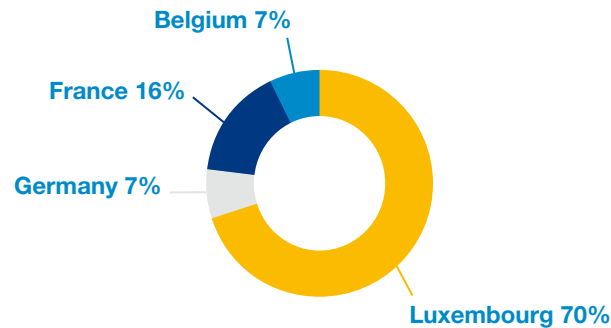
Some figures

Analysis of the statistics for the past five years (2006–2010) on accidents at work and commuting accidents, recognised as such by the accident insurance association (Association d'Assurance Accident - AAA), shows that:

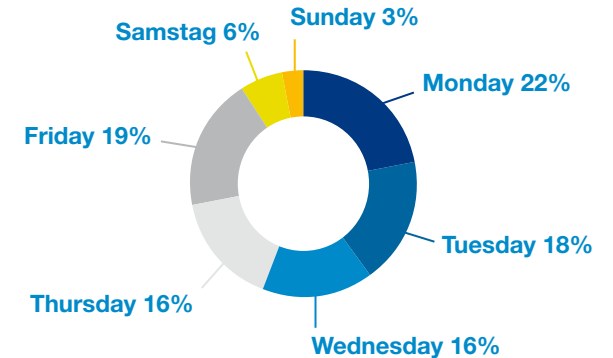
- 25% of the recognised accidents are commuting accidents, i.e. they occurred on the way to or from work
- 30% of the people involved in commuting accidents were off work for more than three days afterwards

The following breakdowns only include those commuting accidents recorded by the AAA and resulting in having to be off work for more than three days.

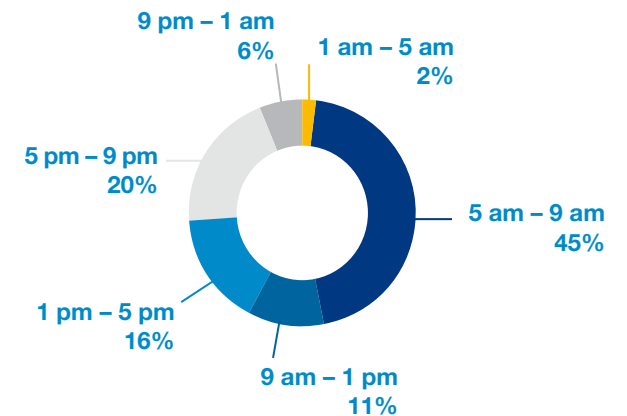
Breakdown of commuting accidents by place where the accident occurred



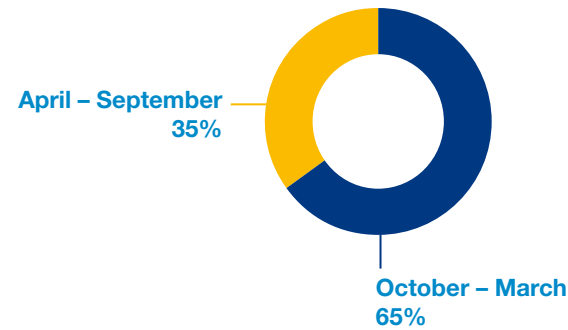
Breakdown of commuting accidents by day of the week



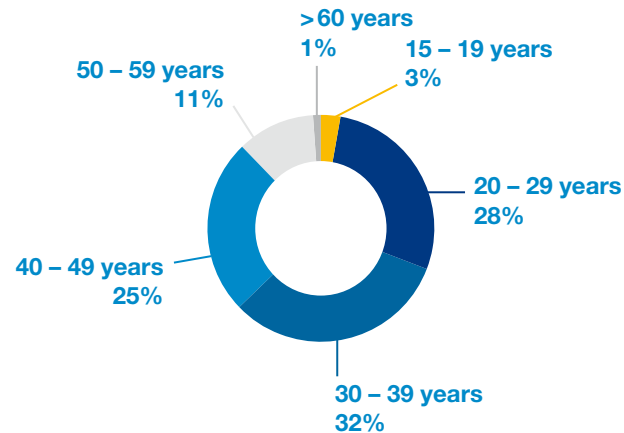
Breakdown of commuting accidents by time of day



Breakdown of commuting accidents by time of year



Breakdown of commuting accidents by age of victim



Declared causes of commuting accidents

Liabile third party	45%
Inattentiveness	22%
Weather conditions	16%
- Rain / wet road / aquaplaning	49%
- Snow / black ice	41%
- Fog	10%
Other	11%
Collision with an animal	6%

Source: [Association d'assurance accident](#)



It should be noted that the AAA refuses to take over the costs for commuting accidents involving an alcohol level of $\geq 1.2\text{‰}$ and/or speeding. Such accidents are not included in the figures given above.

Some advice ... for companies

Awareness of the importance of the problem and adopting suitable behaviour helps to reduce the number of accidents.

What are the consequences for the company of commuting accidents and accidents during travel for work that need to be reduced?

- Employee absenteeism
- Temporary (or definitive) loss of the employee's skills
- Material damage
- Economic consequences for the company: commercial loss, repercussion on delivery deadlines, customer dissatisfaction, damage to the company's image, etc.
- Psychological effect on employees
- Consequences for organisation of work

How to analyse commuting accidents and accidents during travel for work

- Draw up a questionnaire to find out about the employees' driving habits (type of vehicles used, public transport, etc.)
- List the activities and functions likely to involve travel while working
- Analyse the risk areas
- Analyse the accidents by gravity, number of working days lost, etc.
- Carry out a study of average journey times to assess the risk
- Limit the number of kilometres and journeys by encouraging use of public transport, by providing possibilities for taking meals, by promoting car-pooling, etc.

- Analyse the reasons for late arrival and absenteeism according to means of transport used, timing of the journey, etc.
- Analyse the place, timing and causes of commuting accidents and accidents during travel for work



This analysis forms an integral part of the company's **risk assessment and management.**

What is risk assessment?

This is a process for assessing risks in order to ensure the health and safety of employees at their place of work. A distinction should nevertheless be drawn between "risk analysis", which merely involves detecting risks and "risk assessment", which makes it possible to list the risks by their degree of importance.

Assessing the risks involves a systematic examination of every aspect of the work. An assessment is used to determine:

- the potential causes of accidents (and/or injury) or illness
- the possibilities for eliminating danger
- the preventive or protective measures to be introduced to keep the risks under control.

Once a risk has been identified, the first thing to do is to see whether this risk can be eliminated. If this proves impossible, it must be controlled, i.e. reduced as much as possible and kept under control.

Why is risk assessment important?

Risk assessment is the process of assessing the risks that affect the health and safety of the employees because of the dangers present at their workplace. It constitutes the first stage in the process of risk management, as it makes everyone concerned – both employers and employees – understand what measures need to be adopted in order to improve health and safety in the workplace.

If no assessment is carried out, it is not possible to set up a proper risk management process or adopt appropriate preventive measures.

The preventive measures set up after a risk assessment has been carried out may result in a decrease in the cost incurred by accidents and occupational diseases. In addition, an appropriate risk assessment will prove to be advantageous for companies, since the costs generated by accidents and illness will be reduced, as will the level of absenteeism resulting from illness. Healthy employees are more productive and efficient and therefore better able to contribute to the competitiveness of the companies that employ them.

Thus risk assessment also leads to better organisation within the company, which means greater productivity and an increase in quality.



For more information, download the AAA's publication entitled "L'évaluation et la gestion des risques" [in French], which is intended to explain to employers, designated workers (*travailleurs désignés*) and any other interested parties the practicalities of implementing the obligation to assess risks, as laid down in the Employment Code.

What action can the company's managers undertake?

- Integrate commuting accidents and accidents during travel for work:
 - in a health and safety system in the workplace
 - in the in-house communication system, discussing the topic at department meetings so that staff are aware of the importance of the issue
- Carry out a statistical analysis of commuting accidents and accidents during travel for work
- Involve the occupational health doctor, if appropriate, in all awareness activities
- Examine certain types of behaviour by identifying the themes in terms of time, e.g. one themed module per quarter
- The choice of vehicle should take into account the necessary adaptation to the task and the environment: long or short journeys, weather conditions, goods being carried, conditions for parking, loading and unloading
- The fleet of vehicles should be kept serviced regularly, with:
 - regular checks
 - one log book per vehicle, with monitoring sheets for servicing operations, cleanliness checks, consumption, etc.
- For traffic on the company's site, it is important to:
 - arrange the layout of traffic lanes/parking areas

(signing/lighting of on-site traffic lanes)

- draw up an in-house traffic management plan; this needs to be visible, checked and adhered to by employees, suppliers and customers/visitors
- Launching a transport safety campaign on "*Respect for the Highway Code*" would make it possible to increase the awareness of the people concerned, and make them feel responsible. The campaign could be focused on the direct participation of professional drivers and employees using cars for work-related travel.

What awareness-raising activities could be considered for the staff in general and new recruits more particularly, and for changes of position?

- Notify employees, as soon as they join the company, of the safety rules
- Make employees aware of commuting accidents and accidents during travel for work at meetings, in information sheets, with videos on the risks involved in driving a car, etc.
- Inform staff of ways of travelling to the company's site (public transport)
- Inform staff regularly on the rules for on-site traffic
- Make employees aware of safety topics (seasonal factors, weather conditions, stress, alcohol, etc.):

-
- Alcohol, drugs and medicines: draw employees' attention to the consequences these substances can have on the human body, and particularly their effects on driving
 - Stress: take a look at working hours to see if they could be arranged differently (flexible working hours, for example) so that employees would be able to avoid travel during rush hours and times of congestion
 - Telephone: ban the use of mobile phones, even with a hands-free kit
 - Organise advanced driving skills, including both theory and practice, according to requirements and the jobs carried out in the company
 - Encourage employees to sign up for first aid courses
 - Make drivers who have already been involved in an accident aware of the circumstances of the accident and as appropriate also how the accident could have been avoided
 - Organise regular medicals (tests of eyesight, hearing, etc.)
 - Make staff aware of the importance of taking part in a training course at the Driver Training Centre

What information tools can be used to keep employees aware on a day-to-day basis?

- Indicate weather forecasts so that employees are aware of road conditions
- Inform employees of the circumstances of accidents in which their colleagues have been involved
- Set up awareness activities, with videos, posters, measures etc.

Some advice ... for employees

Drivers who are well-trained and motivated are less often involved in accidents and are more aware of their responsibility with regard to other road-users.

What are the consequences for employees of commuting accidents and accidents during travel for work?

- Physical injury: reduced physical ability (partial or even total inability to work)
- Loss of salary/job
- Deterioration in quality of life
- Psychological consequences for the employee and his/her family and friends

What messages should be sent out to the company's employees?

- Behave responsibly and consider your driving to be part of your work. These principles are valid for all road-users.
- Check the state of your vehicle regularly – this should be a priority:
 - Make employees aware of the importance of ensuring their vehicles comply with the prescribed norms for their own safety and for that of other road-users: regular servicing, checking tyre pressure and tread, checking that lights work, etc.
 - Make employees aware of the importance of choosing a vehicle fitted with safety devices – ABS, ESP, airbags, etc.
 - Make employees aware of the importance of providing protective accessories for their vehicles (it is compulsory to have a reflective jacket and a warning triangle): first aid kit, fire extinguisher, etc.

- Make the employee aware of the importance of wearing a seat belt or special restraining systems for all the occupants of the vehicle
- Make employees aware of the importance of defensive, careful driving

What should always be done, as a reflex action, before starting out on any journey?

- Prepare and plan the itinerary in detail
- Choose the shortest, safest route
- Determine the black spots (state of roads, risks, difficulties)
- Take into account any unforeseeable aspects, thereby avoiding delays
- Consider the possibility of car-pooling
- Observe the limits on driving time (for professional drivers in particular)
- Stop regularly during all journeys lasting more than two hours

How can stress, which is also a contributing factor in accidents, be avoided?

- Leave on time to avoid being late
- Adopt a defensive driving attitude
- Take account, in the itinerary, of weather conditions, times of rush hours and congestion, accidents/incidents, speed limits, unforeseeable or unpredictable events, etc.

What is the influence of the consumption of alcohol, drugs and medicines on behaviour at the wheel?

- Employees must be aware that the consumption of such substances has a direct and negative impact on the driver's behaviour and hence influences his/her driving (see also module 5 on harmful substances)
- Employees are required to observe national regulations and the company's rules, otherwise they put at risk not only their own lives but those of other road users, they risk losing their job, and they even risk having to accept legal responsibility (court sentence, police record, loss of driving licence, etc.)



Risk management, preventing danger, and preserving the health and safety of employees are part of the collective undertaking involving all the parties present in the company

Tool box

- **On-line courses** on aptitude and attentiveness at the wheel offered by AXA Assurances Luxembourg
- **Study** on commuting habits carried out by the occupational health association for the financial sector (Association pour la Santé au Travail du Secteur Financier - ASTF)