Methodological Tools Dossier

Result nº4

Stress Prevention Activities for the Road Transport Drivers and SME (SPA-ROAD) 2010-1-ES1-LEO05-21000

Programa de aprendizaje permanente

Education and Culture
Lifelong learning programme
LEONARDO DA VINCI

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METHODOLOGICAL TOOLS DOSSIER

ACKNOWLEDGMENTS

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1. WP2: Analysis of the state of the art of Stress Prevention Training in road transport.

1.1 Introduction to WP2.

SPA-ROAD project aims to prevent and combat the stress of road transport drivers and SME workers from this sector, in order to promote their health and the European road safety.

To achieve this aim, the first step is to identify the current situation at national level regarding the stress Prevention Legislation and its inclusion in the Labour Risk Prevention Trainings. This identification will be carried out through national documentary researches complemented with interviews and focus groups.

Analysing and comparing the information gathered from each partner the WP2 leader, INVESLAN, will provide the necessary information to elaborate on the Report on the State of the Art of Stress Prevention Training in Road Transport. This report will be the main base for the next step in this project: to update and adapt the contents coming from SPA project (EL/04/B/F/PP-148268).

The present document's main aim is to provide SPA-ROAD partnership with the necessary uniform guidelines, methodology and tools for the execution of WP2´activities.

1.2 Objectives of WP2.

1. To study the situation in each partner country with regards to the Stress Prevention Legislation and its inclusion in the Labour Risk Prevention Training particularly in the transport sector.

2. To elaborate a Report on the State of the Art of the Stress Prevention Training in Road Transport based in the national situations.

1.3 Project target groups: direct and indirect target collectives.

SPA-ROAD project is addressed directly to:

- Road drivers (freights and passengers).
- Road Transport SME workers.

The application gives more weight to the first target group, road drivers, as the work related stress in this collective group has harmful consequences not only in their health, but also in road safety (increasing the number of road accidents).

It is very necessary to define more in depth these target groups. On the one hand, road drivers (freights and passengers) can be transport SME workers too, but this is not compulsory as we can contact them through professional associations (representative of self employed workers), big companies or public entities.

Concerning road transport, SME workers can be defined as workers from Small and Medium size road transport Enterprises that work in those activities usually exposed to highly stressful agents due to the characteristics of their tasks. As this is a generic definition, interviews will help us to concrete more exactly who the members of this target collective are.

The indirect target groups of this project are formed by the following organisations:

- Trade Unions.
- Road Transport SME.
- Professional organisations working in this sector.
- Training Centres.
- Driving schools.
- Social agents, public authorities and legislation makers that are linked to this sector and can have influence on it.

1.4 Deliverables.

1. **Methodological Tools Dossier** (Result number 4 according to the application):

- Target group/s: Project partners.

- Language: English.
- Format: Text File. Electronic version.
- Short description: The main aim of this report is to provide SPA-ROAD partnership with the necessary guidelines and tools to carry out the national research on the state of the art of Stress Prevention Training in Road Transport. This document is created for the correct and uniform development of national research, interviews and focus groups.

2. **Report on the State of the Art of the Stress Prevention Training in Road Transport** (Result number 5 according to the application):

- Target group/s: Training centres, Trade Unions, Professional Associations linked to Transport sector, Transport SME and road transport workers: particularly transport drivers (freights and passengers).
- Language: English.
- Format: Text File. Electronic version.
- Short description: This report will compile the information that comes from national reports developed by each project partner and will contain the main conclusions obtained after its analysis and comparison.

1.5 Activities to be developed in this WP.

1st phase

1. Elaborate on the Methodological tool dossier by INVESLAN.

2nd phase

2.1 Elaborate on the national researches on the State of the Art of Stress Prevention Training in road transport by ALL PARTNERS (one per country).

2.2 Develop 4-5 interviews (per country) using the questionnaires and guidelines established by the WP leader. ALL PARTNERS.

2.3 Develop one focus group (per country) according to the guidelines gave by the WP leader. ALL PARTNERS.

2.4 Develop national reports with the information gathered. ALL PARTNERS.

3rd phase

3.1 Send INVESLAN the national reports on the State of the Art of Stress Prevention Training in road transport. ALL PARTNERS.

3.2 Elaborate on the Report on the State of the Art of the Stress Prevention Training in Road Transport, by INVESLAN.

1.6 Schedule.

Deadline		Activity	Version	Responsible
January	5	Sending the Methodological Tools Dossier.	draft	INVESLAN
January	10	Sending comments.	-	ALL PARTNERS
January	11	Sending the Methodological Tools Dossier.	final	INVESLAN
February	1	Development of documentary researches.	-	ALL PARTNERS
February	22	Development of interviews (4-5) and focus groups.	-	ALL PARTNERS
February	25	Sending to INVESLAN the national reports including conclusions on interviews developed.	final	ALL PARTNERS
February	28	Sending the Report on the State of the art of Stress Prevention Training in Road Transport.	draft	INVESLAN
March	2	Sending comments	-	ALL PARTNERS
March	4	Sending the Report on the State of the art of Stress Prevention Training in Road Transport.	final	INVESLAN

2. National research on the State of the Art of Stress Prevention Training in road transport (*2nd phase Activity 2.1*)

2.1 Objectives of National research.

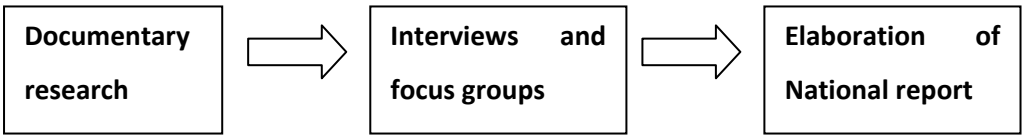
1. To describe the road transport sector in the global economy of each partner country with regards to the labour situation and conditions of road-transport SME workers more particularly, of transport drivers (passengers and freights).
2. To characterize the national legislation regarding the labour stress prevention and the existing specific training programs or actions developed by national authorities in order to identify, prevent and combat the labour stress. (Try to focus this research on road transport sector as much as possible).
3. To know first-hand information from the main target collectives involved in this project by developing interviews and focus groups:
    a. Road drivers (passengers and freights).
    b. Road Transport SME workers: particularly workers that usually are exposed to high stressful agents due to the characteristics of their work.
    c. Specialist in Labour Risk Prevention: from Training Centres, public institutions...(This figure can be also a trainer)
    d. Trainers in Labour Risk Prevention area: from Training Centres.
    e. Representatives of road transport SME.
4. With the information gathered from these studies, a national view of the Stress Prevention Training in road transport in each of the following countries will be provided: Bulgaria, Germany, Greece, Spain, France and Hungary.

2.2 Work methodology for the elaboration of national studies.

National investigations should be based on a qualitative work methodology. Each partner will carry out its national research through:

a. Primary resources: interviews and discussion groups (optional).
b. Secondary resources: consulting to the most relevant references on road transport and stress prevention legislation and training programs related to this sector: bibliographical references, reviews, lectures, papers, Internet Links, studies, etc…

This is the diagram for the implementation of national research and their conclusions



2.2.1 Documentary research:

Each partner will consult the most relevant references on Stress Prevention Training in Road Transport at national level: bibliographical references, reviews, lectures, papers, Internet Links, studies, etc…

All references should be compiled at the end each national report as extra chapter and should be written in the same format (See page 10).

2.2.2 Interviews and Focus Groups (here in after F.G.) (*2nd phase Activity 2.2 and 2.3*)

2.2.2.1 Interviews:

Each partner will gather data through the development of 4 to 5 interviews per country (on-line, by telephone or face to face). Four main profiles will be interviewed:

a. Road drivers (passengers and freights).
b. Road Transport SME workers: directors, operations managers...workers that are often exposed to stressful agents.
c. Specialist in Labour Risk Prevention: from Training Centres, public institutions...(This figure can be also a trainer)
d. Trainers in Labour Risk Prevention area: from Training Centres.
e. Representatives of road transport SME.

Partners will try to involve at least one person from each profile, in order to get information from different sides and different agents involved.

The questionnaire (template) for the interviews will be developed in English by the WP leader and provided to all partners, so that everybody can get information under similar areas that will allow the comparative analysis. (See Annex1, page 12).

Interviews should be recorded and saved as the Spanish agency, Leonardo da Vinci, may request them in the future.

2.2.2.2 F.G.:

This is a complementary and optional activity. Each partner depending on the information gathered from the previous documentary research and interviews developed will see if the implementation of this activity is necessary or not in order to complement the previous information gathered.

These F.G. should fulfill as minimum the following characteristics:

- They should be implemented face to face.
- F.G need to be coordinated by one person from the project organisation. The main tasks of this "coordinator" are:
    - Start the meeting and introduce the discussion topic.
    - Organize the sessions in the way that all participants can share their opinion.
    - Try to avoid repetitions and misunderstandings among participants.
    - Close the meeting giving the main conclusions obtained.
    - Fulfill the template that will be elaborated by WP leader, INVESLAN, describing the session and summarizing all the conclusions obtained.
- The number of participants should be between 5-8 people and the duration: 1 hour as minimum.

We recommend the development of one focus group per country with members from only one target group, road transport drivers, as the work related stress in this collective has harmful consequences in the road safety (increasing the number of road accidents which incidentally is what this project is aiming to improve.

The discussion topic has to be linked to the theme of the project.

Interviews should be recorded and saved as the Spanish agency, Leonardo da Vinci, may request them in the future.

3. Elaboration of National Reports (*2nd phase Activity 2.4*)

3.1 Number of national reports.

Only one report will be elaborated by each participant country, so the countries including more than one partner entity will work together and organise the analysis elaboration according to their preferences and specialisation areas, as they decide.

3.2 Extension.

Each national report should have 15-20 **TEXT**[1] pages. The type of letter to be used is CALIBRI, size: 12, 1,5 space between lines. The text hast to be justified and between paragraphs leave on line as space, between sub- sections 2 lines, between section 3 lines and between chapters 4 lines.

Pictures should be included in jpeg format and high resolution. Figures and tables should be presented Excel format.

3.3 Common table of contents.

This is the common table of contents to be followed by all partners:

Title: National Report on the State of the Art of the Stress Prevention Training in Road Transport. Name of the country (i.e Spain). (Please include official logos and the funding disclaimer in the cover, see page 10)

Table of contents.

Chapters:

1. **Introduction: The current situation of Labour Stress Prevention in road transport sector.**
   (In this introduction should be contextualize at national level the topic of this project. Recommended extension: less than: 1 page)

[1] Without graphics and pictures.

2. **Road transport sector within the national economy**:
   (This chapter has to characterize the road transport sector in the global economy of each partner country with regards to:

- *Road transport SME: its structure, weight in the sector and kind of activities.*
- *Road-transport SME workers more particularly, of transport drivers (passengers and freights): for example age, gender, educational profile, how much are active workers: permanent and temporary, retired and unemployed.*

Recommended extension: less than: 5 pages)

3. National legislation regarding the labour stress prevention (within Labour Risks Prevention).

(This third chapter should compile and describe the national legislation regarding the labour stress prevention, usually inserted within Labour Risks Prevention laws. Recommended extension: less than 3 pages).

4. Existing training programs and actions developed to indentify, prevent and combat the work related stress in road transport sector.

This chapter should describe the existing specific training programs or actions developed by national authorities, road transport SME in order to identify, prevent and combat the labour stress. Focus please this research on road transport sector as much as possible. Recommended extension: less than 3 pages).

5. **Final conclusions.**

(This chapter has to contain the main conclusions obtained from the documentary research and interviews/F.D. developed. Recommended extension: less than 2 pages)

6. **References.** (Less than 2 pages)

(This last chapter summarizes all the main references consulted according to the guidelines gave on page 9. Recommended extension: Less than 2 pages)

Annexes

- **Annex1: Questionnaires fulfilled.**
- **Annex2: D.G. description template fulfilled.**

3.4 References.

- All quotations should be referenced by author, year of publication and page reference, i.e. Alonso & al. (2004, p. 325-328)

- Bibliographic reference should be listed alphabetically at the end of the paper. Publisher and place of publication should always be given.

Example:

ALONSO M.A. PRIETO P. (2004) Validación de la versión en español del test conductual de memoria Ribermead (RBMT) para población mayor de 70 años. Psicothema, 16: p. 325-328

- Websites:

Including date or year of consultation: Example

A National Dementia Strategy (2009), UK Department of Health Living well with dementia, access through internet:

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_094058

3.5 Official logos and funding disclaimer text.

Official logos are available at:

http://www.oapee.es/oapee/inicio/oapee/imagen-institucional.html

Programa de aprendizaje permanente

And at:

http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.html

Education and Culture
Lifelong learning programme
LEONARDO DA VINCI

The funding disclaimer text is available in all official EU languages at:

http://ec.europa.eu/dgs/education_culture/publ/graphics/agencies/use-translation.pdf

The text in English is:

"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

4. ANNEXES

- **Annex 1: Questionnaire.**
- **Annex 2: Template for the description of D.G. developed.**

4.1 Annex 1: Questionnaire.

QUESTIONNAIRE

Good morning/afternoon, (NAME OF YOUR ORGANISATION i.e XXI INVESLAN S.L.) is carrying out a research focused on the *state of the art of Stress Prevention Training in Road Transport*. This research is framed within the SPA-ROAD Project financed by the Spanish Leonardo da Vinci Agency and the European Commission. Your collaboration is highly important and we guarantee that your personal data and the answers given will be completely confidential and they will be only processed for statistical use.

Thank you in advance for your collaboration.

1. PROFILE	
First Name:	**Telephone number:** **E-mail:** **(Give at least one of this data)**

Position: (Please write "x" in the corresponding box)	
Road Driver **Please choose between** : **Passenger:** **Freight:**	
Road Transport SME worker **Please specify your position within your company:**	
Specialist in Labour Risk Prevention	
Trainer in Labour Risk Prevention field	
Representatives of road transport SME	

General Information: (Please write "x" in the corresponding box)				
Years in the position:				
Age:	**Gender:**	**Educational level**	**Primary school**	
			Secondary education	
			Higher eduaction	

Labour situation: (Please write "x" in the corresponding box)		
Active:	**Unemployed:**	**Retired:**
Date:	**Place:**	

2. KNOWLEDGE ABOUT THE WORK-RELATED STRESS: LEGISLATION, IDENTIFICATION, ASSESSMENT AND PREVENTION .

1. Can you define with your words the work- related stress?

_____
_____
_____
_____

2. Do you know if in your country exit any specific regulation concerning the Stress Prevention?

_____
_____
_____
_____

3. Do you know the meaning of BURNOUT Syndrome?

_____
_____
_____
_____

4. From the following sentences which one suits more your consideration regarding work-related stress? (You can choose more than one option)

a) Work related stress is consequence of today's life style and can't be prevented and combated.

b) Enterprises and authorities have started to consider work related stress but the training programs or actions developed to prevent and combat it can be described as unsuitable, not enough or deficient.

c) Enterprises and authorities have started to consider work related stress and the training programs or actions developed to prevent and combat it are suitable, enough or efficient.

d) Work related stress can be prevented and combated with the corresponding suitable actions.

5. According to your experience, how you value the work related stress? (Please write one "x" in the corresponding box. 1 is totally disagree and 5 totally agree)

Sentence	**1**	**2**	**3**	**4**	**5**
Road drivers and road transport SME workers have the necessary knowledge about the work-related stress so they can identify, prevent and combat it at their place of work.					
Road drivers and road transport SME workers can have some notions about the work-related stress but they can´t completely identify, prevent and combat it at their place of work.					
SME and particularly those linked to road transport sector develop among their workers suitable actions or special training concerning work-related stress prevention.					
Although it is compulsory, the fulfilment of the Labour Risk Prevention legislation is not a reality among SME and more particularly among Road Transport SME due to their lack of awareness in this field.					
Currently SME and road transport SME are implementing actions concerning work-related stress prevention but with the only intention of fulfil the existed legislation.					
Road transport SME and SME in general value work related stress as less dangerous than other work risks.					

6. According to your experience, what kind of stressful agents can you identify in road transport workers? Please order them according to their importance (1= highest, last number= lowest)

1. _____ 5._____
2. _____ 6._____
3. _____ 7._____
4. _____ 8._____

7. According to your experience, what kind of stressful situations do you had (road drivers and road transport SME workers) or what kind of stressful situations do you perceive in these groups (rest profiles)?

_____
_____
_____
_____

8. How and what kind of means do you use to combat these stressful situations? (road drivers and road transport SME workers) or how and what kind of means do you recommend to combat these stressful situations (rest profiles)?

_____
_____
_____

9. On the basis of your own experience, which kind of characteristics should stress prevention training have?

(Please write one "x" in the corresponding box)

Sentence	
Stress prevention training should be only theoretical	
Stress prevention training should be only practical.	
Stress prevention training should be a combination of theoretical sessions and practical session.	
E-learning can be a suitable methodology to complement training in order to combat work related stress	
Usually the duration of stress prevention training is:	
- Less than 8 hours	
- Between 8-20 hours	
- More than 20 hours	

10.1. Can you give below one example of specific training either developed as specialist or received as worker regarding work- related stress prevention? If not go to question n°11.

_____
_____
_____
_____

10.2. According to your experience can you imagine what kind of training actions can be developed for stress identification and prevention? Give one example.

_____
_____
_____
_____

3. ROAD TRANSPORT SME'S INTEREST ON STRESS PREVENTION ACTIONS DEVELOPED WITH E-LEARNING (only for specialist, trainers and representatives of road transport SME)

11. In the field of stress prevention what kind of subjects can be taught through e-learning methodology?

_____
_____
_____
_____

12. Does the training centre or company where you work provide e-learning courses in the field of labour risks prevention?

_____
_____
_____
_____

If answered no above, please explain below the main reasons.

_____
_____
_____
_____

13. As specialist or trainer in the field of Labour Risk Prevention, how you can assess the interest of participating workers in training?

Good _____

Bad _____

They only attend training sessions if they are compulsory _____

Other _____

4. ROAD TRANSPORT WORKERS´ INTEREST ON TAKING PART IN STRESS PREVENTION ACTIONS

14. As worker linked to road transport sector could you be interested in take part in training in order to avoid stress in the workplace?

Yes _____

No _____

Yes, but it depend on if it is developed at work or out of the work _____

No, but I would like to do it is free and in work time _____

Other_____

Annex 2: Template for the description of D.G. developed, signature list and participants profile.

For each discussion group developed, please fulfil one template.

TEMPLATE	
Date:	**Place:**
Name of the coordinator: **Contact telephone:** **Duration: (in hours**	
Topic/s discussed: (Please order the topic/s according to their importance)	
Description of the development of the session (Problem faces, positive aspects....)	
Conclusions obtained from this discussion group.	

Please enclose to this template the signature list and participants' profile templates fulfilled (one per participant).

SIGNATURE LIST TEMPLATE:

SPA-ROAD project	SPA-ROAD 2010-1-ES1-LEO05-21000		
WP number	2		
Activity	Focus Group		
Name of the organisation responsible			
Name of the coordinator of the activity			
Date		**Place**	
Name of participants			**Signature**

PARTICIPANTS' PROFILE TEMPLATE:

PROFILE	
First Name:	**Telephone number:** **E-mail:** **(Give at least one of this data)**

Position: (Please write "x" in the corresponding box)	
Road Driver **Please choose between :** **Passenger:** **Freight:**	
Road Transport SME worker **Please specify your position within your company:**	
Specialist in Labour Risk Prevention	
Trainer in Labour Risk Prevention field	
Representatives of road transport SME	

General Information: (Please write "x" in the corresponding box)				
Years in the position:				
Age:	**Gender:**	**Educational level**	**Primary school**	
			Secondary education	
			Higher eduaction	

Labour situation: (Please write "x" in the corresponding box)		
Active:	**Unemployed:**	**Retired:**

SPA-ROAD PROJECT

2010-1-ES1-LEO05-2100

The consortium: