

# Health and Safety Checklist

## Hotel and Catering Industry

To be completed by company / client

Name of company / client:

Completed by:

Date (dd-mm-yyyy):

Function/name of assignment:

Brief description of function (may be added as an appendix):

The company / client is aware of the legal requirement to:

- inform agency employees, before they start work, about any risks that exist and measures to be taken
- provide agency employees, before they start work, with the necessary personal protection equipment (PPE)
- familiarise agency employees with their work
- give leadership to agency employees and to supervise and monitor their work environment.

### Areas for attention:

The details of the regulations are given in:

The Working Conditions Act, especially Article 1 paragraph 1; Article 3; Article 5 paragraph 5; Article 8.  
The Allocation of Workers through Intermediary Agencies Act, Article 11.

- 1** The agency employee will be working with glass and knives, where there is a risk of being cut.
- Yes    No

Description:

### Areas for attention:

- Be aware of how to handle glass and knives, including when cleaning them.
- Ask your supervisor to explain how best to work in a manner that is safe.

- 2** The agency employee will be working with machines, such as machines used for cutting, meat mincers, mixers, where a risk of being cut, trapped, crushed, etc. exists.
- Yes    No

Description:

### Areas for attention:

- You are not allowed to simply start using machines of this kind if you have no experience of using them.
- Ask your supervisor to explain how they work and how to use them safely.
- If you are aged under 18, you may only operate dangerous machines under the supervision of an experienced employee.

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- 3** The agency employee will have to work on floors that are slippery, such as in the kitchen and behind the bar as a result of food, oil or drink being spilt, which could cause him to slip or fall over.

Yes  No

Where and when:

Closed working shoes with anti-slip soles<sup>1</sup> will be provided by the client.

Yes  
 Other answer, namely:



- 4** The agency employee will be working with equipment with hot parts, steam, hot water, oil and fat, during which he may burn himself.

Yes  No

Where and when:

**Areas for attention:**

- Be aware of how to use equipment with hot parts, steam, hot water, oil and fat.
- Ask your supervisor to explain how to work safely.
- Be aware of what to do if you burn yourself.



- 5** The agency employee will have to work in areas where there are harmful noise levels, such as in discotheques and during events.

Yes  No

Where and when:

Hearing protection equipment will be provided by the client.

Yes  
 Other answer, namely:



**Areas for attention:**

- Special ear plugs (otoplastics) are available that offer protection from harmful noise (music filters) but which allow the wearer to understand what guests are saying.
- Noise is harmful if people one metre apart are unable to understand each other without raising their voices (>80 decibels).
- It is sensible to wear hearing protection equipment where the noise level is above 80 decibels. If it is above 85 decibels, it is compulsory by law.

- 6** Aggressive conduct (such as threatening behaviour, verbal abuse, assault) and violence (such as robbery, criminal damage) by guests sometimes occurs. The agency employee will be given instructions on his first day on what to do in these situations.

Yes  
 Other answer, namely:

**Areas for attention:**

- Be aware of what to do in the event of violence or aggression.
- Ask your supervisor what arrangements are in place with regard to violence and aggression.

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- 7 The agency employee will have to deal with the following physically demanding work duties:
- A lot of walking and/or carrying (such as when serving/waiting).
  - Standing in the same place for extended periods of time (such as working in a kitchen or behind a bar).
  - Working in an awkward position (such as when cleaning).
  - Many repetitive movements (such as when preparing food or polishing glasses and cutlery).
  - Heavy lifting (> 25 kg) (such as when loading and unloading goods) or frequent lifting (of crates, for example).
  - Extensive moving around of heavy objects (trolleys or heavy pans, for example).

Where and when:

### Areas for attention:

- Use the relevant available tools (such as a hand truck or cart. Take note: there are some tools that you may use only if you are officially authorised to do so.).
- Vary your work as much as possible.
- Ask a colleague to help you when lifting heavy objects.
- Remember your posture.

- 8 The agency employee will be working with products with one or more of the following pictograms on the label (such as with cleaning agents and disinfectants):

- |                              |                          |   |                          |  |
|------------------------------|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> |  | <input type="checkbox"/> |  |
|                              |                          | Irritating, sensitising, harmful  |                          | Inflammable  |
|                              | <input type="checkbox"/> |  | <input type="checkbox"/> |  |
|                              |                          | Corrosive   |                          | Explosive  |
|                              | <input type="checkbox"/> |  | <input type="checkbox"/> |  |
|                              |                          | Toxic   |                          | Oxidising  |
|                              | <input type="checkbox"/> |  | <input type="checkbox"/> |  |
|                              |                          | Dangerous to long-term health   |                          | Dangerous to the aquatic environment (water)   |
| <input type="checkbox"/> No  |                          |   |                          |  |

Where and when:

Work gloves will be provided by the client.

- Yes
- Other answer, namely:



Safety glasses for use against spattering will be provided by the client.

- Yes
- Other answer, namely:

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### Areas for attention:

- Be aware of what you are working with. Read the label and the instructions for use. Keep to the instructions you have been given.
- Use gloves and other personal protection equipment if the label says you should, or if you have been instructed to do so.
- If you would like to know more about a particular product, ask for the safety information sheet.

**9** Are there any other risks that the agency employee will have to face which have not been mentioned in this checklist?

Yes  No

Description of these risks:

**10** Please note – the agency employee must not:

- replace any pressurised cylinders (such as carbon dioxide and pressurised air cylinders);
- work on any pressurised equipment (such as setting or resetting beer equipment in cellars).

Signature