

Carriage of Goods Working Conditions Checklist¹

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 obligation² 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.

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>.

- 1** Temporary workers must hold valid safety diplomas or certificates for the work they have to deal with.

Yes No

If so:

- Driving licence³, i.e.:
- ADR – (European Agreement concerning the International Carriage of Dangerous Goods by Road) – certificate of professional competence concerning the carriage of dangerous goods
- Certificate of Competence concerning Livestock Transport
- VCA Training in Basic Safety (B-VCA | VVA1)
- Fork-lift truck driver's certificate
- Others, i.e.:

¹ Specifically for carriage of goods on the public highway (external transport), addressing transport within the company (internal transport).

² Want to know more about the legal obligations? You can carry out self-inspection for Transport & Logistics at www.zelfinspectie.nl

³ B = private car, BE = private car + trailer, C = lorry, CE = lorry + trailer

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- 2** Temporary workers will go into or be working in an environment with moving vehicles - such as an industrial site, distribution centre or holding yard - where there is a risk of being hit by them.

Yes No

Description:

Visibility clothing⁴ and is provided by the principal:

Yes
 Otherwise, i.e.:

Points for attention:

- Be alert to vehicles on the move in the surrounding area.
- Know the traffic regulations.
- Know what the walkways and driveways are.
- Follow instructions and obey the rules.
- Wear visibility clothing.



- 3** Temporary workers will be loading and unloading. They can be hit in doing so by falling, sliding or rolling objects (such as goods and packaging material) or get trapped (between the vehicle, the equipment and parts of buildings, for example).

Yes No

Description:

Protective shoes (type S2 or S4) and work gloves are provided by the principal:

Yes
 Others, i.e.:

Points for attention:

- Know your cargo and be alert to risks.
- Know how you need to use resources (tail-lift, trolley, fork-lift truck, loading crane).
- Ask for advice about a safe working method from your line manager.
- Work safely and follow instructions. Report hazards and disruptions.
- Wear protective shoes and work gloves.



- 4** 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.
- Use alarm system when reversing.
- Avoid blind spots in your sight lines: use the mirrors and/or cameras.
- Do not put loose items in the cab. These become projectiles if the vehicle moves suddenly.

Further tips can be found at www.daarkunjemeethuiskomen.nl/aandacht/

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- 5** Temporary workers work at heights, from where they can fall, for example when getting in or out of the vehicle's cab, when working on the tail-lift or when climbing up the container.

Yes No

Where and when:

Points for attention:

- Be alert when working at heights (tail-lift, container) and when getting in and out of the cab.
- Work where possible from a platform, staging or movable stairs.
- Never climb onto the cargo.
- Ask your manager for advice about a safe working method.

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

- Lifting/carrying (when loading and unloading goods, for instance);
- Pushing and pulling (carts, for example);
- An uncomfortable posture (when tying up the cargo, 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 lifting equipment, fork-lift truck and tail-lift).
Please note: you may only use certain items of lifting equipment if you are authorised to do so.
- Adjust your chair to the correct position and take regular breaks.
- Wear shoes with anti-slip soles.

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

Yes Other items, i.e.:

Description:

Points for attention:

- Know how you can help prevent aggressive behaviour 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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8 Temporary workers may have to deal with a robbery targeting money and/or the cargo.

Yes No

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.
- Make sure that you are aware of the instructions for specific principals.
- Always report a robbery to your manager and to your temporary employment agency.
- Always make a declaration.
- Request follow-up care after a robbery.

For international transport and overnight stays:

- Never park on an abandoned car park;
- Look for a guarded car park;
- Know which technical safety devices your vehicle has (alarm button, multi-lock and gas detector, for instance).

For further tips, consult:

http://www.routiers.nl/parkeerplaatsen_nl.html

<http://oplossingenboek.gezondtransport.nl/index.aspx?id=923>

9 Temporary workers have to deal with a timetable that specifies the workload, for instance a schedule of loading and unloading 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.
- Stick to the statutory regulations on driving and rest periods.
- Know whom you need to call if you do not keep to the schedule.

10 Temporary workers have a 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.:

Points for attention:

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

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- 11** Temporary workers open and enter containers which may contain dangerous gases.

This is the case with maritime containers and import containers.

Yes No

Description:

Points for attention:

- Only enter a maritime container after your manager has indicated this it is “safe”, safe in the sense that there are no dangerous gases or that they are below a threshold value.
- When entering the container, stay alert to unforeseen circumstances.
- Ask your manager for instructions and advice as to how you should deal with unforeseen circumstances.

- 12** Temporary workers work in livestock transport (as drivers, for instance, including the loading and unloading of livestock).

Yes No

Description:

Points for attention:

- Make sure that you have a Certificate of Competence concerning Livestock Transport.
- Know how you should approach animals; make sure that you always have an escape route; wear protective shoes with steel tips.
- Adapt your driving style and know how you should treat the animals in transit.

- 13** Temporary workers work

- inside
 outside
 in cold stores and/or freezer units

and they need the following work wear when carrying out the work:

Item	Provided by the principal
<input type="checkbox"/> Good footwear (with anti-slip soles)	<input type="checkbox"/> Yes <input type="checkbox"/> Other items, i.e.:
<input type="checkbox"/> Type S2 protective shoes/ type S4 protective boots	<input type="checkbox"/> Yes <input type="checkbox"/> Other items, i.e.:
<input type="checkbox"/> Corporate clothing	<input type="checkbox"/> Yes <input type="checkbox"/> Other items, i.e.:
<input type="checkbox"/> Winter or thermal clothing	<input type="checkbox"/> Yes <input type="checkbox"/> Other items, i.e.:
<input type="checkbox"/> Protective clothing against the sun	<input type="checkbox"/> Yes <input type="checkbox"/> Other items, i.e.:
<input type="checkbox"/> Other items, i.e.:	

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Points for attention:

- Winter clothing is a winter overall, parka (winter jacket), hat and possibly thermal underwear.
- When working in cold stores and freezer units, special thermal clothing is needed. Please note that you may alternate this work at regular intervals with work at a normal temperature.
- Protective clothing against the sun consists of long trousers, a shirt with long sleeves, a sun hat and sun cream (factor 20 or higher) for unprotected skin.



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

Think about the dangers involved in specific cargoes as well!

- Yes No

Description of these risks:

15 Please note, temporary workers

- do not work in rooms where engines run on diesel, for example a fork-lift truck, push dozer, aggregate or lorry. Diesel exhaust fumes are carcinogenic.

Signature