

Health and Safety Checklist Medical

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 must have a valid BIG registration for this position¹.
 Yes No

- 2** The agency employee carries out work that is physically demanding:
- Pushing and pulling (e.g. beds or carts).
 - Lifting/carrying (e.g. of patients).
 - Working with a bent and/or twisted back
 - Working in other poor positions (e.g. working with arms above shoulder height).
 - Standing in the same place for long periods of time
 - Other, namely:

When and where:

Areas for attention:

- Ask your manager to explain the least stressful working method.
- Use the available aids, such as a patient lift. (Note: you may use the lift on your own only if you are authorised to do so.)
- Lift patients with a colleague, not on your own (except in the case of emergencies).
- Remember to keep the correct posture.

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- 3** The agency employee has to wear personal protective equipment when carrying out the work.

Equipment

- Gloves
- Face mask
- Special footwear
- Protective clothing
- Other, namely:

Provided by client

- Yes Other, namely:
- Yes Other, namely:
- Yes Other, namely:
- Yes Other, namely:

Area for attention:

- Because of the risk of allergic reactions gloves should not be made of latex.

- 4** The agency employee can be exposed to biological agents such as bacteria and viruses through contact with contaminated patients or contaminated blood.

- Yes No

Areas for attention:

- Ask your manager which specific precautions apply.
- Ask your manager what to do if you sustain a needle prick injury.
- If necessary, use personal protective equipment such as respiratory protection (masks) and gloves.

- 5** The agency employee will carry out work for which vaccination against hepatitis B is required.

- Yes No

The agency employee is given the necessary vaccination by the client.

- Yes
- Other, namely:

Areas for attention:

- Vaccination against hepatitis B is required if there is a possibility of contact with blood.
- Tell the employment agency whether (or not) you have been vaccinated.
- For full protection you have to go through a vaccination cycle (at least six months) and you have to be tested to ensure that you are producing enough antibodies.

- 6** The agency employee can be exposed to cytostatics or anaesthetic gases.

- Yes No

Area for attention:

- Ask your manager which specific precautions apply.

- 7** The agency employee uses a car during working hours:

- Yes No

Area for attention:

- Make calls only using a hands-free kit or when not moving.

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8 The agency employee regularly works alone.

Yes No

Area for attention:

■ Ask your manager about what you should be aware of when working alone and whether there is any possibility of raising the alarm and find out how this works.

9 Are there any other risks involving the agency employee that have not been addressed in this checklist?

Yes No

Description of these risks:

Signature