

Health and Safety Checklist Production / Technical / Logistics

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 should have valid safety diplomas / certificates for the work in which they are involved:

Yes No

If yes:

- Fork lift truck driving certificate
- Certificate for safe working with hoisting equipment and machinery
- VCA (Safety Checklist for Contractors) basic safety training (B-VCA | VVA I)
- Safety passport
- SIR (Dutch Foundation for Industrial Cleaning) pass
- Driving licence: B/BE/C/CE1
- Other, namely:

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- 2** The agency employee will be working with machines (such as press tool, folding machine or shearing machine) or equipment (such as knife or angle grinder) which involve a risk of being cut, trapped, crushed, etc.

Yes No

Description:

Areas for attention:

- If you do not have experience, you may not simply start using this type of machine or equipment.
- Ask your immediate manager to explain the operation of the machine or equipment and how to operate the machine safely as well as how to clean the machine.
- Use the right personal protective equipment (e.g. gloves when using a knife).
- If you are under 18 years of age, you may operate dangerous machinery only when supervised by an experienced employee.

- 3** The agency employee deals with material and products that involve a risk of being cut, hit by a work piece, hit by falling material, or getting something in their eye.

Yes No

Where and when:

The agency employee requires the following personal protective equipment (PPE) when carrying out the work:

Equipment

Safety shoes, type:

S1

S2

S3

Safety boots, type:

S4

S5

Safety glasses

Hard hat

Face shield

Gloves to protect against mechanical risks (e.g. cuts and abrasions)

Protective work clothing, namely:

Other, namely:

Provided by client

Yes Other, namely:

Yes Other, namely:

Yes Other, namely:

Yes Other, namely:









Yes Other, namely:

Yes Other, namely:



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4 The agency employee works with products with one or more of the following symbols on the label (e.g. cleaning agents, coatings, cooling agents, lubricants):

- | | | | | | | |
|------------------------------|--------------------------|---|----------------------------------|--------------------------|--|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> |  | Irritating, sensitising, harmful | <input type="checkbox"/> |  | Flammable |
| | <input type="checkbox"/> |  | Corrosive | <input type="checkbox"/> |  | Explosive |
| | <input type="checkbox"/> |  | Toxic | <input type="checkbox"/> |  | Oxidising |
| | <input type="checkbox"/> |  | Long-term health hazard | <input type="checkbox"/> |  | Harmful to aquatic environment (water) |

No

Where and when:

The agency employee requires the following personal protective equipment when carrying out the work.

Equipment

- Chemical-resistant gloves
- Respiratory equipment, type:
- Safety glasses
- Face shield
- Protective work clothing, namely:
- Other, namely:

Provided by client

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



Areas for attention:

- Know what you are working with. Read the label and the user instructions. Follow the instructions.
- Use personal protective equipment if this is stated on the label or in the instructions.
- Want to know more about a product? Ask for the safety information sheet.

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- 5** The agency employee will be carrying out work such as sawing, sanding, cutting, grinding, welding, etc. where dust, vapours and gasses will be released.

Yes No

Where and when:

The agency employee requires the following personal protective equipment (PPE) when carrying out the work:

Equipment

Provided by client

Safety shoes, type:

Yes Other, namely:

S1

S2

S3

Safety boots, type:

Yes Other, namely:

S4

S5

Safety glasses

Yes Other, namely:

Face shield

Yes Other, namely:

Gloves to protect against mechanical risks (e.g. cuts and abrasions)

Yes Other, namely:

Protective work clothing, namely:

Other, namely:



- 6** The agency employee is involved in the following physically demanding work:

- Lifting, pushing and pulling (e.g. moving materials).
- Poor postures (e.g. working with hands above the head, twisting, bending and kneeling).
- Repetitive work (e.g. production line work, grinding, spraying and assembly).
- Standing for long periods of time (e.g. for welding and assembly).
- A lot of walking and/or climbing (e.g. on large sites).
- Other, namely:

Where and when:

Areas for attention:

- Ask your manager to explain the least stressful work method.
- Use the available aids (e.g. hoisting equipment, lifting table and fork lift truck.
Note: you may use certain aids only if you are authorised to do so.).
- Try to alternate your work as much as possible.
- Try to keep the correct posture.

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- 7** The agency employee is exposed to harmful noise as a result of the work they carry out and/or as a result of the environment in which they work (e.g. noise from punching, welding, grinding, riveting and material transport).

Yes No

Where and when:

The agency employee requires the following personal protective equipment (PPE) when carrying out the work.

Equipment

Provided by client

Ear protection

Ear plugs

Ear muffs

Otoplastics

Other, namely:

Yes Other, namely:

Yes Other, namely:

Yes Other, namely:

Areas for attention:

- There are special ear plugs (otoplastics) that protect against harmful noise that allow you to hear each other speak (speech intelligibility).
- Noise is harmful if you cannot understand each other at one metre's distance without raising your voice (>80 decibels).
- It is sensible to wear ear protection over 80 decibels. Above 85 decibels it is a legal requirement.



- 8** The agency employee works:

inside

in cold rooms

outside

near sources of heat

and requires the following work clothing while carrying out the work:

Equipment

Provided by client

Good shoes

Yes Other, namely:

Work trousers / overalls

Yes Other, namely:

Jumper

Yes Other, namely:

Work jacket

Yes Other, namely:

Raincoat + waterproof trousers

Yes Other, namely:

Bodywarmer

Yes Other, namely:

Clothing to protect against the sun

Yes Other, namely:

Winter clothing

Yes Other, namely:

Other, namely:

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Areas for attention:

- Clothing to protect against the sun consists of long trousers, a shirt with long sleeves, a cap with a neck flap or a hat with a wide rim and sun cream (factor 20 or higher) for unprotected skin.
- Winter clothing is winter overalls, a parka (winter coat), a hat and possibly thermal underwear.
- Special thermal clothing is required for working in cold rooms. Note that you can also regularly alternate the work with work at a normal temperature.

- 9** The agency employee will be working in an environment with transport (e.g. a fork lift truck) and other machinery with involves a risk of being run over / hit by falling objects.

Yes No

Where and when:

Areas for attention:

- Be alert to movements around you. Keep your distance.
- Ensure that you can hear what is going on around you. Do not listen to loud music.
- Wear the right personal protective equipment (e.g. safety shoes and hard hat).



- 10** The agency employee works at a height – e.g. on a ladder or on a pontoon – which involves a risk of falling.

Yes No

Where and when:

Areas for attention:

- Be extra alert when working at a height.
- Use the right aids for working at a height, e.g. a hydraulic platform.
- Ask your manager to explain a safe working method.
- Wear the right personal protective equipment (e.g. fall arrest system).

- 11** 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.

- 12** The agency employee sometimes 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.

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

Yes No

Description of these risks:

Signature