

Warehouse Health and Safety Checklist

To be filled in by company/client

Name of company/client:

Filled in by:

Date (dd-mm-yyyy):

Position/assignment name:

The temporary worker's work is going to involve:

- Loading and unloading lorries (goods inwards and dispatch)
- Internal transport inside the warehouse
- Storing goods inside the warehouse
- Order picking
- The packing, repacking and unpacking of goods (packing, repacking and unpacking stations)
- The manual sorting of goods
- Other, namely:

Additional short job description (may also be added as an annex):

The company/client is familiar with the statutory obligation to:

- inform the temporary worker about the risks and the measures to be taken before the work starts.
- issue the necessary personal protective equipment to the temporary worker before the work starts.
- provide the temporary worker with initial training.
- supervise the temporary worker and monitor the work location.

Key points:

The detailed regulations can be found in the:

Working Conditions Act [Arbowet]: in particular Article 1, paragraph 1; Article 3; Article 5, paragraph 5; Article 8.

Placement of Personnel by Intermediaries Act [Wet allocatie arbeidskrachten door intermediairs] (Waadi): Article 11.

Key points and tips for safe and healthy working in the warehouse can be found in the Safe and Healthy Warehouse Code at www.cgvm.nl

- 1 The temporary worker must have valid diplomas and/or certificates of proficiency and/or safety for the work which he is going to perform.

- Yes No

If yes:

- Forklift driver certificate
- Reach truck driver certificate
- Electric pallet truck certificate
- Working with hazardous substances certificate met gevaarlijke stoffen
- Other, namely:

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- 2 The temporary worker is going to work in an environment where vehicles are driving around - such as forklift trucks and reach trucks - and where collisions are possible.

Yes No

Where and when:

High visibility clothing is to be issued by the client:

- Yes, namely:
 Other, namely:

Key points:

- Know the traffic rules, the traffic routes, the walkways and the pedestrian doors.
- Know how to behave. Such as: stay on the walkways.
- Know when you are visible. Know the blind spot.
- Pay attention to your surroundings. Do not walk around 'apping'.
Make eye contact with the drivers.
- Make sure you can hear what is going on around you – do not make phone calls or listen to music while walking around.
- Report hazardous situations (such as unclear routing or broken convex mirror) to your manager and, if necessary, to your intermediary.
- Always wear your safety shoes (including in the walkways) and high-visibility clothing.
- Never catch a ride on a forklift truck or other vehicle.



Please watch the films at: <http://www.cgvm.nl/hotspots/> and visit this page on pedestrians in the warehouse: <http://www.cgvm.nl/de-code/voetgangers-in-het-magazijn/>

- 3 The temporary worker is going to drive a vehicle and may become trapped (for example if the forklift truck tips over, or between the vehicle and an object).

Yes No

Which type of vehicle:

- Manual pallet jack Side loader Reach truck
 Electrical pallet truck Order picking truck Sweeper
 Forklift truck Stacker
 Other, namely:

Key point:

- Only use a vehicle if you are authorised to do so.
- Know the traffic rules, the traffic routes, the walkways, the storage zones and the parking spaces.
- Drive professionally – observe the speed limits and rules.
- Make sure you can see properly while driving. Be aware of your surroundings, particularly pedestrians. Make eye contact with other drivers and pedestrians.
- Be particularly alert at crossings, passageways, the loading docks and around workstations.
- If the vehicle has a safety belt or of bar, you must use it.



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- If your telephone starts ringing, answer it only after you have first found a safe place to stop.
- Report defects such as a broken reversing alarm to your manager and, if necessary, to your intermediary.
- Never:
 - Stand on a manual pallet jack.
 - Lift a colleague up on the forks – this is only permitted if a safety cage is used and in certain situations.
 - Transport materials using a cherry picker.

Please watch the films at: <http://www.cgvm.nl/hotspots/>

- 4 The temporary worker may be hit by falling, sliding, or rolling objects – for example due to a poorly stacked load or a crooked pile of pallets.
- Yes No

Where and when:

Key points:

- Look out for poorly stacked loads and distorted rack beams due to overloading. Only move stable loads.
- Stack goods in a way that keeps them stable.
- Fix goods in place, for example with retaining straps or shrink film.
- Place pallets properly in the racks. Work securely.
- Report dangerous situations – such as damaged uprights and beams – immediately to your manager.
- If you are not a driver, keep your distance when goods are being moved.



- 5 The temporary worker may fall from height, for example when loading and unloading from the tail-lift (in the absence of loading docks) and between the trailer and the dock shelter.
- Yes No

Where and when:

Key points:

- Ask your manager for clarification about a safe working method. Only start work after that.
- Be extra vigilant when loading and unloading – both via the tail-lift and via the loading docks.
- Report dangerous situations (such as working on a mezzanine without any safety provisions) to your manager and, if necessary, to your intermediary.
- Never:
 - Stand on the forks of the forklift truck – not even to reach something quickly.
 - Catch a ride on a forklift truck.
 - Climb in areas where it is not allowed, such as in the racks, where there are no safety provisions in place to prevent you falling!

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- 6** The temporary worker is going to work with machines (such as conveyor belts, wrapping machines, compactors) whereby there is a chance of being trapped, crushed, etc.

Yes No

Where and when:

Safety shoes and work gloves are to be issued by the client:

Yes, type: S1 S2 S3

Other, namely:

Key points:

- Check with your manager whether you are authorised to work with the machine.
- Ask your manager for a proper work instruction and only start work after that.
- Use a machine for the purpose it is intended for.
- Leave all safety provisions intact, even if you can work more quickly without them.
- Know which parts of a machine might come into contact with you - be aware of the danger zones.
- Avoid loose-hanging hair and clothing.
- Wear personal protective equipment.
- Report dangerous situations (such as a malfunctioning machine) to your manager and, if necessary, to your intermediary.



- 7** The temporary worker will be required to perform the following physically demanding activities:

- Lifting and carrying (such as the manual stacking and re-stacking of goods).
- Pushing and pulling (of, for example, rolling containers and manual pallet jacks).
- Work in an uncomfortable posture.
- Static loads (such as standing for long periods at packing and repacking stations).
- Repetitive activities (such as driving a reach truck).
- Other, namely:

Where and when:

Key points:

- Ask your manager for clarification about the least strenuous working method.
- Wear shoes with anti-slip soles.
- Work at a speed that you can keep going at.
- Know how much you are allowed to lift and how much you have to lift.
- Report situations which make the work unnecessarily strenuous to your manager and, if necessary, to your intermediary. For example: excessively loaded containers and defective equipment.
- Use the available equipment, such as an electrical pallet truck. Do not forget that you are only allowed to use certain equipment if you are authorised to do so.

- 8** A. The temporary worker may come into contact with hazardous substances, for example in the event of damaged packaging, when processing open returns or when opening gassed containers.

Yes No

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- B. The temporary worker's work is going to involve loading, unloading, packing and labelling hazardous substances which are subject to one of the following laws: The European Agreement concerning the International Carriage of Dangerous Goods by Road [Accord européen relatif au transport international de marchandises Dangereuses par Route] (ADR) (road transport), the Regulations concerning the international carriage of dangerous goods by rail [Règlement concernant le transport international ferroviaire des marchandises dangereuses] (RID) (rail transport), the European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways [Accord européen relatif au transport international des marchandises Dangereuses par voies de Navigation intérieures] (ADN) (inland navigation), the International Maritime Dangerous Goods Code (IMDAG Code) (sea transport) or the rules of the International Air Transport Association (IATA) (air transport).

In this case the temporary worker must have been trained in, at least, the use, transport and storage of hazardous substances. He must also know what to do in the event of incidents.

Please indicate this at question 1!

- Yes No

Which hazardous substances, where and when:

The temporary worker requires the following personal protective equipment (PPE) when executing the work:

- | Equipment | Issued by client |
|--|--|
| <input type="checkbox"/> Gloves which provide protection against chemical risks, type: | <input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: |
| <input type="checkbox"/> Protective respiratory equipment, type: | <input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: |
| <input type="checkbox"/> Safety glasses | <input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: |
| <input type="checkbox"/> Protective work clothing, namely: | |
| <input type="checkbox"/> Other, namely: | |

Key points:

- Ask your manager for clarification about the substances and materials which you are processing and transporting and ask for clarification about a safe working method.
- Only work in open and ventilated containers. Never be the first one to open a container.
- Know what is inside packaging and what is required to process it. Know what you have to do if packaging is damaged and product has been released (spill).
- Report dangerous situations - for example a bulging drum, a strange smell - directly to your manager and, if necessary, to your intermediary.
- Keep the workplace as clean as possible.
- Wear your personal protective equipment – even if your colleagues do not. Focus on your own health.
- Make sure that your personal protective equipment is in good condition and clean. Ask how long you should use disposable articles during your work.



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- 9 You may come across aggressive behaviour, violence and bullying. For example, angry drivers and bullying by 'amusing' colleagues. The temporary worker will receive instructions about what to do in these situations on the first day of work.

Yes Other, namely:

Key points:

In the event of aggression and violence

- Know you can try to prevent aggression and violence.
- Ask your manager what agreements are in place as regards aggression and violence. Familiarise yourself with the protocol. Know what you have to do if you are confronted by aggression and violence.
- Always report incidents to your manager and to your intermediary.
- If you want to talk to somebody after an incident has occurred (aftercare), you should ask your manager, the counsellor or your intermediary.

In the event of bullying

- Do not just put up with it, but confide in somebody instead.
- Stay calm. Do not get angry. Try to ignore the bullying. If it goes too far you should talk to the perpetrators. Practise this first so that you can do in the right way.
- If the bullying does not stop, report this to your manager, the counsellor or to your intermediary.

See also: <http://www.pestenopdewerkvloer.nl/wat-kan-je-doen/>

- 10 The temporary worker is going to work:

- Inside
 Outside
 In cold stores and freezer rooms



and needs the following work clothing while working:

Equipment	Issued by client
Basic (inside)	
<input type="checkbox"/> Good-quality shoes (with anti-slip sole)	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely:
<input type="checkbox"/> Safety shoes type: <input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> S3	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely:
<input type="checkbox"/> Work trousers/work overall	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely:
<input type="checkbox"/> Sweater	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely:
<input type="checkbox"/> Bodywarmer	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely:

Outside

- Work coat Yes Other, namely:
 Raincoat + waterproof trousers Yes Other, namely:
 Winter clothing (winter overall; parka/winter coat; knit cap and possibly thermal underwear) Yes Other, namely:
 Clothing to protect him/her against the sun (long trousers; shirt with long sleeves; cap and factor 20 or higher sun cream) Yes Other, namely:

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Cold stores and freezer rooms

- Clothing for cold stores and freezer rooms (special trousers, overall and jacket; thermal underwear; special socks and shoes; gloves/mittens; head covering such as knit cap, hood) Yes Other, namely:
- Other, namely:

11 The temporary worker's work is going to involve charging or changing batteries.

- Yes No

Where and when:

Key points:

- Check whether you are authorised to charge and/or change batteries.
- Ask your manager for clarification about a safe working method, for example with regard to connecting and disconnecting the charger cables.
- Work in accordance with the instructions given.
- Always tidy up the charger cables after use and never leave them lying on the floor.
- Report damage to the charger cables to your manager immediately.
- Wear your personal protective equipment: splash-resistant apron, face protection and safety gloves.
- Make sure you know where the eye sprayer is and how to use it.



12 The temporary worker may cut or prick himself on sharp material in waste, such as knives, glass fragments, etc.

- Yes No

Where and when:

Which doctor should be called if a temporary worker pricks or cuts himself and there is a risk of infection (for example a cut due to handling waste in returns or a cut in a dirty environment)?

Name:

Telephone number:

The temporary worker will receive² the necessary tetanus and hepatitis A and B vaccinations from the client:

- Yes Other, namely:

Safety shoes and work shoes with protect against cuts, jabs or pricks (made, for example, from Kevlar) are to be issued by the client:

- Yes Other, namely:



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Key points:

- Ask your manager for clarification about a safe working method.
- Inform the temping agency whether you have been vaccinated against tetanus and hepatitis A and B.
- Pay special attention when grabbing hold of packaging.
- If you have pricked or cut yourself on waste (in connection with returns) or in a dirty environment, you should immediately consult a doctor (within 2 hours). This is important in order to prevent an infection.
- Allow the wound to bleed and rinse it as soon as possible with (tap) water.
Do not use any alcohol or iodine!
- Wear personal protective equipment.

- 13** The temporary worker is going to be confronted by harmful noise due to the environment in which he is going to work and/or due to the work which he is going to carry out (such as pallet wrapper, (waste) compactor etc.).

Yes No

Where and when:

The temporary worker requires the following personal protective equipment (PPE) when executing the work:

Equipment

Issued by client

Hearing protection:

Earplugs

Yes Other, namely:

Earmuffs

Yes Other, namely:

Otoplastics

Yes Other, namely:

Other, namely:

Key points:

- Special earplugs (otoplastics) are available which protect against harmful noise and yet you can still hear each other talking (verbal communication).
- Noise is dangerous if you cannot understand each other without raising your voice at a distance of 1 metre apart (>80 decibels).
- It is a good idea to wear hearing protection if noise levels exceed 80 decibels. You are legally obliged to do so at noise levels in excess of 85 decibels.
- Keep your hearing protection clean and regularly check it for leaks and tears.



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- 14** The temporary worker is going to work in areas where there is a risk of tripping (for example over clutter or fixed obstacles).

Yes No

Where and when:

Key points:

- Look out when walking around. Do not walk around 'apping'.
- Tidy up clutter immediately, even if it is not yours.
- Report fixed obstacles to your manager.

- 15** The temporary worker is going to do work which involves driving. This will expose him to vibrations which may result in back problems.

Yes No

Where and when:

Key points:

- Make sure you adjust the driver's seat properly.
- Drive carefully, vary tasks and always take your breaks.
- Change your posture as often as possible.
- Report defects to the vehicle and the seat to your manager and, if necessary, to your intermediary.

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16 The temporary worker must wear personal protective equipment (PPE) which protects him from various risks. It is important to create a clear overview:

- Against which risk each PPE protects.
- Whether this applies in various work situations or in one and the same work situation (and therefore: simultaneously).
- What this means for the type of PPE.

	Collisions with vehicles (see question 2)	Being trapped/crushed by a vehicle (see question 3)	Being hit by a falling object (see question 4)	Being trapped/crushed by machines (see question 6)	Hazardous substances (see question 8)	Cold stores and freezer rooms working outside (see question 10)	Charging/changing batteries (see question 11)	Cutting risk (see question 12)	Noise (see question 13)	
Safety shoes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		Conclusion: Type: <input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> S3 Other, namely:
Work clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		Conclusion: <input type="checkbox"/> different work situations <input type="checkbox"/> the same work situation type:
Work gloves				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Conclusion: <input type="checkbox"/> different work situations <input type="checkbox"/> the same work situation type:
Protective respiratory equipment					<input type="checkbox"/>					Type:
Safety glasses					<input type="checkbox"/>					Type:
Face protection							<input type="checkbox"/>			Type:
Splash-resistant apron/ work apron							<input type="checkbox"/>			Type:
Safety helmet			<input type="checkbox"/>							Type:
Hearing protection								<input type="checkbox"/>		Type:

Clarification:

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17 Are there any other risks which the temporary worker may come up against and which are not included in this checklist??

Yes No

Description of these risks and measures:

Please note that the temporary worker

- Must not work in inside spaces (such as halls) where he will be exposed to diesel exhaust fumes. Diesel exhaust fumes are carcinogenic.
- Must not work alone when carrying out dangerous activities.
- May not be the first person to open gassed containers and may only work in these containers after they have been properly ventilated.

Signature