

# Occupational Health and Safety checklist Administrative

To be filled in by company / client

Name of company/client:

Filled in by:

Date (dd-mm-yyyy):

Job title temporary worker:

Brief job description (can also be attached as an appendix):

The company / client is aware of its legal obligation to:



Inform the temporary worker before starting work about the risks and measures that are taken to mitigate those risks.



Provide the temporary worker with the required PPE and work clothing before they start work.



Train the temporary worker in such a way that they know how to do the work safely and where to go for help.



Supervise the temporary worker and oversee the workplace.

## Information sources:



Detailed regulations can be found in the:  
Occupational Health and Safety Act: specifically article 1 paragraph 1; article 3; article 5 paragraph 5; article 8.  
Waadi (Dutch Workers Allocation by Intermediaries Act): article 11.  
Focus areas and tips for working in a safe and healthy way in administrative positions can be found on the [Arboportaal](#).



## 1 Formal requirements

Does the work have any special requirements for:

### A Diplomas/certifications?

Temporary workers must be in the possession of valid safety diplomas or certificates for the work they will be doing.

Yes  No

If yes:

Driver's license:  B  BE  C  CE  DE

Other, namely:

B: Passenger car, BE: Passenger car + trailer, C: Truck, CE: Truck + trailer, DE: Bus + trailer

**B Any health conditions?**

Are there any risks associated with the work that calls for additional health-related requirements or could pose risks for people who are more vulnerable?

- Yes  No

If no:

- Work with additional risks/prohibitions if pregnant or breastfeeding  
 Work with extra risks/prohibitions for minors (younger than 18 years old)  
 Other, namely:

**C The work is mentally demanding (stress risks)**

- Not mentally demanding work  
 Causes psychological stress (difficult, very precise, a lot all at once, time pressure, risk of harm)  
 Comes into contact with aggressive or other undesirable/threatening behaviour

Who is the confidential counsellor?

How can they be reached?

**2 Introduction and supervision**

The temporary worker needs to be given instructions and must know where they can turn to with any questions. Indicate who will be responsible for instructing/supervising the temporary worker when it comes to:

Carrying out tasks/using equipment in the correct way:

Company rules and facilities: house rules/codes of conduct, traffic rules, use of vehicles, breaks, asking for help, BHV (company emergency response measures), absenteeism and leave:

Information about working in a safe and healthy way (your prevention officer):

After the first few weeks, who will hold an evaluation on the above points?

**3 Specific risks and mitigation measures**

**A The temporary worker is exposed to routine, site-specific or repetitive work where there is a potential for one-sided strain on the body.**

- Yes  No

Description:



**Focus area:**

Alternate tasks as much as possible



**B** The work that the temporary worker does involves frequent and prolonged phone calls where there is a risk of neck, shoulder, or arm pain.

Yes

No



#### Focus areas:



Using the headset/earbuds.



Always hold a phone in your hand and never clamp it between your shoulder and neck.

**C** The temporary worker spends more than 2 hours a day behind a monitor where there is a risk of hand, wrist, arm, shoulder and neck problems due to poor sitting posture combined with repetitive movements and work pressure.

Yes

No



#### Focus areas:



Proper set-up of monitor and keyboard (see explanation on page 5). Make sure you're not looking into the light or there are no reflections on the screen.



Use the pause function software if available.



Ensure that your back, arms and feet are properly supported by positioning the chair and table correctly (see explanation on page 5).



After every 2 hours of screen work, be sure to do other work for 10 minutes or take a break if you can.



Alternate your posture: lean back when making phone calls, for example.



Opt for a steady pace of work and don't rush yourself.



Relax your limbs and move around at regular intervals.

**D** The temporary worker carries out part of the work from home or from any other remote location that entails intensive computer screen work.

No, the work only takes place on our location(s).

Yes, we make sure that the ergonomics are in order at this external workplace and that the necessary tools are provided if needed.

Other, namely:

#### Focus areas:



Proper set-up of monitor and keyboard (see explanation on page 5). Make sure you're not looking into the light or have reflections on your screen.



Choose an even pace of work and don't rush.



After every 2 hours of screen work, be sure to do other work for 10 minutes or take a break if you can.



**E** The temporary worker is in direct contact with visitors where there is a potential for aggressive behaviour by visitors (e.g. threats, swearing, hitting) and violence (e.g. robberies, vandalism).

Yes

Other, namely:

**Focus areas:**



Handle contact in a safe way where there is a risk of aggression: through social control/help from others, barrier between visitor and staff member, alarm option, escape route accessible.



Ask your manager what the procedures are for dealing with aggression and violence.



Know what you should do in the event of aggression and violence.

**F** The temporary worker sometimes works alone.

Yes

No

**Focus area:**



Ask your manager what you need to be aware of when working alone, whether there is an alarm system and how it works.

**G** The temporary worker uses a car during working hours.

Yes, there are rules and tools for using a phone while driving.

No

**Focus area:**



Only make calls 'hands-free' In the car or when stationary.

**H** Are there any other risks that the temporary worker is exposed to that are not mentioned in this checklist?

Yes

No

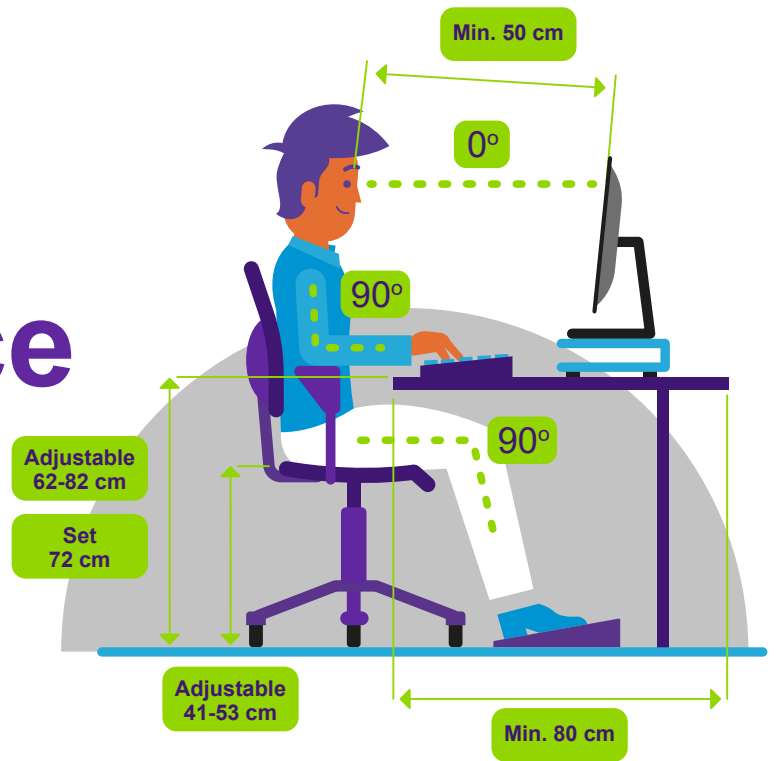
Description of these risks:

Signature



# Optimal workspace

With these 5 steps



## 1 Adjusting the chair

**Chair:** stand in front of your chair and pull the seat up so that it is just level with your kneecaps. Wear your regular shoes when you do this.

**Seat depth adjustment:** if the back of the chair can slide back horizontally or the seat can slide forward with a glide system, make sure that the seat does not stick into the back of your knees. Adjust the height of the backrest - usually with a knob on the back of the backrest - so that the curve of the backrest fits the hollow of your back.

**Note:** this function is not available for every chair. If the armrests can slide inwards and outwards, adjust the armrests so that they extend straight under the elbows. Sit down and relax your shoulders.

To relax your shoulders, raise and lower them again. Adjust the height of the armrests so that you get just enough support when your shoulders are relaxed.

## 2 Adjusting the desk height

Your table and keyboard should be at about the same height as the armrests of your chair.

If your table is too high and not adjustable, adjust your seat height so that the armrests and table are about the same height. In this case, use a foot support. Ask for a foot support if this is not provided. If your table is too low, ask if the top can be raised, using blocks under the legs if necessary. This height allows you to work with your neck and shoulders in a relaxed position.

The desk you use for reading and writing is a good height for you if the work surface is a few centimetres above elbow level with your upper arms relaxed and lowered.

## 3 Adjusting your screen

**If you are using a normal screen,** place the screen directly in front of you at an arm's length. If this causes problems with the screen of the person opposite you, try sliding the screens away from each other.

If this causes problems due to a wall behind your desk, move your desk a bit further away from the wall. Make sure that the top edge of the visible part of the screen is at the same level as or slightly lower than eye level. If the screen is too low, raise it. You will then be looking straight ahead or slightly down at the screen, but never up!

## Working with a laptop:

With a laptop/tablet, the screen is too low for a relaxed neck position. Using the keyboard and mouse/touchpad is also more physically demanding.

You should only use a laptop for a maximum of two uur per dag unless you make adjustments:

- Connect a separate keyboard and screen to your laptop.
- Use a laptop holder to raise the laptop to the correct height and distance.

## 4 Mouse, keyboard, and document stands

If you work a lot with papers, use a document stand that you can place papers or folders on. The easiest is a stand that can be placed between your screen and keyboard. Place your keyboard directly in front of you, parallel to the screen and the edge of the table. Place the mouse right next to the keyboard at the front of the table.

## 5 Use the workstation properly

When working for long periods in front of a screen, pay attention the following points:

- Make sure your forearm is always resting on something (armrest or desk) when using a mouse.
- Make sure you have enough legroom under the desk.
- Make sure your feet, knees, arms and shoulders are all facing the same direction while you are working.
- Avoid working with your shoulders raised. Make sure the keyboard is about 10 cm from the edge of the desk and the mouse is right next to it.
- Avoid bending your head and neck forward while typing or using a mouse.