

Occupational Health and Safety Checklist for Goods Transport¹

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 clothes 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.

These obligations that the hiring employer has are stipulated in the Occupational Health and Safety Act and the Waadi Act. With this checklist, we provide you with guidance on how to fulfil these obligations properly.

The checklist has been compiled with great care, but we cannot guarantee that it covers all focus areas.

The hiring party remains responsible for preventing risks to the hired worker.

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 in² in transport en logistics can be found in the Occupational Health and Safety Catalogue Transport and Logistics : <https://www.stl.nl/arbocatalogus/>



- 1 Specifically for goods transport on public roads (external transport), with a special focus on transport within the company (internal transport).
- 2 Would you like to know more about legal requirements? Do the self-inspection test for Transport & Logistics on www.zelfinspectie.nl



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

ADR - certificate of professional competence for the transport of dangerous goods/tank/class 1/class 7

[Certificate of Professional Competence for the Transport of Livestock \(Poultry\)](#)

Basic Safety Training VCA (B-VCA | VCU | VOL VCA)

BHV certificate

Forklift driver certificate

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 yes:

Infection risks/vaccination required

Work with risks/prohibitions if pregnant or breastfeeding

Work with extra risks/prohibitions for minors (younger than 18 years old)

Exposure to allergens/risk of hypersensitivity

Other, namely:

C The work is mentally demanding (stress risks)

Not mentally demanding work

Causes mental strain (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 will be working in an environment with moving vehicles - such as an industrial estate, distribution centre or marshalling yard - where there is a risk of being hit.

Yes

No

Description:

Warning clothing (high visibility clothing)⁴ will be provided by the client:

Yes

Other, namely:

Focus areas:



Watch out for moving vehicles in the area.



Know the walkways and driving lanes.



Wear high visibility clothing.



Know the traffic rules.



Follow instructions and keep to the rules.



B The temporary worker will be loading and unloading objects. While doing this, they could be hit by falling, sliding or rolling objects (such as goods and packaging material) or become trapped (e.g. between the vehicle, material and parts of buildings).

Yes

No

Description:

Safety shoes (type S2 S4) and work gloves will be provided by the client:

Yes

Other, namely:

3 | High visibility clothing is warning clothing and/or a traffic vest (safety vest).



Focus areas:







-  Know your loads, secure them properly and be aware of the risks.
-  Know how to use tools and equipment (loading ramp, trolley, forklift, loading crane).
-  Watch out for icy conditions in cold weather.
-  Ask your line manager for an explanation on safe work practices.
-  Work safely and follow instructions. Report hazards and faults.
-  Wear safety shoes and work gloves.

C The temporary worker will be driving on public roads. Every road user can get into an accident.

- Yes No

Focus areas:



-  Be careful in traffic and follow the rules.
-  Set up the navigation before departing.
-  Only make calls if they are strictly necessary. Always make calls hands-free and keep them short. While driving: no texting.
-  Use alarms when reversing.
-  Avoid blind spots: use the mirrors and/or cameras.
-  Do not place loose items in the cabin. These can become projectiles in case of sudden movement.





You can find more tips on <https://www.komveiligthuis.nl/>

D The temporary worker works at height which means they could fall. For example, when getting in and out of the vehicle cabin, working on the loading ramp or climbing onto the container.

- Yes No

Where and when:

Focus areas:

-  Be careful when working at height (loading ramp, container) and when getting in and out of the cabin.
-  Where possible, work from a platform, scaffolding or movable stairs.
-  Never climb on loads.
-  Ask your manager to explain safe work practices.

E The temporary worker will have to deal with the following physically strenuous work:

- Lifting / carrying (e.g. loading and unloading goods).
- Pushing and pulling (e.g. carts).
- Uncomfortable positions (e.g. when securing loads).
- Sitting for long periods (when driving).
- Other, namely:

Yes No

Where and when:

Focus areas:



Ask your manager to explain what the least strenuous way of working is.



Adjust your seat correctly and take regular breaks.



Use the available equipment (such as lifting aids, forklifts and specific loading platform).
Caution: you are only allowed to use certain equipment if you are authorised to work with it.



Wear shoes with non-slip soles.



F Other road users or passengers can behave aggressively. Examples include cutting off vehicles, tailgating, shouting. Aggressive behaviour can lead to violence against the driver. On the first day of work, the temporary worker is instructed on what to do in these situations.

Yes Other, namely:

Description:

Focus areas:



Know how you can help to prevent aggression and violence, and what to do if you are confronted with it.



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



Always report incidents to your manager and your employment agency.



Ask for aftercare following an incident.

G The temporary worker may be confronted with a robbery, aimed at stealing money or the load.

Yes No

Description:



Focus areas:



Know how to help prevent a robbery and what to do if you are confronted with one. Know the protocol.



Make sure you understand the instructions for specific clients.



Always report a robbery to your manager and to your employment agency.



Always file a police report.



Ask for aftercare after a robbery.

In case of international transport and overnight stays:



Never park in a deserted parking lot.



Look for a guarded parking lot.



Know what technical safety features your vehicle has (e.g. alarm button, multilock and gas detector).



Find more tips on:

<https://truckerapps.eu/nl/blog/een-veilige-lading-betekent-een-gezonde-slaap-bekijk-de-lijst-van-de-bewaakte-parkings-in-duitsland-frankrijk-belgie-en-spanje-en-slaap-rustig/>

<https://www.stl.nl/arbocatalogus/psychosociale-arbeidsbelasting/criminaliteit-en-overvallen/>

H The temporary worker works with a schedule that sets the workload, such as a schedule with pick-up times or stop-off times

Yes

No

Focus areas:



Also when it is busy: keep your head cool, this is how to prevent accidents. Prepare properly and leave on time.



Adhere to legal driving and rest period regulations.



Know what to do or who to call if you are not on schedule.



I The temporary worker has a job that involves driving. This involves vibrations that affect the body and can cause lower back pain.

Yes

Other, namely:

Description:

Focus areas:



Adjust the (driver's) seat correctly.
Zie instructie STL.



Drive calmly, alternate tasks, and don't skip breaks.



Vary your posture as much as possible.



Report any vehicle or seat defects to your supervisor.

J The temporary worker opens and enters containers that could contain hazardous gases. This is the case with sea containers and import containers.

Yes

No

Description:

Focus areas:



Only enter a shipping container after your manager has signalled that it is "safe". Safe in the sense that there are no dangerous gases, or that they are below the limit.



When entering the container, watch out for any unforeseen circumstances.



Ask your manager for instructions, including how to act in the event of unforeseen circumstances.



K The temporary worker is involved in the transport of livestock (e.g. as a driver, including loading and unloading livestock).

Yes

No

Description:

Focus areas:



Make sure that you have a Certificate of Competence for Transporting Livestock.



Know how to approach animals; make sure you always have an escape route; wear safety shoes with steel toe caps.



Adapt your driving style and know how to look after animals on the road.



L The temporary worker

- works indoors
- outdoors
- in cold stores and/or freezers

and needs the following work clothes when doing this work:

Equipment

Good shoes (with non-slip soles)

Safety shoes type S2 /
Safety boots type S4

Company clothing

Winter or thermal clothing

Protective clothing against the sun

Other, namely:

Provided by the client

Yes Other, namely:

Yes Other, namely:

Yes Other, namely:

Yes Other, namely:

Yes Other, namely:

Focus areas:



Winter clothes include a winter overall, parka (winter coat), hat, and possibly thermal underwear.



Protective clothing against the sun includes long trousers, a long-sleeved shirt, a hat and sunscreen (factor 20 or higher) for exposed skin.



Special thermal clothing is required when working in cold stores. Make sure that you can vary your work regularly with work in normal temperatures.



M Are there other risks that the temporary worker faces that are not listed in this checklist? Also think about the hazards of specific loads or cleaning work!

- Yes No

Description of these risks:

N Caution, the temporary worker



does not work in areas where diesel engines are running, e.g. nearby a forklift, shovel, generator or truck where no measures have been taken against diesel fumes. Diesel exhaust fumes are carcinogenic.



Signature

Empty rectangular box for signature.

