

# Occupational Health and safety checklist Cleaning<sup>1</sup>

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<sup>2</sup> 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.

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 carry out these duties 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:



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 can be found  
in the cleaning [www.ras.nl/werknemers/veilig-werken](http://www.ras.nl/werknemers/veilig-werken)  
or [www.ras.nl/werkgevers/arbo/](http://www.ras.nl/werkgevers/arbo/).



- 1** This checklist is intended for cleaning in buildings. Specialized work requires certification (e.g. cleaning of trains, buses, glass and façade cleaning, cleaning in emergencies, etc.).
- 2** Would you like to know more about legal requirements? Do the Occupational Health and safety self-inspection at [www.zelfinspectie.nl](http://www.zelfinspectie.nl)



## 1 Formal requirements

Does the work have any special requirements for:

### A Diplomas/certifications?

The temporary worker must be in 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

Forklift driver certificate

Spraying license / certificate of competence for the application of plant protection products and biocides

BHV 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 safely and healthily (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 have to deal with the following physically strenuous work:

- Prolonged walking and/or standing (e.g. vacuuming, mopping).
- Repetitive actions (such as mopping, sweeping, dusting).
- Uncomfortable work positions (e.g. working with hands above head, twisting, stooping and kneeling).
- Pushing, pulling or lifting (of a cart or cleaning tools, for example).
- Using force (e.g. mopping, wringing, sweeping or working with high-pressure cleaners).
- Other, namely:

Where and when:

#### Focus areas:



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



When working with a high-pressure cleaner: avoid using the dirt nozzle. Don't use the dirt nozzle for more than 2 hours per day.



Remember your posture.



Use sturdy and well-fitting shoes. Shoes with soft (non-slip) soles provide greater comfort when working standing up.



Always lift items heavier than 25 kgs together with a colleague or use equipment. If you need to lift regularly, keep each load under 15 kgs.



Alternate the work as much as possible.

#### B The temporary worker has to deal with slippery floors - e.g. when mopping or after water is spilled - which can cause them to slip:

- Yes  No

Description:

Closed shoes with non-slip soles are provided by the client:

- Yes  
 Other, namely:








#### C The temporary worker works at height - e.g. on stairs or ladders - risking falling from height.

- Yes  No

Where and when:

### Focus areas:

-  Ask your manager to explain safe work practices.
-  Place stairs or ladder on a stable, hard, and even surface to prevent sliding or falling.
-  Make sure that stair steps are dry and free of obstacles (such as cleaning utensils), do not carry (heavy) loads up or down the stairs that obstruct the view and use the stair railings and gates.
-  Limit working with a stairs or ladder to incidental situations and when safer work methods are not available.
-  Take extra care to avoid slipping or falling when standing on or cleaning stairs or ladders.





### **D** The temporary worker works with or cleans equipment (such as vacuum cleaners, scrubbers, high-pressure cleaners, cutting machines) or sharp tools (such as knives, instruments, etc.):

Yes

No








Description:

### Focus areas:

-  Ask your manager to explain how machines and tools are used and safe work practices.
-  Wear the right personal protective equipment (e.g., work gloves) while working.
-  When cleaning equipment or machines, make sure these are switched off and wear the right personal protective equipment.
-  Wear hearing protection while working with high pressure cleaners or other loud work tasks. Noise is harmful if you cannot understand each other at a distance of 1 metre without raising your voice (>80 decibels).



**E** The temporary worker works with products with one or more of the following pictograms on the label (such as cleaning agents and disinfectants):

- |                              |                          |   |                                |                          |   |                                  |
|------------------------------|--------------------------|---|--------------------------------|--------------------------|---|----------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> |  | Irritant, sensitizing, 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 risks         | <input type="checkbox"/> |  | Dangerous to marine life (water) |

No

**The client provides and replaces chemically resistant gloves in a timely manner:**

Yes

Other, namely:



**Safety glasses to protect against splashes will be provided by the client:**

Yes

Other, namely:



### Focus areas:



Know what you are working with. Ask the client about the risk assessment and associated work place information card. Read the label and the user manual and follow the instructions.



Use gloves and other PPE if these are indicated on the label or in the user manual.



Would you like to know more about a product? Ask for the safety information data sheet. Cleaning companies affiliated with RAS can create work instruction cards in the 'WIK-maker' based on the specific product information available there ([www.ras.nl](http://www.ras.nl)).







**F** The temporary worker works with water or water-based solutions:

Yes

No



## Focus areas:

-  Water isn't harmful as such, but it can cause skin irritations (hand eczema) if you work with it for long enough.
-  Avoid direct skin contact with water by wearing gloves. Wear gloves for as short a time as possible so the skin can dry. Avoid allergies: use hypoallergenic gloves (not latex).
-  Don't wear rings, armbands, or watches while working.
-  Only wash your hands (with soap, not alcohol) if absolutely necessary and then dry your hands thoroughly. Protect your skin with the right cream if you are often in contact with water.
-  Would you like to know more about preventing hand eczema? Ask your client about RAS's hand eczema prevention protocol [RAS](#).
-  If you have skin issues, ask the company doctor or prevention officer for advice.










**G** The temporary worker may come into contact with biological agents, such as (pollution/faeces) from possibly infected persons or animals or (possibly infected) blood (for example by working with waste/laundry with hypodermic needles or other sharp objects):

- Yes  No

The temporary worker receives specific instructions about these risks and the measures to be taken in the event of injury/needle prick accidents. Where appropriate, the temporary worker will receive the necessary vaccinations from the client:

- Yes  
 Other, namely:

## Focus areas:

-  Ask your manager what specific precautionary measures apply.
-  Vaccination against hepatitis B is required if you are likely to come into contact with blood.
-  To be fully protected, you need to complete the full course (at least 6 months).
-  If you are pregnant or plan to become pregnant soon, get additional information about infection risks and vaccinations.
-  Where necessary, use PPE such as respiratory protection (masks) and gloves.
-  Inform the employment agency if you have been vaccinated (or not) in accordance with the Dutch National Immunisation Programme.
-  Want to know more about what to do in the event of incidents involving pricks? Ask your client about the Prick Incidents Protocol of [RAS](#).



**H** The temporary worker works under specific climatic conditions such as, cold, rain, heat, sun and needs protective clothing when carrying out the work:

Equipment	Provided by the client
<input type="checkbox"/> Sweater/Bodywarmer	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input style="width: 150px;" type="text"/>
<input type="checkbox"/> Winter clothes	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input style="width: 150px;" type="text"/>
<input type="checkbox"/> Raincoat and rain pants	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input style="width: 150px;" type="text"/>
<input type="checkbox"/> Sun protection	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input style="width: 150px;" type="text"/>
<input type="checkbox"/> Other, namely: <input style="width: 200px;" type="text"/>	

**Focus areas:**

Protective clothing against the sun includes long pants, a long-sleeved shirt, a cap with neck flap or a wide-brimmed hat, and sunscreen (factor 20 or higher) for unprotected skin.

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

**I** The temporary worker will encounter:

- Times when they work alone (e.g. when cleaning offices, shops, or care institutions outside of opening hours).
- Work before 7am, work after 7pm, in the weekend, or shift work.
- A time limit within which work must be done (time pressure).

Where and when:

**An overseer is present during the work:**

Yes

Other, namely:

**Focus areas:**

Check with your manager what precautionary measures apply when working alone (for example, rules around locking the building and who you can reach in case of an emergency).

Discuss who to contact during the work if you have any questions about the time limit and how to get your work done.

Ask if the building where you work alone has an alarm system and how it works.

You might be working for multiple clients. In this case, discuss with your manager how you can coordinate your schedules. Make sure to take enough breaks/rest between tasks.

**DORZAAM**  
Het fonds voor de uitzendbranche

7/8

**J** At the place where the temporary worker works, others (employees, customers, pupils, passengers, patients and colleagues) may display aggressive or other undesirable behaviour:  
Examples include: intimidation, physical violence, sexual harassment, bullying, theft, and vandalism. Aggressive behaviour can lead to violence being used against the temporary worker.

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.



Always report incidents to your manager and your employment agency.



Ask for aftercare following an incident.

**K** Are there other risks that the temporary worker faces that are not listed in this checklist?

Yes

No

Description of these risks:

### Tip!

Temporary employees in the cleaning industry often combine multiple jobs for multiple clients. This affects their overall exposure to physically demanding work and work pressure. Discuss this and together make sure that the workload does not become too much.

Visit [www.ras.nl/werkgevers/arbo/](http://www.ras.nl/werkgevers/arbo/) for more information and tools such as the [Werkdrukmeter \(Work Pressure Meter\)](#).

Signature

