

# Occupational Health and safety checklist General

To be filled in by company / client

Name of company/client:

Filled in by:

Date (dd-mm-yyyy):

Job title temporary worker:

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 personal protective equipment (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 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. article 11.

Focus areas and tips for working in a safe and healthy way [Occupational Health and Safety Catalogues of many sectors on the Arboportal](#).



## 1 Formal requirements

Does the work have any special requirements for:

### A Diplomas/certifications?

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

Yes

No

If so:

Driver's license:  B  BE  C  CE  DE  A certificate of good conduct ([VOG](#))

Tractor driving license / youth  VCA certificate

Forklift driver certificate  ADR certificate

First aid certificate  Spraying license / certificate of competence in the application of plant protection products and biocides

A valid BIG registration

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 so:

- Infection risks/vaccination required  
 Work with risks/prohibitions when 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 Our company has a description of the risks and measures (company information materials) of the work the temporary worker will be doing.**

- Yes  
 A copy is attached. The employment agency can also give this to the temporary worker.  
 The material is (also) distributed and explained in detail on the first day of work.  
 No (continue with question C)



**B Our company has:**

- Specific safety regulations that the temporary worker must be familiar with.
  - A copy is attached.
- Arrangements concerning the BHV company emergency response measures (emergencies, fire, accidents, evacuation).
  - A copy is attached.

**C The temporary worker will receive information and be instructed on safe work practices from:**

Name:

Job title:


Department/location:

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**Focus areas:**

In the information and instructions, the following issues are addressed:

-  The risks the work entails.
-  Measures to be taken, including:
  - Being alert to risks.
  - Following work instructions.
  - Using available equipment.
  - Using PPE.
-  The safety regulations.
-  Procedures for the company emergency response measures.

**D The temporary worker will receive on-the-job training from:**

Name:

Job title:




Department/location:

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**Focus areas:**

The onboarding period covers:



-  Giving work instructions.
-  Location-specific safety themes such as evacuation routes and the company emergency response measures.
-  Job-specific information and instructions about working safely.



**E Temporary workers seconded to our company also work on industrial sites or sites of third-parties.**

Yes

Information on the associated health and safety issues is attached.

The information will be provided verbally by

No

**F For questions about working conditions, the temporary worker and the employment agency can contact:**

**For the temporary worker**

Name:

Job title:

Department/location:

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**For the employment agency**

Name:

Job title:

Department/location:

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**G Our company reports incidents involving temporary workers directly to the employment agency.**

Yes

Other, namely:

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

Yes

No

Describe the risks and precautionary measures to be taken:

Signature

Empty rectangular box for signature.

