

# Occupational Health and safety checklist Hotel and catering industries

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 personal protective equipment (PPE) and work clothing before they start work.



Train the temporary worker.



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.  
[www.khn.nl/kennis/kennispagina-ri-e](http://www.khn.nl/kennis/kennispagina-ri-e)  
[kikk-recreatie.dearbocatalogus.nl/risicogroep/horeca](http://kikk-recreatie.dearbocatalogus.nl/risicogroep/horeca)



## 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, namely:  B  BE  C  CE  DE

Social hygiene diploma

HACCP certificate

First aid/ BHV

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
- Extra risks if pregnant or breastfeeding (dust, noise, physical strain)
- Work prohibited for minors (work rest periods, dangerous machinery, deep-frying, work with toxic or allergenic substances, noise levels)
- 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):
- Urgent help in a tge event of an emergency/robbery, incidents (FAFS)

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 with glass and knives where there is a risk of being cut.**

- Yes  No

Description:



### Focus areas:



Know how to handle glass and knives, including how to clean them.



Ask your manager to explain safe work practices.

- B** The temporary worker will be working with machinery - such as slicers, meat grinders, mixers - where there is a chance of getting cut, trapped, crushed etc.

Yes

No

Description:

### Focus areas:



You are NEVER allowed to work with these kinds of machines without experience.



Ask your manager to explain how the machine is operated, how to work in a safe way and what to do if there any problems/faults.



If you are below 18 years of age, you can only operate dangerous machinery under supervision of an experienced colleague.



- C** The temporary worker comes into contact with slippery floors - e.g. in the kitchen and behind the bar after spilling food, oil and drinks - which can lead to slips/falls.

Yes

No

Where and when:

**Closed work shoes with non-slip soles<sup>1</sup> will be provided by the client.**

Yes

Other, namely:



- D** The temporary worker will be working with equipment that has hot parts, steam, hot water, oil and grease where they can burn themselves.

Yes


No




Where and when:

<sup>1</sup> See examples of kitchen shoes at [www.werkkleding.com/horecakleding/kokskleding/werkschoenen](http://www.werkkleding.com/horecakleding/kokskleding/werkschoenen)



### Focus areas:



-  Know how to handle equipment with hot parts, steam, hot water, oil, and fat.
-  Know what to do in case of burns.
-  Ask your supervisor to explain safe work practices.

**E** The temporary worker may be exposed to harmful noise while working, for example, in nightclubs, at events or in dishwashing kitchens.

Yes

No




Where and when:

**Hearing protection is provided by the client.**

Yes

Other, namely:

### Focus areas:


-  There are special earplugs (otoplastics) that protect against harmful noise and allow you to understand each other (speech intelligibility).
-  Sound is harmful if you cannot understand each other at a distance of 1 metre without raising your voice (>80 decibels).
-  It's a good idea to wear hearing protection if noise levels are above 80 decibels. This is required by law for noise levels above 85 decibels.



**F** Aggressive behaviour by guests (e.g. threats, swearing, hitting) and violence (e.g. robbery, vandalism) can occur. On the first day of work, the temporary worker is instructed on what to do in these situations.

Yes

Other, namely:

### Focus areas:



-  Know what to do if you are confronted with aggression and violence.
-  Ask your manager what the procedures are for dealing with aggression and violence.



**G The temporary worker will be dealing with the following types of physically strenuous work:**

- Lots of walking and/or carrying (e.g. for wait staff).
- Standing in the same place for a long time (like in the kitchen and behind the bar).
- Working in uncomfortable positions (like cleaning).
- A lot of repetitive actions (such as preparing food and polishing glasses and cutlery).
- Heavy lifting (> 25 kg) (such as when loading and unloading goods) or frequent lifting (of crates, for example).
- A lot of pushing and pulling (for example, a cart or heavy pans).

Where and when:

**Focus areas:**



Use the available equipment (such as a hand truck or cart. Caution: you can only use certain equipment if you have been authorised to do so.



Alternate tasks as much as possible.



Ask a colleague for help when lifting heavy items.



Mind your posture.

**H The temporary worker works with products with one or more of the following pictograms on their labels (e.g. cleaning agents and disinfectants):**

- |                              |   |   |
|------------------------------|---|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/>  Irritant, sensitising, 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

Where and when:

**Work gloves are provided by the client.**

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. Read the label and the user manual. Follow the instructions.



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



Minors (below 18 years of age) are prohibited from working with toxic or allergenic substances.



Pregnant women are prohibited from handling certain hazardous substances.



Would you like to know more about a product? Ask for the safety information data sheet.

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

Yes

No

Description of these risks:

### J Caution, the temporary worker:



does not replace pressurized cylinders (such as carbon dioxide and compressed air cylinders);



does not work with pressurized equipment (such as adjusting or repairing cellar beer and tap systems).

Signature

