

# Occupational Health and safety checklist Medical

To be filled in by company / client

Name of company/client:

Filled in by:

Date (dd-mm-yyyy):

Job title:

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 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:



The detailed regulations can be found in:  
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 Occupational Health and Safety Catalogue for healthcare sectors: Occupational Health and safety catalogue [Academische ziekenhuizen \(DokterHoe\)](#), [Algemene Ziekenhuizen \(STAZ\)](#), [Huisartsenzorg \(SSFH\)](#), [Gehandicaptenzorg \(STAG\)](#), [Verpleeg- . Verzorgingshuizen en Thuiszorg \(VVT\)](#), [Geestelijke Gezondheidszorg en verslavingszorg \(GGZ\)](#), [Jeugdzorg](#) and [Sociaal werk](#).



## 1 Formal requirements

Does the work have 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 yes:

The temporary worker must have:

A valid BIG registration<sup>1</sup>

A certificate of conduct (VOG)

Driver's license:  B  BE  C  CE  DE

FAFS 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 so:

Infection risks/vaccination required:

Work with risks/prohibitions if pregnant or breastfeeding

Work with extra risk 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?

<sup>1</sup> Professions in Individual Health Care (Beroepen in de Individuele Gezondheidszorg). More information at [www.bigregister.nl](http://www.bigregister.nl).

### 3 Specific risks and mitigation measures

#### A The temporary worker will deal with the following physically strenuous work:

- Pushing and pulling (e.g. beds or carts).
- Lifting / carrying (e.g. patients).
- Bent over or twisted work positions.
- Working on knees or in crouched position for a long period.
- Other uncomfortable positions (e.g. working with hands above shoulder height).
- Standing work.
- Other, namely:

Where and when:

#### Focus areas:



Ask your manager to explain what the least strenuous way of working is, watch the instructional videos.



Use the available equipment, e.g. sliding mat and hoist. (Caution: you can only use the hoist equipment on your own if you are authorised to work with these).



Lift patients together with a colleague, not alone (except in case of emergencies).



Mind your posture (don't lift/use force with a twisted back).

#### B When carrying out the work, the temporary worker will require the following personal protective equipment (PPE)

##### Equipment

- Gloves
- Face mask
- Protective glasses/shield
- Special shoes
- Protective clothing
- Other, namely:

##### Provided by the client

- Yes  Other, namely:
- Yes  Other, namely:
- Yes  Other, namely:
- Yes  Other, namely:
- Yes  Other, namely:

#### Focus area:



Get practical training in the correct use of PPE; not all PPE provides good protection.



Keep the PPE in good condition and renew it as often as necessary - ask how to do this (in a hygienic way).



Use hypoallergenic gloves (latex gloves can cause allergic reactions).

**C** The temporary worker can be exposed to biological agents, such as bacteria and viruses, through contact with infected patients/clients or through contact with contaminated materials (such as waste, hypodermic needles, or laundry containing infectious blood or excretions).

Yes

No

#### Focus areas:



Know the rules of hygiene and apply them at all times.



Ask your manager what specific precautionary measures apply.



Ask your manager what to do if you have pricked or cut yourself.



Always use personal protective equipment such as respiratory protection (face masks) and gloves where needed.

**D** The temporary worker is going to carry out work which requires against Hepatitis B.

Yes

No

The temporary worker will receive the required vaccination from the client.

Yes

Other, namely:

#### Focus areas:



Vaccination against hepatitis B is required if you are likely to come into contact with blood.



Notify the employment agency whether or not you are vaccinated.



To be fully protected, you need to complete the full course (at least 6 months) and be tested to make sure that you have enough antibodies.



**E** The temporary worker may be exposed to cytostatics, disinfectants (alcohol/ethanol) or anaesthetic gases during work.

Yes

No

#### Focus area:



Ask your manager what specific precautionary measures apply.



Contaminated laundry and waste may contain cytostatics, know the proper procedure to handle these.



Pregnant women and minors (under 18 years of age) must not be exposed to these substances/tasks.

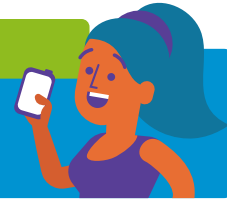


**F** The temporary worker uses a car during working hours.

Yes  No

**Focus area:**

When driving, only call hands-free or when stationary.



**G** Working with clients/patients may entail the temporary worker having to deal with annoying or threatening behaviour from the client themselves, family members and other visitors. 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 you have to do if confronted with aggression or intimidating behaviour.



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

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

Yes  No

**Focus point:**

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

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

Yes  No

Description of these risks:

Signature

