

Occupational Health and safety checklist Metal

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 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 in the Health and Safety Catalogues of the various sectors/industries [via Arboportaal](#).



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:

- Forklift driver certificate
- Certificate for safe handling of lifting tools and equipment
- Basic safety SCC training (B-VCA | VVA I)
- Safety passport
- SIR pass
- FAFS certificate

Driver's license: B BE C CE DE

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 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 with machinery (e.g. metal press, press brake or cutting machine) or tools (e.g. knife or angle grinder) where there is a risk of getting cut, trapped, crushed, burned, etc.

Yes

No

Description:



Focus areas:



You are NEVER allowed to start working with these kinds of machinery and tools without experience.



Ask your manager to explain how the machine is operated, how to work in a safe way. Also for cleaning the machine.



Wear appropriate personal protective equipment (for example, work gloves when working with a knife, but never when working with a drill).



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

B The temporary worker works with material and metal products. There is a risk of cutting themselves on the metal, being hit by a falling workpiece or material, or getting a metal splinter in the eye.

Yes

No

Where and when:

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

Equipment

Provided by client

Safety shoes type:

- S1
- S2
- S3

Yes Other, namely:

Safety boots type:

- S4
- S5

Yes Other, namely:

Safety glasses

Yes Other, namely:

Face shield

Yes Other, namely:

Gloves protecting against mechanical risks (such as cuts and scrapes)









Yes Other, namely:

Protective work clothes, namely:

Other, namely:



C The temporary worker works with products with one or more of the following pictograms on the label (such as cleaning agents, coating, cooling agents and lubricants):

- | | | | | | | |
|------------------------------|--------------------------|---|--------------------------------|--------------------------|---|----------------------------------|
| <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

Where and when:

Who is the point of contact for providing work clothes, instructing on the use of it, and replacing it?

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

Equipment	Provided by the client		
<input type="checkbox"/> Gloves protecting against chemical risks type: <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>		replacement 1x per
<input type="checkbox"/> Respiratory Protection, type: <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>		
<input type="checkbox"/> Safety glasses	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>		
<input type="checkbox"/> Face shield	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>		
<input type="checkbox"/> Protective work clothes, namely: <input type="text"/>			
<input type="checkbox"/> Other, namely: <input type="text"/>			



Focus points:



Know what you are working with. Read the label and the user manual.



Replace gloves and respiratory protection (filters) in time and definitely in case of damage.



Follow the instructions. Know safe operating procedures, how to use PPE and what to do in case of an emergency with the product.



Use 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.

D The temporary worker will be doing welding, cutting, grinding, sanding work, etc., which releases dust, fumes and gases.

Yes

No

Where and when:

Who is the point of contact for providing work clothes, instructing on the use of it, and replacing it?

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

Equipment

Provided by client

Respiratory Protection, type:

Yes Other, namely:

Welding cap/welding helmet type:

Yes Other, namely:

Improved welding cap

Yes Other, namely:

Counterpressure helmet

Yes Other, namely:

Safety glasses

Yes Other, namely:

Face shield

Yes Other, namely:

Other, namely:

Focus points:



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



Use PPE and request new ones if these are damaged.



Caution: You are only allowed to do certain tasks if you are authorised to do them.



For welding: clean the surface to be welded properly and ensure good ventilation.



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

- Lifting, pushing, and pulling (e.g. moving materials).
- Uncomfortable work positions (such as twisting, bending and kneeling).
- Repetitive actions (e.g. grinding, spraying, and installation).
- Standing for long periods of time (e.g. welding and installation)
- Lots of walking and/or climbing (e.g. in large areas, installations (climbing stairs)
- Other, namely:

Where and when:

Focus areas:



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



Ask colleagues or bystanders for help if the work is too heavy to do alone.



Use available equipment (e.g. lifting tools, lift table, transport equipment and forklift).
Caution: you are only allowed to use certain equipment if you are authorised to work with it.



Alternate work activities as much as possible.



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



F The temporary worker will be exposed to harmful noise as a result of the work they will be doing and/or the environment in which they will be working (e.g. noise from die cutting, welding, grinding, riveting and material transport).

- Yes No

Where and when:

Who is the point of contact for providing PPE, instructing on the use of it, and replacing it?

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

Equipment

provided by the client

Hearing protection

Earplugs

Yes Other, namely:

Ear muffs

Yes Other, namely:




Otoplastics

Yes Other, namely:

Other, namely:



Focus areas:

-  Know the places and work/equipment where noise levels are harmful. You can either measure it or use this rule of thumb: noise is harmful if you cannot understand each other at a distance of 1 metre without raising your voice (>80 decibels). Note: even brief periods of loud noise are dangerous!
-  There are special earplugs (otoplastics) that protect against harmful noise and allow you to understand each other (speech intelligibility).
-  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.

G The temporary worker works





- indoors
- outdoors
- in cold stores
- next to heat sources/hot environment

And when carrying out the work, will require the following work clothes:

Equipment	Provided by the client
<input type="checkbox"/> Work pants / overall	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Sweater	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Bodywarmer	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Work coat	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Raincoat and rain pants	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Special winter clothes	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Sun protection Yes	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Other, namely: <input type="text"/>	

Focus points:



-  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.
-  Special thermal clothing is required for working in cold stores/extreme cold. Make sure you can alternate between working at normal temperatures and working in the cold.
-  When working in hot environments: drink plenty of fluids (no energy drinks/coffee or alcohol), if you get cramps or dizzy, report this and take a break!



H The temporary worker will work in an environment with transport equipment (such as a forklift truck) and lifting equipment (such as cranes) where there is a risk of collision/being hit by moving or falling objects.

Yes

No

Where and when:

Focus areas:



Know the traffic rules and what movements there are in the area.



Always make sure that you are clearly visible to the operators of vehicles and cranes.



If you are working in an area where work is not normally done, cordon off the area with reflective tape/traffic cones.



Make sure you can hear your surroundings; do not play loud music.



Wear the right personal protective equipment (e.g. reflective safety vest, safety shoes and safety helmet).



Pay attention to movements in the area. Keep your distance.

I The temporary worker works at height, e.g. on a platform or from a suspended work platform, which could result in a fall.

Yes

No

Where and when:

Focus areas:



Take extra care when working at height.



Use proper tools to work at height, such as an aerial work platform or special picking cart.



Ask your manager to explain safe work practices.



Wear the right personal protective equipment (such as fall protection).

J The temporary worker uses a car during working hours

Yes

No



Focus areas:



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



Smoking is prohibited in company cars.

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

Yes

No

Description of these risks:

L The temporary worker



does not work in confined spaces where hazardous substances may accumulate and where the oxygen concentration may be too high / too low;



does not work near vehicles or machinery that results in diesel smoke (DME) exposure



does not work alone when carrying out dangerous work.

Signature

