

# Health and safety checklist Production/technical/logistics

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 catalogues of the various sectors/industries [via Arboportal](#).



## 1 Formal requirements

Does the work have any special requirements for:

### A Diplomas/certifications?

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

Yes  No

If yes:

- |  |   |
|--|---|
| <input type="checkbox"/> Forklift driver certificate               | <input type="checkbox"/> Certificate for safe handling of lifting tools and equipment |
| <input type="checkbox"/> FSFA certificate                          | <input type="checkbox"/> SIR pass   |
| <input type="checkbox"/> Basic safety SCC training (B-VCA   VVA I) | <input type="checkbox"/> Safety passport  |

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 machines or tools without experience.



Ask your manager to explain how machines and tools are used and safe work practices. Also for cleaning the machine.



Wear the correct personal protective equipment (e.g., work gloves when working with a knife).



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 on materials and products where there is a risk of being cut, being hit by a workpiece or material falling, or getting something 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 against chemical risks, type: <input type="text"/>	<input type="checkbox"/> Ja <input type="checkbox"/> Other, namely: <input type="text"/>		replacement 1x per
<input type="checkbox"/> Respiratory Protection, type: <input type="text"/>	<input type="checkbox"/> Ja <input type="checkbox"/> Other, namely: <input type="text"/>		<input type="text"/>
<input type="checkbox"/> Safety glasses	<input type="checkbox"/> Ja <input type="checkbox"/> Other, namely: <input type="text"/>		<input type="text"/>
<input type="checkbox"/> Face shield	<input type="checkbox"/> Ja <input type="checkbox"/> Other, namely: <input type="text"/>		<input type="text"/>
<input type="checkbox"/> Protective work clothes, namely: <input type="text"/>			<input type="text"/>
<input type="checkbox"/> Other, namely: <input type="text"/>			<input type="text"/>

**Focus areas:**



Know what you're working with. Read the label and the user manual. Follow the instructions.



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



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 carrying out work such as sawing, sanding, cutting, grinding, welding, etc. that releases dust, fumes and gases. More info: [zie 5xbeter](#)

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 the client

Respiratory Protection type:

FFP2

FFP3

Filter mask type:

Yes  Other, namely:

Welding cap/welding helmet type:

Improved welding cap

Counterpressure helmet

Yes  Other, namely:

Safety shoes type:

S1

S2

S3

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:

### Focus areas:



Ask your supervisor about the least strenuous work method.



Use the 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 (e.g. working with hands above head, twisting, stooping and kneeling).
- Repetitive actions (e.g. conveyor belt work, 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 on your own.



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 them.



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 provision, instruction and replacement of PPE?

**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                       in cold stores  
 outdoors                       next to heat sources/in hot environment

and needs the following work clothes when doing this work:

Equipment	Provided by the client
<input type="checkbox"/> Good shoes	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<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"/> 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"/> Bodywarmer	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Protective clothing against the sun	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Winter clothes	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Other, namely: <input 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 possibly thermal underwear.



Special thermal clothing is required for working in cold stores. Note that you can regularly alternate the work with activities at a normal temperature.



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 be working in an environment with transportation equipment (such as a forklift) and other equipment where there is a risk of collision/being struck by falling objects.

Yes

No

Where and when:

### Focus areas:



Know the traffic rules and know 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 a safe 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 the right equipment when working at height, such as an aerial work platform or special picking cart.



Ask your supervisor to explain safe work practices.



Wear the right personal protective equipment (e.g. fall protection).





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

Yes

No

**Focus area:**



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



Smoking is prohibited in company cars.



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

Yes

No

**Focus area:**



Ask your manager what to be aware of when working alone and how to call for help if needed (alarm options and how they work).

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

Yes

No

Description of these risks:

Signature

