

Health and safety checklist Warehouse¹

To be filled in by company / client

Name of company/client:

Filled in by:

Date (dd-mm-yyyy):

Job title temporary worker:

The temporary worker is tasked with:

- Loading and unloading trucks (incoming goods and dispatch)
- Internal transport inside the warehouse
- Storing goods at the warehouse
- Collecting orders (order picking)
- Packing, repacking and unpacking goods (with packing, repacking and unpacking stations)
- Manual sorting of goods
- Other, namely:

Additional 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 can be found in the Health and Safety Catalogues of the agricultural and green sectors: [occupational health and safety catalogues of various sectors in trade and logistics](#), see also the Healthy and Safe Warehouse Code (Code Gezond en Veilig Magazijn) on www.cgvm.nl



¹ This checklist is intended for temporary workers working in warehouses. For internal transportation in the production environment, see the Doorzaam occupational health and safety checklist Production/technical/logistics. For road transport of goods, see the health and safety checklist Goods transport.

1 Formal requirements

Does the work have any special requirements for:

A Diplomas/certifications?

The temporary worker must be in the possession of valid diplomas and/or certificates of competence and/or safety for the work they will be doing.

Yes No

If yes:

- Forklift driver certificate
- Reachtruck driver certificate
- Electric pallet truck driver certificate
- Driver's license: B BE C CE DE
- Tractor license minors
- BHV certificate
- Certificate working with hazardous materials (ADR 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 yes:

- 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 in an environment with moving vehicles - such as forklifts and reachtrucks - where there is a chance of being hit by a vehicle.

Yes No

Where and when:

Warning clothing (high visibility clothing) will be provided by the client:

Yes, namely:

Other, namely:

Focus areas:



Know the traffic rules, the roadways, the walkways and pedestrian doors.



Know how you should behave. For example: stay on the walkways.



Know when you are visible. Know where the blind spots are.



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



Pay attention to your surroundings. Do not text. Make eye contact with the drivers.



Make sure you can hear your surroundings - do not make calls or listen to music while walking around.



Report dangerous situations (such as an unclear routing or broken sphere mirror) to your supervisor and, if necessary, to your intermediary.



Always wear your safety shoes (including on walkways) and high visibility clothing (safety vests).



Never: hitch a ride on a forklift or other vehicle.



See the videos at: www.cgvm.nl/hotspots/ and this page about pedestrians in the warehouse: in het magazijn: www.cgvm.nl/de-code/voetgangers-in-het-magazijn/



B The temporary worker is driving a transport vehicle and may become trapped (for example, if the forklift tips over, or between the transport vehicle and an object).

Yes No

What type of vehicle:

- Hand pallet truck Side loader Order Reachtruck
 Electric pallet truck Collection truck Sweeping machine
 Forklift truck Stacker
 Other, namely:

Focus areas:



Only use a vehicle if you are authorised to do so.



Know the traffic rules, roadways, walkways, storage areas and parking areas.



Drive like a professional - akeep to the speed limit and follow the rules.



Make sure you can see properly when driving. Pay attention to your environment, especially pedestrians. Make eye contact with other drivers and pedestrians.



Take extra care at intersections, passageways, loading docks and around workstations.



Is the vehicle equipped with a seatbelt or safety bracket? Then you must use these.



When your phone rings, stop first, only then look at your phone.



Report dangerous situations such as a missing reverse signal to your manager and, if necessary, to your intermediary.



Never:

- Ride on a hand pallet cart.
- Lift a colleague using a forklift - you are not allowed do this with a manbasket either.
- Transport material with a hydraulic lift platform.



See videos at: www.cgvm.nl/hotspots/

C Temporary workers may be hit by falling, sliding or rolling objects - for example, by poorly stacked loads or lopsided pallets.

Yes No

Where and when:



Focus areas:



Beware of poorly stacked loads and deformation of rack beams due to overloading. Only move stable loads.



Make stable stacks when stacking goods.



Secure goods. For example, with straps or stretch wrap.



Position pallets correctly. Work meticulously.



Report dangerous situations - such as damaged uprights and girders - to your manager immediately.



As a non-driver: Keep a safe distance from goods being transported.

D The temporary worker may fall from height, for example, when loading or unloading from a vehicle, the loading ramp (in absence of loading docks) and between the trailer and the dock shelter.

Yes

No

Where and when:

Focus areas:



Ask your manager to explain safe work practices. Only then start work.



Take extra care when loading and unloading - both on the loading ramps and at the loading docks.



Report dangerous situations (such as working on a mezzanine without protection) to your manager and, if necessary, to your intermediary.



Never:

- Stand on the forks of the forklift - not even to reach something quickly.
- Hitch a ride on the forklift.
- Climb in places where this is not allowed, like scaffolds. There is no fall protection here!

E The temporary worker will be working with machinery (such as conveyors, wrapping machines, press containers) where there is a risk of getting trapped, crushed, etc.

Yes

No

Where and when:

Safety shoes and work gloves will be provided by the client:

Yes, type:

S1

S2

S3

Other, namely:



Focus areas:



Check with your manager whether you're authorised to use the machine.



Ask your manager for proper work instructions before starting work.



Leave all safety measures in tact, even if you can work faster without them.



Avoid loose hair and clothing.



Report dangerous situations (such as a faulty machine) to your manager and, if necessary, to your intermediary.



Wear your PPE.



Know where you can grab hold of the machine, know where the danger zones are.



Only use machinery for the purpose it is intended.

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

- Lifting and carrying (e.g. manually stacking and transferring goods).
- Pushing and pulling (e.g. roller containers and hand pallet trucks).
- Uncomfortable positions.
- Static strain (e.g. standing for long periods at packing and repacking stations).
- Repetitive actions (such as operating a reachtruck).
- Other, namely:

Where and when:

Focus areas:



Ask your manager to explain what the least strenuous way of working is and over the use of transport vehicles and equipment.



Know how much you can lift and how to lift, don't lift/use force with a twisted back.



Use the available equipment such as an electric pallet truck. Caution: you can only use certain equipment if you are authorised to work with them.



Report situations that make the work unnecessarily heavy to your supervisor and, if necessary, to your intermediary. For example: excessively loaded containers and faulty equipment.



Wear shoes with non-slip soles.



Set a pace you can maintain, alternate tasks.



G The temporary worker may come into contact with hazardous substances. For example, through damaged packaging, processing open returns or opening gassed containers.

Yes

No

The temporary worker will be required to load, unload and label hazardous substances covered by any of the following legislation: ADR (road transport), RID (rail transport), ADN (inland shipping), IMDAG (maritime transport) or IATA (air transport).

In these cases, the temporary worker must be trained in at least the use, transportation and storage of hazardous substances. They must also know what to do in the event of incidents. Indicate this under question 1!

Yes

No

Which hazardous substances, 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

Gloves protecting against chemical risks, type:

Yes Other, namely:

Respiratory Protection, type:

Yes Other, namely:

Safety glasses








Yes Other, namely:

Protective work clothes, namely:

Other, namely:



Focus points:

-  Ask your supervisor to inform you about the substances and materials you are processing and transporting, and ask for an explanation of safe work practices to prevent dust dispersal and other contact with hazardous substances.
-  Only work in open and aired containers. Never be the first person to open a container.
-  Know what is in the packaging and how it needs to be handled. Know what to do when packaging is damaged and product is released (spill).
-  Report dangerous situations - e.g. a bulging vat, a strange smell, leaking or torn packaging - immediately to your manager and, if necessary, to your intermediary.
-  Keep the work place as clean as possible.
-  Wear your PPE - even if your colleagues don't. It concerns your health.
-  Make sure your PPE is in good condition and clean. Ask your employer about how long you can use your PPE before having to replace it.







H Aggressive behaviour, violence, and bullying can occur. For example, angry drivers, and bullying from so-called 'funny' colleagues. The temporary worker receives instruction on the first day of work on what to do in these situations.

Yes




Other, namely:

Focus areas:

In cases of aggression and violence

-  Know how you can help to prevent aggression and violence, and what to do if you are confronted with it.
-  Ask your manager what the procedures are for dealing with aggression and violence. Know the protocol. Ask your manager what the procedures are for dealing with aggression and violence.
-  Always report incidents to your manager and to your intermediary.
-  Would you like to speak to someone after an incident (aftercare)? Ask your manager, counsellor, or intermediary about this.

In cases of bullying

-  Don't bottle it up - confide in someone.
-  Remain calm. Don't get angry. Try to ignore the bullying. If it crosses the line: speak up and tell the perpetrator to stop. Practice this first so that you can do it right.
-  Is the bullying persisting? Report this to your manager, confidential counsellor or intermediary.



Also see: www.pestenopdewerkvloer.nl/wat-kan-je-doen/



I The temporary worker works:

- Indoors
- Outdoors
- In cold stores

and when carrying out the work will require the following work clothes:

Equipment	Provided by client
Basic (indoors)	
<input type="checkbox"/> Good shoes (with non-slip sole)	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Safety shoes type: <input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> S3	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Work pants / work 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"/>
Outdoors	
<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"/> Winter clothing (winter overalls; parka/winter coat; hat and possibly thermal underwear)	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Protective clothing against the sun (long pants; long-sleeved shirt; cap and sunscreen factor 20 or higher)	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
Cold stores/extreme cold outdoors	
<input type="checkbox"/> Clothing for cold stores (special pants, coveralls and jacket; thermal underwear; special socks and shoes; gloves/mittens; head coverings like hat, hoodie)	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Other, namely: <input type="text"/>	

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

J The temporary worker will be exposed to harmful noise due to the environment in which they will be working and/or due to the work they will be doing (e.g. near pallet wrappers, (waste) compactors, etc.)

- 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
<input type="checkbox"/> Hearing protection:	
<input type="checkbox"/> Earplugs	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Ear muffs	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Otoplastics	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<input type="checkbox"/> Other, namely:	<input type="text"/>

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).
-  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.
-  Keep your hearing protection clean and check it regularly for any sound leaks and damage.







K The temporary worker is at risk of tripping (for example, over rubbish or fixed obstacles).

Yes No

Where and when:

Focus areas:

-   Watch out where you are walking. Do not text.
-  Report fixed obstacles to your supervisor.
-  Clean up rubbish immediately - even if it's not yours.

L The temporary worker has a job that involves driving. This involves vibrations that affect the body and can cause lower back pain.

Yes No

Where and when:



Focus areas:



Adjust the driver's seat correctly.



Drive calmly, alternate tasks, and don't skip breaks.



Vary your posture as much as possible.



Report any vehicle or seat defects to your manager and, if necessary, to your intermediary.

M Temporary workers must wear personal protective equipment (PPE) that protects them from various risks. It is important to have a clear overview:



Against which risk every piece of PPE must protect.



Whether in different work situations or in the same work situation (and therefore: at the same time).



What this means for the type of PPE.



How often to replace the PPE and how to keep it clean

	Getting hit by a vehicle (see question A)	Getting trapped / crushed by vehicle (see question B)	Getting hit by a falling object (see question C)	Getting trapped / crushed by machinery (see question E)	Hazardous substances (see question G)	Cold stores working outdoors (see question I)	Noise (see question J)
Safety shoes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work gloves				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Respiratory protection					<input type="checkbox"/>		
Safety glasses					<input type="checkbox"/>		
Face shield							
Splash apron / work apron							
Helmet		<input type="checkbox"/>					
Hearing protection							<input type="checkbox"/>

Conclusion:

Type: S1 S2 S3

Other, namely:

different work situations

the same work situation

Type:

different work situations

the same work situation

Type:

Explanation:

N The temporary worker uses a car during working hours

Yes

No

Focus areas:



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



Smoking in the company car is prohibited.

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

Yes

No

Description of these risks and measures:

Caution, the temporary worker



Does not work indoors (such as halls) with diesel exhaust fumes. Diesel exhaust fumes are carcinogenic.



Does not carry out maintenance on batteries.



Does not work alone when carrying out dangerous work.



Is not allowed to be the first person to open a gassed container, and is only allowed to work in these after thorough airing.

Signature

