

Health and safety checklist Waste management¹

To be filled in by company / client

Name of company/client:

Filled in by:

Date (dd-mm-yyyy):

Job title temporary employee:

The temporary employee is tasked with:

Managing household waste

Managing industrial waste

Driving a forklift, loader, or:

Other, namely:

Additional short job description (can also be attached):

The company / client is aware of its legal obligation to:



Inform the temporary employee about the risks and mitigation measures.



Provide the temporary employee with the required PPE and work clothes before starting work.



Train the temporary employee in such a way that they know how to work safely and where to go for help.



Supervise the temporary employee and the work place.

These duties of the hiring employer are stipulated in the Occupational Health and Safety Act and Waadi Act. This checklist helps fulfil those duties properly. The checklist has been composed with great care, but we cannot guarantee that all areas of concern are covered. The hiring party remains responsible for countering risks to the hired worker.

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 (Wet allocatie arbeidskrachten door intermediairs): article 11.
Considerations and tips for working safely and healthily in waste management can be found at www.arbocatalogus-afvalbranche.nl



¹ This occupational health and safety checklist is for temporary employees who will be working in Managing household waste and Managing industrial waste. If temporary employees are going to work in Hazardous Waste Processing, Composting and Digestion, Incineration, Landfill and Sewerage Management, this checklist must be completed by the client with the specific risks for these activities. A separate occupational health and safety checklist is available for waste collection (including Environmental Site and KGA/KCA depot).

1 Formal requirements

Does the work have special requirements for:

A Diplomas/certifications?

Temporary employees must possess valid safety diplomas or certificates for the work they will be involved in.

Yes No

If so:

Driver's license: B BE C CE DE

- Tractor driving license juveniles
- Forklift driver certificate
- First aid certificate
- Basic safety SCC training (B-VCA | VVA1)
- Other, namely:

B: Passenger car, BE: Passenger car + trailer, C: Truck, CE: Truck + trailer, DE: Bus + trailer

B Health?

Does the work involve risks that pose extra requirements in terms of health or risks for vulnerable persons?

Yes No

If so:

- Infection risks/vaccination required:
- Work with risks/prohibitions in case of pregnancy or breastfeeding
- Work with extra risks/prohibitions for youngsters (younger than 18 years old)
- Exposure to allergens/risk of oversensitivity
- Other, namely:

C The work is mentally stressful (stress risks)

- Not mentally stressful work
- Results in mental strain (difficult, very precise, a lot of work at the same time, time pressure, risk of damage)
- Encountering aggressive or other undesired/threatening behaviour

Who is the counsellor?

How can they be reached?

2 Introduction and supervision

The temporary employee requires instructions and must know where to turn with any questions. Indicate who is responsible for instruction/supervision regarding:

Correct execution of tasks/resources to be used:

Company rules and facilities: house rules/rules of conduct, traffic rules, use of vehicles, breaks, asking for help, First Aid, absenteeism and leave:

Information about safe and healthy work (your prevention employee):



Who carries out an assessment interview regarding the points above after the first few weeks?

3 Specific risks and mitigation measures

A The temporary worker will be working with or near machinery (such as crushers, shredders/shredders and conveyors) where there is a risk of pinching, crushing, being hit et cetera.

Yes No

Where and when:

Safety shoes (type S3) and work gloves will be provided by the client.

Yes

Other, namely:

Focus points:



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



Leave all safeguards in place, even if the work is faster without them.



Ask your supervisor for proper work instructions, also in case of malfunctions. Only then start work.



Know where you can grab the machine - know the danger zones.



Report dangerous situations (such as a malfunctioning machine or lack of safeguards) to your supervisor and if necessary to your intermediary.



Avoid loose hanging hair and clothes.



Use machines according to their purpose.



Wear your PPE.

B The temporary employee works at heights resulting in fall risk. For example, when netting off cargo, using ladders and working at dump holes.

Yes No

Where and when:



Focus points:



Use the proper tools - such as the netting rod and folding net when netting - to avoid working at height.



Never climb where this is not allowed - there is no fall protection here!



Check with your supervisor whether you're authorised to work at height.



Report dangerous situations (such as working at height without protection) to your supervisor and if necessary to your intermediary.



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



Wear fall protection (belt/harness) where this is required.



Pay extra attention when working at height.

C The temporary employee will be working in an environment with moving vehicles - such as the company yard and dump floor - where there is a chance of being hit.

Yes

No

Where and when:

Signal clothing (visibility clothing)³ will be provided by the client:

Yes, namely class:

Other, namely:

Focus points:



Know the traffic rules, the roadways and walkways.



Pay attention to moving vehicles.



Know how to behave and when to be visible. Know the blind spots.



Make sure you can hear your surroundings; don't play loud music.



Always make sure you're properly visible to operators of vehicles and cranes.



Report dangerous situations (such as a work area without shielding where vehicles pass nearby) to your supervisor and, if necessary, to your intermediary.



If you are working in an area where work is not normally done, cordon off the area with conspicuous ribbon/pawns.



Wear your signal clothing (visibility clothing) on the dump floor and on cluttered and crowded industrial sites.

3 Dumping floor: visibility clothing according to company regulations. Public road: visibility clothing class 2 or 3. Own site: visibility clothing class 1.



D Temporary employees may during work be struck by objects that fall or eject, such as when opening live container doors, lifting operations or falling loads.

Yes

No

Where and when:

Safety shoes (type S3), helmet and work gloves will be provided by the client:

Yes

Other, namely:

Focus points:



Ask your supervisor for an explanation of safe work methods.



Stay out of the danger zone.



Know how to use work equipment (like hoisting equipment).



Work safely and follow instructions. Report dangers and malfunctions.



Pay close attention when opening container doors.



Wear your PPE, be visible.



E The temporary employee is going to work with waste that may contain hazardous materials so he comes into contact with them. For example, fine dust from the treatment and processing of paper, glass, rubble and demolition waste.⁴

Yes

No

Which hazardous materials, where and when:

Who is the point of contact for provision, instruction and replacement of PPE?

⁴ This health and safety checklist is not meant for temporary employees who work with hazardous waste. See advice under note 1.








The temporary worker needs the following personal protective equipment (PPE) when performing the work:

Equipment	Provided by client
<input type="checkbox"/> Gloves, type: <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> Other, namely: <input type="text"/>
<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:



-  Ask your supervisor to educate you about the substances and materials you are working with, and ask for an explanation of safe work practices to prevent dust dispersal and other contact with hazardous substances.
-  Report dangerous situations - such as hazardous waste in the household or industrial waste - to your supervisor immediately and to your intermediary if necessary.
-  Keep the work place as clean as possible.
-  Wear your PPE - even if your colleagues don't. It's about your health.
-  Make sure your PPE is in proper condition and clean. Do not use disposable masks for more than one day.

F The temporary employee will encounter the following physically strenuous work:

- Lifting and carrying.
- Pushing and pulling (for example when covering wagons).
- An uncomfortable posture (such as working standing up when sorting at the conveyor belt).
- Static strain (such as sitting for long periods as a forklift driver).
- Repetitive movements.
- Other, namely:



Focus points:












-  Ask your supervisor to explain the least stressful method of work and instruction on the use of auxiliary and transport equipment.
-  Use the available resources. Note: you can only use certain resources if you have authorisation.
-  Set adjustable items such as the chair of the forklift properly.
-  Ask your colleague or a bystander for help with heavy work.
-  Wear shoes with non-slip soles.
-  Select a pace you can maintain and alternate your activities.
-  Remember your posture, don't lift/exert force with a twisted back.
-  Report situations that make the work unnecessarily heavy to your supervisor and if necessary to your intermediary.

G The temporary employee is exposed to bacteria, fungi, yeasts (biological agents) in virtually all waste treatment operations. For example, when manually sorting waste, cleaning machines and repacking "swill" waste (catering waste).

Peak exposure:

Where and when:

Focus points:

-  Ask your supervisor for an explanation regarding the risks of bacteria, fungi, and yeasts.
-  Know how to reduce the risk of infections or allergies. Cover wounds with waterproof bandaids and replace these regularly.
-  You are prohibited from eating, drinking, or smoking during work.
-  Wash your hands before smoking.
-  Wash your hands, lower arms, and face before eating or drinking.
-  Use disinfecting lubricating soap - this will keep the skin well protected from infection.
-  Are your hands dirty? Don't pick your nose or put your fingers in your mouth.
-  Shower after work.
-  Leave your work clothes at the company site. Wear clean work clothes every day.
-  Wear your PPE according to company regulations.
-  If you are injured or experience health issues (skin irritation, blisters, fever, respiratory issues), ask for advice.



H The temporary worker may cut or puncture themselves on sharp material in garbage such as broken glass, cans, knives and needles.

Yes No

Where and when:

Which doctor can be contacted in case of a cut or puncture incident?

Name: Telephone number:

The temporary employee receives⁵ the necessary vaccinations against tetanus, hepatitis A and B from the client:

Yes
 Other, namely:

Safety shoes (type S3) and work gloves that protect against cuts and punctures (e.g. Kevlar) will be provided by the client:

Yes
 Other, namely:

Focus points:



Ask your supervisor to explain a safe work method.



Report to the employment agency if you have been vaccinated against tetanus, hepatitis A and B.



When sorting, use tools such as grabs and rakes. Never touch the waste with your bare hands.



Did you suffer a cut or puncture? Consult a doctor immediately (within 2 hours). This is important for preventing infections.



Let the wound bleed properly and rinse it with (tap) water, don't use alcohol or iodine. Prevent this!



Always wear your PPE.

I The temporary employee works alone at certain times (such as - in a large location - working out of sight of colleagues).

Yes No

Where and when:

Who does the temporary employee report in and out to?

Name:


How can the temporary employee call for help or sound the alarm?


5 | The client may not require vaccination.



Focus points:



 Ask your supervisor what to keep in mind when working alone. Also ask how to call for help or sound the alarm.

 Always report in and out with your contact if you're working alone. If something happens, you will be missed.

J The temporary employee works

Outside and may be exposed to cold, rain, sun, heat and/or:

Inside and may be exposed to cold, heat, draft and/or:

Who is the point of contact for provision, instruction and replacement of work clothes/PPE?

The temporary worker needs the following work clothes when performing the work:

Equipment

Provided by the client

Good shoes (with non-slip sole)

Yes Other, namely:

Safety shoes type 3

Yes Other, namely:

Work pants / work overall

Yes Other, namely:

Sweater

Yes Other, namely:

Work coat

Yes Other, namely:

Raincoat and rain pants

Yes Other, namely:

Bodywarmer

Yes Other, namely:

Winter clothes

Yes Other, namely:


Clothes that protect against the sun


Yes Other, namely:

Other, namely:

Focus points:



 Winter clothes include a winter overall, parka (winter coat), hat, and potentially thermal underwear.

 Clothing that protects from the sun includes long pants, a long-sleeved shirt, a cap and sunscreen (factor 20 or higher) for unprotected skin.

K The temporary worker is exposed to harmful noise due to the environment in which he will be working and/or the work he will be performing (such as pouring glass and machines that make noise).

Yes

No

Where and when:

Who is the point of contact for provision, instruction and replacement of PPE?

The temporary employee needs the following personal protective equipment (PPE) when performing the work:

Equipment

Provided by the client

Hearing protection:

Earplugs

Yes Other, namely:

Ear muffs

Yes Other, namely:

Otoplastics

Yes Other, namely:

Other, namely:

Focus points:



Know the places and work/equipment where noise levels are harmful. You can measure this or use this rule of thumb: sound is harmful if you cannot understand each other at 1 meter distance without raising your voice (>80 decibels). Note: even brief periods of loud noise are dangerous!



Work silently yourself: don't drop or throw things, etc.



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 protections above 80 decibels. Above 85 decibels, this is required by law.



Keep your hearing protection clean and check regularly for sound leaks and damage.



L Temporary employees 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 protects.



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.

	Squeezing and crushing (see question A)	Getting hit by a vehicle (see question C)	Getting hit by an object (see question D)	Hazardous materials in waste (see question E)	Bacteria, fungi, yeasts (see question G)	Cuts and punctures (see question H)	Cold, rain, sun (see question J)	Harmful noise (see question K)	
Gloves must protect against	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Conclusion: different work situations <input type="checkbox"/> the same work situation <input type="checkbox"/> Type: <input type="text"/>
Work clothes must protect against		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Conclusion: different work situations <input type="checkbox"/> the same work situation <input type="checkbox"/> Type: <input type="text"/>
Respiratory protection must protect against				<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> Conclusion: different work situations <input type="checkbox"/> the same work situation <input type="checkbox"/> Type: <input type="text"/>
Safety shoes	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		Type: S3
Safety glasses			<input type="checkbox"/>	<input type="checkbox"/>					Type: <input type="text"/>
Face shield			<input type="checkbox"/>	<input type="checkbox"/>					Type: <input type="text"/>
Helmet			<input type="checkbox"/>						Type: <input type="text"/>
Hearing protection								<input type="checkbox"/>	Type: <input type="text"/>

Explanation:



M The temporary employee uses a car during work time

Yes

No



Finally:

This occupational health and safety checklist is for temporary employees who will be working in Managing household waste and Managing industrial waste. If temporary employees are going to work in Hazardous Waste Processing, Composting and Digestion, Incineration, Landfill and Sewerage Management, this checklist must be completed by the client with the specific risks for these activities. A separate occupational health and safety checklist is available for waste collection (including Environmental Site and KGA/KCA depot).

N Are there other risks facing the temporary worker that are not mentioned in this checklist? Also think about the dangers of specific types of waste!

Yes

No

Description of these risks:

O Note, the temporary employee



Does not work in indoor areas (such as halls) where he is exposed to diesel engine exhaust (diesel engine emissions = DME) from vehicles (trucks, lorries, shovels, for example). Diesel exhaust fumes are carcinogenic.



Doesn't work alone when performing dangerous activities.



Does not work in confined spaces such as crawl spaces, the vehicle maintenance work pit and the space under the weighbridge.

Signature

