

# Health and Safety Checklist General

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To be completed by company / client.

Name of company / client:

Completed by:

Date (dd-mm-yyyy):

Function/name of assignment:

## The company / client is aware of the legal requirement to:

- inform agency employees, before they start work, about any risks that exist and measures to be taken
- provide agency employees, before they start work, with the necessary personal protection equipment (PPE)
- familiarise agency employees with their work
- give leadership to agency employees and to supervise and monitor their work environment.

## Areas for attention:

The details of the regulations are given in:

The Working Conditions Act, especially Article 1 paragraph 1; Article 3; Article 5 paragraph 5; Article 8.

The Allocation of Workers through Intermediary Agencies Act, Article 11.

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## Our company has a description of the risks and measures (corporate informational material) relating to the work in which the agency employee will be involved.

- Yes
  - A copy is enclosed. The employment agency can give this material to the agency employee.
  - The material is (also) handed out and explained on the first working day.
- No (Go to question 3.)

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## Our company has:

- Specific safety regulations which the agency employee must be aware of.
  - A copy is enclosed.
- Arrangements concerning in-house first aid (disasters, fire, accidents, evacuation).
  - A copy is enclosed.

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## The agency employee is given information and instructions about safe working practices before starting work from:

Name:

Position:

Department/site:

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**Areas of attention:**

The information and instructions cover the following:

- Risks involved in the work.
- Measures to be taken, including:
  - Alertness to risks.
  - Following work instructions.
  - Use of available aids.
  - Use of personal protective equipment.
- Safety regulations.
- Arrangements concerning in-house first aid.

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**The agency employee will be familiarised with the work at the workplace by:**

Name:

Position:

Department/site:

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**Areas of attention:**

During the familiarisation period attention will be devoted to the following:

- Work instructions will be given.
- There will be job-specific information and instructions about safe working practices.
- Site-specific safety topics will be covered such as escape routes and in-house first aid.

5

**Agency employees who are made available to our company will also work on the premises or sites of third parties.**

- Yes,
  - Information is enclosed concerning health and safety aspects related to this.
  - Information will be given verbally by:
- No

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If they have any questions, agency employees and the employment agency can contact:

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For agency employees

Name:

Position:

Department/site:

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For the employment agency

Name:

Position:

Department/site:

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Our company reports accidents involving agency employees directly to the employment agency.

Yes    Other, namely: