

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.

1 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.)

2 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.

3 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.

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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:

Signature: