

Health and Safety Checklist Medical

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To be completed by company / client.

Name of company / client:

Completed by:

Date (dd-mm-yyyy):

Function/name of assignment:

Brief description of function (may be added as an appendix):

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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The agency employee must have a valid BIG registration for this position¹.

Yes No

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The agency employee carries out work that is physically demanding:

Pushing and pulling (e.g. beds or carts).

Lifting/carrying (e.g. of patients).

Working with a bent and/or twisted back

Working in other poor positions (e.g. working with arms above shoulder height).

Standing in the same place for long periods of time

Other, namely:

When and where:

Areas of attention:

- Ask your manager to explain the least stressful working method.
- Use the available aids, such as a patient lift. (Note: you may use the lift on your own only if you are authorised to do so.)
- Lift patients with a colleague, not on your own (except in the case of emergencies).
- Remember to keep the correct posture.

¹ register containing the details of pharmacists, physicians, physiotherapists, healthcare psychologists, psychotherapists, dentists, midwives and nurses, and also any restrictions on their entitlement to practice.

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The agency employee has to wear personal protective equipment when carrying out the work.

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Equipment

Provided by client

Gloves	Yes	Other, namely:
Face mask	Yes	Other, namely:
Special footwear	Yes	Other, namely:
Protective clothing	Yes	Other, namely:
Other, namely:		

Area of attention:

- Because of the risk of allergic reactions gloves should not be made of latex.

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The agency employee can be exposed to biological agents such as bacteria and viruses through contact with contaminated patients or contaminated blood.

Yes No

Areas of attention:

- Ask your manager which specific precautions apply.
- Ask your manager what to do if you sustain a needle prick injury.
- If necessary, use personal protective equipment such as respiratory protection (masks) and gloves.

5

The agency employee will carry out work for which vaccination against hepatitis B is required.

Yes No

The agency employee is given the necessary vaccination by the client.

Yes
Other, namely:

Areas of attention:

- Vaccination against hepatitis B is required if there is a possibility of contact with blood.
- Tell the employment agency whether (or not) you have been vaccinated.
- For full protection you have to go through a vaccination cycle (at least six months) and you have to be tested to ensure that you are producing enough antibodies.

6

The agency employee can be exposed to cytostatics or anaesthetic gases.

Yes No

Area of attention:

- Ask your manager which specific precautions apply.

7

The agency employee uses a car during working hours:

Yes No

Area of attention:

- Make calls only using a hands-free kit or when not moving.

8

The agency employee regularly works alone:

Yes No

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Area of attention:

- Ask your manager about what you should be aware of when working alone and whether there is any possibility of raising the alarm and find out how this works.

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Are there any other risks involving the agency employee that have not been addressed in this checklist?

Yes No

Description of these risks:

Signature: