

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.

I

**Before he starts work, the agency employee must be in possession of valid safety diplomas or certificates that are relevant to his duties.**

Yes      No

**If yes:**

Forklift truck driver certificate

Certificate for safe operation of lifting equipment and tools

VCA (B-VCA | VVA1) Basic Safety Course

Other, namely:

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**The agency employee will be working with machines (such as a metal press, folding machine or cutting machine) or tools (such as a knife or an angle grinder) where a risk of being cut, trapped, crushed, etc. exists.**

Yes      No

**Description:**

**Areas for attention:**

- You must never simply start using machines and tools of this kind if you have no experience of using them.
- Ask your supervisor to explain how they work and how to use them safely, and about how to clean the machines.
- Wear the correct personal protection equipment (such as work gloves, when working with a knife).
- If you are aged under 18, you may only operate dangerous machines under the supervision of an experienced employee.

# Health and Safety Checklist Metal Industry

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The agency employee will be working with materials and products made of metal. This involves a risk of cutting himself on the metal, of being struck by a piece of equipment or falling material, and of getting metal splinters in his eyes.

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Yes No

### Where and when:

When carrying out his work, the agency employee will need the following personal protection equipment (PPE):

#### Equipment

#### Provided by client

Type of safety shoes:

Yes Other answer, namely:

S1

S2

S3

Type of safety boots:

Yes Other answer, namely:

S4

S5

Safety glasses

Yes Other answer, namely:

Face shield

Yes Other answer, namely:

Gloves against mechanical risks

Yes Other answer, namely:

(such as cutting and abrading)

Protective work clothing, namely:

Other, namely:



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The agency employee will be working with products with one or more of the following pictograms on the label (such as with cleaning, coating, cooling agents and lubricants):

Yes



Irritating, sensitising, harmful



Inflammable



Corrosive



Explosive



Toxic



Oxidising



Dangerous to long-term health



Dangerous to the aquatic environment (water)

No

## Where and when:

The agency employee will need the following personal protection equipment (PPE) when carrying out his work:

### Equipment

Gloves against chemical risks  
Respiratory protective equipment, type:  
Safety glasses  
Face shield  
Protective work clothing, namely:  
Other, namely:

### Provided by client

Yes Other answer, namely:  
Yes Other answer, namely:  
Yes Other answer, namely:  
Yes Other answer, namely:



## Areas for attention:

- Be aware of what you are working with. Read the label and the instructions for use. Keep to the instructions you have been given.
- Use personal protection equipment if the label says you should or if you have been instructed to do so.
- If you would like to know more about a particular product, ask for the safety information sheet.

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**The agency employee will be welding, cutting, grinding, polishing, etc. during which particles, vapour and gases will be released.**

Yes No

## Where and when:

The agency employee will need the following personal protection equipment (PPE) when carrying out his work:

### Equipment

Respiratory protection, type:  
Safety glasses  
Face shield  
Other, namely:

### Provided by client

Yes Other answer, namely:  
Yes Other answer, namely:  
Yes Other answer, namely:



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The agency employee will have to deal with the following physically demanding work duties:

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- Lifting, pushing and pulling (such as when moving heavy objects).
- Awkward physical postures (such as turning, bending, or kneeling).
- Repetitive movements (such as during grinding, spraying or assembly work).
- Standing for long periods of time (such as during welding or assembly work).
- Extensive walking and/or climbing (such as on large sites like shipyards).
- Other, namely:

Where and when:

Areas for attention:

- Ask your supervisor for information on the least physically demanding work method.
- Use the relevant available tools (such as hoisting equipment, lifting table, or forklift truck).  
Take note: there is some equipment that you may use only if you are officially authorised to do so).
- Vary your work as much as possible.
- Remember your posture.

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The agency employee will have to deal with harmful noise levels caused by the work he will be doing and/or by the environment in which he will be working (such as noise resulting from die cutting, welding, grinding, riveting and material transport).

Yes      No

Where and when:

The agency employee will need the following personal protection equipment (PPE) when carrying out his work:

Equipment

Provided by client

Hearing protection

Ear plugs

Yes

Other answer, namely:

Earmuffs

Yes

Other answer, namely:

Otoplastics

Yes

Other answer, namely:

Other, namely:

Areas for attention:

- Special ear plugs (otoplastics) are available that offer protection from harmful noise but which allow wearers to understand what others are saying.
- Noise is harmful if people one metre apart are unable to understand each other without raising their voices (>80 decibels).
- It is sensible to wear hearing protection equipment where the noise level is above 80 decibels. If it is above 85 decibels, it is compulsory by law.



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The agency employee will be working

- inside
- outside
- in coldstores

and will need the following work clothing when carrying out his work:

**Equipment**

**Provided by client**

Work trousers / overalls	Yes	Other answer, namely:
Jumper	Yes	Other answer, namely:
Body warmer	Yes	Other answer, namely:
Tabard	Yes	Other answer, namely:
Waterproof jacket and trousers	Yes	Other answer, namely:
Special winter clothing	Yes	Other answer, namely:
Clothing for protection from the sun	Yes	Other answer, namely:
Other, namely:		

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The agency employee will be working in an environment where vehicles (such as forklift trucks) and lifting machinery (such as cranes) are present, and where there is a possibility of collision and of being struck by falling objects.

- Yes
- No

**Where and when:**

**Areas for attention:**

- Be aware of people and objects moving around you. Keep your distance.
- Make sure you can hear your environment: do not play loud music.
- Wear appropriate personal protection equipment (such as safety shoes and safety helmet).



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The agency employee will be working at great heights – such as on a landing or from a hanging platform – as a result of which he may be vulnerable to the risk of falling.

- Yes
- No

**Where and when:**

**Areas for attention:**

- Be extra alert when working at great heights.
- Use the relevant available equipment for working at great heights, such as a hydraulic platform.
- Ask your supervisor to explain how best to work in a manner that is safe.
- Wear appropriate personal protection equipment (such as a safety harness).



**II** Are there any other risks that the agency employee will have to face which have not been mentioned in this checklist?

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Yes      No

Description of these risks:

**I2** The agency employee must not:

- work in enclosed spaces where hazardous substances can accumulate and where there is a possibility of the concentration of oxygen being too high or too low;
- work alone when carrying out work of a hazardous nature.

Signature: