

To be completed by company / client.

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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 should have valid safety diplomas / certificates for the work in which they are involved:

Yes No

If yes:

Fork lift truck driving certificate

Certificate for safe working with hoisting equipment and machinery

VCA (Safety Checklist for Contractors) basic safety training (B-VCA | VVA I)

Safety passport

SIR (Dutch Foundation for Industrial Cleaning) pass

Driving licence: B/BE/C/CE¹

Other, namely:

¹ B = car / BE = car + trailer / C = lorry / CE = lorry + trailer

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The agency employee will be working with machines (such as press tool, folding machine or shearing machine) or equipment (such as knife or angle grinder) which involve a risk of being cut, trapped, crushed, etc.

Yes No

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Description:

Areas of attention:

- If you do not have experience, you may not simply start using this type of machine or equipment.
- Ask your immediate manager to explain the operation of the machine or equipment and how to operate the machine safely as well as how to clean the machine.
- Use the right personal protective equipment (e.g. gloves when using a knife).
- If you are under 18 years of age, you may operate dangerous machinery only when supervised by an experienced employee.

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The agency employee deals with material and products that involve a risk of being cut, hit by a work piece, hit by falling material, or getting something in their eye.

Yes No

Where and when:

The agency employee requires the following personal protective equipment (PPE) when carrying out the work:

Equipment

Provided by client









Safety shoes, type:	Yes	Other, namely:
S1		
S2		
S3		
Safety boots, type:	Yes	Other, namely:
S4		
S5		
Safety glasses	Yes	Other, namely:
Hard hat	Yes	Other, namely:
Face shield	Yes	Other, namely:
Gloves to protect against mechanical risks (e.g. cuts and abrasions)	Yes	Other, namely:
Protective work clothing, namely:		
Other, namely:		



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The agency employee works with products with one or more of the following symbols on the label (e.g. cleaning agents, coatings, cooling agents, lubricants):

Yes		Irritating, sensitising, harmful		Flammable
		Corrosive		Explosive
		Toxic		Oxidising
		Long-term health hazard		Harmful to aquatic environment (water)
No				

Where and when:

The agency employee requires the following personal protective equipment when carrying out the work.

Equipment

Chemical-resistant gloves
 Respiratory equipment, type:
 Safety glasses
 Face shield
 Protective work clothing, namely:
 Other, namely:

Provided by client

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



Areas of attention:

- Know what you are working with. Read the label and the user instructions. Follow the instructions.
- Use personal protective equipment if this is stated on the label or in the instructions.
- Want to know more about a product? Ask for the safety information sheet.

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The agency employee will be carrying out work such as sawing, sanding, cutting, grinding, welding, etc. where dust, vapours and gasses will be released.

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Yes No

Where and when:

The agency employee requires the following personal protective equipment (PPE) when carrying out the work:

Equipment

Provided by client

Safety shoes, type:

Yes Other, namely:

S1

S2

S3

Safety boots, type:

Yes Other, namely:

S4

S5

Safety glasses

Yes Other, namely:

Face shield

Yes Other, namely:

Gloves to protect against mechanical risks (e.g. cuts and abrasions)

Yes Other, namely:

Protective work clothing, namely:

Other, namely:



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The agency employee is involved in the following physically demanding work:

Lifting, pushing and pulling (e.g. moving materials).

Poor postures (e.g. working with hands above the head, twisting, bending and kneeling).

Repetitive work (e.g. production line work, grinding, spraying and assembly).

Standing for long periods of time (e.g. for welding and assembly).

A lot of walking and/or climbing (e.g. on large sites).

Other, namely:

Where and when:

Areas of attention:

- Ask your manager to explain the least stressful work method.
- Use the available aids (e.g. hoisting equipment, lifting table and fork lift truck. Note: you may use certain aids only if you are authorised to do so.).
- Try to alternate your work as much as possible.
- Try to keep the correct posture.

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The agency employee is exposed to harmful noise as a result of the work they carry out and/or as a result of the environment in which they work (e.g. noise from punching, welding, grinding, riveting and material transport).

Yes No

Where and when:

The agency employee requires the following personal protective equipment (PPE) when carrying out the work.

Equipment

Provided by client

Ear protection

Ear plugs

Yes Other, namely:

Ear muffs

Yes Other, namely:

Otoplastics

Yes Other, namely:

Other, namely:

Areas of attention:

- There are special ear plugs (otoplastics) that protect against harmful noise that allow you to hear each other speak (speech intelligibility).
- Noise is harmful if you cannot understand each other at one metre's distance without raising your voice (>80 decibels).
- It is sensible to wear ear protection over 80 decibels. Above 85 decibels it is a legal requirement.



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The agency employee works:

inside

in cold rooms

outside

near sources of heat

and requires the following work clothing while carrying out the work:

Equipment

Provided by client

Good shoes

Yes Other, namely:

Work trousers / overalls

Yes Other, namely:

Jumper

Yes Other, namely:

Work jacket

Yes Other, namely:

Raincoat + waterproof trousers

Yes Other, namely:

Bodywarmer

Yes Other, namely:

Clothing to protect against the sun

Yes Other, namely:

Winter clothing

Yes Other, namely:

Other, namely:

Areas of attention:

- Clothing to protect against the sun consists of long trousers, a shirt with long sleeves, a cap with a neck flap or a hat with a wide rim and sun cream (factor 20 or higher) for unprotected skin.
- Winter clothing is winter overalls, a parka (winter coat), a hat and possibly thermal underwear.
- Special thermal clothing is required for working in cold rooms. Note that you can also regularly alternate the work with work at a normal temperature.

9 The agency employee will be working in an environment with transport (e.g. a fork lift truck) and other machinery with involves a risk of being run over / hit by falling objects.

Yes No

When and where:

Areas of attention:

- Be alert to movements around you. Keep your distance.
- Ensure that you can hear what is going on around you. Do not listen to loud music.
- Wear the right personal protective equipment (e.g. safety shoes and hard hat).



10 The agency employee works at a height – e.g. on a ladder or on a pontoon – which involves a risk of falling.

Yes No

Where and when:

Areas of attention:

- Be extra alert when working at a height.
- Use the right aids for working at a height, e.g. a hydraulic platform.
- Ask your manager to explain a safe working method.
- Wear the right personal protective equipment (e.g. fall arrest system).

11 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.

12 The agency employee sometimes works alone.

Yes No

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.

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

Yes No

Description of these risks:

Signature:

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