

Health and Safety Checklist Cleaning¹

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To be completed by the company/client

Name of company/client:

Completed by:

Date (dd-mm-yyyy):

Job/name of task:

Brief job description (may also be added in the form of an annex):

The company/client is familiar with the legal obligation² to:

- Notify the temporary worker of the risks and the measures to take before the work commences.
- Provide the temporary worker with the necessary personal protective equipment (PPE) before the work commences.
- Familiarise the temporary worker:
- Manage the temporary worker and monitor the workplace.

The detailed regulations can be found in:

The Occupational Health and Safety Act (Arbowet): article 1 paragraph 1, article 3, article 5 paragraph 5 and article 8 in particular.

The Placement of Personnel by Intermediaries Act (Wet allocatie arbeidskrachten door intermediairs, Waadi): article 11.

Points for attention and tips for working safely and healthily in the cleaning industry can be found at www.arboschoonmaak.nl (in Dutch).

I

The temporary worker has to contend with the following physically exerting activities:

Walking and/or standing for long periods (such as when vacuuming or mopping).

Repetitive movements (such as when mopping, sweeping or dusting).

Unfavourable working postures (such as working with your hands above your head, turning, bending or kneeling).

Pushing, pulling or lifting (a cart or cleaning equipment, for example).

Exerting force (such as when mopping, sweeping or working with high-pressure cleaners).

Other, namely:

Where and when?:

¹ This checklist is intended for cleaning work in buildings. Certification is required for specialist work (such as cleaning trains, buses, glass and façade cleaning and cleaning in the event of disasters etc.).

² If you want to know more about legal obligations, do the 'Arbo op orde' (Occupational Health and Safety in order) self-inspection at www.zelfinspectie.nl (in Dutch).

Points for attention:

- Ask your manager to explain the least exerting method of working.
- Vary the work you do as much as possible.
- Think about your posture.
- Always lift loads greater than 25 kg with a colleague or use devices to aid you. If you regularly have to lift loads, do not lift loads greater than 15 kg.
- When working with a high-pressure cleaner: avoid using the pressure nozzle.
Do not work with the pressure nozzle for longer than two hours per day.
- Wear sturdy footwear that fits properly. Shoes that have a soft (anti-slip) sole ensure additional comfort when working whilst standing.

2

The temporary worker has slippery floors to contend with – such as when mopping or spilling water – which may cause him/her to slip and fall:

Yes No

Watertight shoes with anti-slip soles are provided by the client:

Yes

Other, namely:



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The temporary worker works at a height – such as on a ladder – which means that he/she may fall from a height:

Yes No

Where and when?:

Points for attention:

- Ask your manager to explain a safe method of working.
- Limit the work you do using a stepladder or a ladder to occasional situations and only if no safer methods of working are possible.
- Place a stepladder or ladder on a stable, hard, flat surface to prevent it from slipping away or toppling over.
- Be extra alert to preventing slipping away or falling when standing on a stepladder or ladder or when cleaning stairs.
- Make sure that steps are dry and free of obstacles (such as cleaning utensils). Do not carry any (heavy) loads up or down the stairs that impair visibility and use the handrails and railings.

4

The temporary worker works with equipment (such as vacuum cleaners, scrubbing machines, high-pressure cleaners and cutting machines) or sharp tools (such as knives, instruments etc.) or cleans them:

Yes No

Description:

Points for attention:

- Ask your line manager to explain how it works and a safe method of working.
- Wear the correct personal protective equipment (such as work gloves) when working.
- When cleaning equipment or machinery, make sure that they have been switched off and wear the correct personal protective equipment.
- When working with high-pressure cleaners or carrying out other loud work, wear hearing protection. Noise is dangerous if you are unable to hear each other at a distance of one metre without raising your voice (>80 decibels).

5

The temporary worker works with products that have one or more of the following pictograms on the label (such as on detergents and disinfectants):

Yes



Irritating, sensitising, hazardous



Corrosive



Toxic



Harmful to long-term health



Flammable



Explosive



Oxidising



Hazardous to the aquatic environment (water)

No

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Work gloves are provided by the client:

Yes

Other, namely:



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Safety goggles to protect against splashes are provided by the client:

Yes

Other, namely:



Points for attention:

- Know what you are working with. Ask the client for the risk assessment and the corresponding workplace information card. Read the label and the user guide and observe your training.
- Use gloves and other personal protective equipment if stated on the label or in the training.
- If you want to know more about a product, ask for the safety information sheet. Cleaning companies affiliated with RAS have access to their own materials manager with specific product information (www.ras.nl, in Dutch).

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The temporary worker works with water or watery solutions:

Yes

No

Points for attention:

- Water in itself is not hazardous, but if your skin comes into contact with it for long enough, your skin may become irritated (hand eczema).
- Prevent the skin from coming into contact with water by wearing gloves.
- Do not wear any rings, bracelets or watches when working.
- Only wash your hands (using soap) if absolutely necessary and dry your hands carefully afterwards.
- Protect your skin using a suitable cream if it comes into contact with water a lot.
- If you want to know more about preventing hand eczema, ask your client for RAS's protocol on preventing hand eczema (www.ras.nl, in Dutch).

7

The temporary worker may come into contact with biological agents, such as potentially contaminated individuals or animals or (potentially contaminated) blood (such as by working with needles):

Yes

No

The temporary worker receives the necessary vaccinations from the client:

Yes

Other, namely:

Points for attention:

- Ask your manager which specific precautionary measures apply.
- Use personal protective equipment where necessary such as respiratory protection (caps) and gloves.
- Vaccination against hepatitis B is necessary if you may come into contact with blood.
- Inform the employment agency on whether or not you have been vaccinated.
- For complete protection, you must undergo the vaccination cycle (for at least six months).
- If you want to know more about what to do in the event that you sustain a needle injury, ask your client for RAS's protocol on Needle Injuries (www.ras.nl, in Dutch).

8

The temporary worker works under specific climatic conditions such as cold, rain, heat and/or sun and requires protective clothing when carrying out the work:

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Equipment

Jumper/Body warmer
Winter clothing
Raincoat + waterproof trousers
Clothing that protects against the sun
Other, namely:

Provided by client:

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

Points for attention:

- Clothing that protects against the sun consists of long trousers, a long-sleeved shirt, a cap with neck flap or a wide-brimmed hat and sun lotion (factor 20 or higher) for unprotected skin.
- Winter clothing consists of winter overalls, a parka (winter coat), a hat and thermal underwear if necessary.

9

The temporary worker has to contend with:

Times when he/she is working alone (such as when cleaning offices, shops or care institutions outside of opening hours).

Work before 7 a.m., after 7 p.m., on weekends and/or shift work.

A time limit within which work must be carried out.

Where and when?:

Supervision is present during working hours:

Yes
Other, namely:

Points for attention:

- Ask your manager what precautionary measures apply to solitary working (such as regulations concerning locking up the building and who to contact in an emergency).
- Ask whether the building where you are working alone has an alarm and how it works.
- Discuss who to contact with questions about the time limit and completing your work whilst carrying out your work.
- You may work for several clients, in which case you should discuss with your manager how your rotas can be coordinated. Also make sure that you have adequate break/rest times between work.

I0

In the place where the temporary worker works, others (staff, customers, apprentices, passengers, patients as well as colleagues) may exhibit aggressive behaviour:

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Examples are: intimidation, physical violence, sexual attention, bullying, robbery and vandalism.

The aggressive behaviour may result in violence against the temporary worker.

On his first day of work, the temporary worker receives training on what he/she should do in these situations:

Yes

Other, namely:

Beschrijving

Points for attention:

- Know how to help prevent aggression and violence and what to do if it occurs.
- Ask your manager what arrangements have been made in relation to aggression and violence.
Know the protocol.
- Report incidents to your manager and your employment agency at all times.
- Request aftercare following an incident.

II

Are there other risks that the temporary worker faces that have not been named in this checklist?

Yes

No

Description of these risks:

I2

Tip!

Temporary workers in the cleaning industry often combine several jobs for several employers, which has an effect on their total exposure to physically demanding work and their workload. Discuss this and ensure together that the load doesn't become too great. See www.arboschoonmaak.nl (in Dutch) for information and tools such as the 'Werkdrukmeter' (Workload meter).

Signature: