

Checklist for enterprises to use in their workplace assessment

Cleaning



Introduction

This checklist is a tool for enterprises to use when preparing their workplace assessment (WPA).

All enterprises with employees are obligated to draw up workplace assessments. The workplace assessment is the enterprise's own tool for identifying, prioritising and solving working environment problems.

The checklist contains a number of yes/no questions. Questions answered with a 'yes' pose a working environment problem to be included in an action plan prepared by the enterprise.

How the enterprise can use the checklist

- Answer all the questions in the checklist.
- Discuss the questions answered by the enterprise with a 'yes' and write down the results in an action plan.
- Consider the cause of the working environment problems.
- Write down solutions to the working environment problems.
- Decide who is responsible for solving the working environment problems, and when the enterprise expects them to be solved.
- Write down the most important working environment problems of the enterprise, even if they have not been stated in the checklist.

The Danish Working Environment Authority (Danish WEA) has prepared checklists for the 36 industry areas and about 50 additional sectors; primarily for enterprises with less than ten employees. The checklists are based on the health and safety conditions that are typical for the sector. If an enterprise has activities within different sectors, it is a good idea to fill in several checklists.

Further information

On the Danish WEA website www.at.dk (in Danish) and in the 36 working environment directories, you can find information about where the Danish WEA finds the most serious working environment problems in the various sectors. In the directories, enterprises can find information on the most important regulations and suggestions to solve the typical working environment problems in the various sectors.

TRAINING, INSTRUCTION AND SUPERVISION

Yes No

Is it unclear who is in charge of training and instructing new employees, and what training and instruction include?	<input type="checkbox"/>	<input type="checkbox"/>
Is it unclear for new employees what tasks they can and are permitted to carry out, so there is no risk to their health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
Have any new employees not been guided and instructed in how to carry out work in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a lack of supervision on whether the work is carried out in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>
Have any employees not been guided and instructed in how to carry out work in a safe manner if there are changes in tasks, equipment, technology or substances and materials?	<input type="checkbox"/>	<input type="checkbox"/>
Is it unclear to employees how safety is prioritised with regard to delivery time, efficiency, service and quality etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Is it unclear to employees what to do if unforeseen dangers occur, for example in connection with interruptions in production?	<input type="checkbox"/>	<input type="checkbox"/>
Have any employees from other enterprises not received guidelines and instructions in the health and safety conditions of the enterprise which are relevant to their activities at the enterprise?	<input type="checkbox"/>	<input type="checkbox"/>

ERGONOMIC WORKING ENVIRONMENT

Yes No

HEAVY LIFTING

Do employees lift heavy objects or loads manually?

Do employees lift or carry heavy tools or instruments during work, such as vacuum cleaners, dustbins or buckets full of water?

Do employees carry heavy objects or instruments while walking?

Do employees lift many objects of more than 3 kg during a workday?

Do risky situations occur when several people are lifting loads together?

Do employees lift loads in inappropriate working postures, for example far away from the body, above the shoulders or below the knees?

HEAVY PUSHING AND PULLING

Do employees have to use a lot of strength to pull or push machinery, such as cleaning carts?

Is the surface uneven, slanting, soft, slippery, or are there steps where the employees are to pull or push machinery?

Is there too little space in connection with pulling and pushing?

Are there many starts, stops or turns when employees are to push or pull loads?

Do employees find the objects they push or pull heavy?

Is the equipment defective or does it need maintenance?

Is the equipment designed in such a way that employees have to work in a poor working posture?

MONOTONOUS, REPETITIVE WORK

Is there monotonous, repetitive work at the enterprise? That is frequent, repeated uniform motions throughout the workday.

Yes No

Do employees carry out monotonous, repetitive work at a high speed or under time pressure?

WORKING POSTURES

Do employees work in uncomfortable working postures?

Do employees work with bent or twisted backs or bent or twisted necks?

Do employees work with their hands above the shoulders?

Do employees work in postures where they have to reach out?

Do employees have to squat, kneel or kneel down to carry out their work?

Do employees work in the same position for a long time?

Are there narrow spaces in the workplace that limit the freedom of movement?

Do employees work with bent or twisted wrists or gripping with fingertips?

INFLUENCING AND ORGANISING OWN WORK

Do employees lack influence on how work with manual handling of objects, tools or loads is planned, organised and carried out?

Do employees with muscle or joint pain lack the opportunity to carry out less physically demanding tasks and functions?

HELP AND SUPPORT

Do employees lack help and support from colleagues, so that manual handling of objects, tools or loads can be carried out in a safe manner?

Do employees lack help and support from the management, so that manual handling of objects, tools or loads can be carried out in a safe manner?

SKIN IMPACTS

Do any employees work with wet objects with direct skin contact for more than two hours a day?

CHEMISTRY

Yes No

Do employees work in an unsafe manner with dangerous chemicals, for example chemicals with orange pictograms?

Has the enterprise failed to investigate whether the dangerous chemicals used in the enterprise can be replaced (substituted) by less dangerous chemicals?

Do employees work with dangerous chemicals even though site user instructions adapted to the conditions of the enterprise have not been drawn up?

Do any employees work with dangerous chemicals without being informed about the risk of such work?

Do any employees not use personal protective equipment although this is required?

PSYCHOLOGICAL WORKING ENVIRONMENT

HIGH WORK LOAD AND TIME PRESSURE

Do any employees constantly have a high work load or severe time pressure?

Does it often happen that employees do not finish their tasks in time?

Is it often necessary for employees to work overtime?

Is it necessary that employees work very fast?

Are conflicting requirements often posed on the employees?

Are the goals of the work not clear to the employees?

MONOTONOUS WORK

Is the work characterised by long periods of monotonous and slightly demanding tasks that lower the employees' ability to react quickly.

Do employees lack the opportunity to change between different types of work?

Yes No

POOR INFLUENCE ON OWN WORK

Do employees have poor influence on decisions about their own work?

Do employees have poor influence on how the work is to be carried out?

Do employees have poor influence on their own work load?

Do employees have little opportunity to decide when to take breaks?

LACK OF SUPPORT FROM COLLEAGUES AND MANAGEMENT

Do employees lack help and support from colleagues?

Do employees lack help and support from the management?

CONFLICTS, BULLYING AND SEXUAL HARRASMENT

Have professional conflicts developed into personal conflicts?

Is there bullying and sexual harassment at the workplace?

SHIFT WORK AND STAGGERED WORKING HOURS

Do any employees often work outside normal working hours, for instance early in the morning or late at night?

Do any employees work in shifts with short intervals, that is evening shifts after night shifts and day shifts after evening shifts?

Are the working hours planned with short notice?

LACK OF PREDICTABILITY IN CONNECTION WITH SIGNIFICANT CHANGES AND JOB INSECURITY

Do employees lack specific information about their employment situation, for example about restructuring, efficiency initiatives or similar conditions?

LACK OF DEVELOPMENT OPPORTUNITIES

Do employees have poor or no opportunities to learn new things through their work?

RISK OF ACCIDENTS

Yes No

Do any employees not use the personal protective equipment?

Have accidents occurred without anyone preventing them from happening again?

Have any employees not been instructed and trained in the work they are carrying out?

Is there safety equipment which is not regularly checked for faults?

Do any employees not have enough time to carry out their tasks in a safe manner?

INTERNAL TRANSPORT, TRAFFIC AND PASSAGE

Is the workplace untidy due to tools, equipment, waste etc. in the places where employees are to move about which pose a risk of stumbling or falling?

Are there work areas, traffic routes and passageways which are not cleared and tidy, or areas with inadequate light?

Are there working conditions which mean that employees are at risk of tripping, for example items on the floor or an uneven surface?

Are there slippery floors and surfaces, for example due to spilled liquids??

STRESSES AND STRAINS ON THE BODY

Are there situations where employees do inappropriate twists and turns with their body?

Is there a lack of lifting equipment in connection with lifting more than 11 kg or in connection with inappropriate lifts, pulls or pushes?

MACHINERY

Can employees accidentally start machinery?

Have any machines with moving parts not been secured by shielding, light curtains or similar?

Are there machines with no emergency stop?

Yes No

Is there a lack of instructions for use in Danish on how to use and maintain the machinery correctly etc.?

Are there machines which have not been maintained as directed by the supplier?

HAND TOOLS AND OTHER TECHNICAL EQUIPMENT

Is there a lack of instructions for use in Danish on how to use and maintain equipment correctly?

Is there technical equipment not maintained as directed by the supplier?

ABSENTEEISM DUE TO SICKNESS

Are there conditions in the working environment that may contribute to absenteeism due to sickness?

Can the enterprise change the working environment to reduce absenteeism due to sickness?

OTHER

The enterprise should also be aware of the following which has not been included in the checklist, but may be important to consider in order to obtain proper health and safety at work:

- Young employees
- Pregnant employees
- Biology
- Whole-body vibration
- Hand-arm vibration
- Indoor climate
- Noise.



Workplace assessment checklist – action plan

Cause of problem(s)	Solution	Person responsible	Deadline and priority

The enterprise must decide how to follow up the action plan, whether the action plan has had the desired effect, or whether adjustments are to be made. As a minimum, the workplace assessment must be revised every three years, or in connection with changes in the work, work methods or work processes that are significant for health and safety during work.

Completed by:

Employer

Date

Employee

Date

The Danish WEA has prepared 36 sector-specific working environment directories as a supplement to the preparation of the checklist. If more checklists are necessary for the enterprise's WPA, see other checklists of the Danish WEA which cover all sectors as well as 50 sub-sectors/industries.

Instructions D.1.1 on the Danish WEA website include information on regulations and requirements for the WPA.