

Checklist for enterprises to use in their workplace assessment

Kitchen



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, prioritizing 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 the 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 working environment directories, you can find information about where the Danish WEA finds most serious working environment problems in 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 enterprises which are relevant to the activities at the enterprise?	<input type="checkbox"/>	<input type="checkbox"/>

RISK OF ACCIDENTS

Yes No

ACCIDENTS GENERALLY

Do any employees not use the personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Have accidents occurred without anyone preventing them from happening again?	<input type="checkbox"/>	<input type="checkbox"/>
Have any employees not been instructed and trained in the work they are carrying out?	<input type="checkbox"/>	<input type="checkbox"/>
Is there safety equipment which is not regularly checked for faults?	<input type="checkbox"/>	<input type="checkbox"/>
Do any employees not have enough time to carry out their tasks in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>

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?	<input type="checkbox"/>	<input type="checkbox"/>
Are there work areas, traffic routes and passageways which are not cleared and tidy, or areas with inadequate light?	<input type="checkbox"/>	<input type="checkbox"/>
Are there slippery floors and surfaces, for example due to spilled liquids?	<input type="checkbox"/>	<input type="checkbox"/>
Are there working conditions which mean that employees are at risk of tripping, for example items on the floor or an uneven surface?	<input type="checkbox"/>	<input type="checkbox"/>

STRESSES AND STRAINS ON THE BODY

Are there situations where employees do inappropriate twists and turns with their body?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a lack of lifting equipment in connection with lifting more than 11 kg or in connection with inappropriate lifts, pulls or pushes?	<input type="checkbox"/>	<input type="checkbox"/>

MACHINERY

Can employees accidentally start machinery?	<input type="checkbox"/>	<input type="checkbox"/>
Have any machines with moving parts not been secured by shielding, light curtains or similar?	<input type="checkbox"/>	<input type="checkbox"/>
Are there machines with no emergency stop?	<input type="checkbox"/>	<input type="checkbox"/>

Yes No

Yes Nos 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

Does employees work with tools that cuts, slices or similar in an inappropriate manner?

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?

EXPLOSIONS, FIRE HAZARDS, CHEMICAL BURNS AND POISONING

Is there a fire or explosion hazard because employees are working with open fire or with explosive gasses?

OTHER RISKS OF ACCIDENTS

Can employees come into contact with electric current which can cause electric shock, for example in connection with a short circuit?

Do employees work in areas where objects which are not supported, fastened to fixture or otherwise not protected can fall down?

ERGONOMIC WORKING ENVIRONMENT

HEAVY LIFTING

Do employees lift heavy objects or loads manually?

Do employees lift or carry heavy tools or instruments during work?

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?

Yes No

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

MONOTONOUS, REPETITIVE WORK

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

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?

Yes No

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?

PSYCHOLOGICAL WORKING ENVIRONMENT

HIGH WORK LOAD, 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?

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?

VIOLENCE AND THREAT OF VIOLENCE

Yes No

Are employees exposed to risk of violence, threat or insults from guests/customers?

Do employees physically work alone?

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 HOUR

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?

Are there employees who often work more than 37 hours per week?

LACK OF DEVELOPMENT OPPORTUNITIES

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

INDOOR CLIMATE

TEMPERATURES

Is the temperature in the working area higher than 25 °C or lower than 18 °C at normal outdoor temperature?

Is there discomfort due to draught?

Is there downdraught or cold radiation?

Do temperatures in the working area rise by more than 4 °C during the day?

AIR QUALITY

Yes No

Is there often dust on horizontal surfaces?

Do furniture and clutter prevent proper cleaning?

Is there an annoying smell from furniture, building or surroundings?

Do annoying odors linger long in the room?

Are there so many people in the room , that the air is bad (it smells)?

HUMIDITY AND MOULD

Does water seep through roofs, walls or floors?

Is there any discolouration from previous moisture damage on ceilings, walls or floors?

Do areas often smell musty?

Is there any visible mould?

LIGHT

Is there too little light in the workplaces?

Does light from light fittings or windows blind?

Is the window area less than 10 per cent of the floor area?

Is visibility from the work space to the outside environment missing?

NOISE

Are any employees exposed to noise so loud that they have to shout to communicate with a person standing ½-1 m away?

Can the enterprise reduce or encapsulate the sources of noise, or can the sources be placed in separate rooms?

Are noise screens missing between sources of noise and work areas

Yes No

Does the enterprise fail to buy the quietest machinery on the market?

Do any employees not use ear defenders although the noise is very loud?

ACUSTICS

Is there a lack of soundproofing of ceilings in rooms exposed to noise?

Are there rooms in which the sound "resonates" (echos slightly)?

Are there rooms where it is difficult to understand speech when several people are talking?

Are there noisy installations which bother employees when they are talking together at a normal level?

Is there disturbing noise from people, machinery or installations?

Is there disturbing noise from the outside?

CHEMISTRY

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

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

Is there a lack of ventilation close to emission sites in which processes and chemicals emit air pollution, such as dust or steam?

SKIN IMPACTS

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

ABSENTEEISME 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



Workplace assessment – 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.