

Health and Safety Checklist

Administration & Education



1. Our company has a description of the risks and measures (company information materials) of the work that the temporary employee will face.

- Yes,
- A copy is attached. Driessen can give this to the temporary employee along.
 - The material is (also) handed out and explained on the first day of work. Students are made aware of hazards and risks within the UT. By means of the UT Risk Assessment & Evaluation (RA&E), risks are identified and measures are taken to prevent or minimise them. This applies to employees, students and other temporary workers and third parties. The student temps are deployed for administration-related work. <https://www.utwente.nl/en/service-portal/health-safety/health/rsicans-for-students>
- No

2. Our company has:

- Specific safety regulations that the temporary employee needs to know.
 - A copy is attached.
 - Arrangements for company emergency response (emergencies, fire, accidents, evacuation).
 - A copy is attached.
- <https://www.utwente.nl/en/service-portal/health-safety>

3. Temporary employees provided to our company also work on company premises or third party sites.

- Yes,
 - Information on associated health and safety aspects is enclosed.
 - Information is provided verbally by: *Click or tap to enter text*
- No

4. The temporary employee spends more than 2 hours per day sitting at a monitor where there is a risk of hand, wrist, arm, shoulder and neck complaints due to incorrect sitting posture combined with repetitive movements and work pressure.

- Yes, Yes, it happens that one has to do work where more than 2 hours of working with Display Screen Equipment (DSE) apply. However, students are aware of the risks, the workplace can be ergonomically adjusted properly, breaktime software is available and can be used and they can take breaks in between. An website for students is available: <https://www.utwente.nl/en/service-portal/health-safety/health/rsicans-for-students>
- No

5. The temporary employee's work involves frequent and prolonged phone calls where there is a risk of neck, shoulder, or arm pain.

- Yes
- No

Zie vraag 4.

6. The temporary employee encounters the following physically demanding work activities:

- Prolonged walking and/or standing: for example, when students are flyering. Here, however, there is room for breaks in between.
- Prolonged sitting: see Question 4
- Pushing, pulling
- Lifting/carrying
- Applying force
- Other, namely: *Click or tap to enter text*

7. In the place where the temporary employee works, others (employees, clients, students, as well as co-workers) may exhibit aggressive behavior. Examples include: harassment, physical violence, threats, sexual attention, bullying, robbery and vandalism. The aggressive behavior can lead to violence against the temporary employee. The temporary employee receives instruction on the first day of work on what to do in these situations.

- Yes
- Other, namely : <https://www.utwente.nl/en/service-portal/health-safety/health/psychosocial-workload?lang=nl#werkdruk>

There are opportunities for students to report this. Psychologists are also available for students.

Also the UT has an aggression protocol, for students: <https://www.utwente.nl/en/service-portal/services/hr/resources/integrity/nl/gedragcodes/agressieprotocol.pdf>

8. The temporary employee faces tripping hazards (e.g., over loose debris or fixed obstacles).

- Yes
- No

9. The temporary employee encounters a schedule that determines workload.

- Yes
- No

10. The temporary employee has moments when he/she works alone.

- Yes, For example, students can work alone in an office or flyer alone. The work they perform does not fall under high-risk work.
- No

11. Are there other risks facing the temporary employee that are not mentioned in this checklist?

- Ja, namely : *Click or tap to enter text.*
- No

Health and Safety Checklist: Points of interest

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Points to consider to prevent neck, shoulder, or arm pain when making frequent and prolonged phone calls:

- Always hold the handset in your hand and not clamp it between your shoulder and neck.
- Use the headset if it is available.

Points of attention for preventing complaints to hands, wrists, arms, shoulders and neck as a result of incorrect sitting posture/screen work in combination with repetitive movements and work pressure: (see appendix)

- Good arrangement of monitor and keyboard.
- Ensure good support of back, arms and feet by adjusting chair and table properly.
- Vary your posture: lean back when talking on the phone, for example.
- Relax your limbs regularly.
- Make use of the break software if it is available.
- After every 2 hours of screen work, spend 10 minutes doing other work or taking a break if you can.
- Choose an even pace of work and don't "hunt."

Considerations for aggression in the workplace:

- Know what to do in case of aggression and violence.
- Ask your supervisor what the agreements are about aggression and violence.
- Always report incidents to your superior and to Driessen.
- Ask for aftercare after an incident.

Points of attention when working alone:

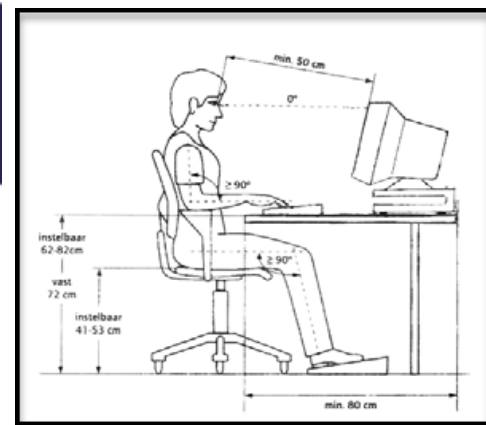
- Ask your supervisor what to look out for when working alone, whether there is an alarm system and how it works.

Health and Safety Checklist Appendix

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Step 1 : setting up the chair

Below are some tips on how to adjust the office chair.



Chair:

- Stand in front of your chair and raise the seat until it is just below your kneecap. Wear your usual shoes while doing this.

Seat depth adjustment:

- If the back of the chair can slide backward horizontally or the seat can slide forward with a cantilever, make sure that the chair seat does not extend into the hollow of your knees.
- Adjust the height of the backrest - usually with a knob on the back of the backrest - so that the curve of the backrest fits the hollow of your back. Please note that this function is not available on every chair.
- If the armrests can be slid in and out, adjust the armrests so that they extend straight under the elbows.
- Sit on the chair and relax your shoulders. To relax them, you can raise your shoulders and drop them again. Adjust the armrests so high that you just get support with relaxed shoulders.

Step 2 : adjusting the desk height

Here are some tips for setting the right work table height.

- Your table and keyboard should be at about the same height as your chair's armrests.
- If your table is too high and not adjustable, adjust your seat height so that the armrests and table are about the same height. Then use a footrest under your feet. Ask for a footrest if one is not provided.
- If your table is too low, ask if the table top can be set higher: by blocks under the legs if necessary. With this working height, you can now work with relaxed neck and shoulders.
- The work table that you use for reading and writing has a good height for you if the work surface, with relaxed lowered upper arms, is a few centimeters above elbow height.

Step 3 : adjusting the monitor

Below are some tips for setting up your monitor/laptop correctly.

If you use a normal monitor:

- Place your monitor directly in front of you at a distance of one arm extended.
- If this causes problems with your opposite neighbor's monitor, slide the monitors past each other. If this causes problems because of the wall behind your desk, slide your desk slightly away from the wall.
- Make sure the top edge of the visible part of the screen is at or slightly lower than eye level. If the screen is too low, raise it. You will then look straight ahead or slightly down at the screen, but never up!

If you use a laptop:

- With a laptop, the monitor is too low for a relaxed position of the neck.
- Also, working with the keyboard and mouse or touchpad is more physically demanding.
- You should not work with a laptop for more than two hours a day unless you make adjustments:
 - Connect a separate keyboard and mouse to your laptop.
 - Use a laptop holder to raise the laptop to the correct height and distance.

Step 4 : mouse, keyboard and copy holder

Below are some tips for proper use of a separate mouse, keyboard and concept holder.

- If you work a lot with papers, use a concept holder on which to place the papers or folders. The easiest is a holder that can be placed between your screen and keyboard.
- Place your keyboard directly in front of you parallel to the screen and table edge.
- Place the mouse right next to the keyboard at the front of the table.

Step 5 : use the workstation properly

During long-term monitor work keep the following in mind:

With prolonged screen work, pay attention to the following points:

- When using the mouse, make sure the forearm is always supported on something (handrail or work surface).
- Make sure feet, knees, arms and shoulders are all facing the same direction while working.
- Avoid working with raised shoulders.
- Make sure the keyboard is about 10 cm from the edge of the table with the mouse right next to it.
- Avoid bending your head and neck forward while typing or mousing.