

## Checklist for enterprises to use in their workplace assessment



# Building and Construction

### 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](http://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"/>

# RISK OF ACCIDENTS

Do any employees not use the personal protective equipment, such as hard hats?	<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"/>

## 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"/>

## 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 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"/>
Are employees at risk of being run over or trapped by for example cranes, lorries or fork-lift trucks on the enterprise's area?	<input type="checkbox"/>	<input type="checkbox"/>
Are there vehicle routes at the enterprise which are not marked?	<input type="checkbox"/>	<input type="checkbox"/>
Are there slippery floors and surfaces, for example due to spilled liquids?	<input type="checkbox"/>	<input type="checkbox"/>

## RISK OF FALLING

Are employees at risk of falling down when working at heights, for example from scaffolding, ladders or lift cages?	<input type="checkbox"/>	<input type="checkbox"/>
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Yes No

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Are employees at risk of falling through unsafe flooring?

 

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Is there a lack of guardrails on roofs, platforms, landings and similar that poses a risk of falling?

 

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## **MACHINERY**

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Can employees accidentally start machinery?

 

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

 

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Are there machines with no emergency stop?

 

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

 

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

 

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Is there a lack of statutory inspections on cranes, fork-lift trucks, presses and similar?

 

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Do any employees drive vehicles for which they do not have certificates?

 

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## **HAND TOOLS AND OTHER TECHNICAL EQUIPMENT**

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Do employees work in an unsafe manner with sharp objects or tools such as glass, plates, knives and chisels?

 

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Do employees work in an unsafe manner with tools that shred, saw, plane, cut or carve?

 

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

 

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

 

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## **EXPLOSIONS, FIRE HAZARDS, CHEMICAL BURNS AND POISONING**

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Are there situations in which employees do not follow the safety regulations in the instructions for use for chemicals or technical equipment?

 

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Does the enterprise use equipment which can release gasses or combustible dusts that cannot be removed in an appropriate manner?

Yes No

Do employees work with chemicals that pose a risk of chemical burns on the skin, for example by squirting, spillage or leaking?

 

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? For instance radiators, fixtures, ladders, windows or construction materials?

 

Do employees lift or carry heavy tools or instruments during work, such as chisel hammers, rammers, planing machines?

 

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 pallet trucks?

 

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?

Yes No

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Do employees find the objects they push or pull heavy?

 

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Is the equipment defective or does it need maintenance?

 

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

 

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### **MONOTONOUS, REPETITIVE WORK**

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

 

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

 

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### **WORKING POSTURES**

Do employees work in uncomfortable working postures?

 

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

 

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Do employees work with their hands above the shoulders?

 

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

 

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

 

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

 

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

 

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

 

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### **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?

 

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

## HELP AND SUPPORT

Yes No

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?

 

## NOISE

Are any employees exposed to noise so loud that they have to shout to communicate with a person standing 1/2-1 m away?

 

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?

 

## ACOUSTICS/DISTURBING NOISE

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 in which it is difficult to hear what is being said when several persons 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?

 

## VIBRATION

Does the enterprise fail to buy the machinery that vibrates the least??

 

## HAND-ARM VIBRATION

Do employees use percussive, rotating or vibrating tools or machinery such as chisel hammers, riveting tools, motor chain saws, jackhammers or vibrating and rotating grinding tools? Both percussive tools used for a short period and rotating tools used for a long period can be a problem.

Yes No

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Do employees use tools or machinery which according to the instructions for use has a vibration strength higher than 2.5 m/s<sup>2</sup>?

 

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### WHOLE-BODY VIBRATION

Do employees use vehicles in which they are exposed to vibration as drivers/operators?

 

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## PSYCHOLOGICAL WORKING ENVIRONMENT

### HIGH WORK LOAD AND TIME PRESSURE

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

 

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

 

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Is it often necessary for employees to work overtime?

 

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Is it necessary that employees work very fast?

 

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Are conflicting requirements often posed on the employees?

 

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

 

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### POOR INFLUENCE ON OWN WORK

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

 

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

 

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Do employees have poor influence on their own work load?

 

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

 

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### LACK OF SUPPORT FROM COLLEAGUES AND MANGEMENT

Do employees lack help and support from colleagues?

 

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Do employees lack help and support from the management?

## LACK OF RELEVANT INFORMATION

Yes No

Do employees lack information which is necessary for carrying out their work satisfactorily?

<input type="checkbox"/>	<input type="checkbox"/>
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## TRAUMATIC EVENTS

Are there tasks that pose a particular risk of exposing employees themselves to accidents, or making them witness accidents.

<input type="checkbox"/>	<input type="checkbox"/>
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Does the enterprise lack an emergency response plan for serious accidents or fatalities to make it clear to the management and employees how such situations must be dealt with?

<input type="checkbox"/>	<input type="checkbox"/>
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## CHEMISTRY AND DUST

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

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

<input type="checkbox"/>	<input type="checkbox"/>
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Do employees work with polluting processes or work operations in which chemicals are used or air pollution is developed in a manner that exposes other employees to impacts that pose a risk to their health?

<input type="checkbox"/>	<input type="checkbox"/>
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Do any employees work with dangerous chemicals without being informed about the risk of such work?

<input type="checkbox"/>	<input type="checkbox"/>
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Do any employees not use personal protective equipment although this is required?

<input type="checkbox"/>	<input type="checkbox"/>
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Have employees been exposed to dust from their own work or from the work of others, which has not been removed appropriately?

<input type="checkbox"/>	<input type="checkbox"/>
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Has the enterprise failed to investigate whether it is possible to change the method of production, so that harmless or less dangerous chemicals are used instead of dangerous chemicals?

<input type="checkbox"/>	<input type="checkbox"/>
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Do employees work with dangerous chemicals even though site user instructions adapted to the conditions of the enterprise have not been drawn up?

<input type="checkbox"/>	<input type="checkbox"/>
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Do any employees work with chemicals, for example epoxy, without having completed the statutory training/education?

<input type="checkbox"/>	<input type="checkbox"/>
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Is there a lack of ventilation close to emission sites in which processes and chemicals emit air pollution, such as dust or steam?

<input type="checkbox"/>	<input type="checkbox"/>
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Do employees work with chemicals in the form of spray or powder?

<input type="checkbox"/>	<input type="checkbox"/>
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## SKIN IMPACTS

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

<input type="checkbox"/>	<input type="checkbox"/>
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# ABSENTEEISM DUE TO SICKNESS

Yes No

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

 

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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
- Skin impacts
- Indoor climate

