

Checklist

DISCOTHEQUES AND NIGHT CLUBS

The checklists contain a series of questions to which the company should answer yes or no. All questions to which the company answers yes constitute a working environment problem that must form part of an action plan which the company must draw up in connection with the checklist.

In relation to the checklists, the company must:

- answer all the questions in the checklist;
- comment on those questions to which the company answers “Yes” in the checklist’s action plan;
- consider what the cause of the working environment problems noted might be;
- draw up solutions to the working environment problems;
- comment on who is responsible for solving the working environment problems, and when these are expected to be solved;
- comment in writing on key working environment problems in the company that are not highlighted by the checklist.

ACCIDENTS

Yes

No

1. Are there accidents that are not investigated in order to prevent reoccurrence of the same accident?		
2. Are there workers who have not been instructed and trained in their job?		
3. Are there workers who do not have the time needed to carry out their tasks in a properly safe manner?		

MACHINERY

4. Is there a lack of instructions in Danish for machines that give guidelines on correct use, maintenance, etc.?		
5. Are there machines that are not maintained in accordance with the manufacturer's instructions?		

HAND TOOLS AND OTHER TECHNICAL AIDS

6. Is there a lack of instructions in Danish for technical aids that give guidelines on correct use, maintenance, etc.?		
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INTERNAL TRANSPORT AND ACTIVITIES

7. Are there work areas that are not clean and tidy?		
8. Are there working conditions which mean that workers are at risk of losing their footing, e.g. because of objects on the floor or uneven floors?		

MOTOR LOADS, FALLS ETC.

9. Are there situations in which workers make inappropriate twists or turns of the body?		
10. Is there a lack of lifting gear for loads over 11 kg or for inappropriate lifting, pulling or pushing?		
11. Are there slippery floors or walkways, e.g. because of spillages?		

OTHER DANGERS OF ACCIDENTS

12. Could workers come into contact with dangerous electricity that could result in electric shocks, e.g. in the event of a short circuit?		
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CHEMICALS

13. Have extractors not been fitted close to the point of origin for work processes and chemicals that give rise to air pollution, e.g. dust or vapour?		
14. Do people work with water in direct contact with their skin for more than two hours a day?		

INDOOR CLIMATE

Yes

No

TEMPERATURE

15. Is the temperature in the workroom higher than 25°C or lower than 18°C at normal outdoor temperatures?		
16. Are there draughts?		
17. Does the temperature in the workroom increase by more than 4°C during the course of the day?		
18. Is there more than 4°C difference between floor and head height?		

AIR QUALITY

19. Is there often dust on horizontal surfaces?		
20. Is it difficult to clean properly because of furniture or clutter?		
21. Are there worn carpets or rough wall surfaces, e.g. of fabric or mineral wool?		
22. Are there unpleasant smells from the furnishings, the building or the environs?		
23. Does tobacco smoke cause a nuisance?		
24. Are there so many people in the space available that the air becomes stuffy (smells)?		

LIGHTING

25. Is there insufficient light at workstations?		
26. Is there glare from light fittings or windows?		

ERGONOMICS

HEAVY LIFTING

27. Are heavy objects or loads lifted manually?		
28. Are heavy objects or tools carried while walking?		
29. Are many objects over 3 kg lifted during the course of a working day?		
30. Are loads lifted in awkward working positions, e.g. far from the body, above shoulder-height or below knee-height?		

HEAVY PULLING AND PUSHING

Yes

No

31. Does considerable force need to be used to push or pull equipment such as e.g. trolleys, sack trucks or pallet lifters?		
32. Is the floor uneven, sloping, soft, smooth or are there steps?		
33. Are there areas where pushing or pulling is carried out in cramped conditions?		
34. Do workers feel that the thing that is being pushed or pulled is heavy?		
35. Is the equipment faulty or is there a lack of maintenance?		

WORKING POSITIONS

36. Do people work in uncomfortable positions?		
37. Is the space in the workplace cramped?		

NOISE

38. Are there workers who are exposed to noise which is so loud that they have to shout to communicate with a person standing 0.5 - 1 metre away?		
39. Are there workers who do not use ear-protectors, even when the noise is loud?		

ACOUSTICS

40. Is there a lack of sound insulation on the ceilings of noisy rooms?		
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CHILDREN AND YOUNG PEOPLE

ERGONOMICS

41. Are there young people under 18 who lift objects over 12 kg several times a day?		
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WORKING HOURS, ETC.

42. Are there young people under the age of 18 who work between ten in the evening and six in the morning?		
43. Are there young people under 18 who do not have two unbroken days off in each seven-day period?		

PSYCHOLOGICAL WORKING ENVIRONMENT

Yes

No

EXCESSIVE DEMANDS

44. Is it necessary for workers to work very quickly?		
45. Is it often necessary for workers to work overtime?		
46. Does the work require workers to conceal their emotions?		
47. Are there often conflicting demands on workers?		

LACK OF INFLUENCE

48. Do workers have little influence over most of their own work?		
49. Do workers have little influence on the amount of work they do?		
50. Do workers have little opportunity to decide when they can take a break?		

LACK OF SUPPORT FROM COLLEAGUES AND MANAGEMENT

51. Is there a lack of help and support from colleagues?		
52. Is there a lack of help and support from management?		

LACK OF DEVELOPMENT POSSIBILITIES

53. Do workers have little chance to learn new things through their work?		
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LACK OF VARIETY

54. Is the work only slightly or not at all varied?		
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BULLYING/HARASSMENT

55. Is there bullying and/or harassment in the workplace?		
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LACK OF "REWARD"

56. Is the work only recognised and appreciated by management to a very small extent?		
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Yes No

VIOLENCE AND THREATS

57. Are workers exposed to risk of violence, threats or insults from customers?		
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WORKING ALONE

58. Do some or all workers work physically alone?		
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LONG WORKING HOURS

59. Is it often necessary to work more than 37 hours a week?		
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ABSENCE THROUGH SICKNESS

60. Are there conditions in the working environment that could contribute to absence through sickness?		
61. Could changes in the working environment reduce absence through sickness?		

OTHER

The enterprise must be aware that special requirements are placed on the WPA in a range of areas. Among other things, the following shall apply, which the enterprise must add to the checklist if the area is found in the company:

- working environment of pregnant women
- screen work
- biological agents
- carcinogenic substances and materials.

The company must also pay attention to the following aspects, which are not included in the checklist:

- indoor climate

