

# RESTAURANTS, CAFES, BARS, ETC.

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.

# 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?		

### INTERNAL TRANSPORT AND ACTIVITIES

3. Are materials, rubbish, etc. in a state of disarray?		
4. Are there work areas that are not clean and tidy?		
5. 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?		
6. Are the arrangements for access between the serving area and the kitchen badly organised, so that there is a risk of workers bumping into doors or colleagues?		

### MOTOR LOADS, FALLS ETC.

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

### EXPLOSION, FIRE, CORROSION AND POISONING

10. Is there a risk of fire or explosion because workers are e.g. working with naked flames?		
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### OTHER DANGERS OF ACCIDENTS

11. Could workers come into contact with dangerous electricity that could result in electric shocks, e.g. in the event of a short circuit?		
12. Is crockery etc. stored so high that there is a risk of workers pulling it down on top of themselves?		
13. Are hot objects handled in such a way that workers could be at risk of burning or scalding themselves?		

## INDOOR CLIMATE

### TEMPERATURE

14. Is the temperature in the workroom higher than 25°C or lower than 18°C at normal outdoor temperatures?		
15. Are there draughts?		
16. Is there a cold airflow or cold radiation?		

### AIR QUALITY

17. Are there worn carpets or rough wall surfaces, e.g. of fabric?		
18. Does tobacco smoke cause a nuisance?		
19. Are there so many people in the space available that the air becomes stuffy (smells)?		

### DAMP AND MOULD FUNGUS

20. Does water seep in through roofs, walls or floors?		
21. Is there visible mould fungus?		

Yes No

### LIGHTING

22. Is there insufficient light at workstations?		
23. Is there glare from light fittings or windows?		
24. Is the window area less than approximately 10% of the floor area?		
25. Is there a lack of view from the workroom to the outside surroundings?		

### ACOUSTICS

26. Are there rooms where sound "echoes"?		
27. Are there rooms where it is difficult to understand speech when several people are speaking?		

## ERGONOMICS

### HEAVY LIFTING

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

### HEAVY PULLING AND PUSHING

32. Is equipment such as serving trolleys pushed or pulled?		
33. Is the floor uneven, sloping, soft, smooth or are there steps?		
34. Are there areas where pushing or pulling is carried out in cramped conditions?		
35. Do workers feel that the thing that is being pushed or pulled is heavy?		
36. Is the equipment faulty or is there a lack of maintenance?		
37. Is the equipment shaped such that the working position is awkward?		

### WORKING POSITIONS

38. Do people work in uncomfortable positions?		
39. Do people work with a bent back or with their neck bent forward?		
40. Does the work involve stretching a long way?		
41. Do people work in the same position for long periods of time?		
42. Is the space in the workplace cramped?		

## PSYCHOLOGICAL WORKING ENVIRONMENT

### EXCESSIVE DEMANDS

43. Is it necessary for workers to work very quickly?		
44. Is it often necessary for workers to work overtime?		
45. Does the work place workers in emotionally stressful situations?		
46. Does the work require workers to conceal their emotions?		
47. Are there often conflicting demands on workers?		
48. Are the work objectives unclear to workers?		

Yes No

**LACK OF INFLUENCE**

49. Do workers have little influence over most of their own work?		
50. Do workers have little influence on the amount of work they do?		
51. Do workers have little influence over how the work is carried out?		

**LACK OF SUPPORT FROM COLLEAGUES AND MANAGEMENT**

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

**LACK OF DEVELOPMENT POSSIBILITIES**

54. Do workers have little chance to learn new things through their work?		
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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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**VIOLENCE AND THREATS**

57. Are workers exposed to risk of violence, threats or insults from customers?		
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**SHIFT WORK**

58. Are there workers who mainly work outside normal working times, e.g. in the early hours of the morning or during the night?		
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## ABSENCE THROUGH SICKNESS

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

## OTHER

The company 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:

- noise
- chemistry
- children and young people

