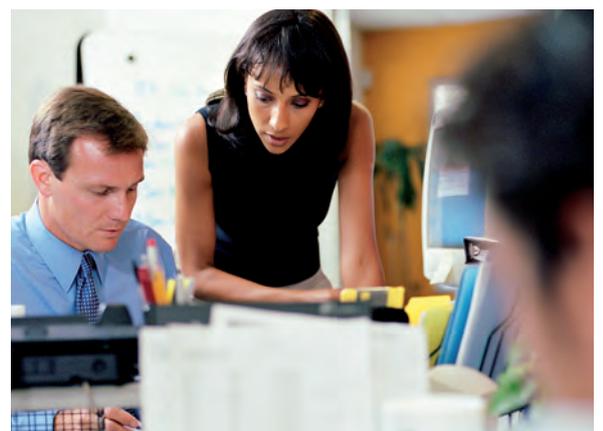


# GDA-ORGcheck

Systematic occupational safety and health pays off



## Imprint

# Gemeinsame Deutsche Arbeits|schutz|strategie

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### **Concept and text**

Jointly with the GDA: BC GmbH, Wiesbaden, Germany

### **Photos:**

BC GmbH, Wiesbaden, Germany; BananaStock (title page centre right, p. 7 top); Corbis (p. 8 bottom)

**Design:** hauptsache:design, Mainz, Germany

**Print:** gutenbergs beuys FEINDRUCKEREI® gmbh, Langenhagen, Germany

ISBN 978-3-940506-31-3

1st edition, October 2013

### **Note on GDA-ORGCheck**

The individual checkpoints of the topics contained within GDA-ORGCheck do not comprise one single aspect or characteristic to be checked, but rather each examines several aspects and characteristics as a process. The user should examine and assess this overall process and look for sustainable solutions and measures. In the online version, the user is given suggestions and information on solutions in the chapter "What must be done, what can I do?".

The development of GDA-ORGCheck was supported by the German Federal Ministry of Labour and Social Affairs (BMAS) ("Projekt AKTIV – AKTIVierung neuer und bestehender Partner für die intensivere Nutzung der INQA-Referenzinstrumente zur Unterstützung von KMU – 00195.13").

Gefördert durch:



aufgrund eines Beschlusses  
des Deutschen Bundestages

Im Rahmen der Initiative:



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## Basic version

- ▶ Consists of the six most important elements (1 to 6)
- ▶ Allows fast introduction
- ▶ Online version ([www.gda-orgcheck.de](http://www.gda-orgcheck.de)) must be at least processed in order to perform comparisons with other companies (benchmark)

## Full version

- ▶ Adds elements 7 to 15 to the basic version
- ▶ Contains further important elements for the organization of safety and health at the workplace



## Systematic occupational safety and health pays off

GDA-ORGcheck allows small and medium-sized enterprises to check and improve their occupational safety and health organisation. As such, GDA-ORGcheck assists them in utilising the potential of a well-organised occupational safety and health concept for a failure-free work organisation as well as providing support in increasing the competitiveness of the company.

For this purpose, the occupational safety and health organisation must be structured in such a way that the safety of the employees is guaranteed and their health protected. This is most successful when occupational safety and health is taken into account in all company decisions and is thereby integrated in all operational processes as a matter of course. A systematically organised and applied occupational safety and health concept brings a variety of benefits for every company:

- ▶ For example, **fault-free operation** is achieved through
  - systematic planning of work,
  - procurement of safe work tools and materials,
  - use of safe technology,
  - providing information to employees regarding proper, safe working methods in good time,
  - avoiding work accidents and near misses.
- ▶ The **motivation, and thereby productivity**, of the employees is encouraged by, for example,
  - ergonomically designed workplaces,
  - work scheduling that takes into account employee performance,
  - appropriate workload without excessive or insufficient burden,
  - avoiding work-related health risks as well as high numbers of staff on sick leave.

- ▶ A **continuous improvement** of the work processes is achieved through, for example,
  - a systematic, foresighted and thereby preventive work structure,
  - targeted continuous use of risk assessment in order to identify hazards and procedural errors at an early stage and introduce corrective measures,
  - involving employees in order to utilise their experience to attain a fault-free work process,
  - involving specialists for work structuring, occupational physicians and occupational safety professionals.
- ▶ **Operational responsibility is fulfilled through systematic adherence to legal stipulations regarding occupational safety and health.**

The check enables weaknesses in the occupational safety and health organisation to be identified in a targeted manner and any necessary improvement measures to be taken.

### What's special about GDA-ORGcheck?

GDA-ORGcheck is an instrument jointly developed by the German central government, federal state governments, German social accident insurance institutions and social partners within the scope of the Joint German OSH Strategy – GDA – for the self-assessment of occupational safety and health organisation.

GDA-ORGcheck is primarily aimed at small and medium-sized enterprises, as it presents key organisational duties relating to occupational safety and health to be implemented in companies in a compact and easily comprehensible manner.

The check is part of the GDA work programme “Improving the organisation of occupational safety and health”, presents the

most important contents of the checks required within the scope of the work programme in a clear way and allows companies to perform their own self-assessments.

At the same time, GDA-ORGcheck will also be used as a new reference instrument for “Offensive Mittelstand – Gut für Deutschland” (Promoting SMEs – Good for Germany) and “Initiative New Quality of Work” (INQA) and will thereby complement the INQA “Guter Mittelstand” (Good SMEs) company check on the subject of occupational safety and health ([www.inqa-unternehmenscheck.de](http://www.inqa-unternehmenscheck.de)). The INQA company check allows occupational safety and health to be systematically integrated in the company management.

#### Joint German OSH Strategy – GDA

The GDA is a permanent national strategy developed by the German central government, federal state governments, German social accident insurance institutions and social partners for strengthening safety and health in workplaces in Germany.

One of the goals is to support companies in implementing occupational safety and health measures and thereby make the German economy more competitive.

More information: [www.gda-portal.de](http://www.gda-portal.de)



#### What are the benefits of GDA-ORGcheck?

GDA-ORGcheck ...

- ▶ is a self-assessment tool for small and medium-sized enterprises for analyzing and improving the quality of their occupational safety and health organisation,
- ▶ allows companies to review their own occupational safety and health status,
- ▶ improves occupational safety and health organisation,
- ▶ facilitates fault-free operation and product quality and thereby improves the competitiveness of the company,
- ▶ helps avoid costs resulting from accidents or faults,
- ▶ provides support in the systematic implementation of risk assessment,
- ▶ can also be used by larger companies for assessing their suppliers, partner companies and contractors,
- ▶ is a good preparation for the corporate measures contained within the GDA work programme “Improving the organisation of occupational safety and health”,
- ▶ is the first step towards introducing an OSH management system,
- ▶ allows benchmarks against other participating companies using the online tool.

#### Using GDA-ORGcheck

How to work the GDA-ORGcheck? Go through the two to five questions on the individual topics in GDA-ORGcheck and assess the condition of your occupational safety and health organisation on the individual questions using the traffic light rating system. Then specify the need for action for the topic as a whole (traffic light rating).

Go to the inside back page and, in the action plan, enter the measures you wish to realise in your company in order to improve your occupational safety and health organisation.

#### Explanation of assessment fields:

■ = Currently no need for action

■ = Need for action

■ = Urgent need for action

□ = The question is not relevant to the company – for example question 14.2 in companies in which no staff are employed on temporary contracts.

#### GDA-ORGcheck – also available online!

GDA-ORGcheck is also available on the internet at [www.gda-orgcheck.de](http://www.gda-orgcheck.de). The online version and app allows you to assess your own company and save the results securely on your computer. You can also find further information and useful aids with which you can quickly improve your occupational safety and health organisation.

In addition, you have the option of comparing your company with all other participating companies, with companies in the same industry and with those of a comparable size. In order to participate in the benchmark, the basic version must at least have been processed (topics 1 to 6).

[www.gda-orgcheck.de](http://www.gda-orgcheck.de)



# 3 Consulting by occupational physicians and safety professionals, OSH committee

Occupational physicians and occupational safety professionals advise and support the employer in his /her obligation to provide workplaces that present no risk to safety and health. Depending on the number of employees, various options are available for organising support.

**Only answer those questions relevant to your model of occupational medical and safety-related support.**

**Standard consulting model** = support from occupational physicians and safety professionals.  
**Alternative consulting model (employer model)** = employer will gain OSH competence personally by attending OSH training measures; further support by occupational physicians and safety professionals is additionally available when required.



How is it in your company?		Overall rating:
<b>For companies with standard support and up to 10 employees:</b>		<b>Overall rating:</b>
3.1 Are an occupational physician and an occupational safety professional commissioned in writing?	■ ■ ■	■ ■ ■
3.2 Are the occupational physician and the occupational safety professional involved in drawing up and updating the risk assessment?	■ ■ ■	
3.3 Are provisions in place for ensuring that the occupational physician and /or the occupational safety professional are involved for special occasions? (e. g. changes in the company – new production tools, new work processes, production machinery and tools –, work-related illnesses or work accidents)	■ ■ ■	
3.4 Do the occupational physician and occupational safety professional provide written reports regarding their activities and results?	■ ■ ■	
<b>For companies with standard support and more than 10 employees:</b>		<b>Overall rating:</b>
3.1 Are the occupational physician and occupational safety professional commissioned in writing?	■ ■ ■	■ ■ ■
3.2 Has the required time for basic support been determined?	■ ■ ■	
3.3 Are the additional tasks for company-specific support regularly determined and implemented?	■ ■ ■	
3.4 Are the occupational physicians, the occupational safety professionals and, if applicable, the workers' representatives involved in determining the required time and its allocation? Were these people also involved in determining the tasks and their assignment between the occupational physician and the occupational safety professional?	■ ■ ■	
3.5 Only in companies with more than 20 employees: is there an OSH committee and does it meet at least quarterly?	■ ■ ■	
3.6 Do the occupational physician and occupational safety professional provide written reports regarding their activities and results?	■ ■ ■	
<b>For companies with the alternative support model (employer model):</b>		<b>Overall rating:</b>
3.1 Do you participate in the training measures offered within the scope of alternative support ("employer model") by the German social accident insurance institution (for trade and industry or for the public sector)?	■ ■ ■	■ ■ ■
3.2 Have agreements been reached with an occupational physician and with an occupational safety professional (generally an external service / consultant or through a German social accident insurance institution) allowing them to take action when necessary?	■ ■ ■	
3.3 Only in companies with more than 20 employees: is there an OSH committee and does it meet at least quarterly?	■ ■ ■	
3.4 Is alternative support documented (e. g. certificate of participation in training measures, report from occupational physician and occupational safety professional)?	■ ■ ■	



# 6 Instruction of employees

Only employees who are informed about the hazards at their workplace and their occupational safety and health obligations and who know the necessary measures and company rules can work safely and in a health-conscious manner. The employer ensures that all employees are regularly instructed.



How is it in your company?		Overall rating:
6.1 Are provisions in place for the briefing of all employees? (Topics, area of responsibility, participation, methods, motive /interval – at least once per year, updating, checking)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6.2 Are the briefings carried out in such a way that the contents are comprehensible and realisable for employees and agency workers? (e. g. geared towards the workplace or field of activity, in the native language of the person in question)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
6.3 Are the performed briefings documented?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

# 7 Official operating conditions and directions

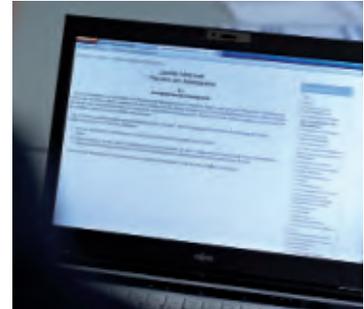
A good occupational safety and health organisation is also evident through the way it deals with official regulations (e. g. approvals, permissions, directives). The implementation of official regulations is ensured.



How is it in your company?		Overall rating:
7.1 Are provisions in place for the implementation of official regulations? (Area of responsibility, procedure, deadlines, documentation, monitoring are specified)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Not applicable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7.2 Is the implementation of measures monitored by the company?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Not applicable	

## 8 Legal provisions for occupational safety and health

The requirements regarding occupational safety and health in companies are derived from statutory legal provisions and accident prevention regulations. In order to maintain an overview of and take into account the applicable requirements, they are systematically recorded and checked for relevant alterations.



How is it in your company?		Overall rating:
8.1 Is it ensured that all legal provisions regarding occupational safety and health relevant to the company are known? (Area of responsibility, determining of all relevant provisions, information media, information of managers and employees with occupational safety and health tasks)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8.2 Are alterations in the provisions determined, are the managers and employees with occupational safety and health tasks informed of these and are they implemented within the company?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
8.3 Are the relevant occupational safety and health provisions available for reference?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

## 9 Representatives / worker's representatives

Safety officers, other officers in the company and the works /employee council (if existent) support the employer in implementing the requirements associated with occupational safety and health in a practical manner.



How is it in your company?		Overall rating:
9.1 Are provisions in place for appointing the representatives required for occupational safety and health (e. g. safety representatives)? (Area of responsibility, necessity, number, qualification, cooperation)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Not applicable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9.2 Are the company representatives and the workers' representatives involved in topics relating to occupational safety and health?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Not applicable	

# 10 Communication and improvement

The knowledge and experience of all employees is systematically used to improve occupational safety and health. The communication channels and contact persons are specified.



How is it in your company?		Overall rating:
10.1 Are employees able to suggest improvements regarding occupational safety and health or point out deficiencies in occupational health and safety, and is this information taken into consideration? (Areas of responsibility, information channels)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10.2 Are the suggested improvements and notes assessed and are the employees informed on the outcome?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
10.3 Are provisions in place as to who forwards which information to external points and in which cases (e. g. notification of maternity leave or accidents)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

# 11 Preventive occupational examinations

The purpose of occupational medical prophylaxis is to prevent work-related health risks and recognise occupational illnesses at an early stage. Occupational medical prophylaxis is implemented through consulting as well as through obligatory, offered and requested provision.



How is it in your company?		Overall rating:
11.1 Are provisions in place for preventive occupational examinations with the support of the occupational physician? (Area of responsibility, group of people, occasion, interval, information, implementation, checking)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11.2 Are the employees kept informed about preventive occupational examinations and is it provided?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
11.3 Are solely employees who have participated in preventive occupational examinations deployed for tasks that necessitate obligatory preventive occupational examinations?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Not applicable	

# 12 Planning and procurement

In order to provide the right conditions for safe and health-conscious work at an early stage and to avoid the need for subsequent alterations and complaints, occupational safety and health is taken into consideration as early as the planning stage for workplaces and the procurement of work tools and materials.



How is it in your company?		Overall rating:
12.1 Are provisions in place for determining how occupational safety and health is taken into account in the planning of <ul style="list-style-type: none"> <li>- new or refurbished sites or workplaces</li> <li>- facilities (e. g. furniture, utilities)</li> <li>- construction sites? (Areas of responsibility, criteria, procedure, checking)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12.2 Are provisions in place determining how occupational safety and health is taken into account in the planning of new work procedures and processes as well as in the planning of repair and maintenance work? (Areas of responsibility, criteria, checking)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12.3 Are provisions in place determining how occupational safety and health is taken into account in the procurement processes for new machinery, work tools and materials? (Areas of responsibility, criteria, checking)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

# 13 Contractors and suppliers

Contractors (e. g. subcontractors, maintenance firms) and suppliers can present particular hazards on the company premises or on construction sites. This is why it is ensured that these people know and observe the company specific regulations regarding occupational safety and health.



How is it in your company?		Overall rating:
13.1 Are there company guidelines determining how occupational safety and health is to be ensured in the selection, shift planning, drawing up of contracts and activities on the company premises /building site of contractors, subcontractors and suppliers?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Not applicable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13.2 Are tasks, responsibilities and competences for cooperation with contractors, subcontractors and suppliers clearly defined?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Not applicable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13.3 Are the coordination, supervision and monitoring organised, especially when particular danger and mutual danger between employees is anticipated due to the activities of contractors, subcontractors and suppliers in the company?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Not applicable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Zum Festlegen von Maßnahmen können Sie den Maßnahmenplan (hintere Umschlagseite aufklappen) nutzen. Im Online-Tool ([www.gda-orgacheck.de](http://www.gda-orgacheck.de)) sind zu den einzelnen Fragen jeweils Maßnahmen aufgeführt sowie weiterführende Informationen, Praxishilfen und Rechtsbezüge zu finden.

# 14 Agency workers and employees on temporary contracts

The same occupational safety and health rules apply for persons who only work at the company on a temporary basis (e. g. agency workers, interns) as for the company's own employees. The employer therefore ensures that these persons are involved in the company's occupational safety and health measures.



How is it in your company?		Overall rating:
14.1 Does the labour supply contract for agency workers contain an agreement on occupational safety and health?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Not applicable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14.2 Are persons who only work in the company on a part-time basis involved in the same occupational safety and health measures as the company's own employees and do they receive the same treatment (e. g. during briefings, in preventive occupational examinations, in personal protective equipment)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Not applicable	

# 15 First aid and emergency measures

In order to be able to react quickly and in a targeted manner in an emergency, the organisation of both first aid and the preparation for any other emergency measures (e. g. fire safety, evacuation) are an integral part of occupational safety and health.



How is it in your company?		Overall rating:
15.1 Are provisions in place for first aid as well as the necessary measures for emergencies? (Areas of responsibility, planning / procedures, number and names of first aiders / fire safety officers, rescue chain, resources, first aid records, information)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15.2 Are employees trained in first aid, fire fighting and evacuation? (First aiders, fire safety assistants, evacuation assistants)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
15.3 Do the employees know the measures and procedures for first aid and emergencies? (First aiders, announcing the rescue chain, regular fire safety / rescue exercises)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

# Glossary

- ▶ **Alternative consulting model/employer model:** If a company has between one and 50 employees (this can vary in individual sectors), instead of basic consulting it can choose an alternative form of consulting, the so-called employer model. A basic requirement for the participation in alternative consulting is that the business operator plays an active role in daily business activities and takes responsibility for occupational safety and health. For this, he/she must acquire the following knowledge in order to
  - build up an occupational safety and health organisation in the company,
  - recognise potential hazards,
  - independently develop solutions as well as
  - if necessary, gain advice from an occupational safety professional or an occupational physician.
  
- ▶ **Competence:** Competence in occupational safety and health means that a person can fulfil an everyday working task successfully, safely and in a health conscious manner utilising their specialist, personal and methodological skills. This competence also comprises the ability to take on responsibility and work independently in the occupational safety and health-related task.
  
- ▶ **Delegation of obligations:** The business operator can delegate some of their obligations relating to occupational safety and health. The delegation of parts of the business operator's obligations must be confirmed in writing by the business operator and by the person to whom the obligations are delegated. Sufficient authorisations must also accompany this delegation of obligations. As a result of the delegation, the person to whom an obligation is delegated is responsible for fulfilling the obligation on his or her own authority.
  
- ▶ **Employer's responsibility:** The employer bears general responsibility for occupational safety and health. This is inextricably linked with the right to give instructions.
  
- ▶ **Manager:** A manager is a person who is authorised to give instruction for at least one other person. This also includes employees who only have to instruct others on a temporary basis, e. g. when training a new employee. A manager is obliged to realise all necessary arrangements and measures as per the applicable occupational safety and health provisions in their area of responsibility. A manager is always responsible for the safety and health protection of their employees – even when this is not expressly communicated.
  
- ▶ **Obligations of the business operator:** In a company with managers, the business operator can delegate some of their obligations to company managers (delegation of obligations). However, the business operator can never fully dispose of their responsibility. In the field of occupational safety and health they always retain management responsibility (organisational and supervisory obligation), as this is inextricably linked with their right to give instructions.
  
- ▶ **Occupational safety professionals:** As per the law governing occupational physicians, safety engineers and other occupational safety professionals, every employer is obliged to appoint occupational safety professionals. The occupational safety professional is a consultant with special safety-related qualifications and who supports the employer in all matters relating to occupational safety and health. These include questions such as the planning and upkeep of equipment, procurement of machines and work tools, introduction of work processes and work materials or the implementation of risk assessment. The occupational safety professional has no authority to issue instructions and is not subject to instructions. The required times are dependent on the number of employees and the type of hazard in the company / industry as well as on the respective company-specific conditions.
  
- ▶ **Occupational safety and health committee:** In companies with more than 20 employees, an OSH committee must be formed. This committee is comprised of the employer or a representative, two elected members of the workers' representatives, the occupational physicians, the occupational safety professionals and the safety representatives. The OSH committee has the task of providing advice on all questions relating to occupational safety and health in the company. It meets at least quarterly.

- ▶ **Occupational physician:** As per the law governing occupational physicians, safety engineers and other occupational safety professionals, every employer is obliged to appoint occupational physicians. The occupational physician is a consultant specially qualified in occupational medicine and who supports the employer in all matters relating to occupational safety and health. This includes questions such as how to implement preventive occupational examinations, ergonomic matters, questions about work rhythm, working times and rules on breaks, on the design of workplaces or on risk assessment. The occupational physician has no authority to issue instructions and is not subject to instructions. The required times are dependent on the number of employees and the type of hazard in the company / industry as well as on the respective company-specific conditions.
  
- ▶ **Safety representatives:** The employer must appoint a safety representatives in writing in companies with more than 20 employees. Safety representatives are responsible for a business unit manageable for them, e.g. a department or production area that they know and in which they are known and respected by the other employees. They have the task of supporting the persons responsible for occupational safety and health in the company directly at the workplace by working towards safety and health-conscious behaviour among colleagues. Safety representatives do not bear responsibility for occupational safety and health. As a result, persons with management responsibility, e.g. masters or foremen, should not be appointed safety representatives.
  
- ▶ **Standard consulting model:** If a company has more than 10 employees and does not participate in the alternative consulting model/employer model (see key term), as per the German Occupational Safety Act (ASiG) and DGUV accident prevention regulation 2, the company is obliged to provide occupational physicians and occupational safety professionals for occupational medicine and safety-related consulting. This complete consulting by the occupational physician and occupational safety professionals is called basic consulting. Overall occupational medical and safety-related consulting consists of basic consulting and company-specific consulting. Depending on the corporate requirements, the companies must identify, communicate and allocate the tasks of the occupational physicians and occupational safety professionals in consultation with the workers' representatives and confirm the agreement in writing. They are obliged to accept advice from the occupational physician and from the occupational safety professional in this matter.
  
- ▶ **Suitability:** The suitability of a person is the total sum of their attributes that enable them to successfully perform a given duty. This includes professional and personal suitability. Professional suitability comprises specialist attributes such as the professional skills, knowledge, abilities and experiences of a person. A person can acquire the required professional suitability through training measures as well as by gathering experience during the course of their career or through occupational safety and health briefings. Personal suitability comprises physical and mental attributes such as seeing and hearing ability, mobility, ability to lift heavy loads, social skills or reliability.

## GDA-ORGcheck action plan

**Company:**

**Date:**

**Processor:**

Please enter the measures you specify when processing GDA-ORGcheck. Enter the number of the checkpoint in GDA-ORGcheck in the "number" column. In the "Priority" column you can specify the importance of the measures (1 = very urgent; 2 = urgent; 3 = implement in the medium term).

Number	Measures for improving occupational safety and health organisation	Priority	
			<b>Responsible:</b> <b>Until:</b> <b>Check:</b>



