

Occupational safety duties checklist

Employer duties with legal basis – for the annual check

Company / site

Employees (number)

Date of check

Duty	Legal basis	Applies from	Done	Open	N/A	Owner	Deadline / comment
Risk assessment for all activities carried out and documented	Sections 5, 6 ArbSchG	1 employee					
Mental workload considered in the risk assessment	Section 5 (3) No. 6 ArbSchG	1 employee					
Maternity protection risk assessment for every activity	Section 10 MuSchG	1 employee					
Occupational safety specialist appointed in writing	Section 5 ASiG, DGUV Reg. 2	1 employee					
Company doctor appointed in writing	Section 2 ASiG, DGUV Reg. 2	1 employee					
Duties delegated to managers in writing	Section 13 ArbSchG, Section 13 DGUV Reg. 1	as needed					
Instruction before starting work and annually, documented	Section 12 ArbSchG, Section 4 DGUV Reg. 1	1 employee					
Operating instructions for hazardous substances and work equipment	Section 14 GefStoffV, Section 12 BetrSichV	as needed					
First aiders trained (from 2: 1; from 21: 5 % or 10 %)	Section 26 DGUV Reg. 1	2 present					
First aider refresher training every 2 years	Section 26 DGUV Reg. 1						
First aid supplies available, first aid log kept	Sections 24, 25 DGUV Reg. 1	1 employee					
Fire wardens appointed (guideline 5 %)	Section 10 ArbSchG, ASR A2.2	1 employee					
Fire extinguishers available and inspected (2 years)	ASR A2.2	1 employee					
Escape and rescue routes clear, marked, plan posted	ArbStättV, ASR A2.3	1 employee					
Safety representatives appointed (from 21 if there are particular hazards)	Section 22 SGB VII	50 employees					
Occupational safety committee set up, meets quarterly	Section 11 ASiG	21 employees					
Inspection intervals for work equipment set, inspections documented	Sections 3, 14, 17 BetrSichV	1 employee					
Electrical equipment tested	DGUV Reg. 3	1 employee					

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Hazardous substances register with current safety data sheets	Section 6 GefStoffV	with hazardous substances					
Substitution check for hazardous substances documented	Section 6 (1) No. 4 GefStoffV	with hazardous substances					
Personal protective equipment provided and instructed	Section 3 ArbSchG, PSA-BV	as needed					
Noise areas identified and marked	LärmVibrationsArbSchV	as needed					
Mandatory and offered occupational health checks organised, health care register	ArbMedVV	1 employee					
Display screen workstations ergonomic, eye test offered	ArbStättV Annex 6, ArbMedVV	with screen work					
Break room available	ArbStättV Annex 4.1	11 employees					
Young people: risk assessment, medical examination, instruction every six months	JArbSchG	with young people					
Contractors coordinated and briefed	Section 8 ArbSchG, Section 6 DGV Reg. 1	with contractors					
Accident report within 3 days if unable to work for > 3 days	Section 193 SGB VII	after an accident					
Safety inspections regular, measures followed up	Section 3 ArbSchG, Section 6 ASiG	1 employee					
Notices: emergency call, first aiders, Working Hours Act, escape and rescue plan	ArbZG, ASR A1.3, DGV Reg. 1	1 employee					

Thresholds refer to the number of employees or insured persons present. The list covers the most common duties; depending on the industry, others apply, for example under the Biological Agents Ordinance, explosion protection rules or the Construction Site Ordinance. This is not legal advice.

Date, signature of employer

Date, signature of occupational safety specialist