

CHECK LIST FOR CONSULTANTS – TO BRING ON YOUR FIRST DAY OF A NEW ASSIGNMENT

It is vital that you as a consultant have a safe work environment. Make sure that your assignment does not expose you to any work environmental risks.

Below are some statements you should be able to answer YES. If you can't answer YES, please contact your consultant manager so that he or she can take proper actions.

- ✓ I feel welcome at my new workplace
- ✓ I have been introduced to my closest colleagues
- ✓ I know who to contact if there is an accident
- ✓ I know where the emergency exits and assembly sites are
- ✓ I know which of my colleagues who can perform first aid if necessary
- ✓ I have adequate skills to perform the work tasks
- ✓ I have received an introduction of potential risks at work
- ✓ I have been provided with protective equipment, if necessary

The responsibility for a safe working environment is shared between the Academic Work and the client company. You as a consultant also have responsibilities. You must actively call attention to issues, risks, and possible improvements to your consultant manager. You must also always notify your consultant manager if you are ever in an accident at, or on your way to work. All parties have a common goal - that you should have a safe work place!