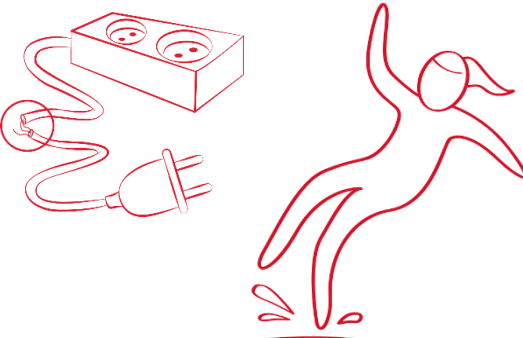



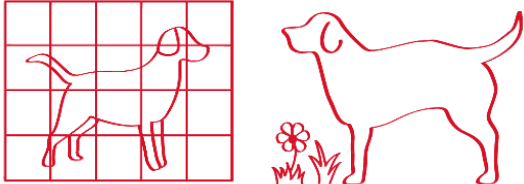

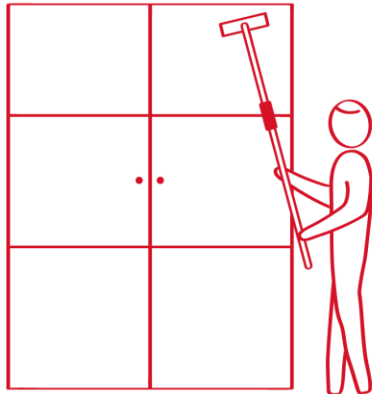



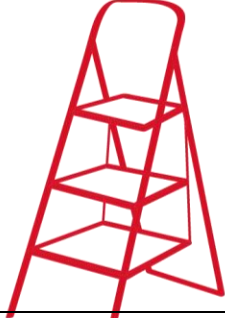










## Organizing of *the welcome*

During the welcome, it's essential not only to share important instructions and expectations regarding household tasks with your housekeeper but also to discuss some safety elements. **It is crucial to provide clear instructions on safety measures in your home. Give a tour and point out potential hazards.** The checklist below provides support in organizing this welcome.

Danger/Risk	Extra
<p>I provide a tour and point out <b>potential risks</b>, such as slippery floors, loose carpets, bumping hazards, dangerous electrical outlets, loose wires,...</p> <ul style="list-style-type: none"> <li>✓ Unsafe electrical outlets should not be used.</li> <li>✓ The various electrical appliances to be used are in good condition.</li> </ul>	
<p><b>Working on a staircase:</b></p> <ul style="list-style-type: none"> <li>✓ Before the housekeeper begins their tasks, all stairs are free of obstacles, and there are no loose steps.</li> <li>✓ The staircase has a handrail.</li> <li>✓ The stairwell (including to the basement/attic) is well-lit.</li> </ul>	
<p>The location of the <b>first aid kit</b> is known and accessible.</p> <ul style="list-style-type: none"> <li>✓ Contains plasters, burn ointment, disinfectants,...</li> </ul>	

Danger/Risk	Extra
<p>There is a <b>smoke detector</b> on each floor.</p> <ul style="list-style-type: none"> <li>✓ There should be 1 smoke detector per floor. However, if the surface area is larger than 80m<sup>2</sup>, then you must install 2 smoke detectors.</li> </ul>	
<p>The presents of <b>pets</b> does not pose an additional danger to the housekeeper. Pets are isolated during the service.</p>	
<p>Everyone is entitled to a healthy workplace in a <b>smoke-free environment</b>. Passive smoking is harmful to the health of the housekeeper.</p> <ul style="list-style-type: none"> <li>✗ Do not smoke indoors when the housekeeper is present.</li> <li>✗ Do not smoke in the home or rooms where the housekeeper will be working at least 2 hours before the start of the service.</li> <li>✓ Ventilate the home before the start of the service.</li> <li>✓ Allow ventilation of the home during the service.</li> </ul>	
<p><b>The windows to be cleaned</b> (inside and outside) can be safely reached with a <b>telescopic work equipment</b> and without the use of a step ladder.</p> <ul style="list-style-type: none"> <li>✗ Step ladders are not allowed for cleaning windows.</li> <li>✓ Windows on the ground floor (and upper floors) are only cleaned using a telescopic handle.</li> <li>✓ The outside of windows on upper floors is cleaned only where the exterior windows are accessible (up to the ends of the window) from inside the house, keeping both feet on the floor (the windowsill is not considered a floor).</li> </ul>	

Danger/Risk	Extra
<p>All brush handles are <b>telescopic</b> or at least 150cm long.</p> <p>✓ A telescopic handle can contribute to more efficient and safer cleaning, reducing physical strain and providing better access to hard-to-reach areas. Telescopic handles are often compatible with various cleaning accessories, such as brushes, mops, or window squeegees.</p>	
<p>There is a <b>safe step ladder</b>:</p> <ul style="list-style-type: none"> <li>✓ Maximum of 3 steps;</li> <li>✓ Stable and without defects;</li> <li>✓ With anti-slip;</li> <li>✓ Support bracket;</li> <li>✓ Preference is given to telescopic work equipment;</li> <li>✗ A step ladder should not be used for window cleaning.</li> </ul>	
<p><b>The cleaning products</b> are in the original packaging with the original label.</p> <p>✓ Allow the housekeeper to ventilate the home regularly.</p>	
<p><b>Products</b> with the following symbols are not used:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>GHS06</p> </div> <div style="text-align: center;">  <p>GHS05</p> </div> <div style="text-align: center;">  <p>GHS08</p> </div> <div style="text-align: center;">  <p>GHS03</p> </div> <div style="text-align: center;">  <p>GHS01</p> </div> </div>	<p>✓ Refer to the list of allowed and prohibited products.</p>
<p>There is <b>no mold</b> present in the areas that the housekeeper needs to enter.</p>	<p>✗ Cleaning is not allowed in spaces where mold is present.</p>

Danger/Risk	Extra
<p>✓ No <b>furniture</b> will be moved by the housekeeper during the tasks with a weight exceeding 10kg.</p> <p>Furniture weighing more than 10kg that needs to be moved will only be shifted by the housekeeper (without lifting).</p>	
<p>The housekeeper often works alone; therefore, it is important to establish <b>clear agreements</b> regarding entry into the home and emergency contacts.</p> <p>✓ Establish an agreement on how the housekeeper can enter the home (Is the client present? Will a key be provided, or is there another arrangement?)</p> <p>✓ Inform the housekeeper about who can be contacted in case of an urgent issue.</p>	
<p>There are <b>disposable gloves</b> available for the housekeeper.</p> <p>✓ Wearing gloves prevents direct contact between the approved cleaning products and the skin, reducing the risk of irritations and allergic reactions.</p> <p>✓ Additionally, gloves act as a barrier between the hands and the surfaces being cleaned. This helps reduce the spread of microbes and contamination.</p>	
<p><b>Safety Shoes and Workwear</b></p> <p>✓ The housekeeper is required to wear safety shoes and workwear during the service.</p> <p>✓ Feel free to address the housekeeper if they are not wearing the appropriate workwear or shoes. If necessary, inform the JobCenter.</p>	