

# RI&E

## Bioventus Cooperatief U.A.

Risk Inventory and Evaluation  
Hoofddorp

André Verbeek, Jan  
Grooters Arbo Concern

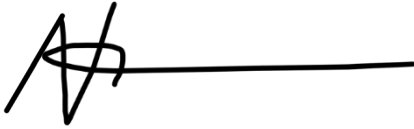
May 2025

## Basic description

Company/organization	<b>Bioventus Cooperative U.A.</b>
address	Taurusavenue 31
Postal code and city	2132 LS Hoofddorp
Department / space	1 office space
Client / questioner	Ms. Kirsten van Klinken
Function	Prevention Officer
Email address	Kirsten.van.Klinken@bioventus.com
Phone number	+31 (0)652 87 66 34
Website	<a href="https://www.bioventus.com/">https://www.bioventus.com/</a>

<b>Company</b>	<b>Arbo Concern B.V.</b>
Contractor	S. (Sandra) Strunck
Function	DGA / Senior Consultant AGO
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<b>Implementation RIGE</b>	
Name RIGE executor	Jan Grooters
Function	Secondary safety expert
Email	j.grooters@arboconcern.nl
Phone number	0623750560

<b>Review RIGE</b>	
Occupational health and safety expert	Dr. A.J.F. (André) Verbeek
Certificate Hobeon/SKO	AKD-65 (reg. no. 103708-007)
Disciplines	Occupational hygiene - Higher safety expert - Occupational and organizational expert
Signature	28-5-2025 

## Content

Basic description .....	2
1. Introduction .....	4
2. Company/organization description .....	6
2.1 General information .....	6
2.1.1. Functions and departments within your organization .....	6
2.1.2 Age structure of your employees .....	6
2.1.3 staff members of the following categories .....	6
2.1.5 Absenteeism rates .....	7
2.2. Scope and demarcation of the RIGE .....	7
2.2 Relevant organizational information .....	7
3.1 Reliability .....	7
3.2 Completeness .....	8
3.3 Current .....	6
3.4 Occupational hygiene strategy .....	6
3.5 PAGO/PMO .....	10
3.6 Basic risk factors .....	10
Appendix1: Plan of Action .....	12
Appendix2: RIGE report .....	13

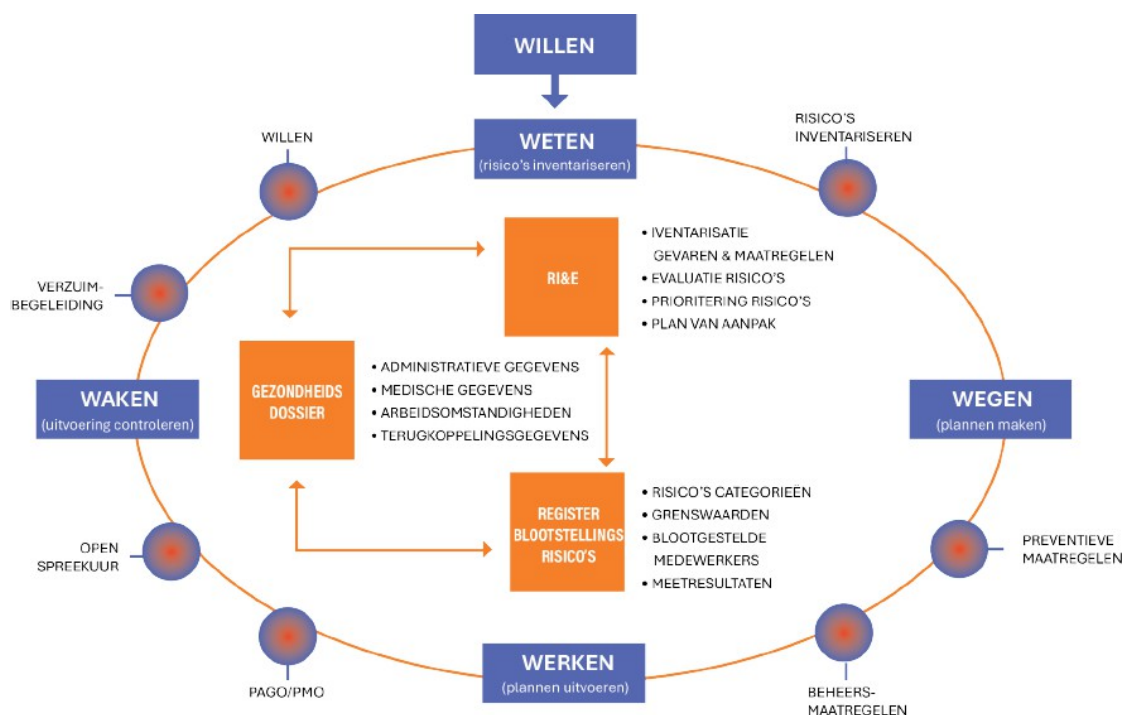
## 1. Introduction

The purpose of the Risk Inventory and Evaluation (RIE) is to identify the state of working conditions and the possible consequences or hazards of the current situation within our organization.

Because it talks about possible consequences or questions, this is called the inventory and evaluation of risks. When measures are then taken to eliminate or reduce risks, this demonstrates systematic and preventive attention to working conditions in the organization.

A good health and safety policy is inseparable from the overall organizational policy. This means that all major decisions consider the impact they have on the safety, health and welfare (PSA) of employees. Establishing a coherent policy begins with the formulation of objectives, for example, in the form of a letter of intent in which the employer lays down its general intentions regarding working conditions and reducing absenteeism. The following steps are taken:

1. "Wanting": setting goals
2. "knowing": Identifying risks.
3. "weighing": evaluating risks
4. "working": taking measures and
5. "Watching": evaluating the measures implemented.



Figuur 1: 5xW (bron min.SZW)

In a systematic approach to working conditions policy, these five steps are continually completed as a cycle (see Figure 1: 5x W). Evaluating implemented measures reveals any shortcomings, after which the cycle begins anew. In this way, continuous efforts are made to improve working conditions within the organization.

The RI&E is a method for identifying hazards. These hazards should be converted into risks. After the risk is determined, the risk mitigation control measures should be described. Is the risk not controlled? Then it should be included in the Plan of Action.

As you can see, the RI&E is not a stand-alone tool or method. It is a method in which the risks are periodically evaluated based on current measurements, information from the occupational physician, learning from incidents/eye incidents or based on new legislation. Thus, the RI&E is a dynamic process.

Once the risks have been identified and the bottlenecks evaluated, a Plan of Action is drawn up. This plan indicates the risk-reducing management measures that will be taken, the priority to be given to them, who is responsible for their implementation and the deadline by which the measures must be completed/implemented. This Plan of Action, which is a legal component of the RIGE, makes it possible to check in retrospect the extent to which the set objectives have been achieved.

The RIGE and the Plan of Action should always be up-to-date. When changes occur in the organization, location, operations or activities of the organization, the RIGE and Plan of Action should be updated.

After the RIGE and the Plan of Action have been established by the board/management, the RIGE (including PoA) should be reviewed by Occupational Health and Safety expert (AKD). Which occupational health and safety experts (AKD) are required to review depends on the risks in the organization and the in-depth occupational health and safety investigations carried out. The different occupational health and safety experts may be:

- Certified Senior Safety Professional
- Certified Labor and Organization Expert
- Certified occupational hygienist
- Certified Occupational Physician

Whether someone is certified can be accessed through the links below:

<https://www.mijncertificatie.nl/register>

<https://www.knmg.nl/>

## 2. Company/organization description

Features	
Company/Organization	Bioventus Cooperatief U.A.
Number of establishments	1
Headquarters - Location	Hoofddorp
Branch address	Taurusavenue 31 2132S Hoofddorp
Business activities	Medical equipment manufacturing
Industry	Medical Technology
Prevention officer(s)	1
Staff Representation	No
Number of employees	40
Certificates	N/A.

### 2.1 General information

#### 2.1.1. Functions and departments within your organization

Function(s).	Department
Office workers	30

#### 2.1.2 Age structure of your employees

Younger than 18 years of age	0	Staff
18-34 years	4	Staff
35-54 years	17	Staff
55-65 years	6	Staff
66 and older	1	employees

#### 2.1.3 staff members of the following categories

Categories	Number employees	Additional Information
Employees with disabilities	0	Policy is in place
Pregnant women	0	Policy is in place
Temporary Workers	0	No temporary workers are used
Apprentices and trainees	0	No interns are employed.
Youth <18 years old	0	There are no -18 year olds working and this will not be prevent
Non-native speakers	30	Language of instruction is English
Working with positive pressure / breathing air	0	N/A.
Otherwise.	0	

### 2.1.5 Absenteeism rates

<b>Periode:</b>										
Datum vanaf:		01-01-2024								
Datum t/m:		31-12-2024								
Aantal dagen:		366								
Differentiatie:	Jaar									
<b>Berekeningsparameters:</b>										
Inclusief deeltijdfactor										
Inclusief verzuimpercentage										
Exclusief WAO/WIA										
Exclusief vangnet										
Exclusief ziek t.g.v. zwangerschap en/of bevalling										
Exclusief WAZO										
Exclusief zwangerschaps-/bevallings-/aanvullend geboorteverlof										
Exclusief loonwaarde percentage										
<b>Kengetallen:</b>										
		ZMF	GZVD	ZVP	Kort	Middel	Lang	eXtra lang	GD	ZVKP
man		0,00	0,00	0,00%	0,00%	0,00%	0,00%	0,00%	0,00	0,00%
vrouw		0,18	12,00	0,38%	0,16%	0,22%	0,00%	0,00%	7,62	0,00%
onbekend		0,00	0,00	0,00%	0,00%	0,00%	0,00%	0,00%	0,00	0,00%
<b>totaal</b>		<b>0,09</b>	<b>12,00</b>	<b>0,20%</b>	<b>0,09%</b>	<b>0,12%</b>	<b>0,00%</b>	<b>0,00%</b>	<b>7,62</b>	<b>0,00%</b>
<b>Berekeningsgetallen:</b>										
		VD	VDHM	ZM	HM	DOS	GPS	VGP	LKV	LKT
man		0,00	0	0	0	20	18,98	0,00	0,00	0,00
vrouw		30,50	48	4	4	23	21,78	4,00	0,00	0,00
onbekend		0,00	0	0	0	0	0,00	0,00	0,00	0,00
<b>totaal</b>		<b>30,50</b>	<b>48</b>	<b>4</b>	<b>4</b>	<b>43</b>	<b>40,76</b>	<b>4,00</b>	<b>0,00</b>	<b>0,00</b>

Physician analysis/information: No relevant information described due to very low absenteeism.

## 2.2. Scope and demarcation of the RIGE

Concerns 1 location, Taurusavenue 31 (Zuidtoren, 15th floor), Hoofddorp, with approximately 30 employees.

### 2.2 Relevant organizational information

Additional documents have been made available:

- Absence data
- Health and Safety Policy
- FAFS plan
- Understanding employee satisfaction survey
- Research strategy RIGE

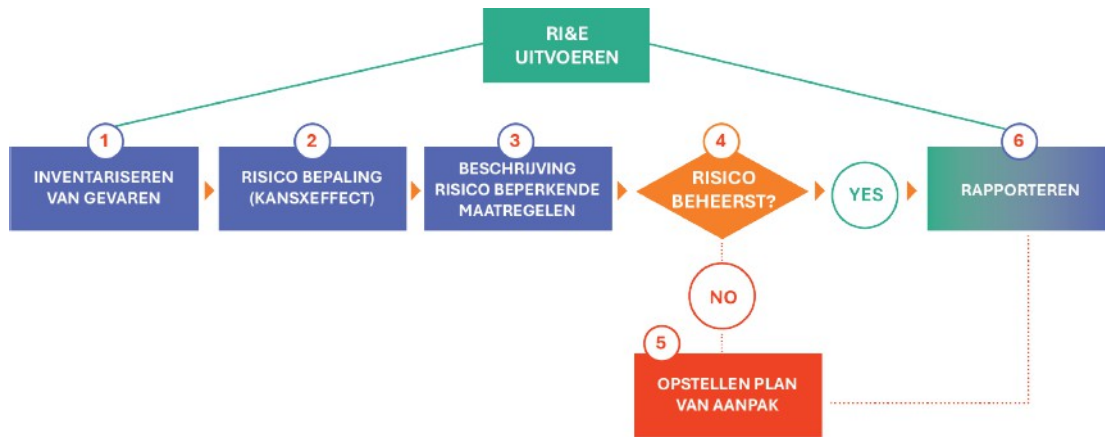
The RIGE must be reliable, current and complete. The sections below show how the legal requirement of reliable, complete and current is given.

Company visit (participatory observation) on: 06-05-2025

Interview(s) with: Kirsten van Klinken

### 3.1 Reliability

Reliability is achieved by the (objective) way in which the RI&E is carried out. Here, not only are the steps in the figure below important but also who is involved in the RI&E.



Figuur 2: RI&E-proces

To complete the RI&E, the digital RI&E instrument IMA-online was used as a reference. In consultation with the prevention officer and [name], the various modules in the IMA-online instrument were selected. Then the steps from 1 to 6 are carried out. These steps correspond to the steps in the IMA-online instrument.

**Modules** ZOEKEN  VEELGESTELDE VRAGEN

Kies de modules die op uw RI&E van toepassing zijn.

- 1. Algemeen**
  - 1.01 Arbobeleid
  - 1.02 Verzuimbeleid
  - 1.03 Algemene voorzieningen gebouwen
  - 1.04 Gezondheidsmanagement
  - 1.05 Duurzame inzetbaarheid
  - 1.06 Re-integratie
  - 1.07 Werk- en rusttijden
  - 1.08 Psychosociale arbeidsbelasting
  - 1.09 Veiligheidscultuur en -gedrag
  - 1.10 Bijzondere groepen
  - 1.11 Persoonlijke beschermingsmiddelen
  - 1.12 COVID-19
- 2. Werken op specifieke locaties**
  - 2.1 Werken in kantoren
  - 2.2 Werken aan balie, receptie
  - 2.3 Werken in magazijnen
  - 2.4 Werken in een laboratorium
  - 2.5 Werken op hoogte
- 3. Fysische factoren**
  - 2.6 Werken in een besloten ruimte
  - 2.7 Werken onderweg en/of bij derden
  - 2.8 Alleen werken
  - 2.9 Arbo- en ziekteverzuimbeleid - OUD
  - 2.10 Gebouwaspecten - OUD
  - 2.11 Hulpmiddelen - OUD
  - 2.12 Psychosociale arbeidsbelasting - OUD
  - 3.1 Binnenklimaat
  - 3.2 Licht
  - 3.3 Geluid
  - 3.4 Trillingen
  - 3.5 Straling
- 4. Fysieke belasting**
  - 4.1 Fysieke belasting algemeen
  - 4.2 Industrie, kassa's en balies
  - 4.3 Beeldschermwerk
  - 4.4 Aanpassingen voor invaliden
- 5. Arbeidsmiddelen**
  - 5.1 Gereedschappen, werktuigen en machines
  - 5.2 Machineveiligheid
  - 5.3 Werken met robots, 3D-printers en drones
  - 5.4 Informatie- en bedieningsmiddelen
- 6. Gevaarlijke stoffen**
  - 6.1 Gevaarlijke stoffen (beperkt aanwezig)
  - 6.2 Werken met gevaarlijke stoffen
  - 6.3 Opslag verpakte gevaarlijke stoffen
  - 6.4 Gasexplosiegeveiligheid
  - 6.5 Stofexplosiegeveiligheid
  - 6.6 Biologische agentia
  - 6.7 Gassen, dampen en stof - OUD
  - 6.8 Toxiche stoffen - OUD
- 7. Ongevallen / Brandveiligheid**
  - 7.1 Ongevallen
  - 7.2 Brandveiligheid
  - 7.3 Bedrijfsbepaling (BHV)

### 3.2 Completeness

In the RIGE, all safety and (social) health hazards should be taken into account. These hazards should be converted into risks. Based on the risks, the risk mitigation measures should also be described. For completeness, use is made of the RIGE tool IMA online and expertise of the HSE team.

### 3.3 Current

Topicality of the RI&E is an important requirement under Article 5 of the Working Conditions Act. There is no term mentioned in the legislation how long a RI&E is up to date. It does state that the Plan of Action (part of the RIGE) should be updated periodically, at least once a year. In addition, the RI&E should be updated because of organizational changes, different location, new functions and new (risky) activities within the organization, among other things.

### 3.4 Occupational hygiene strategy

This is a legal requirement included in Article 4.4 of the Occupational Health and Safety Decree. The Occupational Hygiene Strategy is a hierarchical system of risk management measures. This involves looking at the source of the problem first. If nothing can be done about it, other measures are possible.

The Occupational Hygiene Strategy is as follows:

#### 1. Source measures

An employer must first eliminate the cause of the problem. For example, replace a harmful substance with a safer alternative.

#### 2. Collective technical measures

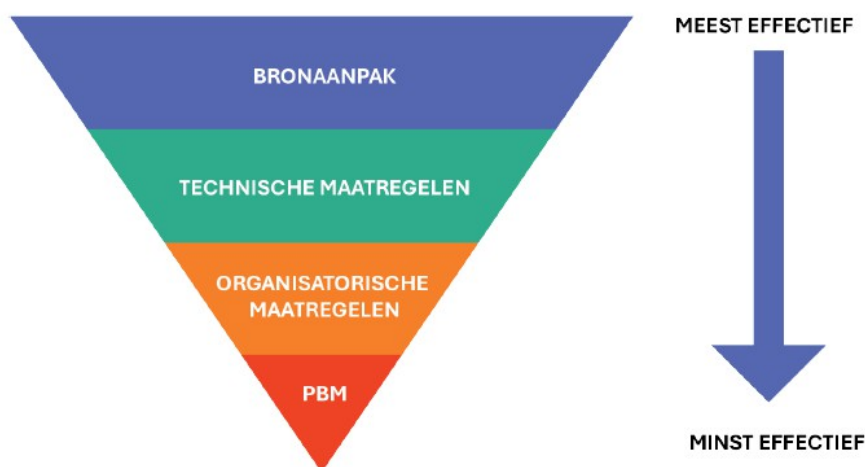
If source measures are not possible, the employer must take collective measures to reduce risks, for example: installing shielding or an extraction system.

#### 3. Individual organizational measures

If collective measures are not possible, or do not provide an adequate solution, the employer must take organizational measures so that individual workers are protected. For example: by exposing employees to the risk for a shorter period of time through increased task rotation.

#### 4. Personal protective equipment

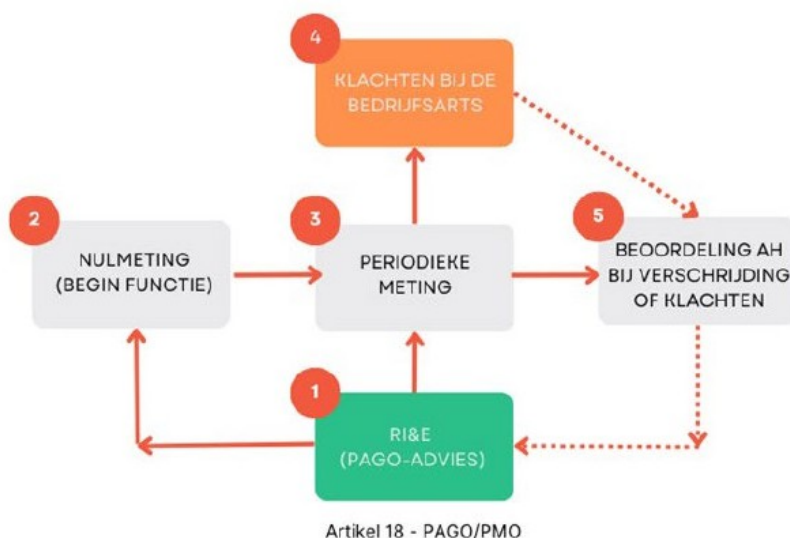
Personal protective equipment is the last risk reduction management measure that can be taken. Because not all employees want to wear PPE because of discomfort, PPE is the least reliable control measure



At Bioventus, the occupational hygiene strategy mainly comes to the fore in controlling physical underloading and psychosocial workload. Consider ergonomic choices in furniture and information and for PSA in organizational and job design.

### 3.5 PAGO/PMO

Based on Government Gazette 36674, dated December 12, 2024, a recommendation should be made for the Periodic Occupational Health Examination. (PAGO), in the figure below step 1.



The following relevant risks are advised to include in the PAGO advice and examination. The table below is based on the annex of the work instruction (also called BIM Arbozorg) of the Netherlands Labor Inspectorate (NLA).

Office workers		Topics
Zero measurement	Periodic	
	3 years	Psychosocial Workload- PSA (article 2.15)
V	3 years	Monitor work (Article 5.11) - vision measurement

Company doctor has been consulted on the content and periodicity of the various examinations per occupational health and safety topic/risk. For information regarding PAGO/PMO you can consult the following link: [PMO: Guideline for preventive medical examination of workers - NVAB](#)

### 3.6 Basic risk factors

Based on Government Gazette 2024-36674, the RIGE should include root causes. For this RIGE, the following root causes have been converted to basic risk factors in the table on the next page. This table comes from the IMA-online RIGE tool. These basic risk factors form focal points for the health and safety policy to be implemented. In this organization, this applies as a minimum.

## Basisrisicofactoren voor deze RI&E

Basisrisicofactor	Aantal	Percentage
Materieel en Middelen	1	20%
Omgevingsfactoren	1	20%
Organisatie/procedureel	2	40%
Training en opleiding	1	20%

Explanation of basic risk factors:

BRF's	Afkorting	Omschrijving / toelichting
Organisatie	OR	Onduidelijkheden in de organisatie structuur.
Management prioriteiten	MP	De strategie en commitment.
Strijdige doelstellingen	DO	Productie is belangrijker dan veiligheid.
Communicatie	CO	Onduidelijke of gebrekkige communicatie.
Procedures	PR	Het al dan niet voorhanden zijn van instructies, procedures en handleidingen
Training en opleiding	TR	Het verstrekken van training en instructies die dat nodig hebben.
Ontwerp	OW	De wijze waarop het materiaal is ontworpen, technisch, constructie.
Materiaal en middelen	MM	Kwaliteit conditie / verwachte levensduur gereedschap installaties.
Onderhoud	OH	De effectiviteit van de onderhoudsstrategie tot de planning beschikbaarheid van mensen en middelen
Order en netheid	ON	Order en netheid van de werkomgeving.
Omgevingsfactoren	OM	De omstandigheden waar mensen in werken fysieke werkomstandigheden (hitte kou en lawaai) en medische psychisch en sociaal bepaalde factoren ( ziekte PSA sfeer bedrijf)
Beschermingsmiddelen en -methoden	BM	Systeem fouten m.b.t. detectie waarschuwingmethode herstel beperking ontsnapping en evacuatie als het gebruik van beschermingsmiddelen en voorbereid zijn op noodsituaties
Gedragsfactoren	GF	Kennisniveau- redeneren, assumpties, Regelniveau -kwalificatie coördinatie, verificatie interventie bewaken. Routineniveau- fijne en grove motoriek

Appendix 1: Plan of Action.

# Plan of action Risk Inventory and Evaluation

Date: 28-05-2025

## Data RI&E

**Title:** Bioventus Cooperative U.A.

**Description:**

**Created on:** 18-04-2025

**Last modified on:** 15-05-2025

## User data



Bioventus Cooperative U.A. Ms.  
Kirsten van Klinken  
Taurusavenue 31  
2132S Hoofddorp  
023 554 8888

## Module: 1.01 Occupational health and safety policy

Question	Risk	Bottleneck	Basic risk factor	Measure	Who	Status	Start date	End date
<p><b>09 Smoking, drinking, drug, and medication policy</b></p> <p>Has the company formulated a policy on the topics of "smoking," "drinking," "drugs" and "medication use" in the workplace?</p>	Large	<p>3 - Low</p> <p>The health and safety policy does not describe policies on drinking, drugs and medication use.</p>	<p><b>Organizational/procedural</b></p> <p>Policy not described and shared within organization.</p>	Describe policies on drinking, drugs and medications	K. van Klinken	In progress	06/05/2025	06/11/2025

## Module: 1.03 General facilities buildings

Question	Risk	Bottleneck	Basic risk factor	Measure	Who	Status	Start date	End date
<p><b>06 Electrical facilities</b></p> <p>Are the electrical facilities properly constructed, meet the appropriate NEN standards and are they safely maintained?</p>	<p>Small</p> <p>There may be a serious legal violation here.</p>	<p>2 - Middle</p> <p>Electrical equipment not inspected.</p>	<p><b>Organizational/procedural</b></p> <p>Inspection not included in annual schedule.</p>	Electrical equipment inspection in accordance with NEN 3140 by ArboConcern.	Management	In progress	06/05/2025	06/11/2025

	W 3 x E 7 x W 3 = R 63							
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## Module: 1.08 Psychosocial workload

Question	Risk	Bottleneck	Basic risk factor	Measure	Who	Status	Start date	End date
<b>15 Work stress</b>  Are there physical, emotional, cognitive and/or behavioral signs that (groups of) employees are subjected to prolonged exposure to work pressure (e.g. via PAGO/PMO, consultation, confidential advisor, occupational physician)?	Small  B 6 x E 1 x W 3 = R 18	3 - Low  The risk of PSA was inadequately assessed (work pressure, undesirable behavior, discrimination and content of work).	<b>Organizational/procedural</b>  Parent company is insufficiently aware of occupational health and safety legislation.	PSA  further assess through in-depth research.	Management	In progress	06/05/2025	06/11/2025

## Module: 2.9 Working from home

Question	Risk	Bottleneck	Basic risk factor	Measure	Who	Status	Start date	End date
<b>01 Prolonged screen work</b>  Do your employees perform at home	Middle	3 - Low	<b>Training and education</b>  It is the nature of work.	Educate employees and encourage use	Management	In progress	06/05/2025	06/11/2025

per day for more than six hours of screen work, including screen-based meetings?		Employees work 6 hours of continuous screen time.		of sit-stand desk to.				
<b>02 Laptop</b>  Do your employees work with a laptop for more than two hours per day at home?	Middle	3 - Low  Employees work more than 2 hours on a laptop.	<b>Equipment and Resources</b>  There was budget for the workplace during Corona period, but less attention is paid to this.	Provide education employees about home office.	Management	In progress	06/05/2025	06/11/2025
<b>03 Knowledge of home situation</b>  Do you have sight of a good (ergonomic) workplace for all home workers?	Large	3 - Low  Organization has no visibility into employee workplace.	<b>Organizational/procedural</b>  Organization was not aware that this was important.	Inventory whether all home workstations meet guidelines.	Management	In progress	06/05/2025	06/11/2025
<b>03 Knowledge of home situation</b>  Do you have sight of a good (ergonomic) workplace for all home workers?	Large	3 - Low  Organization has no visibility into employee workplace.	<b>Organizational/procedural</b>  Organization was not aware that this was important.	Offer a home office budget.	Management	In progress	06/05/2025	06/11/2025

## Module: 4.3 Monitor work

Question	Risk	Bottleneck	Basic risk factor	Measure	Who	Status	Start date	End date
<p><b>07 Instruction</b></p> <p>Is the workstation set up properly and has the employee received sufficient instruction to use it properly?</p>	<p>Small</p> <p>B 6 x E 1 x W 3 = R 18</p>	<p>3 - Low</p> <p>Employees are not appropriately educated about ergonomics and physical strain when working on screen.</p>	<p><b>Training and education</b></p> <p>Part of procedure.</p>	<p>Organize ergonomics check during safety week.</p>	<p>Management</p>	<p>In progress</p>	<p>06/05/2025</p>	<p>25/06/2025</p>

Appendix 2: RIGE- report

# Risk Inventory and Evaluation Report.

Date: 28-05-2025

## Data RI&E

**Title:** Bioventus Cooperative U.A.

**Description:**

**Created on:** 18-04-2025

**Last modified on:** 15-05-2025

## User data



Bioventus Cooperative U.A. Ms.  
Kirsten van Klinken  
Taurusavenue 31  
2132S Hoofddorp  
023 554 8888

## 1.01 Health and Safety Policy

### 01 Health and Safety Objectives

Has the company formulated objectives for all aspects of working conditions (safety, health, psychosocial workload, sustainable employability), including a statement of intent?

**Reply**

Yes

**Explanation**

Want to organize a safety week in June 2025

### 02 Prevention Officer

Are preventive duties for the purpose of caring for working conditions assigned to one or more employees?

**Reply**

Yes

**Explanation**

Kirsten van Klinken,

### 03 Health and safety risk inventory and evaluation.

Is there a current risk inventory and evaluation (RI&E) including a plan of action?

**Reply**

Yes

### 04 Employee involvement in the RI&E

Are the employees involved in the RI&E and informed of the results (e.g. through work meetings and employee representation)?

**Reply**

Yes

**Explanation**

Yes, prevention officer and HR were spoken to on tour.

### 05 Plan of action

Is systematic work being done to implement the RI&E action plan?

**Reply**

Yes

### 06 Procurement Policy

Are arrangements made and implemented for the procurement of materials such as machinery, equipment, tools, furniture and hazardous materials in accordance with safety and ergonomics requirements?

**Reply**

Yes

## 07 Reporting and recording of accidents

Does the company have a procedure for reporting and recording accidents?

### Reply

Yes

## 08 Company Emergency Response

Does the company have an emergency response organization and are there sufficient, trained emergency responders?

### Reply

Yes

### Explanation

FAFS officers have been trained. 8 pieces

## 09 Smoking, liquor, drug, and medication policy

Has the company formulated a policy on the topics of "smoking," "drinking," "drugs" and "medication use" in the workplace?

### Reply

No

### Explanation

Only policies against smoking are included. Policies on drinking, drugs, medication use are missing.

### Risk

Large

### Priority

3 - Low

### Description bottleneck

The health and safety policy does not describe policies on drinking, drugs and medication use.

### Basic risk factor

Organizational/procedural

### Underlying root causes

Policy not described and shared within organization.

### (Proposed) measures

(Proposed) action	Who	Status	Start date	End date	Evaluation
Describe policies on drinking, drugs and medications	K. van Klinken	In progress	06/05/2025	06/11/2025	

## 10 'Third party' protection

Have effective measures been taken to prevent danger to the safety and health of persons other than own employees (such as visitors, pupils, students, patients, etc.)?

**Reply**

Not applicable

**11 Cooperation employer with employees**

Does consultation on working conditions take place between management and works council, HSE committee or employee representation?

**Reply**

Yes

**12 Employer collaboration**

With regard to working conditions, is there cooperation (e.g. risk inventory) with other employers (e.g. subcontractors and employment agencies) who have work done in the company?

**Reply**

Yes

**Explanation**

House manager is head of FAFS, there has been an evacuation drill, in April 2025,

Another drill is scheduled in June

**13 Information, instruction and supervision**

Is information and instruction on safety and health aspects of work provided and is supervision of it (including for new employees and special groups) arranged structurally?

**Reply**

Yes

**Explanation**

There is an annual safety week, in which space is also made for ergonomics

**14 Company doctor or occupational health and safety service**

Has the company contracted for at least the mandatory minimum package with an occupational physician or certified occupational health and safety service (internal or external)?

**Reply**

Yes

**Explanation**

Health and safety group, contract

**15 Core experts**

Are core experts engaged to advise on the protective measures to be taken and their implementation, and do these core experts work well together?

**Reply**

Yes

**Explanation**

Yes, occupational health & safety experts on the scope of safety science, occupational hygiene and labor & organization skills have been engaged.

## 16 Occupational health examination

Does the company provide the opportunity for employees to undergo periodic occupational health examinations (PAGO) when warranted for particular health risks?

### Reply

Yes

### Explanation

In conjunction with safety week, is broadly arranged Vision

measurement via purchasing display glasses

- Screen work
- Psychosocial workload
- Physical underloading (will be physically forlichting in d esafety week)

## Basic risk factors for 1.01 Occupational health and safety policy

Basic risk factor	Number	Percent
Organizational/procedura l	1	100%

## 1.02 Absenteeism Policy

### 01 Absence registration

Is employee absenteeism adequately recorded?

### Reply

Yes

### Explanation

ArboConcern keeps track of this. See attached.



## **02 Custom work registration**

Is partial absence or modified work recorded separately?

### **Reply**

Yes

## **03 Background characteristics**

Does the registration include relevant background characteristics of employees (age, gender, position, working hours, working hours, etc.)?

### **Reply**

Yes

### **Explanation**

No work-related absenteeism

## **04 Breakdown**

Can data on absenteeism (absenteeism rate, reporting frequency) be broken down into duration categories (short, medium and long absenteeism)?

### **Reply**

Yes

### **Explanation**

Yes, is done from ArboConcern.

## **05 Analysis of absenteeism**

Are sick leave data analyzed and compared to target/reference industry data?

### **Reply**

Yes

## **06 Sick leave and working conditions**

Is there a systematic review of whether absenteeism is caused by circumstances in the work place?

### **Reply**

Yes

## **07 Feedback of absence data**

Are absence data periodically fed back to supervisor(s)?

### **Reply**

Yes

## **08 Reporting sick/recovered**

Have clear arrangements been made with employees regarding sick and recovered reporting?

### **Reply**

Yes

## **09 Monitoring and guidance**

Are there agreements on the monitoring and supervision of sick employees and their rights and obligations in this regard?

**Reply**

Yes

## **10 Company doctor or occupational health and safety service**

Does the company doctor or health and safety service support the supervision of sick employees?

**Reply**

Yes

## **11 Participation**

Has the co-determination body agreed to the scheme of control and guidance?

**Reply**

Not applicable

## **1.03 General facilities buildings**

### **01 Automatic doors for pedestrians**

Are automatic doors sufficiently safe for pedestrians?

**Reply**

Yes

### **02 Corporate clothing**

If work clothes are worn, is there a separate changing area for men and women, are there adequate clothing storage areas for storing one's own clothing, and can clean and dirty clothes be stored separately?

**Reply**

Not applicable

### **03 Biological agents**

Is there no deliberate handling of biological agents, but there is a reasonable chance for employees to have contact with biological agents, other than Legionella, of category 2, 3 or 4, or is the company deliberately handling biological agents of category 2, 3 or 4?

**Reply**

Not applicable

### **04 Fire extinguishers**

Are there adequate fire extinguishers, are they well maintained, sufficiently visible and accessible?

**Reply**

Yes

**Explanation**

Fire extinguishers are highly visible and inspected.

**05 First aid facilities**

Are adequate first aid and other facilities (stretcher, folding bed, eye shower) and/or rescue equipment available?

**Reply**

Yes

**Explanation**

Among other things, evac chair is present.

**06 Electrical facilities**

Are the electrical facilities properly constructed, meet the appropriate NEN standards and are they safely maintained?

**Reply**

No

**Explanation**

Toaster and airfryer not inspected.

**Risk**

Small

There may be a serious legal violation here.

W 3 x E 7 x W 3= R 63

**Priority**

2 - Middle

**Description bottleneck**

Electrical equipment not inspected.

**Basic risk factor**

Organizational/procedural

**Underlying root causes**

Inspection not included in annual schedule.

**(Proposed) measures**

(Proposed) action	Who	Status	Start date	End date	Evaluation
Electrical equipment inspection in accordance with NEN 3140 by ArboConcern.	Management	In progress	06/05/2025	06/11/2025	

## **07 Stacked goods**

Are goods or substances safely stacked (no risk of collapsing, shifting or tipping over)?

### **Reply**

Not applicable

## **08 Ladders and stepladders**

Are ladders, stepladders or movable stairs stable, inspected in good condition, not slippery, not painted and properly set up?

### **Reply**

Yes

### **Explanation**

Yes

## **09 Legionella**

Have measures to prevent legionella been implemented?

### **Reply**

Not applicable

## **10 Tags**

Are hazardous areas and large glass surfaces clearly marked?

### **Reply**

Yes

## **11 (Emergency) exits**

Are usable and fire-safe, freely accessible (emergency) exits present and adequately marked and lit?

### **Reply**

Yes

### **Explanation**

Well-marked and several emergency exits.

## **12 Storage of hazardous materials**

Are chemicals and fuels stored in a safe manner and do stored materials have adequate markings?

### **Reply**

Not applicable

## **13 Break room**

Is adequate space available for spending breaks?

### **Reply**

Yes

**Explanation**

Two break rooms available.

**14 Personal protective equipment**

Is the necessary personal protective equipment, such as clothing, helmets, gloves, safety glasses and shoes present, in good condition (CE mark) and being worn?

**Reply**

Not applicable

**15 Plumbing**

Are there adequate sanitation facilities (toilets, urinals, sinks, possibly showers) and are these facilities in good repair?

**Reply**

Yes

**Explanation**

Are the property managers kept neatly clean.

**16 Sexual harassment, aggression and violence**

Has the design of the building and workplace taken into account the prevention of sexual harassment or aggression and violence against employees?

**Reply**

Not applicable

**17 Stability structures**

Is there a danger of overturning or collapsing (built) structures?

**Reply**

Not applicable

**18 Access**

Is access (doors, corridors) to the workplace wide enough?

**Reply**

Yes

**19 Stairs, landings and scaffolding**

Are stairs, landings or scaffolding sufficiently wide, smooth, level and equipped with adequate handrails?

**Reply**

Yes

**Explanation**

Stairs are wide enough and have banisters.

## 20 Traffic routes

Are pedestrian walkways and vehicle traffic routes in buildings and grounds safe and separated from each other?

### Reply

Not applicable

## 21 Flooring

Are the floors smooth, even and without obstacles?

### Reply

Yes

### Explanation

No obstacles.

## Basic risk factors for 1.03 General facilities buildings

Basic risk factor	Number	Percent
Organizational/procedural	1	100%

## 1.08 Psychosocial workload

### 01 Workload

Is the pace of work structurally too fast, is the workload or time pressure constantly too great, or is there a regular peak load?

### Reply

No

### Explanation

Risk not properly assessed. Should be deepened through PSA.

### 02 Unwanted manners

Is the work burdened by undesirable behavior (aggressive behavior, violence, bullying by co-workers, sexual harassment or discrimination based on gender, nationality or other characteristics not relevant to the job)?

### Reply

No

### Explanation

Is described in Code of Conduct of Bioventus. Furthermore, posters hang in the office to keep this top of mind with employees.

### 03 Trustee

Has a confidential advisor been appointed to whom employees can turn with complaints about sexual harassment?

**Reply**

Yes

**Explanation**

Yes, both internal and external. Parent company also has anonymous line. In addition, use can be made by Occupational Health and Safety Service.

**04 Completeness**

In addition to executive tasks, does the work include preparatory and support tasks, such as planning, establishing methods of operation and final control?

**Reply**

Yes

**05 Organizing tasks**

Does the employee have sufficient opportunities to solve (or have solved) problems at work independently?

**Reply**

Yes

**Explanation**

Employees can determine their own order of tasks and are given room for their own interpretation.

**06 Short-cycle tasks**

Is there largely monotonous work (more than 50% of the work consists of the same tasks that follow each other quickly (< than 90 seconds))?

**Reply**

Not applicable

**07 Mental effort**

Does the work consist of a mix of easy (routine) and difficult (mentally strenuous) tasks so that there is no mental over- or underload?

**Reply**

Yes

**08 Fixed work pace**

Does the employee influence the pace of work: is the pace not determined solely by scheduling standards, machine speed or customer supply?

**Reply**

Not applicable

**09 Method and sequence of work**

Does the worker have sufficient influence over the methods and sequence of work: is the method of work not determined only by regulations or orders?

**Reply**

Yes

## 10 Site-specificity

Is the employee's freedom of movement limited because the employee is largely workstation or machine bound (e.g., screen work, assembly line work)?

### Reply

No

## 11 Contact opportunities with others

Does the employee have opportunities to interact with colleagues while at work?

### Reply

Yes

### Explanation

Yes enough space to interact with other colleagues through office garden. Also space to work from home.

## 12 Information about work

Is there timely, sufficient and understandable information about what the employee must do and its requirements (what, when and how)?

### Reply

Yes

## 13 Information about the company

Does the employee receive information about the performance of their own department and the company?

### Reply

Yes

## 14 Work atmosphere

Is there a pleasant collegial working atmosphere and trust between management and staff and among staff?

### Reply

Yes

## 15 Work stress

Are there physical, emotional, cognitive and/or behavioral signs that (groups of) employees are subjected to prolonged exposure to work pressure (e.g. via PAGO/PMO, consultation, confidential advisor, occupational physician)?

### Reply

Yes

### Explanation

Will be taken up through in-depth study PSA.

### Risk

Small

B 6 x E 1 x W 3= R 18

**Priority**

3 - Low

**Description bottleneck**

The risk of PSA was inadequately assessed (work pressure, undesirable behavior, discrimination and content of work).

**Basic risk factor**

Organizational/procedural

**Underlying root causes**

Parent company is insufficiently aware of occupational health and safety legislation.

**(Proposed) measures**

(Proposed) action	Who	Status	Start date	End date	Evaluation
Further assess PSA through in-depth research.	Management	In progress	06/05/2025	06/11/2025	

**Basic risk factors for 1.08 Psychosocial workload**

Basic risk factor	Number	Percentage
Organizational/procedural	1	100%

## 1.10 Special groups

**01 Special groups**

Are special groups of workers employed and/or present in the company, e.g. pregnant, youth (< 18 years old), non-native speakers and/or apprentices/trainees?

If no bottleneck, answering questions 2, 3, 4 and 5 is not necessary.

**Reply**

Not applicable

**02 Pregnancy policy**

Does the company have a maternity policy?

**Reply**

Yes

**Explanation**

Pumping room on the 1st floor.

### **03 Youth (16 and 17 years old)**

Do youths aged 16 and 17 work only under expert supervision and do not lift more than 10 kilograms?

**Reply**

Not applicable

### **04 Juveniles (15 years / children)**

Do juveniles (children) aged 15 work only under expert supervision and are not exposed to production pressure in any way (no assembly line work) and do not lift more than 10 kilograms?

**Reply**

Not applicable

### **05 Non-native speakers**

Does the company employ employees who are foreign-speaking and do not have a command of the Dutch language?

**Reply**

Not applicable

**Explanation**

English speaking, evacuation plan is translated. Language of communication is English.

## **2.1 Working in offices**

### **01 Daylight**

Do office spaces have windows that allow daylight into the workplace?

**Reply**

Yes

**Explanation**

Daylight over entire floor.

### **02 View**

Do the office spaces where work is done for more than 2 hours have opportunities for views outside the building?

**Reply**

Yes

**Explanation**

Nice view of entire area.

### **03 Opening windows**

Can people themselves open and close windows in the workplace?

**Reply**

Not applicable

#### **04 Standard lighting level**

Is the standard lighting level of the fixed lighting system sufficient to read written text easily?

**Reply**

Yes

**Explanation**

Due to good light enough daylight over entire floor.

#### **05 Awning**

Are all windows equipped with light-proof and adjustable blinds?

**Reply**

Yes

**Explanation**

Blinds from the inside

#### **06 Tour**

Do people experience annoying drafts in the workplace?

**Reply**

No

#### **07 Climate**

Do people have complaints about heat or cold in the workplace?

**Reply**

Not applicable

**Explanation**

No ability to self-regulate, but Bioventus has a short line with janitor so the temperature can be adjusted quickly.

#### **08 Adjust**

Can people adjust the temperature and air conditioning, cooling or ventilation?

**Reply**

Not applicable

**Explanation**

There is a central computer for this. House manager can adjust this.

#### **09 Harmful substances**

Is equipment for photocopying, faxing or printing set up to avoid high concentrations of harmful or nuisance substances?

**Reply**

Yes

## **10 Noise**

Are workers' concentration disturbed by noise in the workplace?

### **Reply**

No

## **11 Concentration**

Are there enough single or double rooms available for people who need to concentrate to do the work?

### **Reply**

Yes

### **Explanation**

Plenty of spaces to make use of.

## **12 Obstructive daylight**

Does one look from the work position toward the monitor directly into the daylight - entering through a window?

### **Reply**

No

## **13 Reflection windows**

Does one see windows reflected in the screen?

### **Reply**

No

## **14 Reflection light sources**

Is there reflection from light objects, light walls or light sources in the screen that makes the text on the screen unreadable?

### **Reply**

No

## **15 Distance screen**

Is the monitor directly in front of the employee at eye level and at a distance (between the eyes and the monitor) of at least 50 cm?

### **Reply**

Yes

### **Explanation**

Screens are goeg adjusted and employees get an ergonomics check for this during Safety Week 2025.

## **16 Sufficient working space**

Is sufficient work space available for each employee?

**Reply**

Yes

**17 Work surface height**

Does the height of the work surface fit the worker's body dimensions?

**Reply**

Yes

**18 Sitting time**

Does the employee perform his work frequently while sitting, for more than 2 consecutive hours?

**Reply**

No

## 2.9 Working from home

**01 Prolonged screen work**

Do your employees perform more than six hours of screen work per day at home, including screen-based meetings?

**Reply**

Yes

**Risk**

Middle

**Priority**

3 - Low

**Description bottleneck**

Employees work 6 hours of continuous screen time.

**Basic risk factor**

Training and education

**Underlying root causes**

It is the nature of work.

**(Proposed) measures**

(Proposed) action	Who	Status	Start date	End date	Evaluation
Educate employees and encourage use of sit-stand desk.	Management	In progress	06/05/2025	06/11/2025	

## 02 Laptop

Do your employees work with a laptop for more than two hours per day at home?

### Reply

Yes

### Explanation

facilities are made available

### Risk

Middle

### Priority

3 - Low

### Description bottleneck

Employees work more than 2 hours on a laptop.

### Basic risk factor

Equipment and Resources

### Underlying root causes

There was budget for the workplace during Corona period, but less attention is paid to this.

### (Proposed) measures

(Proposed) action	Who	Status	Start date	End date	Evaluation
Provide education employees about home office.	Management	In progress	06/05/2025	06/11/2025	

## 03 Knowledge of home situation

Do you have sight of a good (ergonomic) workplace for all home workers?

### Reply

No

### Explanation

From organization, there is no visibility on how employees perform their work at home.

### Risk

Large

### Priority

3 - Low

### Description bottleneck

Organization has no visibility into employee workplace.

### Basic risk factor

Organizational/procedural

### Underlying root causes

Organization was not aware that this was important.

### (Proposed) measures

(Proposed) action	Who	Status	Start date	End date	Evaluation
Inventory whether all home workstations meet guidelines.	Management	In progress	06/05/2025	06/11/2025	
Offer a home office budget.	Management	In progress	06/05/2025	06/11/2025	

### 04 Budget

Is there a budget within the company or other provisions arranged to properly set up home workstations or - if necessary - to adjust?

#### Reply

Yes

### 05 Help desk setup questions

Is there a central point of contact for home staff for all workplace-related issues?

#### Reply

Yes

### 06 Help desk IT questions

Is there a central point of contact for the home staff for all IT issues?

#### Reply

Yes

### 07 Pre-screening home situation

Have supervisors individually screened employees who work from home for social aspects and their housing situation?

#### Reply

Yes

### 08 Weekly contact

Does the supervisor have contact with each home-based employee at least once a week?

#### Reply

Yes

#### Explanation

Yes, employees also visit the office on a weekly basis.

## 09 Alternative workplace

Is there a solution available if working from home is not a good option?

### Reply

Yes

### Explanation

Employees can work in the office.

## Basic risk factors for 2.9 Working from home

Basic risk factor	Number	Percent
Equipment and Resources	1	33%
Organizational/procedural	1	33%
Training and education	1	33%

## 4.3 Monitor work

### 01 Office chair

Is there a monitor work chair suitable for the employee?

### Reply

Yes

### Explanation

Office chairs are adjustable.

### 02 Work Table

Is a table appropriate for the employee and his work present?

### Reply

Yes

### Explanation

Desks are height adjustable.

### 03 Display

Is the monitor set up properly in terms of distance, height and viewing angle?

### Reply

Yes

### Explanation

Picture screens are adjustable.

#### 04 Mouse or input device

Is a mouse or input device available and is it/they set up correctly?

**Reply**

Yes

#### 05 Concept Holder

Will a concept holder be used - if necessary for the work?

**Reply**

Yes

#### 06 Workspace

Is there enough space in the workroom for the employee?

**Reply**

Yes

**Explanation**

Employees have spacious desks and there are often desks left over where work can be done.

#### 07 Instruction

Is the workstation set up properly and has the employee received sufficient instruction to use it properly?

**Reply**

No

**Explanation**

Safety Week June 2025

**Risk**

Small

B 6 x E 1 x W 3= R 18

**Priority**

3 - Low

**Description bottleneck**

Employees are not appropriately educated about ergonomics and physical strain when working on screen.

**Basic risk factor**

Training and education

**Underlying root causes**

Part of procedure.

**(Proposed) measures**

(Proposed) action	Who	Status	Start date	End date	Evaluation
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Organize ergonomics check during safety week.	Management	In progress	06/05/2025	25/06/2025	
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## 08 Sitting time

Does the employee perform work for more than 2 consecutive hours and/or more than 5 hours a day while sitting?

### Reply

No

## Basic risk factors for 4.3 Monitor work

Basic risk factor	Number	Percent
Training and education	1	100%

## Basic risk factors for this RI&E

Basic risk factor	Number	Percentage
Equipment and Resources	1	14%
Organizational/procedural	4	57%
Training and education	2	29%