

Identification document Group C- / D¹

1. Employer identification

Company name: Registration No.

--	--	--	--	--	--	--	--	--	--

Address of the registered office:

Address of the company's headquarters:

Correspondence address:

Places of business where the registration agreement is applicable:

Designation:

Address:

CBE No. : VAT No. : NOSS no. :

Telephone: Mobile phone:

Fax: Email:

Business sector (accurate description of the business activity (or activities)):
.....

NACE-BEL code:

At the time the identification document is compiled, the company belongs to group C or D in accordance with art.II. 1-2 of the codex on well-being at work.

Name of the person responsible for daily management/employer:
.....

Name and training of the person responsible for the Internal Service for Prevention and Protection at Work:
.....

Trade union delegation: yes / no
Committee for Prevention and Protection at Work: yes / no
Committee applies only to companies with more than 50 employees where social elections have taken place.

Dates and times of the Committee for Prevention and Protection at Work meetings:
.....

Advice from the Committee for Prevention and Protection at Work related to distribution of tasks for the ISPP (internal service) and ESPP (external service) (date):

2. Regulatory responsibilities and tasks of the EXTERNAL Service for Prevention and Protection

Tasks described in art. II.3-16. - § 1 of the codex

Active participation in setting up, implementing and updating the risk analysis	E
Presenting the preventive measures that require implementation based on the risk analysis at the level of the organization as a whole, at the level of each group of workstations or functions and at the level of the individual, as provided in articles I.2-6 and I.2-7 of the codex	E
With the exception of the additional measures referred to in article I.4-27, § 2 of the codex, performing the following preventive measures in the context of monitoring employee health, reserved for the department charged with the medical supervision: A) Prior and periodic health assessments B) Random consultations C) Examinations on return to work D) Visits prior to return to work E) Continuing health monitoring F) Examinations in the context of maternity protection as provided for in article X.5-9 of the codex	E
Organising a right of access to the health record as provided for in article I.4-95 of the codex, within a period of five working days from the external service receiving the request for access	E
Assisting in the analysis, supplemented with a survey or other instrument where appropriate, and to propose preventive measures in regard to working with display screen devices, as referred to in article VIII.2-3 of the codex	E
Collaborating on training concerning food hygiene and on analysis of the risks of contact with foodstuffs as referred to in book VII, title 1, chapter VII of the codex	E
Attending the Committee's meetings in accordance with article II.7-25, first paragraph, 3° of the codex	E
Using a maximum of five performance-hours of a prevention advisor (per year), to provide support following a serious accident as referred to in Article 94bis of the act, once the external service has knowledge thereof, namely: A) Presenting precautionary measures referred to in Article 94septies, paragraph 2 of the law B) Carrying out investigations into serious accidents at work	E
Performing the tasks of the prevention advisor on psychosocial aspects arising from the application of an individual request for informal or formal psychosocial intervention by the employee in accordance with Section Vbis of the Act, with the exception of performances in the context of the formal psychosocial intervention following the disclosure of the identity of the applicant to the employer	E
Conducting the surveys of workplaces and workstations required for performing the services mentioned in this article	E
Under the prevention advisor's charge and within five years from the date of registration, to deliver a reasoned prevention policy regarding the employer, of which the content and the modalities are defined in annex II.3-2 of the codex, and should do that at regular intervals and update it at least every three years	E
Keeping available online an inventory of measures performed by the employer, as provided for in articles II.3-37 and II.3-38 of the codex	E

3. Responsibilities and tasks of the INTERNAL Service for Prevention and Protection:

The tasks that must be legally performed by the internal service are indicated with an **I**. For some tasks there is a choice: these are either performed by the internal service or the external service. The tasks that may be performed by the external service are marked with an ***I***. Without instructions from you, these tasks will be performed by the internal service. If you wish to entrust these tasks to the external service, please contact us for an offer regarding the outsourced tasks; if necessary, the identification document will be adapted.

- **Responsibilities and tasks related to the dynamic risk management system:**

Participating in the analysis and investigation of causes of accidents and incidents	I*
Collaborating with investigations into pressure at work, ergonomics and psychosocial factors	I*
Advice related to workplaces, workstations, environmental factors, physical, chemical, carcinogenic and biological agents, work equipment and individual equipment	I*
Advice related to hygiene in workplaces and social services	I*
Advice related to instructions: the use of work equipment, the use of chemical, carcinogenic and biological agents and the use of collective + individual protective equipment, fire prevention and procedures in cases of serious and immediate danger	I*
Advice related to training employees: when they first take up their duties or if they are transferred or change jobs, when there is new or modified work equipment, when new technology is introduced	I*
Making proposals for welcoming, informing, training and raising awareness	I*
Advice on all matters, measures or methods related to well-being	I*
Participating in the coordination of external companies	I*
Being at the disposal of the employer, the supervisors and the employees	I*
Assisting with emergency procedures and the application of urgent measures	I*
Assisting with the organisation of First Aid services	I*
Performing all other statutory tasks	I*

In order to fulfil these tasks, prevention advisors must implement, at least, the following tasks:

- **As part of the permanent risk analysis + the global and annual prevention plan:**

Frequent and systematic assessments of the workplace	I*
Assessment of workstations in cases of increased or new risks	I*
Comprehensive assessment of workplaces at least once a year	I*
Investigating occupational accidents and incidents (including serious ones, unless otherwise specified)	I*
Research into well-being	I*
Performing or commissioning analyses or inspections	I*
Examining working methods and manufacturing processes + proposing measures	I*
Keeping documentation	I*
Taking measures oneself in cases of an emergency and the management's absence	I

- **As part of the service's management and operations:**

Compiling monthly or quarterly reports	I*
Compiling an annual report (the part from the ESPP will be provided automatically each year)	I*
Compiling occupational accidents data sheets	I*
Compiling and endorsing documents related to work equipment and individual protective equipment (occupational physician's approval is compulsory)	I*
Maintaining documents for the authorities	I*
Secretarial work for the Committee	N/A

- **Additional tasks of the internal service for prevention and protection:**

Organising cooperation with the external service	I
Providing the external service with all the relevant information	I
For risk analysis: cooperating with the external service	I
Assisting the external service in the implementation of preventive measures	I
Assisting in the development of procedures for serious danger, with the organisation of First Aid services and emergency care	I
First Aid in cases of accident or illness	I

4. Organisation of the INTERNAL Service for Prevention and Protection

- Composition of the internal service, the number of prevention advisors, their qualifications and duration of service:
Is the head of the internal service for prevention the employer? Yes / No

Name of the internal prevention advisor	Duration of service ²	Qualification ³

- The skills that are represented internally so that the tasks can be carried out fully and effectively ⁴ :
- The administrative, technical and financial resources ⁵
 - Administrative resources:
 - Technical resources:
 - Financial resources:

5. External Prevention advisors

The experts of Mensura's External Service for Prevention and Protection at Work (a non-profit organisation) will assist the employer in carrying out the following tasks and duties.

- Discipline : **Medical supervision**
 - Time allocation: depending on the number of employees subject to medical supervision
 - Occupational physician: <name>
 - Prevention advisor: <name>
- Discipline : **Psychosocial stress**
 - Time allocation: depending on the complaints related to harassment
 - Prevention advisor on psychosocial aspects
 - **French**
 - Tél.: 02/549 71 48
 - Info.sepp@mensura.be
 - **Dutch**
 - Tel.: 02/549 71 57
 - Info.edpb@mensura.be

To consult the complete list of our psychosocial prevention advisors, please visit our website:
[https://www.mensura.be/Client portal/Forms](https://www.mensura.be/Client_portal/Forms)
- Discipline: **Occupational safety** (compulsory: investigation of serious occupational accidents, optional: other tasks)
 - Time allocation: depending on the number of serious occupational accidents and any other assigned tasks
 - Function: prevention advisor Level I (for investigating serious occupational accidents) or Level II safety for other tasks
- Discipline : **Ergonomics**
 - Time allocation: on request of the internal service or depending on the assigned aforementioned tasks
 - Function: prevention advisor or deputy prevention advisor for ergonomics
- Discipline : **Occupational hygiene**
 - Time allocation: on request of the internal service or depending on the assigned aforementioned tasks
 - Function: prevention advisor or deputy prevention advisor for occupational hygiene
- Discipline : **Company health care** (obligatory First Aid training)
 - Time allocation: at the request of the internal service or depending on the assigned aforementioned tasks
 - Function: prevention advisor or deputy prevention advisor for Occupational Healthcare

This identification document remains valid subject to requests and/or services that are accepted by mutual consent by both parties, as an appendix to this identification document or if a new identification document is agreed that cancels or replaces the previous one.

Drawn up in good faith at on

In two copies whereby each party declares that it has received, read and approved its own copy.

Name and signature
Company representative

Name and signature
Regional Director Mensura

¹ Identification document in accordance with art. II.1-7. of the codex

Company classification	Internal service	
	Head	Prevention advisor
Group A	Level I	Level II
Group B	Level II	Basic knowledge
Group C +	Level II	Basic knowledge
Group C -	Basic knowledge	Basic knowledge
Group D	Basic knowledge	-

² % of the full-time position that will be spent on the tasks of the internal prevention advisor.

³ If the prevention advisor has relevant qualifications and/or experience relating to safety, mention this here.

⁴ A complete internal prevention service must possess the following skills or be able to call on employees from other company departments who possess such skills:

- Knowledge relating to occupational safety
- Knowledge relating to occupational medicine
- Knowledge relating to ergonomics
- Knowledge relating to occupational hygiene
- Knowledge relating to psychosocial aspects of labour including bullying, sexual harassment and violence in the workplace.

The scope of the required skills must be considered in relation to the size of the company and the specific risks involved in the business. A company that does not possess one or more of these skills should request help from its external service. This must be explicitly mentioned in the identification document.

⁵ Some examples. Administrative resources: a part-time secretary. Technical resources: measuring devices. Financial resources: an estimate of the budget for the internal prevention service.