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| **Basic tasks for your company’s external service** |

You pay Mensura a fixed contribution. This contribution is determined by the number of employees (status on 1 January of the relevant year) and your company’s tariff group on the basis of the RSZ NACE code.

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Description automatically generated* *More information about these tariff groups and the calculation of the contribution*

*can be found* *at* [*www.mensura.be/en/tariff*](https://www.mensura.be/en/client-portal/case-studies/new-mandatory-contributions-payable-to-external-departments-what-you-need-to-know)

The contribution entitles you to a basic package of tasks to be carried out for your company by Mensura. This basic package has been laid down in the Codex, Book II, Chapter 3 - External services for prevention and protection at work.

**The basic package for companies in group C/D[[1]](#footnote-1)consists of:**

1. Active participation in the risk analysis
2. Proposing prevention measures
3. Taking responsibility for health monitoring
4. Organising the right of access to health records
5. Participating in the analysis of screen work, possibly supplemented by a questionnaire and the formulation of prevention measures
6. Participating in training on food hygiene and the analysis of risks related to food products
7. Attending PPW committee meetings (if applicable)
8. Providing assistance with investigations into serious occupational accidents The first 5 hours (annually) spent on an investigation are included in the fixed contribution
9. Tasks by the prevention advisor related to psychosocial aspects (the confidential part of informal and formal interventions)
10. Assessment of the workstations required for the execution of other tasks
11. Delivery of substantiated policy advice spanning 5 years
12. Maintaining an online inventory

Further explanation of these tasks can be found below.

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| **Task 1** | **Active participation in initiating, implementing and updating the risk analysis** |
| **Task 2** | **Proposals for preventive measures** |
| **Task 3** | **Assessments of workstations and job roles** |

**How does Mensura achieve this?**

General

This task is integrated into the periodic company visit.

This visit may consist of: a visit to one or more workstations, a checklist-based questionnaire in application of the Welfare Act and the 7 well-being domains[[2]](#footnote-2), the consultation of available related documents or a combination of one of these.

Our company visitor will also assist you in drawing up your risk exposure list. This list shows which roles are present in the company, what risks are linked to these roles and who performs these roles. This list determines which of your employees should be examined, how frequently and which tests should be carried out.

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Description automatically generatedUse our online tool MyMensura to consult the risk exposure list*

*(will be updated after a visit from the company visitor).*

Based on the input obtained during the visit, a report containing first-line advice will be issued detailing the risks within your company and the prevention measures we recommend. Each perceived risk is given a priority level (high, medium or low).

The advice in the report can be used as a basis for further refinement of your risk analysis as it relates to your organisation, workstations, job roles and individuals.

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Description automatically generatedIf you need further help with the more detailed development of the risk analyses,*

*you can always ask a Mensura prevention advisor for guidance.*

*Please request a no-obligation quotation.*

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| **Task 3** | **Taking responsibility for health monitoring** |
| **Task 4** | **Right of access to health records** |

The table below provides an overview of the types of examinations and whether they are included in the scope of the fixed contribution or will incur additional charges.

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| --- | --- | --- |
| **Reason for examination** | **Employee subject to the medical assessment** | **Employee not subject to the medical assessment** |
| Previous health assessment | Included | Not included |
| Periodic health assessment | Included | Not included |
| Unscheduled (spontaneous) consultations | Included | Included |
| Examinations upon return to work | Included | Not included |
| Visits preceding return to work | Included | Included |
| Continued health monitoring | Included | Not included |
| Examinations related to maternity protection | Included | Not included |
| The Reintegration Assessment | Included provided a Reintegration Plan is drawn up | Included provided a Reintegration Plan is drawn up |
| Examination at employer’s request | Not included | Not included |
| Additional medical activities | Included | Not included |
| Intermediate supplementary medical activities | Included | Not included |

All payable examinations will be charged at the rate of an employee examination “not subject to medical monitoring”

Please note: all technical tests such as intradermal tests, tests related to the fitness to drive certificate, lab analyses and the administration of vaccines will be charged separately.

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Description automatically generated* *For our price list, please visit* [*www.mensura.be/en/tariff*](https://www.mensura.be/en/client-portal/case-studies/new-mandatory-contributions-payable-to-external-departments-what-you-need-to-know)

Furthermore, the fixed contribution includes the organisation of a right of access to the health records. This must be arranged within five working days of receipt of this request.

Additional tasks of the occupational physician in the field of prevention during the coronavirus pandemic

In the context of the coronavirus pandemic, the tasks of the occupational physician in the control of the coronavirus COVID-19 were temporarily expanded.

For details, see :

* [5 JANUARI 2021. - Koninklijk besluit betreffende de rol van de preventieadviseur-arbeidsarts bij de bestrijding van het coronavirus COVID-19](http://www.ejustice.just.fgov.be/cgi/article_body.pl?language=nl&pub_date=2021-01-21&caller=summary&numac=2021200058)
* [5 JANVIER 2021. - Arrêté royal concernant le rôle du conseiller en prévention-médecin du travail dans le cadre de la lutte contre le coronavirus COVID-19](http://intranet.mensura.be/EDPB_SEPP/KwaliteitsDocumenten/Forms/Status%20herziening%20documenten.aspx#InplviewHasha8db4cbf-e15b-4341-a20c-d3d9ff24271c=)

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| **Task 5** | **Screen work** |

The medical examination of display screen workers has been abolished and will be replaced by a five-yearly analysis, supplemented where appropriate by a questionnaire or other instrument, and the proposal of prevention measures concerning screen work.

**How does Mensura achieve this?**

The checklist used during the company visit contains questions about screen work. The results of this questionnaire are included in the visit report, together with an indication of possible preventive measures and a proposal for how implementation should be prioritised. A subsequent company visit will include a specific questionnaire with more detailed questions about screen work. If the first checklists have indicated a necessity, additional and individual employee questionnaires will be carried out and/or online training will be provided on how to better manage the risks of screen work.

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| **Task 6** | **Food contact** |

Participating in training on food hygiene and the analysis of risks related to food products

**How does Mensura achieve this?**

We know from previous information which of your employees are in contact with food products (information from the risk exposure list). You will be able to offer each of your employees online training on food hygiene. You will receive an e-mail from us with the link to the online training. Each employee will have a separate link. If we have the individual e-mail addresses of the employees, they will receive this link directly. There is no need for you to take action, Mensura will arrange this for you.

Participating in the analysis of risks related to food products

**How does Mensura achieve this?**

This refers to the risks that handling food products could pose to the health of employees. There is only a very small number of foods that pose such a risk. If we have established the possibility of such a risk during our company visit, this will be indicated during the visit and further monitoring will be arranged.

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| **Task 7** | **Attending Prevention and Protection at Work Committee meetings (PPW)** |

This only applies to companies with an average of 50 employees with a PPW committee. Mensura's prevention advisor is required to attend at least one PPW committee meeting a year.

**How does Mensura achieve this?**

At the invitation of the employer, Mensura's prevention advisor will be present at the Committee meeting, preferably when the EDPB’s (external service for prevention and protection at work) Annual report is on the agenda and when the Global Prevention Plan and Annual Action Plan are on the agenda. Furthermore, the prevention adviser may be present when an item on the agenda is part of his specific responsibilities.

Attendance at a maximum of 2 Committees per year is included in the fixed contribution.

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| **Task 8** | **Providing assistance following a serious accident at work** |

In case one of your employees has a serious occupational accident (pursuant to the definition of serious occupational accidents laid down by law), an investigation must be carried out by a trained prevention advisor Level I or II. The investigation will include a detailed report that lists the causes of the accident and the proposed preventive measures, as well as implementation timelines. As an employer, you are obliged to send this report to the regional inspection services (FOD, WASO, TWW) within 10 calendar days of the accident

**How does Mensura achieve this?**

We are notified of serious occupational accidents:

* Because you report them to us by telephone. This method is preferred as it allows us to act quickly.
* Via the Kruispuntdatabank (Crossroads Bank for Enterprises). Because you report the accident to your occupational accident insurer. This way, the Kruispuntdatabank is notified of the accident and so are we by return.
* Via the inspectorates. This is the least preferred method. After all, this means that you are already on the inspectorate’s radar.

As soon as we become aware of an accident at your company, we will contact you for an appointment to investigate the accident on site. Once the investigation is complete, the prevention advisor will draw up a report and propose prevention measures.

The first 5 hours of work carried out within the framework of this investigation and the preparation of the report are included in the fixed annual contribution (this was previously charged from the first hour). If the investigation takes up more than 5 hours, which is usually the case, these extra hours will be charged at the hourly rate of a prevention advisor/preventive risk management expert. Please note that this applies only to the first investigation per company per year, and is not transferable to subsequent years. Travel expenses are charged at the rate of travel expenses for a risk management prevention advisor.

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Description automatically generated* *For our price list, please visit* [*www.mensura.be/en/tariff*](https://www.mensura.be/en/client-portal/case-studies/new-mandatory-contributions-payable-to-external-departments-what-you-need-to-know)

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| **Task 9** | **Performing tasks by the prevention advisor related to psychosocial aspects** |

The performance of tasks by the prevention advisor that relate to psychosocial aspects, in response to the individual request for informal or formal psychosocial intervention for the employee. These services are included in the fixed contribution, as long as these interventions are 'confidential'. This means that the tasks related to formal psychosocial intervention are no longer covered by the fixed contribution as soon as the requester’s identity is divulged to the employer.

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| **Task 11** | **Delivery of a substantiated policy advice** |

The preparation of a substantiated advice is also included in the fixed contribution. This should initially be prepared after no more than 5 years, and this advice must be updated at least every three years thereafter.

**How does Mensura achieve this?**

The policy advice is based on:

* The company visits, the recommended preventive measures and whether or not these recommendations were implemented by you, the employer.
* The results of the health assessments
* The specific analyses relating to screen work and food if applicable
* The results of the completed questionnaires (if applicable)
* The analysis of the occupational accidents
* The analysis of the psychosocial interventions
* Any other information pertinent to forming an overall picture of the prevention policy in place.

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| **Task 12** | **Maintaining an online inventory of the tasks carried out for the employer** |

**How does Mensura achieve this?**

Our MyMensura client portal contains an inventory of the services carried out at your company.

*A drawing of a person

Description automatically generated* *If you do not have access yet to our MyMensura client portal,*

*please go to* [*www.mensura.be*](http://www.mensura.be) *and click on ” MyMensura” to request an account.*

**Additional tasks you wish to outsource to Mensura**

What if you wish to purchase additional services not included in the basic package described above?

You may need certain guidance or support related to well-being that is not provided as part of the basic package. Mensura would be pleased to offer what you need, please do not hesitate to contact us. We will provide you with a quotation that clearly states the extra costs involved in the support you have requested in advance. We will only initiate the extra support after your approval.

Extra support is charged at the statutory minimum rate pursuant to the Codex, Book II, Chapter 3 - - External services for prevention and protection at work.

**Finally:** a complete overview of all rates within the C/D categories is available at [*https://www.mensura.be/en/tariff*](https://www.mensura.be/en/client-portal/case-studies/new-mandatory-contributions-payable-to-external-departments-what-you-need-to-know)

1. C companies: enterprises with less than 200 employees and an internal prevention advisor without training Level I or II.

   D companies are enterprises with less than 20 employees where the employer himself assumes the role of prevention advisor. [↑](#footnote-ref-1)
2. The seven well-being domains pursuant to art. 4 of the Welfare Act are workplace safety, beautification of the workspaces, environment, ergonomics, psychosocial aspects, occupational hygiene and health protection. [↑](#footnote-ref-2)