

Identification document Group A / B / C+ ¹
1. Employer identification
Company name: **Registration No.**

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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 A/B/C+ in accordance with art. II. 1-2 of the codex on well-being at work.

Name of the person responsible for daily management:

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**
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. Preferential responsibilities and tasks of the EXTERNAL Service for Prevention and Protection

art. II.3-16 .- § 1 of the codex concerning the external services for prevention and protection at work with regard to pricing:

Preventive measures in the context of health surveillance and organising the right of access to health records, as referred to in art.II.3-16, §1, 3° and 4°	E
Performing the tasks of the prevention advisor on psychosocial aspects, unless the employer has a prevention advisor on psychosocial aspects within its internal service for prevention and protection at work	E

If there are insufficient prevention units to carry out the preferential duties mentioned above, the external service guarantees, at least, that those measures will be implemented; in which case, those services will be charged separately.

The company should make an agreement with the external service, relating to the specific use of the available prevention-units.

3. Responsibilities and tasks of the EXTERNAL Service for Prevention and Protection

Taking part in analysis of the causes of occupational illnesses ²	E
Assignments reserved for prevention advisors from the medical supervision department: <ul style="list-style-type: none"> • Studying the people/work interaction • Assuring health monitoring of employees: <ul style="list-style-type: none"> ○ avoiding employees being allocated tasks for which they are not suitable ○ promoting employment for everyone ○ tracing occupational illnesses and informing employees • Supervising First Aid organisation • Reporting occupational illnesses 	E
Prevention advisors being present at PPW (Prevention and Protection at Work) committee meetings (for companies that have such a committee)	E
Company visits according to the legally required frequency.	E

4. 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:

Providing dynamic risk management support to employers, supervisors and workers	I*
Risk analysis: collaboration on hazard identification, providing advice associated with the results of the risk analysis and an opinion on the proposed measures, and advise on matters relating to the global prevention plan and the action plan for the year ³	I*
Investigation of serious accidents at work, according to I.6 of the codex and any amendments	I*
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*
Investigation and prevention of undesirable behaviour at work (bullying, unwanted sexual behaviour and aggression at work) (not required externally for companies with more than 50 employees)	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*

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Participating in the coordination of external companies	*
Being at the disposal of the employer, the supervisors and the employees	
Assisting with emergency procedures and the application of urgent measures	*
Assisting with the organisation of First Aid services	*
Performing all other statutory tasks	*

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

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

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

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

Organising cooperation with the external service	
Providing the external service with all the relevant information	
For risk analysis: cooperating with the external service	
Assisting the external service in the implementation of preventive measures	
Assisting in the development of procedures for serious danger, with the organisation of First Aid services and emergency care	
First Aid in cases of accident or illness	
Investigating occupational accidents and incidents (from 4 working days absence from work – and a global study during the annual visit to the company)	*

5. 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 ⁴	Qualification ⁵

- The skills that are represented internally so that the tasks can be carried out fully and effectively ⁶:
- The administrative, technical and financial resources ⁷
 - Administrative resources:
 - Technical resources:
 - Financial resources:

6. 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
- Discipline: **Occupational safety** (in cases when the internal prevention service would like support in investigating serious occupational accidents, please specify when (e.g. in cases of extended absence, always in cases of fatality, all serious occupational accidents, etc.))
 - 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
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 - 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: **Occupational health care** (obligatory First Aid training)
 - Time allocation: on request of the internal service or depending on the assigned aforementioned tasks
 - Function: prevention advisor or deputy prevention advisor for occupational health care

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 Legally, you have a choice here. However, Mensura ESPP considers that this should be part of the occupational physician's normal task package. We consider it as a function of the external service that will not be subject to any extra charge.

3 Attention: providing advice means checking a risk analysis and global or annual prevention plan compiled by the internal service and modifying them where necessary. If the ESPP is obliged to compile the above, it is a separate assignment and is not included in the flat fee.

4 The percentage of the full-time position that will be spent on the internal prevention advisor's tasks.

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

6 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 the work, 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.

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

8 The legislation requires that psychosocial prevention advisor(s) working for your company, be listed in the identification document and in your working regulations (or its annex). A full list of all psychosocial prevention advisors is available in the appendix. The one that is underlined, indicates your permanent point of contact. The others should also be mentioned, in case your regular prevention advisor is absent. To ensure a full service, prevention advisors for both of our national languages are listed. If all your staff belongs to one language group, it is sufficient to mention only the collaborators working in that language group in your documents.