



# TEMPORARY WORKSTATION Sheet



## Important: as a user undertaking you know everything about every workstation!

- Describe the position and assign it an identifier.
- Ask your prevention advisors to identify the risks at the workstation.
- Identify and group risks into categories such as:
  - ◆ **health risks:** safety function, chemicals agents chimiques, noise...
  - ◆ **safety risks:** cuts, trapped limbs, electrocution...
  - ◆ **psychosocial risks:** position with increased vigilance...
  - ◆ **ergonomic risks:** load handling, monotonous and repetitive work...
- For each risks, **measures** can be taken, such as:
  - ◆ health monitoring;
  - ◆ personal protective equipment (gloves, safety shoes,...) ;
  - ◆ knowledge: instructions, trainings, company sponsors for the induction/welcome...
- The team of prevention advisors draws up a list of measures with the user undertaking. Present the **result** of the risk assessment to the Committee for prevention and protection at work, if one exists in the company.
- The final step is to transcribe all your knowledge of the workstation to the workstation sheet.
- With the help of it, the temporary work agency will select the most qualified temporary worker!

Examples of Temporary Workstation Sheets: [www.tempworkstationsheet.be](http://www.tempworkstationsheet.be).

**“ The risk assesment leads to the workstation sheet ”**



# CHECKLIST workstation sheet

If, as a user undertaking, you do not have a standard form to create the workstation sheet, download a template from [www.tempworkstationsheet.be](http://www.tempworkstationsheet.be) and start right away.

Also take a look at the checklist below to make sure you don't forget anything when establishing it.



## General information about your company

- › At least, fill in the **ECB Number** of the company



## Workstation/Function

- › Fill in the **Internal Number** and the **Issue Date**

*A temporary worker can only perform the tasks listed on the workstation sheet.  
Describe the tasks and qualifications required as fully as possible.*



## Work clothing and Personal Protection Equipment (PPE)

- › Detail the types and characteristics of equipment required.

*The user undertaking is and remains responsible for the provision of PPE.  
An agreement with the temporary work agency is allowed.*



## Health surveillance

- › Indicate the compulsory vaccinations
- › Fill in the **health risks codes**

*If a risk code is indicated, the health examination is mandatory.  
This is organised by the temporary work agency.*



## Maternity protection

- › Is an adjustment of the post necessary for pregnant or breastfeeding women?  
Should they be discarded?



## Advices data

- › Fill in all the requested dates.

*These prove that all parties concerned have played their part in the risk assesment and the drafting of the workstation sheet: PPW Committee, occupational physician and prevention advisor of the internal (or external) PPW department.*

Any more questions? Contact Prevention & Interim (PI) via [info@p-i.be](mailto:info@p-i.be)