

Temporary Workstation Sheet

User Undertaking Manual

2020



This manual has been written to help you complete the "Temporary Workstation Sheet" correctly (The model is based on the Belgian Code on Well-being, Book X title 2 related to temporary work)
An orange numbering allows you to follow the order of the box/fields to fill in precisely

Objectives of the Temporary Workstation Sheet

With each request for the provision of an interim worker, the Temporary Workstation Sheet (TWS) duly completed by the user undertaking is handed over to the temporary work agency. This sheet is mandatory when the worker's health surveillance is required (i.e. it is legally required if the workstation carries health risks).

Even in a case where it is not mandatory, PI (Prevention and Interim) advises establishing it, because beyond its legal relevance, it is a very effective communication tool for all parties involved in the temporary work sector : the user undertaking, the temporary work agency, the temporary workers and others (occupational health physicians, external services, etc.).

The Section A is filled out by the user undertaking. To do this, he is assisted by his internal (or external) prevention advisor as well as his prevention advisor- occupational physician for the health risks related to the workplace. The TWS is then submitted for **advice** to the Committee for Prevention and Protection at Work (**CPPW**), if it exists, if not, to the trade union representation or to the direct participation of workers.

Section B, on its part, must be completed by the Temporary work company/agency.

Based on this sheet, **the temporary worker is informed** of the content and nature of his work, the tasks to be performed, the risks and precautions to be taken, as well as (work)clothing and personal protective equipment (PPE) which will be made available to him.

In the event of questions, problems or accidents, this TWS will serve as a reference to verify whether the work conventions were respected, whether the entrusted task corresponded to the agreed mission and whether the necessary information and equipment have been made available.

The user liability may be invoked if the data written in the worksheet does not match the work/task to be performed or the workstation/function assigned to the temporary worker.

Explanations of the elements of the TWS

For greater clarity of each party's obligations, PI has developed a workstation sheet with **3 distinct sections** depending on which party is responsible for its content:

- **Section A** is completed by the **user undertaking**.
- **Section B** is completed by the **temporary work company**.
- **Section C** is the responsibility of the **user undertaking**. If the Workstation Sheet is used by the user undertaking as a registration document for the reception of the temporary worker. (Registration of the reception which can, of course, be done via another internal document).



Temporary Workstation Sheet

TW Sheet – ID No: Company No / Internal No / Issue date // Codes

(Company No¹) (Internal No) (Issue date²) (Codes³)

Section A: To be completed by the user

1. General Information

Company No¹: 0XXXXXXXXX

Company name: ...

Address: ...

Contact name: ...

Tel.: ...

E-mail: ...

External Service for Prevention and Protection at Work: ...

2. Position or Job characteristics

Internal No: Internal No Issue Date²: Date

Job to be performed: ...

Tasks to be carried out: ...

Required qualifications and occupational conditions: ...

Position location: ...

Work equipment to be used: ...

Advance instructions: ...

Training to be provided: ...

Student employee permitted

3. Work clothing and personal protection equipment (+ indicate protection type)

<input type="checkbox"/> Coat: ...	<input type="checkbox"/> Hearing protection: ...	<input type="checkbox"/> Safety belt / Harness: ...
<input type="checkbox"/> Dustcoat: ...	<input type="checkbox"/> Helmet: ...	<input type="checkbox"/> Safety shoes: ...
<input type="checkbox"/> Goggles / Safety screen: ...	<input type="checkbox"/> Mask: ...	<input type="checkbox"/> Trousers / overalls: ...
<input type="checkbox"/> Gloves / Mittens: ...	<input type="checkbox"/> Ointments: ...	<input type="checkbox"/> Other: ...

4. Maternity protection measures taken

Yes No

Pregnant employee

Job adjustment: ...

Discharge from: ...

Breastfeeding employee

Job adjustment: ...

Discharge for a period of: ...

5. Advice data

Advice date: ... Committee PPW Trade Union representation Direct employee participation

Prevention advisor – occupational physician advice date: ...

Prevention advisor – internal department advice date: ...

¹ Company No format :

² Date format : dddmmyyy

³ Codes format: code_code_code

(e.g.: 0XXXXXXXX) - No spaces, no punctuation

(e.g.: 18071991)

(e.g.: 1,2,1128) - No spaces

6. Mandatory health surveillance

 Yes

 No

	Specific Health Risks	Codes ⁴	YES	
Workstation / Position	Safety function	1	<input type="checkbox"/>	
	Position with increased vigilance	2	<input type="checkbox"/>	
	Young workers (under 18)	5	<input type="checkbox"/>	
	Night work	2024	<input type="checkbox"/>	
	Shift work	2025	<input type="checkbox"/>	
	Weekend work	2027	<input type="checkbox"/>	
	Ergonomics	Load handling / Monotonous and repetitive work	2022 / 2023	<input type="checkbox"/>
Biological agents Vaccinations / test	Tetanus	1312	<input type="checkbox"/>	
	Tuberculosis	1311	<input type="checkbox"/>	
	Hepatitis B	1321	<input type="checkbox"/>	
Physical agents	Whole Body vibrations	1207	<input type="checkbox"/>	
	Noise	Between 80dB (A) and 85dB (A)	1203	<input type="checkbox"/>
		Between 85dB (A) and 87dB (A)	1204	<input type="checkbox"/>
		More than 87dB (A)	1205	<input type="checkbox"/>
	Temperature	Cold	1213	<input type="checkbox"/>
Heat		1214	<input type="checkbox"/>	
Chemical agents	Electric spot welding	112804	<input type="checkbox"/>	
Other health risks	<input type="checkbox"/>	

Section B: To be completed by the temporary work agency

7. General information

Temp agency name: ...

Address: ...

Contact name: ...

Tel.: ...

E-mail: ...

External Service for Prevention and Protection at Work: ...

8. General information - Temp

National Register Number:

Last name, first name: ...

Birthdate: ...

Tel.: ...

Completed training: ...

Experience: ...

Issue date of a copy and communication to the temp: ...

Section C: To be completed by the user - Welcome

To be finalized if the user presents the position sheet as the welcome registration document

9. Welcome / Induction completed

 Yes

 No

Welcome officer name:

Welcome officer position:

Signature: ...

Welcome period: ...

.....

.....



Section A: To be completed by the user undertaking

(1) General Information

This includes specific user-related information such as the name and address of the company (the user undertaking = the temporary worker's employer), the name of the contact person, telephone number, e-mail, etc. The user also mentions information concerning its external service for prevention and protection at work (ESPPT).

At the spot where the Company Number is requested (light blue box), the user mentions his **CBE number (Crossroads Bank for Enterprises Number)**. The latter, often composed of ten digits, is highly important and essential to allow searching through [PI-M](#), the Centralized Database, and establish the **TWS – ID Number**.

All these data are stated in the agreement that binds the temporary work company/agency to the user.

(2) Position or Job characteristics

Internal No and Issue Date

In filling out the TW Sheet, the user undertaking indicates, on the one hand, the unique internal number of the workstation/function and, on the other hand, the "issue date" representing the date of creation of the sheet based on the risk assessment.

The **Internal number must be unique** per workstation/function. However, the choice of the code that composes it is free: letters, numbers, symbols or a combination of all three. For example: Operator01, sou01, ShePard, etc. The **Issue Date** is the day this TW Sheet was established, following the results of the risk assessment. This date must be written in the format DDMMYYYY (for Day Month Year).

If the risk assessment does not change (i.e. if there is no accident or the nature of the risks incurred for a specific position/workstation does not change), the entire Section A and the Issue Date of this TWS do not change either.

Like the **CBE Number**, the Internal **Number** and the Issue **Date** are crucial for allowing to search the Centralized Database (PI-M)

Job to be performed

The user undertaking must give a **title** to the function that is clear and **obvious to "everyone"** and that is preferably used in the company itself.

For example: bus driver, production line operator, office cleaning technician, butcher shop worker, acetylene welder, international transport truck driver, etc.

The consultant (from the temporary work agency) and the temporary worker must have a good understanding of it.



Tasks to be carried out

In this box, it is requested to write down precisely (but succinctly) the **tasks** that the worker will be required to **perform**. The description should be sufficiently precise and not only limited to the main tasks. Indeed, ancillary tasks may also involve additional risks or require a minimum of training.

Some production operators may be forced, for example, to move their raw materials themselves with a motorized machine, this must be specified.

Required qualifications and occupational conditions

The specifications that must be present at this location may range from a **required diploma** or **certificate** to an extensive **experience**. For instance, a person may have an adequate diploma, and she/he still needs some additional experience for a specific task directly linked to the workstation/function (i.e.: the driver's certificate of fitness for drivers, etc.)

Position location

Simple but specific box: **Where** will the temporary worker be posted?

- In the company's building? On the move? In the workshop? Outside?
- High up? On a scaffold? In a confined space?
- Etc.

Work equipment to be used

The aim here is to describe the **technical means used** to ensure the proper performance of the function/workstation.

- Machine and tool: manual, electric, welding station, etc.
- Means of transport: self-lift cart/trolley, pallet truck, etc.

Advance instructions

Field that must group together the **information given by the user** undertaking when employing the worker. This includes, among other things, the performance of the task, the handling of work equipment, personal protective equipment (PPE), etc. This field may also be related to the quality (of the product, for example) to be obtained or the safety to be respected.

Training to be provided

The user undertaking forecasts (and registers here) the various **training needs** of the temporary worker according to the workstation/function for which he has been hired. For instance, it provides for the necessary training of self-propelled trolley drivers to the internal circulation plan, it provides for the designation of the person who must be BA4 and BA5, etc.

Student employee permitted

This field concerns **the protection of young people at work** (Code on Well-being Book X Title 3 on the protection of young people in the workplace).

Warning: there is a non-exhaustive list of jobs that are forbidden to young people!

For more information, see our "Circulaire": [CIF 2014 02 Protection des étudiants jobistes](#). (In French)



(3) Work clothing and personal protection equipment (PPE)

On the basis of the risk assessment of the workstation/function, the user undertaking **determines the work clothes and personal protective equipment** that the worker will have to wear to carry out his duties safely. He lists them conscientiously in this table.

Please note that it is necessary to indicate, with a specific description, **the type of protective equipment** required. It is not enough, for example, to indicate that gloves are needed: it is necessary to specify what type of gloves is required, whether they should be resistant to cuts, solvents or heat resistant, etc.

FYI: The provision of work clothes and personal protective equipment is the responsibility of the user undertaking and is free of charge for the temporary worker as required by law. In some cases, this provision may be done by the temporary work agency (in cases of specific agreements between the user and the temporary work agency that selects and sends workers).

(4) Maternity protection measures

Simply indicate whether these fields are **applicable** or not. State, if there are any measures taken, the nature of these measures and the date on which they take effect.

(5) Advice data

In this part, it is necessary to indicate when the advice was issued and to indicate by whom it was made. => By the Committee for prevention and protection at work, the trade union representation or through the direct employee participation.

For companies with more than 50 workers, it is the duty of the **committee** for prevention and protection at work of the user undertaking (CPPW) to issue this advice.

For companies with less than 50 workers, or in the absence of a PPW Committee, the advice of trade union representation should be sought.

In the absence of a trade union representation, it is necessary to refer to the advice received directly from the workers/employee.

It remains then to indicate the date of the advice given by **the user's prevention advisor-occupational physician** as well as **the user's internal prevention-advisor** of the department for prevention and protection at work.



(6) Mandatory health surveillance

Specific Health Risks

The prevention advisor - occupational physician of the user undertaking (from his internal or external department for prevention and protection, as the case may be) determines [the need for health surveillance for the tasks to be performed at the workstation](#).

Temporary workers are subject to a pre-employment health check when assigned to the following functions/workstations:

- **Safety function (risk code: 1)**
- **Position with increased vigilance (risk code: 2)**
- **Defined risk activity/function/workstation**

The risk codes listed in the table are consistent with the Belgian ministerial decree of June 9th 2010 "External Departments for Prevention and Protection at Work". They are shown in the second orange column, "Codes". These codes are essential for searching the Centralized Database (*PI-M*). With the CBE Number, The Internal Number and the Issue Date, it forms the TWS - ID Number which is the search code in the database.

- In some specific cases, some risks may not refer to a defined code. In this scenario, it is important to describe the risk conscientiously for the health surveillance to be conducted appropriately.
- **Keep in mind that every risk indicated means that a health examination is mandatory.**

Warning: Do not forget to include the codes that you mentioned/checked in this table at the beginning of page 1 (in the TWS-ID No).

(If you use the PDF version of the TWS, the carryover is automated, this warning is only needed if you create a Workstation sheet with our WORD version.)

Vaccinations / test

Remember to indicate **which vaccinations** are required, for example against tetanus, hepatitis B, or the Tuberculosis test (codes: 1312, 1311 and 1321).

Other health risks

In this part of the Temporary Workstation Sheet, it is also possible to notify all risks (and therefore associated codes) or vaccinations that are not already included in the table.

The risks listed here are only a small part of the full risk list. These are only the most statistically frequent elements in the temporary work sector, but they do not embody all the health risks. It will consequently be necessary to pay high attention to this table, to its completion, and, finally, to its inclusion in the TWS-ID Number.

More information

The Belgian legislation provides that the request for the preliminary health assessment must always take place before the start of work. The temporary work agency must prove to the user undertaking that the temporary worker is medically fit for the workstation/function. The agency does this either via a health form or via an extract from the *PI-M* Centralized Database (www.pi-m.be).



Section B: To be completed by the temporary work agency

(7) General information

Specific information related to the temporary work agency such as the name of the agency and its address as well as the name, phone number and email address of the contact person.

Do not omit the PPW External Service.

(8) Information – Temporary worker

The temporary work agency shall mention **the contact details of the temporary worker** who carries out the mission and shall mention its national registry number. This national registry number is a key information for any search of his medical abilities within the Centralized Database (PI-M).

The agency shall also **mention the training acquired and the experience** of the temporary worker to enable the user undertaking to make the link with the qualifications and skills corresponding to the requirements of the workstation/function in the Section A of the TWS.

Issue date of a copy and communication to the temporary worker

The agency **must give a copy of the TWS to the temporary worker** and note the date of this handover to keep a record. It is at this point that the form can be explained and commented in detail to the temporary worker.

Warning: This does not replace the formal **reception procedure** (which remains the responsibility of **the user** according to the Code on Well-being Book I title 2 chapter 3 relating to the reception of the worker).

Do also note that under section 12 of the Code on Well-being, the temporary work agency bears an important responsibility for its collaboration with users who do not comply with the Code.

The signature of the temporary worker is not an obligation according to the Code on Well-being Book X title 2 relating to temporary work. The Temporary Workstation Sheet **indirectly includes the user's signature via the part "Advice data"** (PPW Committee, Trade Union representation, etc.) in Section A.



Section C: To be completed by the user undertaking

(9) Welcome / Induction completed

This section is optional. The user may follow a different procedure to record the **induction/initiation**. Only **when the TWS is used for the registration of the Welcome/induction/initiation**, it must be signed by **the person in charge ("welcome officer")**. This person must be part of the hierarchical line, be designated by the user undertaking and be different from the company sponsor/mentor.

It should be noted that this is **the only signature** that is mandatory on the TWS if the Section C is used.

In the "Welcome period" field, it is simply necessary to notify the day on which the induction/initiation was made.

Temporary Workstation Sheet fully completed – TWS Identification Number

After correctly filling in the TWS, **its identification number** is established as follows:

ECB Number/Internal Number/Issue Date//Risks Codes

This identification number may subsequently be used in all documents for the registration of this TWS. It is also a key to consult the Centralized Database (PI-M) for the follow-up of health surveillance of temporary workers.

More information

Prevention and Interim is at the disposal of all temporary work agencies, temporary workers and user companies for all issues/questions relating to prevention and safety at work.