

Information required to establish the temporary workstation sheet online

In the list below, the elements needed to complete the workstation sheet are listed. Before you start, it is helpful to have all the information related at fingertips.

General information of the User Undertaking:

- CBE Number
- Name of the company
- Contact address
- Name of the contact person within de company
- Telephone number of the contact number
- Name of the External Service for Prevention and Protection at Work to which the company is affiliated

Workstation / Function

- Internal Number: a short (but unique) name of the workstation / function (can be a combination of letters, symbols, numbers)
- Issue date: date on which the TWS was created
- Brief description of the workstation / function to be performed
- Description of the tasks to be performed
- Required qualifications of the Temporary Worker
- Professional requirements to be able to perform the job
- Location of the workstation (exact place where the temporary worker will have to work (address and/or services)
- Personal Protection Equipment that are to be used
- The instructions that will be given to the temporary worker before he takes up his duties at this workstation
- The training that should be provided for the temporary worker
- Are student workers allowed to perform this function?

Work clothing and Personal Protective Equipment (PPE)

- The work clothes that the temporary worker will have to wear
- What personal protective equipment is provided for the workstation. Also specify the type of PPE (e. g. exact type of safety footwear, specific type of safety gloves, etc.)

Health risks

- Need for prior health monitoring
- Health risks at the workplace, to be assessed with the occupational physician

Maternity protection measures

- Presence of additional risks for pregnant and breastfeeding women in the workplace
- Protective measures relating to these additional risks

Advice data

- Date of the advice of the PPW Committee, the advice of the Trade Union Representation or the advice issued by the workers
- Date of the advice of the Prevention advisor
- Date of the advice of the Occupational Physician