

**Royal Decree of 27 March 1998 concerning Internal Services
for prevention and protection at work
(Belgian Official Gazette of 31 March 1998;
Errata: Belgian Official Gazette of 11 June 1998)**

- Amended by:
- (1) Royal Decree of 3 May 1999 on the assignments and operation of the Committees for prevention and protection at work (Belgian Official Gazette of 10 July 1999)
 - (2) Royal Decree of 20 February 2002 in amendment of Royal Decree of 27 March 1998 on the external services for prevention and protection at work regarding the mandatory fixed minimum contribution for the performances of the prevention counsellors of those services, and regarding the recognition of those services, and in amendment of various regulatory stipulations (Belgian Official Gazette of 8 March 2002)
 - (3) Royal Decree of 11 July 2002 on the protection against violence, bullying and sexual harassment at work (Belgian Official Gazette of 18 July 2002)
 - (4) Royal Decree of 28 August 2002 on the designation of officials responsible for the supervision of compliance with the Act of 4 August 1996 on well-being of workers in the performance of their work (Belgian Official Gazette of 18 September 2002)
 - (5) Royal Decree of 8 July 2004 regarding the amendment of various provisions regarding the compilation of the occupational accident index cards (Belgian Official Gazette of 18 August 2004, 3rd ed.)
 - (6) Royal Decree of 24 February 2005 on various stipulations to combat serious occupational accidents and to simplify occupational accident notices (Belgian Official Gazette of 14 March 2005)
 - (7) Royal Decree of 30 September 2005 in amendment of Royal Decree of 24 February 2005 on various provisions to combat serious occupational accidents and to simplify the occupational accident notices (Belgian Official Gazette of 25 October 2005)
 - (8) Royal Decree of 29 January 2007 to insert Appendices I, II, III and IV (Belgian Official Gazette of 13 February 2007)
 - (9) Royal Decree of 9 April 2007 regarding the amendment to Appendix IV (Belgian Official Gazette of 18 June 2007, 2nd ed.)
 - (10) Royal Decree of 25 April 2007 on reception and guidance of workers regarding the protection of well-being at work (Belgian Official Gazette of 10 May 2007)
 - (11) Royal Decree of 17 May 2007 on the prevention of psychosocial stress caused by work, including violence, bullying and sexual harassment at work (Belgian Official Gazette of 6 June 2007)
 - (12) Royal Decree of 17 May 2007 on the training and refresher courses of the prevention counsellors of the internal and external services for prevention and protection at work (Belgian Official Gazette of 11 July 2007)
 - (13) Royal Decree of 9 March 2014 in amendment of certain provisions relating to internal services and first aid for minor accidents and refresher courses for first-aid workers (Belgian Official Gazette of 10 April 2014)
 - (14) Royal Decree of 10 April 2014 concerning the prevention of psychosocial risks at work (Belgian Official Gazette of 28 April 2014)

- (15) Royal Decree of 24 April 2014 in amendment of certain provisions within the framework of well-being at work (Belgian Official Gazette of 23 May 2014)

Section I. – Introductory stipulations

Article 1. – This decree is applicable to the employers and workers, and the persons assimilated persons referred to in Article 2 of the Act of 4 August 1996 on well-being of workers in the performance of their work.

Art. 2. – For the purposes of this decree, the following definitions shall apply:

- 1° the Act: the Act of 4 August 1996 on well-being of workers in the performance of their work;
- 2° internal service: Internal Service for Prevention and Protection at Work;
- 3° external service: external Service for Prevention and Protection at Work;
- 4° prevention counsellor of the internal service: any natural person connected to an internal service and responsible for the assignments referred to in Section II, to the exclusion of the administrative and medical assistant staff (paramedic staff) and of the experts with skills referred to in [Article 14, third paragraph, 3° and 4° (3)];
- 5° Committee: the Committee for Prevention and Protection at Work, in the absence of a committee, the trade union representatives and in the absence of a trade union representatives, the workers, in accordance with the provisions of Article 53 of the Act.
- 6° ARAB: General Regulations concerning Protection at Work.

Art. 3. - § 1. To apply the provisions of this decree, employers are divided into four groups.

Group A contains employers who employ more than 1,000 workers.

This number of workers is reduced to the following:

- 1° 500 for employers whose undertakings belong to the following:
 - a) industry for collecting, purifying and distributing water;
 - b) metal processing industry, and the high-precision and optic industries, with the exception of the undertakings referred to in 2°, f), g), h) and i);
 - c) the other processing and transforming industries, with the exclusion of the undertakings referred to in 2°, j) [and l) (15)];
- 2° 200 for employers whose undertakings belong to the following:
 - a) the industry for production and distribution of electricity, gas, steam and hot water;
 - b) the industry for the manufacture and primary processing of metals;
 - c) the industry for the manufacture of bricks, cement, concrete goods, earthenware, glass and the like;

- d) the chemical industry, with the exception of the undertakings referred to in 3°, d), e) and f);
- e) the artificial and synthetic continuous thread and fibre industry;
- f) the metal goods manufacturing industry;
- g) engineering industry;
- h) automobile industry and car part factories;
- i) factories manufacturing other means of transport;
- j) wood industry and the factories of wooden furniture
- k) construction industry;
- l) meat-processing industry;
- m) human health care;
- n) transport and storage; (15)]

3° 50 for employers whose undertakings belong to the following:

- a) the industry for the extraction and manufacturing of fissionable and fertile materials;
- b) coke oven companies;
- c) oil industry;
- d) chemical raw material factories;
- e) petro- and carbon-chemical industry;
- f) industry for the manufacture of other chemical products with mainly industrial or farming applications.

Group B comprises the following employers:

- 1° who employ between 200 and 1,000 workers and who have not been included in Group A;
- 2° who employ between 100 and 200 workers and whose undertaking belongs to the company branches referred to in the third paragraph, 1°;
- 3° who employ between 50 and 200 workers and whose undertaking belongs to the industrial sectors referred to in the third paragraph, 2°;
- 4° who employ between 20 and 50 workers and whose undertaking belongs to the industrial sectors referred to in the third paragraph 3°.

Group C comprises employers who employ fewer than 200 workers and have not been included in groups A and B.

Group D comprises employers who employ fewer than 20 workers and where the employer him/herself fulfils the function of prevention counsellor.

If a technical operational unit, as referred to in Article 35, § 3 of the Act, has to be put into one of the groups referred to in § 1, the activity of the technical operational unit is taken into account.

§ 2. The number of workers is calculated by dividing by three hundred and sixty-five the number of calendar days on which every worker, for a term of four trimesters that precede every trimester, is registered in the staff register, the mandatory update of which is imposed by Royal Decree no. 5 of 23 October 1978 concerning the keeping of social documents or in any other document that is kept for this purpose if the employer is not subject to the provisions of the said Royal Decree.

Where the actual timetable of a worker does not approximate three-quarters of the timetable that would have been his/hers if s/he had been employed full-time, the number of calendar days for which s/he was registered in the staff registers during the period referred to in the first paragraph is divided by two.

The number of assimilated persons referred to in Article 2, § 1, second paragraph, 1° b) to e) of the Act is calculated by dividing the number of hours during which they perform work, traineeship or a form of work during a period of four trimesters which precede each trimester, by one thousand seven hundred and fifty.

Section II. – The assignments of the internal service

Art. 4. – The internal service assists the employer, members of the hierarchical line and the workers in the implementation of the legal and regulatory provisions regarding the well-being of the workers at work and all prevention measures and activities.

The internal service may also exercise the assignments regarding health surveillance referred to in Article 6, if it meets the conditions imposed by Article 13 § 2.

The internal service collaborates with the external service whenever there is a call upon that service.

The provisions of this decree do not prejudice the possibility for the employer of calling upon other services or institutions that are specialised or especially competent in the fields referred to in Article 4 of the Act and regarding disabled workers for specific problems arising in connection with the well-being of workers at work and which require special expertise, for which it is not mandatory to have someone present in the external service.

[The employer calls upon the services of the bodies referred to in the fourth paragraph, with the collaboration of the internal or external service and pursuant to the committee's advice.

The possibility of calling upon the abovementioned services or bodies must be described in the annual action plan referred to in Article 11 of the Royal Decree of 27 March 1998 on the well-being of workers at work. (2)]

Art. 5. – The assignment of the internal service is to assist employers, members of the hierarchical lines and workers to develop, program, execute and evaluate the policy provided by the dynamic risk management system referred to in the Royal Decree of 27 March 1998 on the policy of the well-being of workers at work.

Within the context of this dynamic risk management system, the internal service has the following assignments:

1° regarding risk analysis:

- a) to collaborate on identifying dangers;
- b) to advise on the results arising from the establishment and further detailing of the risks, and to propose measures to have a permanent risk analysis available;
- c) to give advice and formulate propositions for the draft, execution and guidance of the overall prevention and action plans for the year;

2° to participate in studying the factors that influence the cause of accidents or incidents and in studying the causes that are of crucial nature to every accident that has led to occupational disability to work;

3° to participate in analysing the causes of occupational diseases;

[3°/1 to participate in analysing the causes of psychosocial risks at work; (14)]

4° to contribute to and collaborate [on investigating the physical and mental workload (14)], adjusting the technique and the work circumstances to the human physiology and avoiding excessive professional physical and mental fatigue, and to participate in analysing the causes of diseases due to work pressure;

5° to give advice on organising the workplace, the work station, the environmental factors and physical, chemical, carcinogenic and biological agents, work equipment and individual equipment [and on the other components of the work organisation, job content, working conditions, living conditions at work and interpersonal relationships at work that are likely to cause psychosocial risks at work; (14)];

6° to give on hygiene in the workplace, in particular regarding kitchens, canteens, changing rooms, sanitary installations, work and recreation places and other special social facilities that are peculiar to the undertaking and that are destined for the workers;

7° to give advice on drawing up instructions regarding the following:

- a) use of work equipment;
- b) use of chemical and carcinogenic substances, preparations and biological agents;
- c) use of collective and personal protective equipment;
- d) fire prevention;
- e) procedures to be applied in the case of serious and imminent danger;

8° to give advice on the training of workers:

- a) at recruitment;
- b) in the case of a transfer or change in function
- c) when a piece of work equipment is renewed or changed;

- d) when new technology is implemented.
- 9° to make propositions to receive, [guide (10)], inform, train and sensitise workers regarding the measures relating to the well-being of workers at work, that are applicable within the undertaking or institution, to collaborate with the measures and to develop means of propaganda that are laid down by the Committee in that respect.
- 10° to give advice to the employer and the Committee on any project, measure or means, the implementation of which the employer is considering and which, directly or indirectly, immediately or in the long term, will have consequences for the well-being of the workers;
- 11° to participate in the co-ordination, collaboration and information regarding well-being of workers in the execution of their work, the outside undertakings and the self-employed and cooperate with the co-ordination, collaboration and information regarding safety and health for the undertakings and institutions present at the workplace or regarding temporary or mobile construction sites;
- 12° to be at the disposal of the employer, the members of the hierarchical line and the workers for all questions arising in connection with the implementation of the Act and its executive decrees and, where applicable, submit these to the external service for recommendation;
- 13° to collaborate with the development of internal emergency procedures and the implementation of the measures to be taken in the case of serious and imminent danger;
- 14° to collaborate with the organisation of first aid and the emergency care of workers who are victims of an accident or become ill;
- 15° to ensure the Committee's secretariat;
- 16° to perform all other assignments that are imposed by the Act and executive decrees.

Art. 6. – Besides the collaboration for the execution of the assignment referred to in Article 5, the following assignments are reserved for prevention counsellors who meet the requirements provided in Article 22, 2° of the Royal Decree of 27 March 1998 on the external services for prevention and protection at work, which belong to the department or section responsible for medical surveillance:

- 1° examining the interaction between the person and the work and, by doing so, contributing to a better harmony between the worker and his/her assignment on the one hand, and the adjustment of the work to the worker on the other;
- 2° ensuring health surveillance of workers, in particular for the following reasons:
- a) to avoid workers being employed for tasks for which, due to their state of health, they cannot normally bear the risks, and to avoid that persons afflicted by seriously contagious diseases or who are a hazard to the safety of other workers are admitted to do the work;
 - b) to promote recruitment opportunities for everyone, including proposing adapted working methods, proposing adaptations to the work station and looking for adapted work, also for persons with a partial occupational disability;
 - c) to detect work-related occupational diseases as early as possible, inform workers and give advice on the impairments and defects with which they are afflicted and collaborate in de-

tecting and studying the risk factors that influence occupational diseases related to the performance of the work;

- 3° supervising the organisation of first aid and emergency care for workers who are victims of accidents or afflicted by disease.

Art. 7. - § 1. Prevention counsellors are obliged to perform at least the following tasks to fulfil these assignments:

- 1° Within the context of permanent risk analysis, and the drawing up and adjustment of the global prevention plan and annual action plan:
- a) perform multiple and systematic investigations at the workplace, either on their own initiative, at the request of the employer, or within the shortest term possible after a request by the workers or their representatives;
 - b) on their own initiative, at the request of the employer or of the respective workers, examine the work stations every time an worker who is employed at this work station is exposed to increased risks or to new risks;
 - c) at least once a year, perform a thorough investigation of the workplaces and the work stations;
 - d) perform investigations pursuant to occupational accidents and incidents that occurred at the workplace;
 - e) perform the useful, necessary and relevant examinations and investigations to improve the well-being of the workers;
 - f) carry out analyses or check-ups themselves or have them carried out under the conditions stipulated by the Act and the executive decrees;
 - g) taking cognizance of manufacturing procedures, working methods and work processes, examining them in situ and proposing measures to remedy the risks arising from them;
 - h) keeping the necessary documentation up to date, the contents of which are determined in Appendix I;
 - i) in the case of urgent necessity and if it is impossible to call on the management, taking the necessary measures themselves to prevent the causes of the hazard or trouble;
 - [j) the tasks that the employer gives them in implementation of Article 26 of the Royal Decree of 27 March 1998 on the policy of the well-being of workers at work, to avoid repetition of serious occupational accidents (6)];
 - [k) getting informed about the components of the work organisation, job content, working conditions, living conditions at work and interpersonal relationships at work that are likely to cause psychosocial risks at work (14)];
- 2° within the context of managing and operating the service, see to the following:
- a) the draft of monthly reports at the employers belonging to groups A, B and C, and at the employers' who employ fewer than 50 workers and who do not belong to group B, the

draft of three-monthly reports, of which the contents are provided in Appendix II to this decree;

b) the draft of the annual report, the contents of which are provided in Appendix III to this decree;

[c) the draft of the occupational accident index card, the contents of which are provided in Appendix IV to this decree or completing the form for occupational accident notification, in accordance with Article 28 of the Royal Decree of 27 March 1998 on the policy of the well-being of workers at work; (6)];

3° draft, complete or stamp the documents for the purposes of selecting, purchasing, using and maintaining work equipment and personal protective equipment;

4° keep up to date the notices that must be made to the authorities in implementation of the Act and its executive decrees;

5° perform the secretarial tasks of the Committee as provided in the regulations that determine the operation of the Committee;

[6° keep up to date the document referred to in Article 13, second paragraph, 8° of the Royal Decree of 27 March 1998 on the policy of the well-being of workers at work. (10)];

§ 2. As regards the tasks regarding health surveillance provided in Article 6, the following tasks are reserved for the section responsible for medical supervision:

a) ensuring that the workers who are victims of accidents or afflicted by disease receive first-aid and emergency care, unless other medical services established in implementation of the Act of 10 April 1971 on occupational accidents are responsible for this;

b) reporting occupational diseases.

Art. 8. – Without prejudice to the provisions of Articles 9 to 12, the assignments and tasks referred to in Articles 5 to 7 are performed by the internal or external service.

Without prejudice to the provisions of Article 11, all assignments and tasks referred to in the first paragraph are performed by the internal service, if this avails of the required competence.

The employer must keep the identification document referred to in the fourth paragraph to provide the official responsible for surveillance with it, either separately or as part of the annual report of the service, or as an Appendix to the agreement with the external service.

This document shall state the following:

1° the employer's identity;

2° the tasks that are performed by the internal service, possibly by means of a reference to the relevant provisions of this decree;

3° the composition of the internal service, the number of prevention counsellors, their qualifications and how long it took them to do the work;

4° the skills represented in the internal service, so that the tasks can be performed fully and efficiently;

- 5° the administrative, technical and financial resources that the internal service has available;
- 6° the Committee's advice;
- 7° where it concerns an assignment regarding health surveillance, a copy of the recognition issued by the authorised Community.

Art. 9. – With the employers of groups A and B, the internal service always performs the following assignments and tasks:

- 1° the assignments of Article 5, first and second paragraphs, 1°, 4°, 6°, 7°, 8°, 9°, 10°, 11°, 12°, 13°, 14° and 15°;
- 2° the tasks summarised in Article 7, § 1, 1°, a), b), c), e), f), g), h), and i), 2°, 3°, 4° and 5°;
- 3° the assignments and tasks referred to in Article 12 if the external service is called upon.

Art. 10. – With the employers of group C, the internal services are always responsible for the assignment referred to in Article 5, second paragraph 6°, 12° and 15), the tasks referred to in Article 7 § 1, 1°, a), c), h) and i), 2°, 3°, 4° and 5° and the assignments and tasks referred to in Article 12 if an external service is called upon.

Art. 11. - § 1. Employers whose internal services do not have departments responsible for medical supervision which comply with the provisions of Article 13, § 2, are always obliged to call upon external services.

In that case, the external service performs the following assignments and tasks:

- 1° the assignments referred to in Article 6;
- 2° the tasks referred to in Article 7, § 2b).

§ 2. With group C employers where the internal services have no prevention counsellors who successfully completed a supplementary level I or II training course as provided in Article 22, the following assignments and tasks are always performed by the external service:

- 1° the assignments referred to in Article 5, first and second paragraphs, 1°;
- 2° the examinations of the workplace after an occupational accident at the workplace with [four (6)] or more days of occupational disability.
- [3° the assignments and tasks that the employer gives them in implementation of Article 26 of the Royal Decree of 27 March 1998 on the policy of the well-being of workers at work, to avoid the repetition of serious occupational accidents. (6)]

§ 3. With group D employers, the assignments and tasks referred to in § 2 are always performed by an external service.

Art. 12. – Without prejudice to the provisions of Articles 9 to 11, the internal service is always responsible for the following assignments whenever the external service is approached:

- 1° to organise the collaboration with the external service;
- 2° to ensure co-ordination with the external service by providing the external service with all the useful information that it needs to complete its assignments;

- 3° within the context of the risk analysis, to collaborate with the external service by accompanying the prevention counsellors of the external service during the examination of the workplace and assist it in analyzing the causes of the occupational accidents and occupational diseases and in drawing up inventories;
- 4° collaborating with the external services within the context of the implementation of the prevention measures that have been determined on the basis of the risk analysis, in particular by giving advice relating to the measures regarding propaganda, receiving, informing and sensitising workers, and regarding the drafting of the instructions for the workers;
- 5° collaborating with the development of procedures to be followed in the case of imminent danger, and organising first-aid and emergency care.

Section III. – The internal service’s organisation and operation

Art. 13. - § 1. The internal services may or may not consist of sections in accordance with Articles 35 and 36 of the Act.

§ 2. An employer who makes the choice that the internal service shall perform the assignments referred to in Article 6 shall set up a department within the internal service that is responsible for medical supervision, which can be recognised by the Communities.

The department that is responsible for medical supervision is led by the prevention counsellor who meets the requirements provided in Article 22, 2° of the Royal Decree of 27 March 1998 on the external services for prevention and protection at work.

Staff belonging to this department performs its assignments under the exclusive responsibility of this prevention counsellor.

The composition of this department and the duration of the work of the members are in conformity with the provisions of Articles 25, 26 and 27 of the Royal Decree of 27 March 1998 on the external services for prevention and protection at work.

§ 3. The following may be given the assignments of a department responsible for medical supervision:

- 1° the State’s service for occupational medicine;
- 2° the service for occupational medicine of Belgium’s National Railway Company (NMBS/SNCB);
- 3° the medical for occupational medicine of the armed forces.

These services must, in any event, comply with the following terms:

- 1° they are able to fulfil the obligations imposed by the provisions of this decree, both as regards the execution of the tasks prescribed herein and as regards the titles and scientific qualifications that the prevention counsellors to whom those tasks are entrusted must possess;
- 2° the services must be structured in such a manner as to guarantee their independence and the independence of the prevention counsellors;
- 3° as regards occupational medicine, the medical dossier is an object to be handled separately.

Art. 14. – Without prejudice to the provisions regarding the department responsible for medical supervision, the internal service is composed in such a way that its assignments can be completed on the grounds of the principle of multi-disciplinarity.

The principle of multi-disciplinarity is achieved by the co-ordinated intervention of the prevention counsellors and experts who have different skills that contribute to the promotion of the well-being of the workers at work.

These skills are related, in particular, to the following:

- 1° work safety;
- 2° occupational medicine;
- 3° ergonomics;
- 4° operational hygiene
- 5° the psychosocial aspects of work [including violence, bullying and sexual harassment at work (3)].

After the Committee's prior advice and taking into account the overall prevention plan, the employer determines which skills must be present in his/her undertaking or institution and for which skills s/he calls on an external service.

[The employer follows up on this advice in accordance with Article 19 of the Royal Decree of 3 May 1999 on the assignments and operation of the Committees for prevention and protection at work. (1)]

In any event, the skills regarding work safety and those regarding occupational medicine may never be exercised by one and the same person.

The employer who, in implementation of the overall prevention plan, must have one of the skills referred to in [the second paragraph, 3° and 4° (3)] can also call on other persons in his/her undertaking or institution who do not belong to the internal service, to the extent that these persons have the skills referred to in [Article 22, 3° and 4° (3)] of the Royal Decree of 27 March 1998 on the external services for prevention and protection at work and to the extent that these persons can have the necessary time and resources available.

Art. 15. – Where an internal service consists of various sections in the sense of Articles 35 and 36 of the Act or where a department responsible for medical supervision is established, the employer determines, after the Committee's prior advice, what the relationship is between, where applicable, the sections, departments and central service, and by whom and in which manner the management of the service and, if applicable, every section, is ensured.

The service or section management is ensured by the following:

- 1° either a prevention counsellor who has successfully completed a recognised first-level course, when the employer or the technical operational unit belongs to group A;
- 2° or a prevention counsellor who has successfully completed a recognised course of at least the second level, when the employer or the technical operational unit belongs to group B;

3° or the prevention counsellor responsible for the leadership of the department in charge of medical supervision.

Where the prevention counsellor responsible for the leadership of the department in charge of medical supervision takes on the management of the internal service or section, the internal service of the section must, depending on whether the employer or technical operational unit belongs to group A or B, also have a prevention counsellor who complies with the conditions provided in the second paragraph, 1° and 2°.

Art. 16. – The prevention counsellor responsible for the management of the service depends directly on the person responsible for the daily management of the undertaking or institution and has direct access to the person or persons responsible for the daily management of the technical operational unit or units.

The prevention counsellor responsible for the leadership of a section depends directly on the person responsible for the daily management of the technical operational unit for which the section was established and has direct access to the person with the daily management of the undertaking or institution.

The prevention counsellor responsible for the management of the department in charge of medical supervision referred to in Article 13, § 2 also has direct access to the persons responsible for the daily management referred to in the first paragraph.

Art. 17. - § 1. The employer determines the following after the Committee's prior advice:

- 1° the way in which the internal service is composed;
- 2° the technical and scientific resources, the rooms and the financial resources, and the administrative staff with which the internal service is provided.

[The employer follows up this recommendation in accordance with Article 19 of the Royal Decree of 3 May 1999 on the assignments and operation of the Committees for prevention and protection at work. (1)]

§ 2. After the Committee's prior advice, the employer determines the minimum time during which the prevention counsellors must perform their work so that the assignments designated to the internal service are completed fully and efficiently at all times.

The minimum time to perform work can be amended in accordance with the same procedure and at the request of any interested party.

Minimum time during which work is performed is understood to mean the minimum time that must be spent on completing the assignments and activities that are designated to the prevention counsellors.

Art. 18. – The following is done to ensure that the prevention counsellors can complete their activities efficiently:

- 1° the employer informs them of the manufacturing procedures, work techniques, work and production methods and the substances and products that are used in the undertaking or that are being considered to be used in the undertaking;
- 2° the employer informs them and consults them on the amendments that are made to the manufacturing procedures, work techniques or plants if the latter can worsen existing risks or can

generate new ones, and when new products are used or manufactured [and on the changes made to the other components of the work organisation, job content, working conditions, living conditions at work and interpersonal relationships at work that are likely to cause psychosocial risks at work; (14)]

- 3° the employer, members of the hierarchical line and the workers give them all the information they request to enable them to complete the assignments of the internal service;
- 4° the employer informs the prevention counsellor responsible for the management of the service of the section of all activities that are executed at the workplace through the intervention of outside undertakings, the self-employed or temporary workers;
- 5° the employer informs the prevention counsellor responsible for the management of the service with the list of workers and (provides him/her) with the data s/he requires to execute his/her assignments.

Section IV. – Status of an internal service’s prevention counsellors

Art. 19. – The prevention counsellors are connected to the employer by means of an employment contract or by means of regulations in which their legal function is unilaterally regulated by the government.

They are employed in the undertaking or institution for which the internal service has been established.

The prevention counsellors of a section work in the technical operational unit for which the section is established.

Art. 20. - § 1. The employer appoints the prevention counsellors or their temporary replacements, replaces them or removes them from their functions, after having received the Committee’s prior advice.

Whenever it concerns the prevention counsellor responsible for the management of the internal service that consists of different sections and the prevention counsellors who assist him/her, the prior agreement of all Committees is required.

Whenever it concerns a prevention counsellor who works in an internal service that does not consist of sections, the prior agreement of the Committee is required.

Whenever it concerns a prevention counsellor who works in a section, the prior agreement is required of the Committee that is competent for the technical operational unit for which the section was established.

§ 2. Where no agreement can be reached on the Committee or various Committees, the employer requests the advice of the official responsible for surveillance.

This official hears the respective parties and attempts to reconcile the points of view.

If no reconciliation can be attained, the official responsible for surveillance gives advice, of which the employer is informed by registered letter.

Before s/he makes the decision, the employer informs the Committee of the advice by the official responsible for surveillance within a term of thirty days after s/he was informed.

The notice is deemed to be received on the third working day after the letter has been handed in at the post office.

§ 3. The provisions of §§ 1 and 2 are, as far as the appointment is concerned, not applicable to the heads of sections for safety, health and embellishment of the workplaces, and their deputies who, in accordance with the provisions of Article 833.2.1 of the General Regulations concerning Protection at Work, were appointed at the moment that this decree came into effect, or to the industrial medical officers who, in accordance with the provisions of Article 112 of the General Regulations concerning Protection at Work, were appointed at the moment that this decree came into effect and who continue to exercise the function of prevention counsellors and to the extent that they continue to fill those functions in the same undertakings, institutions or technical operational units.

Art. 21. – The prevention counsellors have sufficient knowledge of the legislation regarding the well-being of the workers at work and applicable to the undertaking or institution in which they fulfill their assignments, and have the necessary technical and scientific knowledge to be able to fulfill the activities referred to in Section II.

[This knowledge has particular regard to the following:

- 1° the techniques relating to the risk analysis;
- 2° the co-ordination of the following prevention activities:
 - in the internal service;
 - between the internal and external services;
 - with the employers and workers of the external undertakings who perform work in their own undertakings;
- 3° the measures regarding hygiene at the workplaces;
- 4° the organisation of the first aid on and emergency care of victims of an accident or a sudden disease and the measures to be taken in the case of serious and imminent danger;
- 5° the assignments of the prevention counsellors referred to in the Royal Decree of 3 May 1999 on the assignments and operation of the Committees for prevention and protection at work;
- 6° the reporting. (12)]

[Art. 22. - § 1. With group A and B employers, prevention counsellors must have successfully completed the training referred to in Royal Decree of 17 May 2007 regarding the training and refresher courses of the prevention counsellors of the internal and external services for prevention and protection at work.

With the employers who belong to group A, the prevention counsellors who fulfil the assignments referred to in Article 5 must submit proof that they have successfully completed a recognised course of at least level two and the prevention counsellors who fulfil the assignments referred to in Article 5 and are responsible for the management of the service, must submit proof that they successfully completed a recognised first-level course and have at least two years' experience as prevention counsellors in an internal service for prevention and protection at work.

At the technical operational units belonging to group A, the prevention counsellors who fulfill the assignments referred to in Article 5, must submit proof that they successfully completed a recognised course of at least the second level and the prevention counsellor who has fulfilled the assignments referred to in Article 5 and who is responsible for the management of the section must submit proof that s/he successfully completed a recognised first level course and has at least two years' experience as prevention counsellor in an internal service for prevention and protection at work.

With employers who belong to group B, the prevention counsellors who fulfill the assignments in Article 5 and who are responsible for the management of the service must submit proof that they successfully completed a recognised course of at least the second level.

With technical operational units belonging to group B, the prevention counsellors who fulfill the assignments in Article 5 and who are responsible for the management of the section must submit proof that they successfully completed a recognised course of at least the second level.

Persons who are in possession of a degree, certificate or other title from which it appears that they have the required qualifications to be allowed to exercise the function of prevention counsellor in a Member State of the European Union can, depending on the level of these qualifications, exercise the functions of prevention counsellors with employers of groups A or B, on condition that they can show that they have followed in an institution the courses of the multi-discipline basic module and the specialisation module, which relate to the legal and social aspects of these functions in Belgium. (12)]

§ 2. In derogation from § 1, it suffices that the prevention counsellor who fulfills the assignments referred to in Article 6 submits proof that s/he meets the requirements stated in Article 22, 2° of the Royal Decree of 27 March 1998 on the external services for prevention and protection at work, even when s/he is responsible for the management of the internal service or a section.

Art. 23. – The prevention counsellors have the right and duty to improve themselves.

That is why the employer gives them the permission to maintain all useful contacts with university centres and other specialised bodies that are able to provide them with the resources for improvement, education and collaboration that they want.

Art. 24. – The time spent on training course activities is regarded as normal working time, and the accompanying costs are reimbursed.

Art. 25. – In implementation of Article 43 of the Act, the prevention counsellors fulfill their assignments fully independently of the employer and workers.

At the request of the prevention counsellor, the employer or the workers, the differences of opinion on this actual independence are submitted to the official entrusted with supervision for his/her advice.

Art. 26. – The prevention counsellors have the right and duty to maintain all contacts with the external service, the external service for technical inspections at the workplace and all other services or institutions specialised or specially authorised in the field of work safety, health, ergonomics, the environment and [the psychosocial aspects of work (14)], or the field of the disabled, that are necessary to execute their assignments, and under the same conditions as provided in Article 4, fourth paragraph.

Art. 27. – The relationship between the sections, the department and the central service, and the manner in which the management of the service and, where applicable, of every section is ensured, are determined, at the latest, on 1 January 2000, if this determination has not yet been made on the date this decree comes into effect.

[APPENDIX I**Contents of the documentation referred to in Article 7, § 1, 1° h)**

1. The Acts, decrees and agreements regarding the well-being of the workers at work and applicable to the undertaking or institution.
2. The deeds and documents imposed by those same Acts, decrees and agreements.
3. Any other document drawn up in the undertaking or institution to ensure the well-being of the workers at work, and internal and external environmental policy.
4. The inventory of the apparatus and machines that must be inspected by the recognised bodies in terms of the regulatory provisions.
5. The list and localisation of the dangerous substances and preparations used in the undertaking or institution.
6. The list and data of the emission points regarding air and water pollution in the undertaking or institution. (8)]

[APPENDIX II

Contents of the monthly or three-monthly reports referred to in Article 7, § 1, 2° a)

1. Internal Service for Prevention and Protection at work:
 - 1.1 overview of the activities;
 - 1.2 relations with the external Service for Prevention and Protection at work;
 - 1.2.1 proposals;
 - 1.2.2 questions;
 - 1.2.3 remarks.
2. Investigations regarding the well-being of the workers at work.
3. Detected risks
4. Summary of the occupational accidents:
 - 4.1 analysis of the occupational accident index cards and reports;
 - 4.2 location of the accidents;
 - 4.3 causes and preventive measures;
 - 4.4 evolution of the frequency and seriousness of the accidents;
 - 4.5 the locations, causes and preventive measures for the occupational accidents that happened to workers who are no workers of the employer, but in respect of whom the latter had the capacity of:
 - 1° either the employer in whose institution these workers came to execute work as workers of outside undertakings;
 - 2° or the user;
 - 3° or the construction management responsible for execution for whom these workers executed work as workers of contractors or subcontractors of this construction management.
5. Preventive measures taken.
 - 6.1 options regarding the realization of the annual action plan;
 - 6.2 achievements realised within the context of the annual action plan.
7. Comments on the amendments made to the following documents:
 - 7.1 organisational chart;
 - 7.2 the operating permit and the operational conditions imposed;

- 7.3 the reports by the representatives of the Committee responsible for investigating the causes of an accident, an incident or serious intoxication;
- 7.4 attestations, minutes and reports submitted by the recognised bodies;
- 7.5 suggestions by the authorised fire brigade (8)]

[APPENDIX III

Annual report of the Internal Service for Prevention and Protection at work referred to in Article 7, § 1, 2° b)

I. Information on the undertaking

1. Name and full address of the undertaking (+ telephone number).
2. Object of the undertaking and number of the joint committee to which the largest part of the staff belongs.
3. Average number of staff, subdivided according to age group (- than 21 years, 21 years and older), category of workers (blue and white-collar workers) and gender.

This concerns the mathematical average number of staff at the end of each of the four trimesters.

4. Composition of the Internal Service and, in particular, names and capacities of the prevention counsellors.
 - 5.1 Composition of the Committee of the Works Council if it takes on the capacities of the Committee. Names and capacities of the Chairperson and members.
 - 5.2 Number of Committee meetings.
- 6.1 Name and address of the prevention consultant-doctor in occupational medicine or the department of the Internal Service or of the department of the External Service responsible for the surveillance of the undertaking.
- 6.2 Name of the physician or of the entrusted physician who is connected to the undertaking to guarantee emergency care for victims of occupational accidents.
- 6.3 Name(s) of nurse(s) connected to the undertaking.
- 6.4 Name(s) of the First-Aid responder; name and address of the recognised body that issued the degree or certificate.
- 6.5 Name and address of the hospital or hospital service appointed in accordance with the provisions of the occupational accidents Act.

II. Information on accidents that happened at the place of work

1. Number of hours of exposure to the risk during the work year, i.e. the total number of work hours worked during the year, including overtime.

Subdivision according to category of workers (white - blue-collar workers).

2. Number of accidents.

Subdivision according to the category of seriousness (death, permanent occupational disability, temporary occupational disability, [other accident involving exclusively medical or other charges within the framework of the legislation on occupational accidents and minor accidents referred to in article 1, 4° of the Royal Decree of 12 March 2003 establishing the meth-

od and timing for the notification of occupational accidents (13)), age group (younger than 21 and older than 21 years), category of worker and gender.

3. Annual frequency rates for the year under consideration and of the two previous years.

The frequency rate Fr is the proportion of the total number of accidents that resulted in death or full occupational disability of at least one day, not including the day on which the accident happened, that is recorded during the period considered, multiplied by 1,000,000, to the number of hours of exposure to the risk, which is expressed by the following formula:

$$Fr = \frac{\text{number of accidents} \times 1,000,000}{\text{number of hours of exposure to the risk}}$$

4. Duration of the actual and agreed incapacities pursuant to those accidents.

4.1 Actual incapacities:

- 4.1.1 Number of calendar days really lost (sub-division according to temporary occupational disability, permanent occupational disability, death and category of worker) based on the total of the individual accident index cards or notices of accidents that caused at least one day's occupational disability.

- 4.1.2 Actual degrees of seriousness of the accidents for the considered year and for the two previous years. The actual degree of seriousness (actual Sd) is the proportion of the total number of calendar days lost due to the occupational accidents, multiplied by 1,000, to the total number of hours or exposure to the risk, which is expressed by the following formula:

$$\text{Actual } Sd = \frac{\text{number of actual calendar days lost} \times 1,000}{\text{number of hours of exposure to the risk}}$$

4.2 Fixed standard incapacities:

- 4.2.1 Number of days of fixed standard occupational disability (sub-division according to permanent occupational disability, death and category of worker) established according to the total of the individual accident index cards or notices of accidents that caused at least one day's occupational disability.
- 4.2.2 Overall degree of seriousness of the accidents for the considered year and for the two previous years. The overall degree of seriousness (overall Sd) is the proportion of the number of actual calendar days lost, increased by the number of days of fixed standard occupational disability, multiplied by 1,000, to the number of hours of exposure to the risk, which is expressed in the following formula:

$$\text{Overall } Sd = \frac{\text{number of actual calendar days lost} + \text{number of days of fixed standard occupational disability} \times 1,000}{\text{number of hours of exposure to the risk}}$$

III. Information on accidents to and from work

IV. Information on safety

1. Measures taken to ensure safety.
2. Proposals that were submitted to the Committee to ensure safety, accompanied by the consequences pursuant to them.

3.1 Number of mandatory visits that were made by the body or bodies recognized for the inspections imposed by regulations, with the sub-division according to the nature of the apparatus or installations that were examined.

3.2 Names and addresses of the bodies.

V. Information on workers' health

As appendix to the report of the department of the Internal Service of the section of the External Service responsible for medical supervision.

In the absence of this report, provide the following information:

1. Number of mandatory examinations upon engagement.
2. Number of periodic examinations:
 - 2.1 of persons younger than 21 years – distinction between those younger than 18 years and those between 18 and 21 years;
 - 2.2 the detection of occupational diseases with distinction according to the category of the dangerous agents included in Appendix II, of title II, Chapter III, Section I of the General Regulations concerning Protection at Work;
 - 2.3 of persons in a safety function;
 - 2.4 of disabled persons;
 - 2.5 of persons who have to be vaccinated against tuberculosis;
 - 2.6 of persons who come into direct contact with foodstuffs or food substances.
3. Number of examinations upon work resumption.
4. Number of consultations on own initiative.
5. Number and nature of the vaccinations.

VI. Information on the hygiene of the work and workplaces

1. Measures taken to promote hygiene of work and workplaces.
 - 1.1 Number of announcements addressed to the workers with the purpose of informing the workers on the seriousness of the danger that the dangerous substances and preparations with which the persons concerned come into contact can cause.
 - 1.2 Number of questions addressed to the prevention consultant - doctor in occupational medicine to investigate jobs where risks are caused and changed.
 - 1.3 Number of consultations of the prevention consultant – doctor in occupational medicine requested by the employer regarding projects that can influence the staff's health.
 - 1.4 amount of written advice given by the prevention counsellor-doctor in occupational medicine within the context of measures to combat work hindrance.

- 1.5 Number of control measure analyses performed with a view to determining the importance of the factors that hinder work.
- 1.6 Number of visits that the prevention consultant - doctor in occupational medicine paid the workplaces.
2. Suggestions in terms of sanitary conditions and hygiene at work submitted to the Committee, stating the consequence given to them, where the following are taken as starting points:
 - 2.1 the employer;
 - 2.2 the workers' representative;
 - 2.3 the prevention consultant - doctor in occupational medicine.
3. Number of complaints formulated by the staff and investigated by the Committee regarding the following:
 - 3.1 sanitary conditions of the working areas;
 - 3.2 collective protective equipment;
 - 3.3 individual protective equipment;
 - 3.4 implementation of measures to combat work hindrance;
 - 3.5 way in which the department of the Internal Service or the section of the External Service responsible for medical supervision works;
 - 3.6. way in which the medical, nursing or pharmaceutical service, established by the implementation of the occupational accident Act, operates.
4. Existence of an asbestos inventory.

VII. Information on the embellishment of the workplaces

1. Measures taken with a view to embellishing workplaces.
2. Proposals that were submitted to the Committee regarding the embellishment and including statements on the consequences pursuant to it.

[VIIbis. Information on the prevention of the psychosocial risks at work

1. Collective preventive measures that were taken to prevent the psychosocial risks at work.
2. Number of requests to carry out risks analysis for specific work situations referred to in Article 6 of the Royal Decree of 10 April 2014 concerning the prevention of psychosocial risks at work.
3. Incidents of a psychosocial nature that were directly reported to the confidential representative or the prevention counsellor psychosocial aspects:
 - 3.1 Informal psychosocial interventions
 - a. Number of interventions by the confidential representative

- b. Number of interventions by the prevention counsellor psychosocial aspects
 - c. Number according to the nature of the intervention
 - c.1. Advice, reception
 - c.2. Intervention
 - c.3. Conciliation
- 3.2 Formal psychosocial interventions
- a. Number of requests
 - a.1. of a mainly collective nature (except acts of violence, bullying and sexual harassment at work)
 - a.2. of a mainly individual nature (except acts of violence, bullying and sexual harassment at work)
 - a.3. following acts of violence, bullying and sexual harassment at work
 - b. Total number of requests for formal psychosocial intervention submitted after an informal psychosocial intervention
 - c. Number of measures
 - c.1. Individual measures
 - c.2. Collective measures
 - c.3. No measures
 - c.4. intervention by the Inspectorate of the General direction Supervision of well-being at work
4. Register of facts as referred to in Article 5 of the Royal Decree of 10 April 2014 concerning the prevention of psychosocial risks at work
- a. Number of recorded facts
 - b. Number according to the nature of the facts
 - b.1. physical violence
 - b.2. psychological violence
 - b.3. bullying
 - b.4. sexual harassment
 - b.5. other (14)]

VIII. Applied training, information and propaganda resources

IX. Distributing documents and information to the staff

- X. A summary of the most important themes of the annual action plan for the working year following the year to which the annual report relates and, where applicable, the deadlines for implementation where this accounting year is exceeded. (8)]**

[APPENDIX IV

Contents of the occupational accident index card referred to in Article 7, § 1, 2° c)

I. Information on the index card

1. Year
2. Chronological number of the index card during the year in question

II. Information on the employer

1. Surname, first names, full address of the employer (postcode, municipality, street and number), company number and, for employers with various establishments, completed by the establishment unit number.
2. Purpose of the company.

III. Information on the victim

1. Surname, first names and place of residence of the victim (postcode, municipality, street and number).
2. Staff register number
3. Professional category
4. Gender
5. Nationality
6. Date of birth
7. Civil status
8. Normal occupation in the company
9. Type of work station
 - normal workplace
 - occasional or mobile workplace
 - other workplace
10. Date on which work was commenced
11. Seniority of the occupation in the company
12. Victim's timetable on the day of the accident

IV. Information on the accident

1. Place of the accident

- at the registered office of the company (state the full address – see heading II.1)
- on a public road – traffic accident? Yes – No
- in another place (state the full address)
- - if on a temporary or mobile construction site, state the precise number of the notice of the construction site

2. Where (environment or type of place) was the victim when the accident happened (*for example: maintenance room, construction site of a tunnel, stockbreeding location, office, school, supermarket, hospital, parking lot, gymnasium, on the roof of a hotel, private residence, sewer, garden, motorway, on board a moored ship, under water, etc.*)?

3. Date, day, time.

4. Names, addresses of the witnesses.

5. Detailed report of the accident.

6. Nature of the accident.

Occupational accident or accident on the way to or from work.

7. Classification of the accident.

7.1 Type of accident

7.2 Determine the general activity (type of work) or the task (in the broad sense) that the victim was doing when the accident happened (*for example: processing the products, storing, moving earth, new building or demolishing building works, work in agriculture or forestry, work with live animals, caring, assisting a person or persons, education, office work, purchasing, selling, art or sideline activities of these different types of work such as installing, dismantling, maintaining, repairing, cleaning, etc.*).

7.3 Establish the specific activity that the victim was performing when the accident happened (*for example: filling a machine, working with hand tools, driving some means of transport, gripping, lifting, rolling an object, carrying a load, closing a box, climbing a ladder, running, sitting down, etc.*) AND the objects involved (*for example: tool, machine, equipment, materials, objects, instruments, substances, etc.*).

8. Measures taken to prevent a repetition of a similar accident.

9. Which protective equipment was the victim wearing at the time of the accident?

V. Information on the injuries

1. Consequences of the accident:

1.1 no temporary occupational disability and no prosthesis to be provided

- 1.2 no temporary occupational disability, but prosthesis to be provided
- 1.3 temporary occupational disability
- 1.4 permanent occupational disability to be granted
- 1.5 death, date of death
- 2. Classification of the injuries
 - 2.1 Nature
 - 2.2 Place
 - 2.3 How was the victim (physically or psychologically) injured? Describe in descending order of importance all the different contacts that the injuries caused (*for example: contact with electrical current, a heat source or dangerous substances, drowning, being buried under something, being closed in by something (gas, liquid or solid matter), being crushed against an object or being hit by an object, collision, contact with cutting or pointed objects, being trapped or crushed in, under or between something, problems with the locomotor apparatus, psychological shock, wounding by an animal or a person, etc.*) AND the objects involved (*for example: tool, machine, equipment, materials, objects, instruments, substances, etc.*). (9)]

The index card is drawn up by taking into account the indications that appear in tables A, B, C, D, E and F.

The statements in these tables must be fully copied onto the index card.

Table A. – The irregular incident

State the irregular incident of which the injury is the direct consequence. Out of a whole series of consecutive causes, only the one that immediately preceded the accident, which, in time, was the closest to the contact and the injury, is reported. If various causes took place simultaneously, only the cause that appeared to be the most precipitous and distinctive shall be maintained.

Code	Description
00	No information
10	Irregular incident pursuant to an electrical malfunction, explosion, fire – not specified
11	Electrical malfunction due to a defect in the installation – resulting in indirect contact
12	Electrical malfunction – resulting in direct contact
13	Explosion
14	Fire, blaze
19	Other irregular incidents, belonging to group 10, not stated above
20	Irregular incident through overflow, tilting, leak, drainage, evaporation, discharge - not specified
21	In solid state – overflow, tilting
22	In liquid state – leak, seepage, drainage, splashing, spraying
23	In gaseous state – evaporation, aerosol formation, gas formation
24	In powder form – development of smoke, dust, particles
29	Other irregular incidents, belonging to group 20, not stated above

Code	Description
30	Breakage, cracking, sliding, falling, collapse of the object in question – not specified
31	Material breakage, on the joints or connections
32	Breakage, cracking, causing shards/chips (wood, glass, metal, stone, plastic and other)
33	Sliding, falling, collapse of the respective object – above the victim (falling on the victim)
34	Sliding, falling, collapse of the respective object – below the victim (dragging the victim along)
35	Sliding, falling, collapse of the respective object – at the same level as the victim
39	Other irregular incidents, belonging to group 30, not stated above
40	Loss of control (full or partial) of a machine, means of transport or conveyance, hand tool, object, animal – not specified
41	Loss of control (full or partial) – of a machine (including unintentional start-up) and of material processed by the machine
42	Loss of control (full or partial) – of a means of transport or conveyance (whether powered or not)
43	Loss of control (full or partial)– of a hand tool (whether powered or not) and of material processed by the tool
44	Loss of control (full or partial) – of an object (that is carried, moved, handled, etc.)
45	Loss of control (full or partial) – of an animal
49	Other irregular incidents, belonging to group 40, not stated above.
50	Slipping or stumbling with fall, persons falling – not specified
51	Persons falling – from a height
52	Slipping or stumbling with a fall, persons falling - at the same level
59	Other irregular incidents, belonging to group 50, not stated above
60	Moving the body without physical burdening (generally leading to external injury) – not specified
61	Stepping on a cutting object
62	Kneeling, sitting down, leaning against something
63	Being caught or dragged by an object or its speed
64	Uncoordinated, uncontrolled or incorrect movements
69	Other irregular incidents, belonging to group 60, not stated above
70	Moving the body with or without physical strain (generally leading to internal injury) – not specified
71	Lifting, carrying, standing up
72	Pushing, pulling
73	Putting down, stooping
74	Bending, turning, turning around
75	Running with a heavy load, missing one's footing or slipping without falling
79	Other irregular incidents, belonging to group 70, not stated above
80	Alarm, fear, acts of violence, aggression, threats, being present – not specified
81	Alarm, fear
82	Acts of violence, aggression, threats among the employer's staff members
83	Acts of violence, aggression, threats by outsiders towards the victims who are executing their professional work (bank robbery, bus drivers, etc.)
84	Being attacked, run over – by an animal

Code	Description
85	Being in the presence of the victim or other person leading to the person or possibly other persons being endangered
89	Other irregular incidents – belonging to group 80, not stated above
99	Other irregular incidents, not stated in this list

Table B. - Object involved in the irregular incident

For the classification of the object involved in the irregular incident, only the object involved in connection with the (last) irregular incident shall be taken into consideration. If various objects involved in connection with the (last) irregular incident are invoked, the respective object, which was last in time, (i.e. the closes in time to the injury) is the only one that counts.

Code	Description
00.00	No object involved or no information
00.01	No object involved
00.02	No information
00.99	Other situations, belonging to group 00, but not stated above
01.00	Buildings, constructions, surfaces – ground level (inside or outside, fixed or movable, temporary or permanent) – not specified
01.01	Parts of buildings, constructions – doors, walls, partitions, etc. and obstacles that are referred to as such (windows, sash windows, etc.)
01.02	Ground level surfaces or walking areas – floors (inside or outside, agricultural land, sports grounds, slippery floors, floors with obstacles, planks with nails, etc.)
01.03	Ground level surfaces or walking areas - floating
01.99	Other buildings, constructions, surfaces – ground floor, belonging to group 01, but not stated above
02.00	Buildings, construction, surfaces – at a height (inside or outside) – not specified
02.01	Parts of buildings above ground – fixed (roofs, terraces, openings, stairs, quays)
02.02	Constructions, surfaces at a height – fixed (footbridges, fixed ladders, pylons)
02.03	Constructions, surfaces at a height – movable (mobile tower scaffolding, movable ladders, crane skips and raising platforms)
02.04	Constructions, surfaces at a height – temporary (temporary scaffolding, safety harnesses and safety ropes)
02.05	Constructions, surfaces at a height – floating (drill platforms, scaffolding on lighters)
02.99	Other buildings, constructions, surfaces – at a height, belonging to group 02, but not stated above
03.00	Buildings, constructions, surfaces, - underground (inside or outside) – not specified
03.01	Excavation work, gullies, holes, pits, steep inclines, work pits
03.02	Underground passages, tunnels
03.03	Underground water environment
03.99	Other buildings, constructions, surfaces – underground, belonging to group 03, but stated above
04.00	Distribution systems for materials, delivery, ducts – not specified
04.01	Distribution systems for materials, feeds, piping – fixed – for gases, liquids, solid substances, including hoppers

Code	Description
04.02	Distribution systems for materials, feeds, piping - movable
04.03	Sewage, drainage
04.99	Other distribution systems for materials, feeds, piping, belonging to group 04, but not stated above
05.00	Motors, systems to transmit and store energy – not specified
05.01	Motors, generators (thermal, electrical or radiation energy) including compressors and pumps
05.02	Systems to transmit and store energy (mechanical, pneumatic, hydraulic, electrical, including batteries and accumulators)
05.99	Other systems to transmit and store energy, belonging to group 05, but not stated above
06.00	Hand tools – not powered – not specified
06.01	Hand tools – not powered – to saw
06.02	Hand tools – not powered – to cut and trim (including shears, cutters and trimming shears)
06.03	Hand tools – not powered – to grind, dig, cut, trim and mow
06.04	Hand tools – not powered – to scratch, polish and sand
06.05	Hand tools – not powered – to drill, turn and screw
06.06	Hand tools – not powered – to nail, rivet and staple
06.07	Hand tools – not powered – to sew and knit
06.08	Hand tools – not powered – to weld and glue
06.09	Hand tools – not powered – to extract materials and use for groundwork (including agricultural machinery)
06.10	Hand tools – not powered – to polish, apply, wash and clean
06.11	Hand tools – not powered – to paint
06.12	Hand tools – not powered – to hold and grip
06.13	Hand tools – not powered – to work in the kitchen (excluding knives)
06.14	Hand tools – not powered – for medical and surgical purposes – pricking and cutting
06.15	Hand tools – not powered – for medical and surgical purposes – other, not cutting
06.99	Other hand tools – not powered – for other work, belonging to group 6, but not stated above
07.00	Mechanical tools operated by hand – not specified
07.01	Mechanical tools – to saw
07.02	Mechanical tools – to cut, trim (including shears, cutters and trimming shears)
07.03	Mechanical tools – to grind, dig, cut (large hedges, see 09.02), trim, mow
07.04	Mechanical tools – to scratch, polish and sand (including slitting machine)
07.05	Mechanical tools – to drill, turn and screw
07.06	Mechanical tools – to nail, rivet and staple
07.07	Mechanical tools – to sew and knit
07.08	Mechanical tools – to weld and glue
07.09	Mechanical tools – to extract materials and used for groundwork (including agricultural machinery and concrete crushers)
07.10	Mechanical tools – to polish, apply, wash and clean including vacuum cleaner and high-pressure cleaner)
07.11	Mechanical tools – to paint
07.12	Mechanical tools – to hold and grip
07.13	Mechanical tools – to work in the kitchen (excluding knives)
07.14	Mechanical tools – to heat (including drier, heat gun, iron)
07.15	Mechanical tools – for medical and surgical purposes – pricking, cutting

Code	Description
07.16	Mechanical tools – for medical and surgical purposes – other, not cutting
07.17	Pneumatic spray tools (without describing implement in detail)
07.99	Mechanical tools worked manually, for other work, belonging to group 07 but not stated above
08.00	Hand tools –without power indication –not specified
08.01	Hand tools – without power indication – to saw
08.02	Hand tools – without power indication – to cut, cut off (including shears, cutters and trimming shears)
08.03	Hand tools – without power indication – to grind, dig, cut , trim, mow
08.04	Hand tools – without power indication – to scratch, polish and sand
08.05	Hand tools – without power indication – to drill, turn and screw
08.06	Hand tools – without power indication – to nail, rivet and staple
08.07	Hand tools – without power indication – to sew and knit
08.08	Hand tools – without power indication – to weld and glue
08.09	Hand tools – without power indication – to extract materials and use for groundwork (including agricultural machinery)
08.10	Hand tools – without power indication – to polish, apply, wash and clean
08.11	Hand tools – without power indication – to paint
08.12	Hand tools – without power indication – to hold and grip
08.13	Hand tools – without power indication – to work in the kitchen (excluding knives)
08.14	Hand tools – without power indication – for medical and surgical purposes – pricking, cutting
08.15	Hand tools – without power indication – for medical and surgical purposes – other, not cutting
08.99	Other hand tools – without power indication – for other work belonging to group 08 but not stated above
09.00	Machines and equipment – portable or movable – not specified
09.01	Portable or movable machines – for excavation and groundwork – mining, stone/sand quarries and machines for construction and public works
09.02	Portable or movable machines – for groundwork and agriculture
09.03	Portable or movable machines – (not for groundwork) – for construction sites
09.04	Movable floor-cleaning machines
09.99	Other portable or movable machines belonging to group 09 but not stated above
10.00	Machines and equipment – fixed– not specified
10.01	Fixed machines for excavations and groundwork
10.02	Machines to pre-process materials, break, crush, filter, separate, mix, knead
10.03	Machines to process materials – chemical processes (reactors and fermentors)
10.04	Machines to process materials – heat processes (oven, drying installation, dry rooms)
10.05	Machines to process materials – cold processes (cold generation)
10.06	Machines to process materials – other processes
10.07	Machines to mould – pressing and flattening
10.08	Machines to mould – hot-pressing, laminating, machines with rolls (including for paper manufacture)
10.09	Machines to mould – by injection, extrusion, blasting, spinning, pouring off, melting
10.10	Processing machines – to plane, mill, surface grind, grind, polish, turn and drill
10.11	Processing machines – to saw
10.12	Processing machines – to cut, split, trim (including fretsaws, shears, cutting machines and torch cutting)

Code	Description
10.13	Machines for surface processing – cleaning, washing, drying, painting and printing
10.14	Machines for surface processing – galvanizing and electrolytic surface treatment
10.15	Assembly machines – (welding, gluing, nailing, screwing, riveting, spinning, cable stranding, sewing and stapling)
10.16	Conditioning, packaging machines (filling, labelling, sealing, etc.)
10.17	Other machines for specific industrial purposes (machines to control, to test, various machines)
10.18	Special machines for agriculture, stockbreeding, not belonging to the abovementioned machines
10.99	Other machines and equipment – fixed – belonging to group 10, but not stated above
11.00	Systems for closed or open transport and storage – not specified
11.01	Fixed conveyor belts, materials and systems for continuous transport – treadmill belts, escalators, cableways, rolling lines, etc.
11.02	Freight and passenger lifts, hoisting installations – goods lifts, hoisting bucket, jack
11.03	Fixed or movable cranes, vehicle-mounted, travelling cranes, hoisting equipment for hanging loads
11.04	Movable transport systems, trolleys (whether powered or not) – wheelbarrow, pallet forklift truck, etc.
11.05	Installations to hoist, fasten, grip and various means of transport (including knots, hooks, tackles, etc.)
11.06	Systems for storage, packaging, containers (silos, reservoirs, tanks, basins) – fixed
11.07	Systems for storage, transport, containers and loading buckets –movable
11.08	Aids for storage, scaffolding, pallet scaffolding, pallets
11.09	Various items of packaging, small and medium sized, movable (various crates and barrels, flasks, crates, gas flasks, fire extinguishers, etc.)
11.99	Other systems for closed or open transport and storage other, belonging to group 11 but not stated above.
12.00	Vehicles for overland transport – not specified
12.01	Heavy vehicles – trucks (goods transport), buses and tourist coaches (passenger transport)
12.02	Light vehicles – goods or passenger transport
12.03	Vehicles – two- or three-wheeled, whether they are powered or not
12.04	Other means of overland transport: skis, roller skates, etc.
12.99	Other overland transport vehicles, belonging to group 12, but not stated above
13.00	Other transport vehicles – not specified
13.01	Vehicles – on rails, including hanging monorail: goods transport
13.02	Vehicles – on rails, including hanging monorail: passenger transport
13.03	Watercraft – goods transport
13.04	Watercraft – passenger transport
13.05	Watercraft – fishing
13.06	Aircraft – goods transport
13.07	Aircraft – passenger transport
13.99	Other transport vehicles belonging to group 13 but not stated above
14.00	Materials, objects, products, parts of machines, breaking material, dust – not specified
14.01	Building materials – large and small: prefab elements, casing parts, beams, bricks, roof tiles, etc.

Code	Description
14.02	Building materials or parts of machines, vehicles: chassis, chain casing, jack, wheel, etc.
14.03	Manufactures parts or elements, machine implements (including particles and splinters derived from these objects)
14.04	Assembly elements: screws, nails, bolts, etc.
14.05	Particles, dust, shards, particles, splashes, splinters and other small parts
14.06	Agricultural products – (including granules of grain, straw, other agricultural production)
14.07	Products – for agriculture, stockbreeding (including fertilizers and livestock feed)
14.08	Stored products – including objects and packaging in storage
14.09	Stored products – in rolls and on reels
14.10	Loads – moved by means of mechanical means of transport
14.11	Loads – hanging from hoisting installations, crane
14.12	Loads – to be used by hand
14.99	Other materials, objects, products, parts of machines belonging to group 14 but not stated above.
15.00	Chemical substances, explosives, radio-active substances, biological substances – not specified
15.01	Caustic, corrosive substances (solid, liquid or gaseous)
15.02	Dangerous, toxic substances (solid, liquid or gaseous)
15.03	Inflammable substances (solid, liquid or gaseous)
15.04	Explosives, reactive substances (solid, liquid or gaseous)
15.05	Gases, vapours without specific effects (biologically inert, asphyxiating)
15.06	Radioactive substances
15.07	Biological substances
15.08	Substances, materials without specific risks (water, inert materials, etc.)
15.99	Other chemical substances, explosives, radioactive substances, biological substances belonging to group 15 but not stated above
16.00	Safety systems and safety equipment – not specified
16.01	Safety systems – on machines
16.02	Personal protection systems
16.03	Systems and equipment for assistance
16.99	Other safety systems and safety equipment belonging to group 16 but not stated above
17.00	Office equipment and personal equipment, sports equipment, weapons, household appliances – not specified
17.01	Furniture
17.02	Apparatus – IT, office, reprography and communication
17.03	Stationery – for education, writing, drawing (typewriter, franking machine, enlarger, time clock)
17.04	Sport and games items and equipment
17.05	Weapons
17.06	Personal belongings, clothes
17.07	Musical instruments
17.08	Household appliances, consumer items, objects, linen (for professional use)
17.99	Other office equipment and personal equipment, sports equipment, weapons belonging to group 17 but not stated above

Code	Description
18.00	Live organisms and people – not specified
18.01	Trees, plants, cultivars
18.02	Animals – pets, livestock
18.03	Animals – wild animals, insects, snakes
18.04	Micro-organisms
18.05	Viruses
18.06	People
18.99	Other living organisms belonging to group 18 but not stated above
19.00	Bulk waste – not specified
19.01	Bulk waste – substances, products, materials, objects
19.02	Bulk waste – chemical substances
19.03	Bulk waste – biological, vegetable and animal substances
19.99	Other bulk waste belonging to group 19 but not stated above
20.00	Physical phenomena and natural elements – not specified
20.01	Physical phenomena – noise, natural radiation, light, electric arc, over-pressure, under-pressure and pressure
20.02	Natural and atmospheric elements (including water surfaces, mud, rain, hail, snow, sleet, gusts of wind, etc.)
20.03	Natural disasters (floods, volcanoes, earthquakes, tidal waves, burning, fire, etc.)
20.99	Other physical phenomena and natural elements belonging to group 20 but not stated above
99.00	Other objects involved that are not mentioned in the list

Table C. – Prevention measures taken to prevent repetition of a similar accident

Areas involved.

1. None
2. Individual factor.
 - 2.1 Work station
 - 2.2 Training
 - 2.3 Review of the instructions
 - 2.4 Supervision of the work methods
 - 2.5 Physical or psychological adjustment to the work station.
 - 2.6 Other measures.
3. Material factor.
 - 3.1 Inspection.
 - 3.2 Maintenance.
 - 3.3 Equipment.

- 3.4 Personal or collective protective equipment
- 3.5 Natural environment and factors related to the working environment.
- 3.6 Other measures.

Table D. – Consequences of the accident

1. Expected temporary occupational disability. Number of calendar days of occupational disability between the date of the accident and the date on which it is expected that work will be resumed.
2. Expected long-term occupational disability (death – long-term occupational disability). This is calculated based on 7,500 days lost for death or 100 percent occupational disability.

In the case of partial occupational disability, the fixed standard occupational disability is calculated according to the available information at the moment that this index card is drawn up, and specifically as based on the medical provision for long-term occupational disability, and, failing this, according to the guidelines of the table below:

1.	Death.....	7,500
2.	Total and permanent occupational disability.....	7,500
3.	Loss of an arm above the elbow	5,450
4.	Loss of an arm at or under the elbow	4,900
5.	Loss of a hand.....	4,450
6.	Loss of a thumb	1,700
7.	Loss of a finger	825
8.	Loss of two fingers	1,875
9.	Loss of three fingers	2,700
10.	Loss of four fingers.....	3,200
11.	Loss of thumb and a finger	2,475
12.	Loss of a thumb and two fingers	3,100
13.	Loss of a thumb and three fingers.....	3,850
14.	Loss of a thumb and four fingers.....	4,050
15.	Loss of a leg above the knee.....	6,000
16.	Loss of a leg at or below the knee	4,875
17.	Loss of a foot	3,750
18.	Loss of a big toe or more toes.....	500
19.	Loss of the sight of an eye	2,800
20.	Loss of the sight of two eyes	7,500
21.	Loss of the hearing of one ear.....	1,500
22.	Loss of the hearing of two ears.....	6,000

Table E. – Type of injury

This list is used to classify the injuries caused by occupational accidents or accidents on the way to and from work, to the exclusion of, in particular, occupational diseases.

General coding principle: in the case of multiple injuries that have been incurred in one accident where one of the injuries is clearly more serious than the other(s), the accident must be classified in the group that meets the nature of the clearly more serious injury. Only in cases in which the victim has incurred two or more types of injury and one of them cannot be regarded as more serious than the other must code 120 for multiple injuries be used.

Code Description

- | | |
|-----|---|
| 000 | Unknown injury:
There is no information |
| 010 | Wounds and superficial injuries |
| 011 | Superficial injuries
Comprises contusions, swelling, haematomas, grazing, scratches, blisters, bites by non-poisonous insects, superficial wounds
Also comprises scalp wounds and superficial injuries and foreign objects penetrating the eye, ear, etc.
Does not comprise the bites of poisonous animals (code 071) |
| 012 | Open wounds
Comprises lacerations, open wounds, cuts, bruises with wounds, loss of nails, wounds with muscle, sinew and nerve injury
Does not comprise traumatic amputations, removal of the eyeball, avulsion of the eye (code 040); complicated bone fractures (code 022); burns with open wounds (code 061); superficial wounds (code 011) |
| 013 | Flesh wounds with loss of tissue |
| 019 | Other types of wounds and superficial injuries |
| 020 | Bone fractures |
| 021 | Closed fractures
Comprises simple fractures; fractures with injuries to the joints (dislocations, etc.); injuries with internal or nerve injuries |
| 022 | Open fractures
Comprises fractures with injuries to sensitive parts of the body (complicated fractures) |
| 029 | Other types of fractures |

Code	Description
030	Dislocations, sprains and strains Comprises all acute problems with skeleton muscles pursuant to straining muscles, sinews, tendons and joints
031	Dislocations Comprises subluxation and displacement of the bones' extremities at the joints Does not comprise fractures with displacement (code 021)
032	Sprains and strains Comprises overburdening that leads to breakage and tearing of muscles, sinews, tendons (and joints), and hernias pursuant to overburdening Does not comprise the displacement of the bones' extremities at the joints, which must be coded under 031; if these are accompanied by an open wound, they must be coded under 012
039	Other types of dislocations, sprains and strains
040	Traumatic amputations (loss of limbs) Comprises the amputations and contusions, removal of an eyeball, including traumatic avulsion of the eye and loss of an ear/ears
041	Removals
050	Shaking and internal injuries Comprises all internal injuries without fractures, in other words all internal bruising, bleeding, lacerations, brain injuries and internal organ lacerations Does not comprise open wounds (code 012) and injuries associated fractures (codes in group 020)
051	Shaking Comprises intra-cranial injuries
052	Internal injuries Comprises injuries to organs in chest area and abdomen and pelvic organs
053	Shaking and internal injuries which can be life-threatening in they are not treated
054	Dangerous effects of electricity
059	Other types of shaking and internal injuries

Code Description

- 060 Burns, burn wounds (by boiling liquid) and frost
- 061 Burn wounds (thermal – by boiling liquid) and burns
Comprises burns by hot objects or open fire; burn wounds by boiling liquid; friction scorching wounds, burns by radiation (infrared); sunburn; effects of lightning; burns pursuant to electrical current, burns with open wound
Does not comprise radiation effects except burns (code 102)
- 062 Chemical burns (corrosion)
Comprises chemical burns (only external burns)
Does not comprise burns pursuant to swallowing a corrosive or caustic substance (code 071)
- 063 Frostbite
Comprises the effects of fall in temperature (frost), partial loss of skin thickness, frost with dead tissue (necrosis)
Does not comprise abnormally low body temperature (hypothermia) and other effects of excessive cold (code 103)
- 069 Other types of burns, burn wounds by boiling liquid and frost
- 070 Poisoning and infections
- 071 Acute poisoning
Comprises the acute effects of injection, ingestion and absorption or inhalation of toxic, corrosive or caustic substances, bites by poisonous animals, asphyxiation by carbon monoxide or other toxic gases
Does not comprise external chemical burns (code 062); anaphylactic shock (code 119)
- 072 Acute infections
Comprises infections by viruses, bacteria and other infectious substances
- 079 Other types of poisoning and infections
- 080 Drowning and asphyxiation
- 081 Asphyxiation
Comprises asphyxiation by compressing, constriction or strangling; also comprises asphyxiation by the lack or reduction of oxygen in the ambient air and asphyxiation by foreign objects in the bronchial tubes
Does not comprise asphyxiation by carbon monoxide or other toxic gases (code 071)
- 082 Drowning and non-fatal submersion
Does not comprise the asphyxiation as defined in 081; submerged under materials or other non-liquid masses (e.g. snow, earth, etc.)

Code	Description
089	Other types of drowning and asphyxiation
090	Effects of noise, vibration and pressure
091	Acute loss of hearing Comprises partial or total loss of hearing
092	Effects of pressure Comprises the effects of air and water pressure (barotraumas)
099	Other effects of noise, vibration and pressure Comprises noise traumas, vibration syndrome, etc.
100	Effects of extreme temperatures, light and radiation
101	Heat and sunstrokes Comprises extreme natural heat and sun radiation (heat and sunstrokes) or manmade heat Does not comprise shock caused by lightning (code 112); sunburn (code 061)
102	Effects of radiation (non-thermal) Comprises the effects of X-rays, radioactive substances, ultra-violet rays, ionizing radiation, welder's flash
103	Effects of fall in temperature Comprises accidental hypothermia and other effects of falls in temperature Does not comprise frostbite (code 063)
109	Other effects of extreme temperature, light and radiation
110	Shock
111	Shock after aggression and threats Comprises the shock after aggression and threats by persons, shock after a bank robbery, aggression by customers; "social conflicts" Does not comprise anaphylactic shock (code 119); shock after traumatic injuries (code 112)
112	Traumatic shock Comprises electro-shock, shock caused by lightning, immediate or subsequent shock pursuant to injury Does not comprise anaphylactic shock (code 119); aggression and threats by persons (code 111); cases without direct bodily injuries

Code Description

- 119 Other types of shock
Comprises aggression by animals without direct bodily injury; natural disasters and other incidents that have not been directly caused by people and have not caused the victim any direct bodily injury; anaphylactic shock
- 120 Multiple injuries
This group is limited to the cases where the victim has incurred two or more types of injuries that are equally serious
- 999 Other injuries not incorporated under other points with specified injuries
This group is only for the classification of injuries that have not been incorporated under other points: injuries to nerves and to the spinal cord; injuries to blood vessels; foreign objects penetrating the body via a natural orifice, etc.

Table F. – Wounded part of the body

The groups regarding the different place must only be used to arrange the cases in which the victim incurred various injuries in different places, of which not a single one is more serious than the other.

If the accident causes various injuries in different places and one of them is clearly more serious than the others, than that accident is classified in the group that corresponds to the place of the most serious.

Code	Description
00	Wounded part of the body not specified
10	Head, not specified in further detail
11	Head (<i>caput</i>), brains and brain nerves and blood vessels
12	Face
13	Eye/eyes
14	Ear/ears
15	Teeth
18	Head, wounded in various places
19	Head, other parts not stated above
20	Neck, including vertebral column and neck vertebrae
21	Neck, including vertebral column and neck vertebrae
29	Neck, other parts not stated above
30	Back, including vertebral column and dorsal vertebrae
31	Back, including vertebral column and dorsal vertebrae
39	Back, other parts not stated above
40	Trunk and organs, not specified in further detail
41	Thorax, ribs with joints and shoulder blades
42	Chest area with organs
43	Pelvis and abdomen with organs

Code	Description
48	Trunk, various places injured
49	Trunk, other parts not stated above
50	Upper limbs, not specified in further detail
51	Shoulder and shoulder joints
52	Arm, including elbow
53	Hand
54	Finger(s)
55	Wrist
58	Upper limbs, various places injured
59	Upper limbs, other parts not stated above
60	Lower limbs, not specified in further detail
61	Hip and hip joints
62	Leg, including knee
63	Ankle
64	Foot
65	Toe/toes
68	Lower limbs, various places injured
69	Lower limbs, other parts not stated above
70	Whole body and various places, not specified in further detail
71	Whole body (systemic consequences)
78	Various places of the body injured
99	Other parts of the body injured, not stated above (8)]