

**Monitoring the health of trainees (RD of 21/09/2004)**

**Service Commun  
de Prévention et  
de Protection  
au Travail  
SCPPT-ULB**

Occupational Medicine  
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**For the attention of the trainee**

Listed below are the documents you need to bring with you to your medical check-up:

1. The health monitoring application form duly completed by the employer taking you on as a trainee.
2. Your Belgian national register number or your ID card
3. The assessment of the risks at your workplace; this is provided by the employer taking you on as a trainee.

This risk assessment covers such aspects as:

- The necessity for health monitoring
- The nature of mandatory tests and vaccinations
- The necessity for immediate prevention measures related to maternity protection

4. Your vaccination card; If you do not have one, please contact your GP for a list of vaccination data (hepatitis A & B, tetanus, diphtheria, whooping cough, measles, rubella (German measles), mumps)

Occupational Medicine Departement

## Application form: trainee health monitoring

(RD of 21/09/04 on the protection of trainees, amended by RD of 30/09/05)

Notwithstanding Article 6 §3 (Article 7a) of the Royal Decree of 21 September 2004 on the protection of trainees, amended by Royal Decree of 30 September 2005,

**The undersigned employer:**

Institution	..... *
NAME, forename	..... *
Address	..... *
Telephone	..... *
BCE code (company number - max. 10 digits)	..... *

requests the ULB-Erasmus-Bordet SPCP prevention counsellor - company doctor to conduct a health check on the following trainee registered at the Educational Institution, prior to him/her starting a work placement:

Educational Institution:	Université Libre de Bruxelles Avenue Franklin Roosevelt 50 1050 BRUSSELS
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Name and forename of the trainee: Belgian National Register number of copy of ID card Full address	..... *
Position or work to be taken up	..... *
Commencing and finishing date of the placement:	..... *

\* : **compulsory** fields, without which the application may be considered invalid.

The undersigned employer shall attach to this form a signed and dated **risk assessment**, listing risks to which the trainee may be exposed. This assessment also lists the nature of mandatory vaccinations and tests, as well as the necessity for preventive measures related to maternity protection.

*The employer undertakes to cover the cost of additional examinations necessary for the pre-work health check and listed in the risk assessment.*

Name of the **employer's SEPP**.....  
Address .....  
Name of the prevention counsellor - company doctor .....  
Telephone .....

Date, ..... signature of the employer  
or a person acting on his behalf,  
.....

## **Extract from the RD of 21/09/04, amended by RD of 30/09/05.**

A **trainee** is defined as follows: “any school or university student who, as part of the teaching provided by an educational institution, **performs actual work for an employer under conditions similar to those applying to workers regularly employed by this employer**, with a view to gaining on-the-job experience.”

The regulation does not therefore apply to non-work (observational) placements and company visits.

Art.3. - The employer shall carry out, in accordance with Article 3 of the Royal Decree of 3 May 1999, a **risk assessment**, assessing the risks to which trainees may be exposed and determining the preventive measures needing to be complied with.

Please note the following:

- This risk assessment may be the same as that applying to a company's other employees insofar as the trainee is exposed to the same risks. It may also be that of the educational institution, complemented by details specific to the company in question.
- Self-employed people (i.e. without any employees of their own) taking on trainees may avail themselves of the SIPPT of the educational institution, meaning that they are not obliged to become a member of an external prevention and work protection organisation.

Art.5. - Before assigning a trainee to a position or work necessitating health monitoring, the employer shall hand out to the trainee and the educational institution where the trainee is registered a document containing information on:

- 1) The **description of the position** or work necessitating health monitoring;
- 2) All **preventive measures** to be applied;
- 3) The **nature of the risk** resulting in the necessity for health monitoring;
- 4) The obligations regarding the risks inherent to the workplace that the trainee must comply with;
- 5) Where necessary, suitable training regarding the application of the preventive measures. (...)

Art.7.- The first employer to whom the trainee is assigned on his very first placement shall make sure that the trainee, to whom any form of health monitoring applies, is subjected to a pre-work health check before starting work.

For all further placements, the pre-work health check is only repeated when the trainee is exposed to a new risk for which no health check has yet been performed.

Proof of the trainee having been subjected to a pre-work health check is provided by the **health assessment form** referred to in sub-section 1 of the Royal Decree of 28 May 2003, which the trainee must make available to each further employer employing him at a later date.

Art.8.- Before a trainee starts work, the employer shall take the necessary measures for welcoming and supporting trainees, with a view to helping them become adjusted to and integrated into the work environment, making sure that they are able to carry out their work under the right conditions.

**EMPLOYER:**

**HEALTH ASSESSMENT FORM** (Art. 48 of the Royal Decree of 28 May 2003)

Name, forename, date of birth and address of the employee examined:

Workplace\*/Activity involving a risk or associated with food\* (\*cross out where not applicable)  
effectively offered ..... from ..... onwards  
taken up ..... since

**A. If this is a pre-work health assessment**

The undersigning prevention counsellor - company doctor declares that the aforementioned

- has sufficient capability to take up the position or perform the work stated above
- is incapable - indefinitely  
- for a period of ..... of taking up the position or performing the work stated above

**B. If this is an examination of an employee with a responsibility for safety, performing work requiring alertness or with a risk of exposure to radiation (1)(2)**

The undersigning prevention counsellor - company doctor declares that the aforementioned

- has sufficient capability to take up the position or perform the work stated above
- is incapable - indefinitely\*  
- for a period of ..... of taking up the position or performing the work stated above, that it is forbidden to give him / retain him in such a position or such work, and recommends giving him a position or work corresponding to the recommendations listed under F below.
- that the aforementioned must signed off sick

**C. In the case of any other examination**

The undersigning prevention counsellor - company doctor declares that the aforementioned

- has sufficient capability to take up the position or perform the work stated above
- recommends that the aforementioned be transferred to a position or work corresponding to the recommendations listed under F below.
  - indefinitely\*
  - for a period of .....
- must be signed off sick
- is totally incapable of taking up the position or performing the work

**D. If this is the examination of a pregnant or breast-feeding female employee**

The undersigning prevention counsellor - company doctor

1. declares that the aforementioned

- has sufficient capability to:
  - o perform her work
  - o perform her work under the conditions specified under 2. for a period of .....
  - o take up the new work offered for a period of .....
- is incapable of:
  - o performing her work for a period of .....
  - o taking up the new work proposed for a period of ..... and is put on maternity leave.
- must be signed off sick for another reason.

2. makes the following suggestions on arrangements regarding working conditions and the time spent doing risk work, the conditions under which daytime work can be performed and the preventive measures to be taken with regard to female employees during pregnancy and while breast-feeding.

**E. If it is the examination of a young worker about to start work for the very first time**

The undersigning prevention counsellor - company doctor declares that the aforementioned

- has sufficient capability
- is capable of taking up a position or performing work corresponding to the occupational conditions specified under F

**F. Recommendations and proposals of the prevention counsellor - company doctor regarding working conditions and arrangements and preventive measures, all in relation to the position or work.**

**G. Second opinion:**

Valid for: 6 months (\*) 1 year (\*) 3 years (\*) 5 years (\*)  
Dates of the medical examination: ..... of sending the form - to the employer: ..... to the employee: .....  
Received on: Name and signature of the prevention counsellor - company doctor

Service Commun de Prévention et de Protection au Travail - SCPP ULB  
Health Monitoring Department  
Route de Lennik 808 - 1070 BRUXELLES

**EXTRACT FROM THE ROYAL DECREE OF 28/05/2003 ON MONITORING THE  
HEALTH OF WORKERS**

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**Art. 64** - Except in the case of the pre-work health assessment referred to in Article 27, an appeal may be brought by the employee, regardless of whether he/she has benefited from the procedure provided for in Article 60, against the decision of the prevention counsellor - company doctor restricting his/her capability to perform the work or to declare him/her incapable of performing the work. For this purpose, he shall use the required form, a template of which is attached to Annex II, Part 3.

The validity of such appeal shall be subject to the following conditions:

**Art.65.** - Such appeal is considered valid when it is sent by registered post to the occupational doctor - inspector at the competent health inspectorate (*Inspection médicale du travail*) within seven working days of the day the health assessment form was posted / handed over to the employee.

**Art.66.** - The occupational doctor - inspector at the competent health inspectorate shall convoke, in writing, a meeting, on a date and at a place of his choice, with the prevention counsellor - company doctor and the doctor treating the employee, requesting them to bring with them relevant documentation on the employee's state of health, as well as with the employee, with a view to the latter being heard and possibly examined.

**Art.67.** - The appeal meeting must take place at the latest within twenty-one working days following receipt of the employee' appeal.

In the case of the execution of the employee's employment contract being suspended due to being signed off sick, this deadline can be extended to thirty-one working days.

**Art.68.** - §1. Should in the course of the meeting an expertise be requested by a doctor, the deadline for reaching a decision cannot exceed thirty-one working days from the day the meeting took place. At the final meeting, the three doctors shall take a decision by majority vote. In the case of the treating doctor named by the employee or the prevention counsellor - company doctor not being available, and in the case of no agreement being reached by the doctors present, the occupational doctor - inspector of the health inspectorate shall himself take the decision.

§2. The medical decision is recorded by the occupational doctor - inspector of the health inspectorate in a written record signed by the doctors present. This is then added to the employee's medical file.

A copy of this record with the decision taken is sent immediately to the employer and to the employee by the occupational doctor - inspector of the health inspectorate.

**Art.69.** - The appeal suspends the decision of the prevention counsellor - company doctor. This is not the case when the medical examination involves an employee with a responsibility for safety or performing work requiring alertness or with a risk of exposure to radiation or when it involves a pregnant or breast-feeding female employee with a position analysed as having a specific risk.

**Appeal form**

An appeal against the decision of the prevention counsellor - company doctor may be submitted via the attached form, duly completed, dated and signed by the employee. This form must be sent, by registered post, to the occupational doctor - inspector of the health inspectorate, the address of which is listed below.

Address of the occupational doctor - inspector of the health inspectorate

Ilème direction de l'Inspection médicale :  
Rue Belliard 51- 1040 BRUXELLES

**N.B.** with regard to the annotations on the back of the document

- (1) Pre-work health assessment, periodic health assessment, return-to-work examination
- (2) Should an employee subject to such ask to benefit from the second opinion procedure, a new health assessment form shall be issued at the end of this procedure. The sending date of this last form is the date constituting the starting date of the appeal procedure described in the second section of this annex.