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| --- |
| http://www.ulg.ac.be/upload/docs/image/png/2017-03/uliege-logo-coul-72.png |
| ***Job Sheet – Student trainee*** |
|  |
| ***Student trainee: Identifying information*** |
| Last name:  | First name:  | Gender: M/F |
| Street:  | No.:  | Postal code:  | Community:  |
| Date of birth:  | National Registration Number:  | Nationality:  |
| Telephone /mobile:  | Email address:  |
| Educational establishment:  | Research department:  |
| Year of study:  | Orientation:  | Name of academic supervisor:  |
|  |
| ***Host Institution : identifying information*** |
| Name:  | Enterprise number:  |
| Street:  | No.:  | Postal code:  | Community:  |
| Telephone no.:  | Fax:  | Website:  |
| Type of activity:  |
| Name of industrial supervisor:  | Email address:  |
|  |
|  | ***Host Institution: Internal Services for Prevention and Protection at Work*** |  |
|  | Name of prevention advisor:  |  |
|  | Telephone no.:  | Email address:  |  |
|  | Is there a Prevention and Protection Committee? ❒ yes ❒ no |  |
|  |
|  | ***Host Institution: External Services for Prevention and Protection at Work*** |  |
|  | Name of external service:  |  |
|  | Name of Prevention Advisor/Occupational Doctor:  |  |
|  | Telephone no.:  | Email address:  |  |
|  | Name of health surveillance officer:  |  |
|  |
| ***Short description of the Student trainee’s activities in the host Institution*** |
|      |
|  |
| **SECTION A – General prevention within the host Institution** |
|  |
| **EMERGENCY CALLS** |
| Does the Student trainee know which procedures to follow in case of emergency calls? | ❒ yes ❒ no |
| Does the Student trainee have access to an internal telephone? | ❒ yes ❒ no |
| Does the Student trainee know the internal emergency number? | ❒ yes ❒ no |
|  |
| **FIRE** |
| Is the Student trainee aware of the evacuation procedures? | ❒ yes ❒ no |
| Is there fire-fighting equipment available? | ❒ yes ❒ no |
| Has the Student trainee been informed of the presence of the fire-fighting equipment? | ❒ yes ❒ no |
|  |
| **FIRST AID** |
| Is there a first-aid room? | ❒ yes ❒ no |
| Has the Student trainee been informed of the location of this first-aid room? | ❒ yes ❒ no |
| Does the Student trainee have access to the list of first-aid workers? | ❒ yes ❒ no |
| Does the Student trainee have access to a first-aid kit? | ❒ yes ❒ no |
|  |

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| **SECTION B – Activities** |
|  |
| ***Student trainee’s activities, per work posting*** |
| *Work station(s)* | *Place in the company / institution* | *Equipment / Products / Devices* | *Tasks* |
| ❒ administration on screen |  |  |  |
| ❒ laboratory (specify: ) |  |  |  |
| ❒ site |  |  |  |
| ❒ care/maintenance |  |  |  |
| ❒ other (specify: ) |  |  |  |
|  |
| **Is it a security posting?**All postings involving the use of work equipment, driving motor vehicles, cranes, bridge cranes, hoisting engines of any kind, or machines that make use of dangerous installations or appliances, carrying weapons. | **❒ yes ❒ no** |
| if yes : | - use of work equipment | ❒ yes ❒ no |
| - driving motor vehicles with passengers | ❒ yes ❒ no |
| - carrying weapons | ❒ yes ❒ no |
|  |
| **Is it a watch station?**Any work station that involves the constant monitoring of the operation of an installation where lack of vigilance could threaten the safety and health of other workers. | **❒ yes ❒ no** |
|  |
| **Does the function relate to an activity linked to foodstuffs?** | **❒ yes ❒ no** |
| if yes: | - have the HACCP standards been implemented? | ❒ yes ❒ no |
|  |
| **Are there any particular risks linked to the functions in the event of night work?**All postings held for at least 3hrs of work time between 8p.m. and 6a.m. | **❒ yes ❒ no** |
| if yes: | - information on the risks associated with this kind of work? | ❒ yes ❒ no |
| - has a specific first-aid organisation been set up? | ❒ yes ❒ no |
|  |
| **Are there any particular risks connected to the functions in case of shift work?**Any team shift work, rotating according to a certain pattern, implying completing work at different hours over a given period of days or weeks. | **❒ yes ❒ no** |
| if yes: | - information on the risks associated with this kind of work? | ❒ yes ❒ no |
|  |
| **Are there any particular risks for pregnant or lactating women?** | **❒ yes ❒ no** |
|  |
| **Does the posting involve the use of chemical agents?** | **❒ yes ❒ no** |
| if yes: | - complete the list at p. 4 **①** and the red frame 🞎 |
|  |
| **Does the posting involve the use of carcinogenic agents?** | **❒ yes ❒ no** |
| if yes: | - complete the list at p. 4 **①** and/or **④** and/or **⑤** |
|  |
| **Does the posting involve the use of physical agents?** | **❒ yes ❒ no** |
| if yes: | - complete the list at p. 4 **②** |
|  |
| **Does the posting involve the use of biological agents?** | **❒ yes ❒ no** |
| if yes: | - complete the list at p. 4 **③** |
|  |
| **Does the posting involve work at heights?** | **❒ yes ❒no** |
| if yes: | - is the ergonomic environment taken into account? | ❒ yes ❒ no |
| - has the Student trainee received sufficient information/instruction on this kind of work? | ❒ yes ❒ no |
| - are the safety instructions available and have they been assimilated? | ❒ yes ❒ no |
| - is an internal training programme offered? | ❒ yes ❒ no |
|  |
| **Does the posting involve risks of falls?**Risks from work other than at heights. | **❒ yes ❒ no** |
|  |
| **Does the posting involve electricity risks?** | **❒ yes ❒ no** |
| if yes : | - does the Student trainee work directly with electrical installations? | ❒ yes ❒ no |
| - has the Student trainee received sufficient information/instruction on this kind of work? | ❒ yes ❒ no |
| - are the safety instructions available and have they been assimilated? | ❒ yes ❒ no |
| - is an internal training programme offered? | ❒ yes ❒ no |
|  |
| **Could the posting involve a heavy ergonomic load?**Difficult work postures | **❒ yes ❒ no** |
| if yes : | - has the work been organised to avoid these? | ❒ yes ❒ no |
| - are handling means offered? Specify:  | ❒ yes ❒ no |
|  |
| **Does the posting involve manual handling of loads (physical loads)?** | **❒ yes ❒ no** |
| if yes : | are handling means offered? Specify:  | ❒ yes ❒ no |
|  |
| **Is the work monotonous or repetitive?** | **❒ yes ❒ no** |
|  |
| **Does the posting involve a psychosocial load?**Stress, violence, aggression | **❒ yes ❒ no** |
| if yes : | - has psychosocial support been made available? | ❒ yes ❒ no |
|  |
| **Does the posting involve work on a display screen?** | **❒ yes ❒ no** |
| if yes : | - hrs/day (average) ; hrs/week (average) | ❒ yes ❒ no |
| - has the ergonomic environment been taken into account? | ❒ yes ❒ no |
| - has the Student trainee been informed of long-term problems? | ❒ yes ❒ no |

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| **SECTION C – Preventive and protective measures at the work place for this posting** |
|  |
| **Preliminary safety instructions and information?:** |
|     |
|  |
| **Preliminary safety training?:** |
|     |
|  |
| **Collective protective equipment?:** |
|     |
|  |
| **Work clothes:** |
|  | ❒ trousers |
|  | ❒ jacket |
|  | ❒ smock / dust-coat |
|  | ❒ gloves /mitts |
|  |
| **Individual protective equipment:** |
|  | ❒ safety footwear | type :  |
|  | ❒ safety harness | type :  |
|  | ❒ protective gloves | type :  |
|  | ❒ helmet | type :  |
|  | ❒ respiratory protection | type :  |
|  | ❒ glasses / protective screen | type :  |
|  | ❒ hearing protection | type :  |
|  | ❒ ointments | type :  |
|  | ❒ specific equipment:  |
|  | ❒ other:  |
|  |
| **Emergency procedures to follow? :**  |
|     |
|  |
| **First aid? :**  |
|     |
|  |
| **Compulsory vaccinations?:**  |
|     |
|  |
| **Annual and preliminary information (health assessment form / safety data sheet):** |
|     |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **① Chemical agents\* ❒yes ❒no** |  | **② Physical agents ❒yes ❒no** |  | **④ Dermal-aggressive and allergen agents ❒yes ❒no** |
| if yes, blacken the boxes corresponding to the agents concerned | **⮧** | SPMT code |  | if yes, blacken the boxes corresponding to the agents concerned | **⮧** | SPMT code |  | if yes, blacken the boxes corresponding to the agents concerned | **⮧** | SPMT code |
| Arsenic and harmful compounds (except hydrogen arsenide) | **⚫** | 1 | 0 | 1 | 2 |  | Ionising radiation (category 1 workers) | **⚫** | 2 | 0 | 1 | 2 |  | Soot, tar, bitumen, pitch, anthracene, asphalt, mineral oils, crude paraffin, compounds, fractioned and residual products of these substances | **⚫** | 4 | 0 | 1 | 1 |
|  | Ionising radiation (category 2 workers) | **⚫** | 2 | 0 | 2 | 1 |  |
| Beryllium (glucinium and harmful and toxic compounds) | **⚫** | 1 | 0 | 2 | 2 |  | 14C, 3H | **⚫** | 2 | 0 | 2 | 2 |  |
|  | UV rays | **⚫** | 2 | 1 | 3 | 1 |  | Metals, metalloids and compounds | **⚫** | 4 | 0 | 2 | 1 |
| Carbon monoxide | **⚫** | 1 | 0 | 3 | 1 |  | Laser waves | **⚫** | 2 | 1 | 0 | 1 |  | Alkaline products, cements, cleansers, whiteners, etc. | **⚫** | 4 | 0 | 3 | 1 |
| Carbon oxychloride or phosgene | **⚫** | 1 | 0 | 4 | 1 |  | Infra-red rays | **⚫** | 2 | 0 | 3 | 1 |  | Organic solvents in general | **⚫** | 4 | 0 | 4 | 1 |
| Hydrocyanic acid, cyanides and cyanogenic compounds | **⚫** | 1 | 0 | 5 | 1 |  | High-frequency electromagnetic waves - Cat. 1 | **⚫** | 2 | 1 | 1 | 2 |  | Formaldehyde, hexamethylenetetramine, resins, plastics, their accelerators and/or their precursors | **⚫** | 4 | 0 | 5 | 1 |
|  | High-frequency electromagnetic waves - Cat. 2 | **⚫** | 2 | 1 | 1 | 1 |  |
| Cadmium and harmful compounds | **⚫** | 1 | 0 | 6 | 2 |  | Noise (>90 dB) | **⚫** | 2 | 0 | 4 | 1 |  | Aromatic nitro, amino, chlorinated hydrocarbon derivatives  |  | 4 | 0 | 6 | 1 |
| Chrome and harmful compounds | **⚫** | 1 | 0 | 7 | 1 |  | Extra legal noise  | **⚫** | 2 | 1 | 4 | 0 |  | Certain synthetic colours | **⚫** | 4 | 0 | 7 | 1 |
| Harmful organic tin compounds | **⚫** | 1 | 0 | 8 | 1 |  | Noise (<90 dB >85 dB) | **⚫** | 2 | 1 | 4 | 1 |  | Certain medications, like the derivatives of phenotiazine (chlorpromazine), and antibiotics (streptomycin, chloramphenicol, penicillin, neomycin) | **⚫** | 4 | 0 | 8 | 1 |
| Substances with hormonal action | **⚫** | 1 | 0 | 9 | 2 |  | Ultra- and infrasounds | **⚫** | 2 | 1 | 2 | 1 |  |
| Mercury and harmful compounds | **⚫** | 1 | 1 | 0 | 2 |  | Mechanical vibrations of 2 to 30,000 Hz | **⚫** | 2 | 0 | 6 | 1 |  |
| Manganese and harmful compounds | **⚫** | 1 | 1 | 1 | 2 |  | Compressed air | **⚫** | 2 | 0 | 5 | 1 |  | Certain ancillary products from manufacturing rubber (tetramethylthiuram disulphide, dithiocarbamates, mercaptobenzothiazol) | **⚫** | 4 | 0 | 9 | 1 |
| Nitric acid | **⚫** | 1 | 1 | 2 | 1 |  | Prolonged local pressure near soft tissue and bone or near nerve formations | **⚫** | 2 | 0 | 7 | 1 |  |
| Nitrogen oxide | **⚫** | 1 | 1 | 3 | 1 |  |  | Pesticides (organophosphate derivatives, arsenic, mercury, sulphur, all organochloride insecticides | **⚫** | 4 | 1 | 0 | 1 |
| Ammoniac | **⚫** | 1 | 1 | 4 | 1 |  | Temperatures artificially lowered to below -10°C | **⚫** | 2 | 0 | 8 | 1 |  |
| Nickel and harmful compounds | **⚫** | 1 | 1 | 5 | 1 |  | Industrial heat | **⚫** | 2 | 0 | 9 | 1 |  | Certain vegetable substances like those found in vanilla, primrose, exotic woods, quinine, flower bulbs | **⚫** | 4 | 1 | 1 | 1 |
| Ozone | **⚫** | 1 | 1 | 6 | 1 |  |  |  |  |  |  |  |  |
| Phosphorus and inorganic harmful compounds | **⚫** | 1 | 1 | 7 | 2 |  | **③** **Classified biological agents** (AR 04.08.1996) **❒yes ❒no**  |  | Gold, silver, platinum smithing metals | **⚫** | 4 | 1 | 2 | 1 |
| Harmful organic phosphorus compounds | **⚫** | 1 | 1 | 8 | 2 |  | if yes, blacken the boxes corresponding to the agents concerned | **⮧** | SPMT code |  | Micro-traumatic particles (metal, glass, hair, asbestos) | **⚫** | 4 | 1 | 3 | 1 |
| Lead and ionic derivatives | **⚫** | 1 | 1 | 9 | 2 |  | virus | Mumps | **⚫** | 3 | 0 | 1 | 0 |  | Actinic (UV rays) and thermal (hot or cold) irritations | **⚫** | 4 | 1 | 4 | 1 |
| Harmful organic lead compounds other than ionic | **⚫** | 1 | 2 | 0 | 2 |  | Hepatitis B | **⚫** | 3 | 0 | 2 | 1 |  |
|  | Measles | **⚫** | 3 | 0 | 3 | 0 |  | Pathogenic microorganisms | **⚫** | 4 | 1 | 5 | 1 |
| Selenium and harmful compounds | **⚫** | 1 | 2 | 1 | 1 |  | Rubella | **⚫** | 3 | 0 | 4 | 0 |  | Saprophytic microorganisms that could be pathogenic under certain conditions | **⚫** | 4 | 1 | 6 | 1 |
| Carbon disulphide | **⚫** | 1 | 2 | 2 | 2 |  | Cytomegalovirus | **⚫** | 3 | 0 | 5 | 0 |  |
| Hydrogen sulphide | **⚫** | 1 | 2 | 3 | 1 |  | Epstein Barr | **⚫** | 3 | 0 | 7 | 0 |  |  |  |  |  |  |  |
| Sulphur acid esters | **⚫** | 1 | 2 | 4 | 1 |  | Varicella – Zoster | **⚫** | 3 | 0 | 8 | 0 |  | **⑤ Pathogenic agents** (other) **by inhalation ❒yes ❒no**  |
| Thallium and harmful compounds | **⚫** | 1 | 2 | 5 | 2 |  | H.I.V. | **⚫** | 3 | 0 | 9 | 0 |  | if yes, blacken the boxes corresponding to the agents concerned | **⮧** | code SPMT |
| Vanadium and harmful compounds | **⚫** | 1 | 2 | 6 | 2 |  | Yellow fever | **⚫** | 3 | 1 | 0 | 0 |  | Free silica | **⚫** | 5 | 0 | 1 | 1 |
| Harmful zinc compounds | **⚫** | 1 | 2 | 7 | 1 |  | Parvovirus B | **⚫** | 3 | 1 | 1 | 0 |  | Asbestos dust | **⚫** | 5 | 0 | 2 | 1 |
| Chlorine | **⚫** | 1 | 2 | 8 | 1 |  | Polio | **⚫** | 3 | 1 | 2 | 0 |  | Silicate dust other than asbestos | **⚫** | 5 | 0 | 3 | 1 |
| Bromine and harmful compounds | **⚫** | 1 | 2 | 9 | 1 |  | Foot and mouth disease | **⚫** | 3 | 1 | 2 | 1 |  | Dust from iron | **⚫** | 5 | 0 | 4 | 1 |
| Iodine and harmful compounds | **⚫** | 1 | 3 | 0 | 1 |  | Hepatitis A | **⚫** | 3 | 1 | 3 | 0 |  | Dust from tin | **⚫** | 5 | 0 | 5 | 1 |
| Fluorine and harmful compounds | **⚫** | 1 | 3 | 1 | 1 |  | Rabies | **⚫** | 3 | 2 | 0 | 0 |  | Dust from barium | **⚫** | 5 | 0 | 6 | 1 |
| Aliphatic or alicyclic hydrocarbons | **⚫** | 1 | 3 | 2 | 2 |  | Hantavirus | **⚫** | 3 | 2 | 2 | 0 |  | Dust or fumes from aluminium or its compounds | **⚫** | 5 | 0 | 7 | 1 |
| Halogenated derivatives of aliphatic and alicyclic hydrocarbons | **⚫** | 1 | 3 | 3 | 2 |  | Hepatitis C | **⚫** | 3 | 3 | 2 | 1 |  | Dust from sintered or cemented metallic carbides | **⚫** | 5 | 0 | 8 | 1 |
|  | bacteria | Tuberculosis – Category 2 | **⚫** | 3 | 0 | 1 | 1 |  | Dust from basic slag | **⚫** | 5 | 0 | 9 | 1 |
| Amino derivatives of aliphatic and alicyclic hydrocarbons | **⚫** | 1 | 3 | 4 | 2 |  | Tuberculosis | **⚫** | 3 | 0 | 1 | 2 |  | Agents that provoke hyperergy respiratory symptoms or a pulmonary disease  | **⚫** | 5 | 1 | 0 | 1 |
|  | Listeria M | **⚫** | 3 | 0 | 5 | 2 |  |
| Methanol, higher alcohols and halogenated derivatives of alcohols | **⚫** | 1 | 3 | 5 | 1 |  | Tetanus | **⚫** | 3 | 0 | 6 | 0 |  | Vegetable or animal products (hair, leather, feathers, cotton, hemp, linen, jute, sisal, bagasse, nacre) | **⚫** | 5 | 1 | 1 | 1 |
|  | Brucellosis | **⚫** | 3 | 0 | 7 | 1 |  |
| Glycols and halogenated derivatives | **⚫** | 1 | 3 | 6 | 1 |  | Salmonellosis | **⚫** | 3 | 0 | 8 | 1 |  | Diisocyanate, acrolein, formaldehyde, chloroplatinate, paraphenylenediamine, diazomethane, pthalic anhydride chemical products | **⚫** | 5 | 1 | 2 | 1 |
| Ethers and derivatives | **⚫** | 1 | 3 | 7 | 1 |  | Ornithosis and psittacosis | **⚫** | 3 | 1 | 0 | 1 |  |
| Ketones and halogenated derivatives | **⚫** | 1 | 3 | 8 | 1 |  | Community risk of communicable disease | **⚫** | 3 | 1 | 1 | 1 |  | Asbestos, prior professional exposure | **⚫** | 5 | 1 | 3 | 1 |
| Organic esters and halogenated derivatives | **⚫** | 1 | 3 | 9 | 1 |  | Diphtheria | **⚫** | 3 | 1 | 4 | 0 |  |  |  |  |  |  |  |
| Harmful organic acids | **⚫** | 1 | 4 | 0 | 1 |  | Cholera | **⚫** | 3 | 1 | 5 | 0 |  | **Other agents not specified elsewhere ❒yes ❒no** |
| Aldehydes, halogenated derivatives and amides | **⚫** | 1 | 4 | 1 | 1 |  | Extra legal tetanus | **⚫** | 3 | 1 | 6 | 0 |  | if yes, describe the type(s) of agents |
| Aromatic anhydrides and halogenated derivatives | **⚫** | 1 | 4 | 2 | 1 |  | B. Typhi | **⚫** | 3 | 1 | 8 | 0 |  |  |
|  | parasites | Syphilis | **⚫** | 3 | 0 | 3 | 1 |  |  |
| Nitro-derivatives of aliphatic hydrocarbons | **⚫** | 1 | 4 | 3 | 1 |  | Toxoplasmosis | **⚫** | 3 | 0 | 5 | 1 |  |  |
|  | Spirochetes | **⚫** | 3 | 0 | 9 | 1 |  |  |
| Nitric esters | **⚫** | 1 | 4 | 4 | 1 |  | Ringworm | **⚫** | 3 | 1 | 3 | 1 |  |  |
| Benzene | **⚫** | 1 | 4 | 5 | 3 |  | Echinococcosis | **⚫** | 3 | 1 | 4 | 1 |  | **\*Chemical agents: additional information** |
| Benzene homologies | **⚫** | 1 | 4 | 6 | 2 |  | Ancylostoma duodenale | **⚫** | 3 | 1 | 5 | 1 |  | **List of the 10 most used chemical agents** |
| Naphthalene and homologues | **⚫** | 1 | 4 | 7 | 2 |  | Intestinal roundworms | **⚫** | 3 | 1 | 6 | 1 |  |  |
| Diphenyl, decalin, tetralin, diphenyloxyde | **⚫** | 1 | 4 | 8 | 1 |  | Trypanosome B | **⚫** | 3 | 1 | 7 | 0 |  |  |
| Halogenated derivatives of aromatic hydrocarbons | **⚫** | 1 | 4 | 9 | 2 |  | Tropical diseases | **⚫** | 3 | 1 | 7 | 1 |  |  |
|  | Borrelia | **⚫** | 3 | 2 | 4 | 1 |  |  |
| Phenols and homologues and their halogenated derivatives | **⚫** | 1 | 5 | 0 | 1 |  | Plasmodium falciparum | **⚫** | 3 | 2 | 6 | 0 |  |  |
|  | **List of the 5 most toxic used chemical agents** |  |
| Thiophenols and homologues and their halogenated derivatives | **⚫** | 1 | 5 | 1 | 1 |  |  |  |
| Naphthols and homologues and their halogenated derivatives | **⚫** | 1 | 5 | 2 | 1 |  |  |  |
| Halogenated derivatives of alkyl-, aryl-, alkylaryl oxides and alkylaryl sulphurs | **⚫** | 1 | 5 | 3 | 1 |  |  |  |
| Benzoquinone and products of the oxidation of hydroquinone Hydrazine | **⚫** | 1 | 5 | 4 | 1 |  |  |  |
| Hydrazine | **⚫** | 1 | 5 | 5 | 2 |  |  |  |
| mines and aromatic hydrazines and their halogenated phenolic derivatives, nitrosated, and sulphonated | **⚫** | 1 | 5 | 5 | 3 |  |
| **Signatures of the Host Institution and date** |
| Coumarin derivatives | **⚫** | 1 | 5 | 7 | 1 |  |  The Supervisor The Prevention advisor The host Institution representative ……………………………….. ……………………………………. …………………………………….. |
| Cytostatic agents | **⚫** | 1 | 5 | 8 | 1 |  |
|  |  |  |  |  |  |  | Document created on the basis of the health surveillance sheet of the Service de Prévention et de Médecine du Travail (service for prevention and medicine at work) of the French and German communities of Belgium (SPMT). All rights reserved. *December 2013 version* |