**JOB DESCRIPTION / RISK ANALYSIS**

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| [ ]  **EMPLOYEE** | [ ]  **TRAINEE** | [ ]  **MATERNITY PROTECTION**  |
| [ ]  **Temp contract** [ ]  **Set term UNamur contract**[ ]  **Permanent UNamur contract**[ ]  **Bursary holder with convention**  | **Observation internship?**[ ]  **Yes (2 days max)**[ ]  **No** | **Work sheet to guarantee maternity protection, are you already subject to periodical medical** **check-ups**[ ]  **Yes**[ ]  **No** |

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| **SECTION A – Identification**  |
| **A1 – Contract information, tasks and work location in UNamur** |
| Starting date : *Click to enter text* Date of arrival :  *Click to enter text*Finishing date :  *Click to enter text*  Extension(s) :  *Click to enter text*Normal work hours :  *Click to enter text*Occupancy rate :  *Click to enter text* Principal activity at UNamur :  *Click to enter text* Principal work area in UNamur (Building + area/office + telephone extension) :  *Click to enter text*Operational Location in UNamur ***– Locate your work area using page 5 of this document******Faculty/Section/Service – Department – Laboratory/Research – Unit/Service :***   *Click to enter text*  |
| **A2 – Identity of the employee/trainee/bursary holder/postgraduate (Confidential, required identification information only used for medical service)** |

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| Family Name : *Click to enter text*First Name(s) : *Click to enter text*E-mail : *Click to enter text*Tel/Cell phone : *Click to enter text* | National Register N° or NISS : *Click to enter text*Nationality : *Click to enter text*Known allergies : *Click to enter text*Known diseases  : *Click to enter text* |
| **A3 – Identity of the person in charge of the department and the direct supervisor/sponsor** |
| Name of the person in charge of the service : *Click to enter text*E-mail : *Click to enter text*Tel UNamur : +32 (0)81 72 *Click to enter text* Cell phone : *Click to enter text* | Name of the UNamur sponsor: *Click to enter text*E-mail : *Click to enter text*Tel UNamur : +32 (0)81 72*Click to enter text* Cell phone : *Click to enter text* |
| **A4 – General information about the educational institution**  |

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| Name of the organization :  *Click to enter text*  Address :  *Click to enter text*  * Name of person in charge :  *Click to enter text*

Tel/Cell phone:  *Click to enter text* E-mail:  *Click to enter text* * Name of safety advisor :  *Click to enter text*

Tel/Cell phone :  *Click to enter text* E-mail :  *Click to enter text* Additional information about trainee : Study program:  *Click to enter text*  |

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| **SECTION B – General organizational information and activities of the worker/trainee**  |
| **B1 – General information about the organization** |
| *University of Namur (UNamur)* Registration number : *BE0409530535****Naji Habra* - *Rector*  E-mail :** ***naji.habra@unamur.be*** ***Tel : + 32 (0)81 72 40 01***Main office : *Rue de Bruxelles, 61 – 5000 Namur – Belgique*  Web site : <http://www.unamur.be>Prevention Department (SerP) : ***Olivier Donnez – Head of the SerP***  E-mail : ***direction.sippt@unamur.be*** ***Tel. : + 32 (0)81 72.53.40******Coraline Leirens – Prevention advisor, Risk management***E-mail : ***gestion-risques.sippt@unamur.be*** ***Tel. : + 32 (0)81 72.53.50******Claudine Habets – Counselor in prevention psychosocial aspects***E-mail*:****risques-psychosociaux@unamur.be*** ***Tel + 32 (0)81 72.53.41***External service for worker health and safety (SEPPT) : ***CESI (External service for accident prevention and worker protection) – Tel : + 32 (0)81 25 35 85******Workplace doctor: Dr François Delhaye - doctor for physical check-ups: Dr François Delhaye*** |
| **B2 – Type of activity, by position**  |

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| *Jobs(s)* | *Place in the company/institution* | *Équipment / Products / Devices* | *Tasks* |
| [ ]  administrative  | *Click to enter text* | *Click to enter text* | *Click to enter text* |
| [ ]  laboratory (Specify :texte.) | *Click to enter text* | *Click to enter text* | *Click to enter text* |
| [ ]  outside activities | *Click to enter text* | *Click to enter text* | *Click to enter text* |
| [ ]  maintenance | *Click to enter text* | *Click to enter text* | *Click to enter text* |
| [ ]  other (Specify :texte.) | *Click to enter text* | *Click to enter text* | *Click to enter text* |

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| **SECTION C – Measures for accident prevention and worker protection for the job (To be completed by host service and confirmed by the SerP)** |
| Name of direct supervisor/sponsor (idem A3) :  *Click to enter text* [ ] Orientation training by the host service (name of trainer and date):  *Click to enter text*  [ ]  Training on emergency procedures (fire, …) (name of trainer and date):  *Click to enter text* [ ] Participation in an institutional training scheme :[ ]  **SECULABO (training is required for access to the laboratory - Minimum 80 % points required) via the link below :** **https://tice.unamur.be/formations/login/index.php**[ ]  Orientation and information session |

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| **Individual protection equipment/protective clothing** |

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| [ ]  Laboratory coat[ ]  cotton [ ]  polyester[ ]  Respiratory protection [ ]  FFP1 [ ]  FFP2 [ ]  FFP3 [ ]  mask with cartridge[ ]  self-contained[ ]  Protective glasses/shield [ ]  Gloves[ ]  latex [ ]  nitrile [ ]  powder-free☐ Specific equipment: *Click to enter text*☐ Other: *Click to enter text* | [ ]  Vest [ ]  high visibility [ ]  impermeable [ ]  fireproof[ ]  Trousers [ ]  Protective helmets[ ]  Protective footwear [ ]  S1 [ ]  S2 [ ]  S3[ ]  Hearing protection : reduction ratio : Number dB[ ]  Safety harness and accessories |

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| **Section D – Health risks of the activity - To be completed by the host service (if needed, refer to the list of the Belgian federal public service)** |

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| **Health risks**  |
| 1. Associated with the **use** :
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| * of chemical substances including CMR (ex : acrylamide, intercalants, …), asbestos, nanoparticles

If so, specify : *Click to enter text** of biological agents (pathogenic, blood/human or animal biopsies)

If so, specify : *Click to enter text** or radioactive substances
 | [ ]  yes [ ]  no[ ]  yes [ ]  no[ ]  yes [ ]  no |
| 1. Associated with the **accidental exposure** :
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| * to chemical substances chimiques including CMR (ex : acrylamide, intercalants, …), asbestos, nanoparticles
* to biological agents (pathogenic, blood/human or animal biopsies)
* or radioactive substances
 | [ ]  oui [ ]  non[ ]  oui [ ]  non[ ]  oui [ ]  non |
| 1. Associated with handling/contact of animals

  | [ ]  oui [ ]  non |
| 1. Associated with physical agents

If so, specify: noise (80 to 83 dB) - vibrations - electromagnetic fields - lasers - wood dust - other*: Click to enter text* | [ ]  oui [ ]  non |
| 1. Ergonomic hazards

If so, specify: handling - controlling agricultural or industrial machines - screen displays - uncomfortable work position (standing, inclined…) - other : *Click to enter text* | [ ]  oui [ ]  non |
| 1. Psychosocial

If so, specify: isolated work - shift work (even occasional) - travel abroad – other : *Click to enter text* | [ ]  oui [ ]  non |
| 1. Associated with foodstuff transformation

  | [ ]  oui [ ]  non |
| **Safety risks**  |
| 1. Electrical risks

  | [ ]  oui [ ]  non |
| 1. Risks related to working at height

  | [ ]  oui [ ]  non |
| 1. Security requirements

If so, specify: regular operation of machines or UNamur vehicles as part of the work - use of equipment which presents increased risk for other people or third parties  | [ ]  oui [ ]  non |
| 1. Surveillance role

= Person assigned to a piece of equipment/installation and whose principal mission is to ensure the safety of others (active monitoring and ability to act quickly and effectively on the cause of the risk). | [ ]  oui [ ]  non |
| 1. Night work

  | [ ]  oui [ ]  non |

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| **SECTION E – Opinion of SerP and workplace doctor (To be completed only by the SerP)** |
| * UNamur prevention profile : Choisissez un élément.
* Exposure frequency based on the function : Choisissez un élément.
* Main risk profile set out in the list transmitted to SEPPT
* Particular risk(s): possible allergies or affections of the A2 part + particularity of the function.
* Vaccination recommended as part of the function: Choisissez un élément.

**On the basis of analysis of the work, medical check-up required :** [ ]  **YES** [ ]  **NO****Bidding category based on frequency of exposure and main risk profile:**  Choisissez un élément. |

**Important note on the responsibility of the signatories of this job description**

Any change in the trainee/worker/fellow/temporary employee's job requires you (you N+1) to re-issue a new job description considering the new risks associated with the change of job.

Updating this job description is essential in order to determine adequate preventive measures for the management of work accidents and/or occupational diseases.

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| **SECTION F – Required Signatures** |
| **1** | **2 – Trainee’s educational institution** |
| 1. Trainee / Employee / Bursary holder/ Temp worker

**FAMILY NAME :**   *Click to enter text* **FIRST NAME :**   *Click to enter text*DATE : *Enter date*SIGNATURE : | 1. Supervisor

**FAMILY NAME  :** Click to enter text **FIRST NAME :** Click to enter text JOB FUNCTION : Click to enter text DATE :  *Enter date*SIGNATURE :  | 1. Supervisor/director

**FAMILY NAME  :** Click to enter text. **FIRST NAME :** Click to enter text. JOB FUNCTION : Click to enter tex. DATE :  *Enter date*SIGNATURE :  |
| **3 – Host organization - UNamur** |
| 1. Head of reception service (N+1)

**FAMILY NAME :**  *Click to enter text***FIRST NAME :**   *Click to enter text* DATE : *Enter date*SIGNATURE : | 1. Trainee supervisor Supervisor/Sponsor

**FAMILY NAME :**  *Click to enter text***FIRST NAME :**  *Click to enter text* DATE : *Enter date*SIGNATURE : | 1. SerP advisor

**FAMILY NAME :**  *Click to enter text***FIRST NAME :**   *Click to enter text* DATE : *Enter date*SIGNATURE : |

**To help you to find your way in the institution**

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| **Faculty/Section/Service** | **Department** | **Laboratory/Research Unit/Service** |
| **Faculty of Law** |  |  |
| **Faculty of Medicine** | Faculty of Medicine | Anatomy Laboratory |
| Laboratory for clinical teaching |
| Department of Pharmacy |
| Department of Psychology |
| Biomedical Sciences Department |
| **Faculty of Arts** |
| **Faculty of Science** | Department of Biology | Biology Methodology and Pedagogy Unit (UMDB) |
| Laboratory of Cellular Biochemistry and Biology (URBC) |
| Research Unit in Biology of Microorganisms (URBM) |
| Research Unit in Environmental and Evolutionary Biology (URBE) |
| Unit of Research in Plant Cellular and Molecular Biology (URBV) |
| Department of Chemistry | Teaching |
| Unit of Nanomaterial Chemistry |
| Unit of Surface and Analytical Chemistry and Electrochemistry |
| Unit of Supramolecular Organic and Biochemical Chemistry |
| Unit of Physical, Theoretical and Structural Chemistry |
| Department of Geography |
| Department of Geology |
| Department of Mathematics |
| Department of Veterinary Medicine | Laboratory of immunology and microbiology |
| Integrated Veterinary Research Unit (URVI) |
| Department of Physics | Teaching |
| Physics of the Matter and Radiation (PMR) |
| Department of Sciences, Philosophies and Societies |
| **FACULTY OF ECONOMICS, SOCIAL SCIENCES AND BUSINESS ADMINISTRATION** |
| **FACULTY OF COMPUTER SCIENCE** |
| **TRANSVERSAL RESEARCH ENTITIES** | CRIDS, V&S, Egov, DeFiPP, ESPHIN, FONTANTI, GRIVES, IRDENa, naXys + GRT, ILEE, LIATEC, NARC, NADI + CIRCE, NaLTT, NISM, Narilis + NAMEDIC/NNC/NTHC, PaTHs, Research Technological Platform, PReCISE, FOCUS, Trans |
| **Inter-faculty entities** | Animal shelter |
| Mechanical Workshop |
| EDUCATION AND TECHNOLOGY DEPARTMENT (DET) |
| DEPARTMENT OF MODERN LANGUAGES (ELV) |
| Electron Microscopy Service |
| **Services** | University chaplaincy | University Religious Centre (CRU) |
| Service of the Administrator General | Wealth management cell |
| Studies Service  |
| Financial services |
| Infrastructure and campus management service (SIGeC) |
| Rector's service | Rector's office |
| Non-profit support service |
| Communication service |
| Rector's Strategic Projects Service |
| International relations service |
| Internal service for worker health and safety (SerP) |
| Vice-rectors services | University Computing Service (SIU) |
| Research Administration (ADRE) |
| Teaching Administration (ADEN) |
| Student Social Sector (VéCU)) |
| VéCU - University Food Services |
| Sustainable Development Group (GDD) |
| Audio-visual Service and Transmedia (SAT) |
| University Library Moretus Plantin (BUMP) |
| Inplacement Department |
| Legal and Social Affairs Service |
| Human Resources Department (SRH) |
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| **Routing of the job profile** |
|   | You are temp worker, employee or internal trainee of UNamur  |
| **Steps** | **Who?** | **Section(s) to complete** | **Section(s) to sign** | **Transmitted to** |
| 1 | Temp worker/Employee | A2 | F | Head of reception **and** supervising service UNamur |
| 2 | Head of reception **and** supervising service UNamur | A1, A3, B2, C, D | F | Prevention department (SerP)  |
| 3 | Prevention department (SerP)  | E | F | Human Resources Department (SRH) |
| 4 | Human Resources Department (SRH) |  -  |  -  | Records and SEPPT (External service for accident prevention and worker protection) if necessary for medical monitoring |
| You are a bursary holder with an agreement |
| **Steps** | **Who?** | **Section(s) to complete** | **Section(s) to sign** | **Transmitted to** |
| 1 | Bursary holder | A2 | F | N+1 |
| 2 | N+1 and supervisor | A1, A3, B2, C, D | F | Prevention department (SerP)  |
| 3 | Prevention department (SerP)  | E | F | Human Resources Department (SRH) |
| 4 | Human Resources Department (SRH) |  - |  - | Records and SEPPT if necessary for medical monitoring |
|  You are an external trainee at UNamur  |
| **Steps** | **Who?** | **Section(s) to complete** | **Section(s) to sign** | **Transmitted to** |
| 1 | Trainee  | A2 | F | Supervisor and Director of the educational establishment |
| 2 | Supervisor and Director of the educational establishment | A4 | F | Head of reception and supervising service UNamur |
| 3 | Head of reception and supervising service UNamur | A1, A3, B2, C, D | F | Prevention department (SerP)  |
| 4 | Prevention department (SerP)  | E | F | SRH's office |
| 5 | SRH’s office |  - |  - | SRH's office: Signature of convention based on opinion of SerP. SRH - Records and SEPPT if necessary for medical monitoring |