

## Operational rules and areas of competence of the works council and the committee for prevention and protection at work: summary table (\*)

	works council	committee for prevention and protection at work
<b>OPERATIONAL RULES</b>		
<b>Frequency of meetings</b>	Monthly meeting convened by the company director. <b>Important note!</b> There are also extraordinary and special meetings.	Monthly meeting convened by the company director. <b>Important note!</b> There are also extraordinary meetings.
<b>Internal rules</b>	Mandatory internal rules.	Mandatory internal rules.
<b>Exercise of the mandate of employees' representative</b>	Required time and facilities: - carry out the <b>duties</b> of employees' representative in the Works Council: credit of hours/credit of days (per week/month/year), material resources (office space, email account, etc.) and the terms and conditions for the granting and the use thereof, in the best case laid down by mutual agreement with the employer  <b>AND</b> - take part in trade union training: credit of days (per month/year) and the terms and conditions for the granting and the use thereof determined by collective bargaining agreement in the sector or, failing that, by mutual agreement with the employer.  <b>Important note!</b> These absences are, in principle, paid by the employer.	Required time and facilities: - carry out the <b>duties</b> of employees' representative in the committee for prevention and protection at work: credit of hours/credit of days (per week/month/year), material resources (office space, email account, etc.) and the terms and conditions for the granting and the use thereof, in the best case laid down by mutual agreement with the employer  <b>AND</b> - take part in trade union training: credit of days (per month/year) and the terms and conditions for the granting and the use thereof determined by collective bargaining agreement in the sector or, failing that, by mutual agreement with the employer.  <b>Important note!</b> These absences are, in principle, paid by the employer.
<b>SKILLS</b>		
<b>Information task</b>	- <b>Economic and financial</b> information (= basic information, annual information, periodic (quarterly information and occasional information).  <b>Examples</b> - Statute, competitive position, financial structure and organization chart of the company; evolution of production and productivity; personnel costs; public aid granted to the company; etc.	- Information on the <b>wellbeing</b> of employees in the performance of their work (= on safety, psychosocial workplace hazards, protection of health, hygiene, workplace enhancement, etc.).  <b>Examples</b> - Information, advice, reports, documents on manufacturing processes, working methods, installations, internal and external working environment, etc.

	works council	committee for prevention and protection at work
	<p>- information on <b>social</b> affairs.</p> <p><b>Examples</b> - Structure, evolution and company employment forecast (annual information, periodic (quarterly) information and occasional information);</p>	<p>- <b>Economic and financial</b> information, <b>in the absence of a Works Council</b> in the company.</p>
<b>(Information) and consultation task</b>	<p>Information and consultation on <b>social</b> matters (= provision of advice, propositions, objections by the Works Council).</p> <p><b>Examples</b> - Organization of work, working conditions and performance; vocational training and rehabilitation; human resources management; introduction of teleworking; (certain aspects of the) supervision of the use of email and internet access for private purposes; (certain aspects of the) 'exit control' of the goods of the employee; (certain aspects of) camera surveillance in the workplace; etc.</p>	<p>- Information and consultation on the policy on the <b>wellbeing</b> of employees (= provision of advice, propositions, objections by the committee for prevention and protection at work).</p> <p><b>Examples</b> - Prior advice on the global prevention plan, the annual action plan, the planning and the introduction of new technologies, the choice (and the composition of the internal and external service for prevention and protection at work, the prevention of professional fatigue, etc. Proposals on workplace enhancement, the work carried out by external companies, etc.</p> <p>- Information and consultation on <b>social</b> matters, <b>in the absence of a Works Council and trade union delegation</b> in the company.</p>
<b>Decision task</b>	<p>Decision on <b>social</b> matters.</p> <p><b>Examples</b> – Elaboration and modification of the employment regulations; fixing of the annual leave dates; fixing of the replacement days for public holidays; establishment of the organisational rules for time credit; management of company benefits; etc.</p>	<p>Decision in <b>specific cases</b> (= prior agreement of the committee for prevention and protection at work).</p> <p><b>Examples</b> - Designation, exclusion and replacement of the prevention adviser; determination of the minimum duration of the time worked by this adviser; etc.</p>
<b>Monitoring task</b>	<p>Monitor compliance with <b>social</b> and industrial <b>legislation</b>.</p>	<p>- Monitor that the <b>rules on wellbeing</b> and precautionary measures are applied.</p> <p>- Investigate the employees' complaints about wellbeing.</p>
<b>Specific duties</b>		<p>Designation of a delegation to periodically conduct a workplace survey.</p>

(\* ) This table gives a brief description of the differences, similarities and potential interactions between the two bodies.