SIOD
SOCIALE INLICHTINGEN- EN OPSPORINGSDIENST

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GREEN SECTORS: CHECKLIST

Version 30 June 2026

For the sake of readability, only the masculine form is used in this text.

This checklist has been drawn up in line with the Plan for Fair Competition in the green sectors of 17 February 2017, which guarantees greater clarity and transparency for employers and employees. It is also intended to enable them to carry out a form of self-assessment.

This checklist does not mean that the social inspector does not have the right, as provided for in the Social Penal Code, to request the production of any documents he deems necessary for the investigation.

Powers of the social inspector:

1. The social inspector may, without prior notice, at any time of the day or night, freely enter any workplace or premises where he has reasonable grounds to suspect that people are working (Article 23 of the Social Penal Code of 2 June 2010). In accordance with Article 20 of the Social Penal Code, social inspectors must present their identification.
   Social inspectors may only enter occupied premises:
   - Only with the prior written consent of the person who has actual use of the premises
   - or where the inspector is in possession of a 'search warrant'.

2. The social inspector may verify the identities (including national registration number) of all employees, self-employed persons, employers and any agents or representatives of the employer. He may request proof of identity or a residence permit. The employees' job titles and wages may be requested.

3. The social inspector may interview any person deemed necessary, whilst respecting the rights of the person being interviewed.

4. The social inspector may draw up an official report for obstruction of an inspection against any person who prevents him from gaining access to the workplace.

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Company inspection: what information might a social inspector ask you for as an employer, appointed representative or authorised agent?

Examples:

1. Your registration with the Cross-Sectoral Enterprise Register (KBO);
2. Your registration with the National Office for Social Security (NSSO) (e.g. employer number, employer category);
3. Your membership of a social insurance fund for the self-employed;
4. Share register
5. Register of active partners and assistants
6. Invoices
7. DIMONA (Immediate declaration of employment)
8. Work regulations, including all work schedules, as well as proof of working time records.
9. Workers' compensation insurance
10. Employees' performance and pay details:
    - Individual accounts, payslips, attendance records, proof of payment, etc. The social inspector may request a printout of electronically recorded working hours
11. Employment contracts and any amendments:
    - For full-time employees, if the contract was drawn up in writing;
    - Written employment contracts for part-time employees, including working arrangements and working hours;
    - Fixed-term employment contracts;
    - Student contracts;
    - Flexi-job employment contracts
12. Deviation document or registration system for part-time employees (in the event of more hours, fewer hours or changes to the work schedule compared to the planned fixed or variable work schedule).
13. Agreement for temporary agency work between the user organisation and the temporary employment agency. (If temporary agency workers are employed).
    The employment contract for agency workers between the agency and the agency worker. This latter contract may be in electronic form on the employee's laptop or smartphone, specifying their work rota. The employer is responsible for communicating the work rotas.
14. Casual workers
    - Casual or seasonal work in the horticultural sectors is limited to 100 days per employee per year until 2026. For businesses not included in the Future Plan for Mushroom Cultivation, the seasonal scheme is limited to 156 days per year for the employer (subject to specific conditions and possible exemptions).
    - The casual work form (picking card) for a seasonal worker is purchased by the first employer from the relevant Guarantee and Social Fund. The employer must complete the employee's details and their own details no later than the start of employment.

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- The employee must complete it before starting work and must be able to produce it at any time.
- The employer should preferably check this casual work form daily and initial it at least once a week.
- For foreign casual workers, it is recommended that they enter their home address details.

- Forms for casual work can be requested from the relevant Social Funds:
  - Guarantee and Social Fund for Agriculture
  - Guarantee and Social Fund for Horticulture

15. Proof of working site registration (AVW) and Checkin@work (C@W)
16. When employing non-Belgian employees or self-employed persons, the following documents may be required:
    - Work permits and/or residence permits for non-EU nationals;
    - Professional cards for foreign self-employed persons who are not exempt (non-EU nationals);
    - LIMOSA-declarations with an L1 document;
    - An A1 certificate ("Declaration concerning the social security legislation applicable to the holder").
17. Well-being at Work

    Well-being at work encompasses all factors relating to the working conditions in which the work is carried out, such as safety at work, protection of employees' health, psychosocial aspects, ergonomics, occupational hygiene and the improvement of workplaces.

    The General Directorate for the Supervision of Well-being at Work (AD TWW) organises proactive routine inspections using a standard checklist. In addition, a specific campaign is running in the horticultural sector during the years 2025–2026–2027, focusing on protection against the risks posed by hazardous chemical agents and the protection of vulnerable groups such as seasonal workers and young people. The inspectors examine both the documentation required by the health and safety regulations and the situation on the work floor.

    The checklist includes, amongst other things, questions regarding:

    - Proof of registration with the External Service for Prevention and Protection at Work (EDPBW): registration is required as soon as a single employee (seasonal worker, agency worker, trainee, etc.) is employed. The employer must also be able to produce the report of the EDPB's visit to the workplace;
    - Organisation of social consultation (such as the existence of a register in which employees can discreetly record advice and a noticeboard where all employees can be reached);

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- The various risk assessments (usually drawn up with the mandatory involvement of the EDPBW): risks relating to organisation, the workplace, individuals (young people, seasonal workers, etc.), occupational safety, chemical and biological agents, ergonomics, psychosocial factors, etc. A risk assessment helps the employer to identify risks in the workplace and address them immediately. The following steps are important: identifying the risks, assessing these risks (setting priorities) and determining the preventive measures. These measures must then be implemented in the workplace, in accordance with the annual action plan and the overall prevention plan.
- Procedures relating to maternity protection;
- The introduction process for new employees, including seasonal workers, trainees, young people, etc.
- The staff training programme: are the written instructions understandable to seasonal workers who speak other languages?
- Do the workplace regulations include the internal procedure relating to interventions in the context of psychosocial risks?
- The first-aid procedure;
- Documents relating to health surveillance;
- The fire prevention file;
- The asbestos register;
- Procedures for 'working with third parties' (e.g. contract workers);
- Inspection reports for low-voltage installations, high-voltage installations and lifting and hoisting equipment;
- Specific procedures for working with hazardous chemicals (such as pesticides), including the availability of safety data sheets, an inventory of chemical agents, maintenance of filters in accordance with the manufacturer's instructions, the use of PPE, hygiene, labelling, etc.

Additional explanations

The full checklist is available on the website of the FPS Employment: MANCP | Federal Public Service Employment – Labour and Social Dialogue.

In addition to advice from the External Service for Prevention and Protection at Work, employers and prevention advisers can also make use of existing tools such as:

- OiRA Agriculture and OiRA Horticulture via OiRA, your online risk assessment | Beswic
- Advice and documentation via Welcome to Prevent Agri – Prevent Agri

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- Under the sector tag 'Agriculture, forestry and fisheries', you will find a list of dozens of relevant articles, such as the following: Campaign on fire safety in agriculture and horticulture, and updates to BeSWIC bulletins on risks in the sector.

These tools help to draw up risk assessments, formulate instructions and implement sector-specific advice.

Workplace inspections: what documents and information can a social inspector request from people carrying out work on a site?

Questions

Who is the employer/client:

- Identification details of the employer and/or client
- Who gives them their assignments? Where are they based? Where is the work usually carried out?
- Has the employee signed an employment contract? With whom? What is the nature of this contract?

Regarding their status (employee, self-employed person, student, agency worker, etc.):

- Identification details of the person being checked (including both their temporary address in Belgium and their home address if they are not a Belgian employee)
- What is their status?
- If an employee: what is the start date of employment with the current employer (contract)?
- Since when have they been working on this site?
- Have they already worked in their home country for their current employer (if they are not a Belgian employee)?
- If self-employed: since when have they been registered with a social security fund for the self-employed, and what is their registration number?

Regarding his social security status (unemployed, incapacitated for work, income support, pension
…)

- Is the person in question receiving benefits? From which authority? Can he provide the necessary documents in this regard (e.g. unemployment documents)?

Regarding their pay and working hours

- Who pays the wages?
- How much is the wage?
- How is the wage paid?
- Is the person due any outstanding wages?

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- Where are social security contributions and taxes paid?
- If the employee is not Belgian, are allowances paid for:
    - meals; if so, how much are they and who pays for them?
    - accommodation; if so, how much are they and who pays them?
    - travel expenses; if so, how much are they and who pays them?
    - other allowances (meal allowance, daily allowance, etc.), if applicable: how much are they and who pays them?

Documents (to be presented immediately)

1. Identity documents
2. Work permits and residence permits (for non-EU nationals)
3. Part-time workers: Employment contract with work schedules and any deviation documents
4. Unemployed persons: attendance cards which can be requested (except where employees use an electronic attendance card):

- C3A (blue card or electronic): fully unemployed
- EC3.2A (electronic card): temporarily unemployed
- C3-Part-time (white form): part-time worker receiving income support
- C3C (yellow card): unemployed person benefiting from an exemption
  Important: the benefits must be indicated in advance on the control card.

5. Employees unfit for work – National Institute for Health and Disability Insurance (RIZIV) If an employee who is unfit for work is found to be at work, they will be asked to present their: "Permission to resume part-time work (TDWH)" issued by the medical adviser.
6. Temporary agency workers:
   The inspector may ask a temporary worker to show their electronic employment contract with the temporary employment agency, via a smartphone, laptop or tablet.
7. A1 Certificate ("Declaration concerning the social security legislation applicable to the holder") (may be submitted at a later date);
8. LIMOSA (in the case of secondment – may also be submitted at a later date).

List of the main offences that the RVA may identify during inspections. However, this list is not exhaustive.

- Unemployment offences committed by employees:
    - Failure to be in possession of the (electronic) unemployment control card
    - Failure to record work performed on the (electronic) unemployment control card
    - Failure to present the (electronic) unemployment control card immediately when requested to do so by the social inspector.
    - Failure by a person who is fully unemployed to declare a secondary activity
- Offences committed by employers:

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- The employer submits a monthly notification of the first effective day of temporary unemployment on economic grounds for an employee, but allows the employee to work nonetheless. At the end of the month, the employer falsely confirms the days on which the employee worked as days of temporary unemployment.
- Abuse or improper use of temporary unemployment.

Well-being at Work

Well-being at work encompasses all factors relating to the working conditions under which the work is carried out, such as safety at work, protection of the employee's health, psychosocial aspects, ergonomics, occupational hygiene and the improvement of the workplace environment.

General wellbeing policy – Monitoring of wellbeing at work (TWW)

- Can those responsible for spraying and other relevant workers quickly produce the safety data sheets for hazardous substances in the workplace (such as pesticides)?
- Are exposed workers aware of the hazard symbols on the labels of hazardous chemical packaging and do they know the preventive measures to be taken (collective rather than individual)?
- Are the female employees concerned aware of your maternity protection procedure (including trainees and female employees who enter the sprayed areas)?
- Have those responsible for spraying received instructions or training on the use of collective and personal protective equipment (including the correct storage of filters, when filters must be replaced, the expiry date, the ban on wearing a beard (even a stubble) when using respiratory protection, and instructions for refilling chemicals (including plant protection products)
- Is first-aid equipment available at the workplace?

What about 'authorised absence'?

In the event of an inspection by the authorities, you may be asked to provide justification if you regularly record authorised absence in the social security records. The inspectorate will only accept 'authorised absence' under the following conditions:

- It must be possible to demonstrate that it was requested at the employee's request.
- The agreement between the parties must be evidenced in writing for each such day of absence, stating the reason.
- Normal working hours must have been agreed for these days.

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- In the case of a part-time employee, the employer must effectively use the 'derogation document' (Article 160 of the Framework Act) to record the non-performance of these hours.
- Furthermore, the exemption must be signed by the employee 'each time'