



Checklist for the employer of a posted driver

1 Submit a notification of posting workers to Finland.

- a) A posting company established in a Member State of the European Union submits a notification of subcontracted road transport services to the EU portal (IMI):



[Road Transport - Posting Declaration.](#)

- b) In road transport, posting notifications for intra-group transfers and temporary agency work are still submitted to the occupational safety and health (OSH) authority with [an electronic form](#). This also applies to posting companies established outside the EU.



The notification must be submitted before work starts. If the notified information changes, submit a supplementary notification immediately.

2 Ensure that a foreign worker has [the right to work in Finland](#).



3 For the duration of the posting, keep available information on the posted workers in Finland.

- a) For subcontracted road transport services, make sure that the following documents and information are available in paper or electronic form during transport:
- copy of the notification of posting (EU portal)
 - proof of the transport service in Finland (carriage note)
 - tachograph data.

The driver must present these documents and reports during roadside checks if requested by the supervisory authority.

- b) In road transport, intra-group transfers and temporary agency work as well as posting companies established outside the EU [must keep available in Finland in writing for the entire duration of the posting](#):



- identification details of the company posting the worker and information on the responsible persons in the country in which the company posting the worker is located
- identification details of the posted worker
- information on the terms of employment applicable to the posted worker's employment contract (Employment Contracts Act, chapter 2, section 4)
- a statement of the basis for the posted worker's right to work.

If the posting of a worker lasts for more than 10 working days, the company must also keep available in Finland, in writing and for the entire

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duration of the posting, working time records, payslips and a financial institution's verification of the wages paid for the work performed by the worker in Finland.

4 At the request of the OSH authority, after the end of the transport, provide the following information:

- a) Subcontracted road transport services:
- working time records of work carried out in Finland
 - certificate of payment of wages
 - account of the terms of employment applicable to the employment relationship
 - proof of the transport service in Finland (carriage note)
 - tachograph data.

The employer must submit the information in the EU portal within eight weeks of the request.

- b) For road transport, intra-group transfers and temporary agency work as well as posting companies established outside the EU:
- working time records of work carried out in Finland
 - payslip and certificate of wages paid
 - account of the terms of employment applicable to the employment contract
 - information on the grounds for the posted workers' right to work;
 - report on how occupational health care is provided, and
 - account of accident insurance.

5 Comply with Finnish legislation and the provisions of the collective agreement if the latter favour the employee:

- legislation on [employment contracts](#)
- legislation and collective agreement provisions concerning [pay](#)



- legislation on [working hours](#), annual leave and family leave
- collective agreement provisions on working hours, annual leave and occupational safety
- [additional terms of employment for posting lasting at least 12 months](#)
- [travel, accommodation and meal expenses](#)



6 Produce and keep available [working hours documents](#) required under the Working Hours Act:

- shift schedule
- working hours adjustment system
- working time records
- personal driver's logs.



7 Prepare and keep [annual holiday records](#) required by the Annual Holidays Act.



8 Take out workers' [accident insurance](#).



9 Arrange [statutory occupational health care](#) for employees in Finland.



10 Manage workers' [occupational safety](#).



More information

> [Tyosuojelu.fi: Posting in road transport](#)

