

APPROVED by Rector's Directive No. 1-8/98 of 9 November 2021
(effective as of 9 November 2021)

AMENDED by Rector's Directive No. 1-8/22 of 28 April 2022
(effective as of 28 April 2022)

Procedure for occupational health and safety

Directive shall be established pursuant to Clause 16 (3) of the Statutes of Estonian University of Life Sciences.

I. General provisions

1.1. The procedure shall regulate occupational health and safety organisation and staff members rights and obligations related to occupational health and safety in Estonian University of Life Sciences (hereinafter: the University).

1.2. Occupational health and safety in the University shall be organised pursuant to Occupational Health and Safety Act, legislation established on its basis, and the University occupational health and safety directives and orders.

II. Organisation of occupational health and safety

2.1. Occupational health and safety shall be organised by:

2.1.1. Working Environment Council – a body for collaboration between the employer and staff members' representatives, which resolves occupational health and safety issues in the University;

2.1.2. Chief Specialist of Working Environment – an employer's representative, who coordinates occupational health and safety;

2.1.3. head of the structural unit – organises occupational health and safety in the structural unit;

2.1.4. Director of Estates – manages fire and electrical safety and operation of technical systems;

2.1.5. working environment representative – an elected representative of staff members in matters of occupational health and safety;

2.1.6. first aid provider – a staff member, who provides first aid in the event of occupational accident or damage to health at workplace.

2.2. Working Environment Council

2.2.1. Working Environment Council is a 8-member body for collaboration between the employer and staff members' representatives, which resolves occupational health and safety issues in the University.

[Amended - Rector's Directive No. 1-8/22 of 28 April 2022 – effective as of 28 April 2022]

2.2.2. Working Environment Council comprises six employer's representatives and four staff members' representatives.

[Amended - Rector's Directive No. 1-8/22 of 28 April 2022 – effective as of 28 April 2022]

2.2.3. Personnel Department shall make a proposal to the Rector to designate the employer representatives to Working Environment Council.

2.2.4. Staff members representatives in Working Environment Council shall be elected as follows:

2.2.4.1. Chief Specialist of Working Environment shall inform the heads of the structural units about the elections of the staff members representatives to Working Environment Council and the dates of election procedures.

2.2.4.2. Directors of the institutes and heads of responsibility areas of the support structure shall inform the staff members about the elections of the representatives to Working Environment Council. All the University staff members shall have the opportunity to propose their candidacy by the set deadline.

2.2.4.3. After the application deadline, the list of candidates of the support structure units and the institutes shall be published. Staff members shall have the opportunity to cast one vote in favour of their structural unit candidate by the set date.

2.2.4.4. The support structural units and the institutes shall submit the election results to Chief Specialist of Working Environment, based on which four candidates receiving the most votes shall be elected.

[Amended - Rector`s Directive No. 1-8/22 of 28 April 2022 – effective as of 28 April 2022]

2.2.4.5. Chief Specialist of Working Environment shall draw up the minutes of the elections and voting results.

2.2.4.6. The membership and term of authority of Working Environment Council shall be approved by the Rector`s order. The authority of Working Environment Council members shall be valid for four years.

2.2.5. The names of Working Environment Council members and the validity of their authority shall be visible to all staff members at Estonian Labour Inspectorate [working environment database](#).

2.2.6. In case of resignation or termination of employment of a member of Working Environment Council designated by the employer, the Rector shall designate a new member (hereinafter: alternate member) to Working Environment Council.

2.2.7. In case of resignation or termination of employment of a member of Working Environment Council elected by the staff members, the next person (hereinafter: alternate member) in the ranking of the election results shall become a member of Working Environment Council. If there is no next person in the ranking, a new representative shall be elected by the staff members.

2.2.8. Working Environment Council alternate member authority shall be valid until the authority of the member to be replaced is restored or expires.

2.2.9. Working Environment Council shall elect the chairperson and his or her deputy from among its members.

2.2.10. Working Environment Council meeting shall be held at least once a year.

2.2.11. Working Environment Council shall adopt decisions by consensus.

2.2.12. Working Environment Council shall:

2.2.12.1. regularly analyse staff members working conditions, register their complaints in the document management system (DHS), make proposals to the employer for resolving the complaints and monitor the implementation of the adopted decisions;

2.2.12.2. participate in the preparation of the University occupational health and safety development plan, as well as reconstruction, repair, technological innovations and other plans;

2.2.12.3. examine the results of internal control of the working environment and make proposals for elimination of deficiencies (see 2.3.4, 2.3.5 and 2.3.6);

2.2.12.4. analyse occupational accidents and occupational diseases as well as other work-related illnesses and monitor prevention measures implementation;

2.2.12.5. help create suitable working conditions and organise work for pregnant and breastfeeding women, minors, and staff members with special needs.

2.2.13. A member of Working Environment Council shall have the right to perform his or her duties during the principal job maintaining the average salary.

2.2.14. A member of Working Environment Council can receive up to three calendar days of holiday.

2.2.14.1. The days of additional holiday of a member of Working Environment Council shall not be added up.

2.2.14.2. A member of Working Environment Council shall receive holiday pay for the holiday period.

2.2.14.3. The holiday of a member of Working Environment Council can be used during the current calendar year.

2.3. Chief Specialist of Working Environment shall:

2.3.1. cooperate with the heads of structural units, staff members, working environment representatives, Working Environment Council, staff members trustee, and occupational health doctor to organise occupational health and safety;

2.3.2. monitor occupational health and safety activities of structural units and make proposals to the head of the structural unit, Working Environment Council and the Rector to create safe working environment;

2.3.3. in collaboration with the head of the structural unit organise working environment risk analysis in the structural unit, except in the case of remote work, and inform the staff members and working environment representative of risk analysis results;

2.3.4. in collaboration with the head of the structural unit and working environment representative perform systematic internal control of the working environment in the structural unit pursuant to the procedure established by Working Environment Council, in the course of which help to plan, organise, and monitor occupational health and safety situation in accordance with legal requirements;

2.3.5. review the procedure and analyse the results of internal control of the working environment annually in order to update the activities and, if necessary, adapt the measures to the changed situation;

2.3.6. forward the results of the internal control performed by the head of the structural unit and working environment representative to Working Environment Council;

2.3.7. forward real estate issues discovered during risk analysis and/ or internal control to the Director of Estates;

2.3.8. instruct staff members prior to commencement of employment in accordance with the University Occupational Health and Safety Guidelines (Annexes 1, 2, 3), register instruction in DHS, and direct the staff member to the direct organiser of work to instruct and train the staff member in issues of occupational health and safety and provide personal protective equipment within the structural unit;

2.3.9. send staff members to medical examination in accordance with procedure established in Clause VI, inform the direct organiser of work about the information attached to the staff member medical examination decision regarding the unsuitability of the working environment or work organisation and forward occupational health doctor's proposals about the changes in the working environment and work organisation;

2.3.10. approve purchase invoices for compensation of the cost of rehabilitation services and spectacles or other visual acuity corrective aids in DHS;

2.3.11. organise occupational health and safety training for first aid providers, working environment representatives, Working Environment Council members and heads of structural units and maintain the corresponding registers. Expenses for training and refresher courses shall be compensated from the resources of the Personnel Department;

- 2.3.12. approve safety instructions prepared and adapted by the structural units;
- 2.3.13. consult the heads of structural units on the selection of first aid, personal protection, ergonomic equipment, etc.;
- 2.3.14. organise staff members vaccination and maintain the corresponding register;
- 2.3.15. organise the investigation of occupational accidents and occupational diseases and maintain the corresponding register;
- 2.3.16. communicate with the relevant authorities within its area of responsibility;
- 2.3.17. perform other tasks in the field of occupational safety and health assigned to the employer by law.

2.4. Head of structural unit shall:

- 2.4.1. ensure compliance with the requirements for occupational health and safety in the structural unit in all work situations, including remote work;
- 2.4.2. collaborate with Chief Specialist of Working Environment in preparing structural unit risk analysis and informing the staff members of the results;
- 2.4.3. prepare risk analysis for the staff members working remotely and inform those about the results;
- 2.4.4. organise preparation of safety instructions for work and use of machinery, devices and other work equipment as well as manufacturer's safety instructions adaptation in accordance with the work of the structural unit, and submit them to Chief Specialist of Working Environment for approval;
- 2.4.5. in collaboration with Chief Specialist of Working Environment and working environment representative annually perform systematic regular internal control of the working environment in the structural unit and adapt the measures to the changed situation;
- 2.4.6. organise the input of the results of working environment internal control in DHS by 20 November each year and, if necessary, update risk analysis action plan accordingly;
- 2.4.7. organise instruction and training of the staff member in issues of occupational health and safety prior to commencement of employment;
- 2.4.8. procure structural unit staff members with personal protective equipment, work clothes, and cleaning and washing products as required;
- 2.4.9. organise instruction and training of structural unit staff members, including those working remotely, register personal protective equipment distribution in DHS, and archive the documents in accordance with the list of documents of Estonian University of Life Sciences;
- 2.4.10. organise working environment representative elections in the structural unit;
- 2.4.11. collaborate with staff members, working environment representative, and Chief Specialist of Working Environment in organisation of occupational health and safety work in the structural unit;
- 2.4.12. monitor compliance with the requirements for occupational health and safety in the structural unit;
- 2.4.13. immediately notify Chief Specialist of Working Environment and working environment representative of occupational accidents with staff members and, in collaboration with Chief Specialist of Working Environment and working environment representative, investigate the occupational accident or occupational disease;
- 2.4.14. organise hazardous waste handling in the structural unit;
- 2.4.15. ensure first aid and first aid equipment availability in the structural unit;
- 2.4.16. designate, if necessary, first aid provider(s) of the structural unit, inform about the decision the unit staff members and Chief Specialist of Working Environment, who shall send the designated staff member to first aid provider basic training;

- 2.4.17. ensure that first aid instructions, the emergency number 112, and the name and phone number of the first aid provider are placed in a visible spot;
- 2.4.18. ensure the marking of first aid equipment place according to the requirements and availability of the information to structural unit staff members;
- 2.4.19. ensure, if necessary, availability of a room where first aid can be provided and the injured party placed until medical help arrives;
- 2.4.20. organise preparation of structural unit staff members vaccination lists and their forwarding to Chief Specialist of Working Environment in accordance with the procedure established in Clause VII.

2.5. Director of Estates

2.5.1. Director of Estates shall organise:

- 2.5.1.1. smooth operation, troubleshooting, and monitoring of security, access, fire alarm and fire extinguishing systems;
- 2.5.1.2. development, maintenance, and monitoring of technical systems;
- 2.5.1.3. operation and monitoring of electrical installations;
- 2.5.1.4. general fire safety activities and supervision.

2.6. Working environment representative

2.6.1. A working environment representative is a representative elected by staff members in occupational health and safety issues, and their term of authority is decided by the meeting of staff members. The term of authority shall be supervised by Chief Specialist of Working Environment.

2.6.2. At least one working environment representative shall be elected in a structural unit and in a territorially separated unit with more than ten staff members.

2.6.3. Chief Specialist of Working Environment shall make a proposal to the head of the structural unit to elect a working environment representative in the structural unit or a part of the unit. The elections shall take place at the meeting of structural unit staff members. Staff members shall propose working environment representative candidates from among themselves. Working environment representative elections shall be organised by the head of the structural unit, who shall draw up the minutes of the election results, the template for which can be found on the intranet. Elections shall be valid if at least 50% of the unit staff members have taken part in them, either directly or by unattested proxy.

2.6.4. If it is not possible to convene a general meeting of staff members due to organisational issues, the elections of the working environment representative shall be held electronically.

2.6.5. Training and refresher courses for working environment representatives shall be organised by Chief Specialist of Working Environment. During training, a working environment representative shall maintain the salary prescribed in the employment contract.

2.6.6. A working environment representative shall be able to perform his or her duties during the principal job for at least two hours per week maintaining the salary.

2.6.7. The names of the working environment representatives and the validity of their authority shall be visible to all staff members at Labour Inspectorate [working environment database](#).

2.6.8. A working environment representative shall not be placed at any disadvantage due to the performance of his or her duties if there is a conflict of interests between him or her and the employer.

2.6.9. A working environment representative shall:

- 2.6.9.1. be familiar with instructions and legislation related to working environment issues;
- 2.6.9.2. monitor implementation of occupational health and safety measures at workplace, including safe work practices, provision of personal protective equipment, and use of prescribed breaks;

2.6.9.3. immediately inform direct organiser or the head of the structural unit, Chief Specialist of Working Environment, and staff members about a dangerous situation or deficiencies discovered in the working environment;

2.6.9.4. participate in the investigation of occupational accidents and occupational diseases within his or her area of responsibility;

2.6.9.5. monitor that the staff members receive necessary knowledge, instruction, and training in the field of occupational health and safety;

2.6.9.6. monitor that the staff members have undergone their medical examinations;

2.6.9.7. assist the head of the structural unit to perform annual internal controls as well as prepare and update risk analyses and action plans.

2.6.10. A working environment representative shall have the right to:

2.6.10.1. demand that the head of the structural unit and staff members implement the prescribed occupational health and safety measures, provide the staff members with personal protective equipment, and make proposals to remove the source of danger and improve the working environment;

2.6.10.2. have access to all workplaces in the structural unit, receive from the head of the structural unit and Chief Specialist of Working Environment information necessary for the performance of his or her duties, including the information about occupational accidents and occupational diseases;

2.6.10.3. temporarily stop work in a dangerous stage of work/operations or prohibit the use of dangerous work equipment if there is a direct risk of harm to the life or health of a staff member and if it is not possible to eliminate the risk in any other manner;

2.6.10.4. contact the Estonian Labour Inspectorate;

2.6.10.5. perform his or her duties during the principal job, maintaining the average salary.

2.6.11. A working environment representative can receive up to five calendar days of holiday for the performance of duties stated in Clause 2.6.9.7.

2.6.11.1. The days of additional holiday of a working environment representative shall not be added up.

2.6.11.2. A working environment representative shall receive holiday pay for the holiday period.

2.6.11.3. The holiday of a working environment representative can be used during the current calendar year.

III. First aid provider

3.1. First aid provider designated by the head of the structural unit shall:

3.1.1. provide first aid in the structural unit in the event of damage to health at workplace;

3.1.2. call an ambulance, if necessary;

3.1.3. check on a regular basis the presence of first aid equipment and whether it corresponds to the needs of the organisation.

IV. Instructions for preventing contamination of the environment

4.1. Waste must be collected separately and in accordance with the University waste management regulations.

4.2. Hazardous waste must be collected in a properly marked container in accordance with the requirements of the Estonian Waste Act.

4.3. The head of the structural unit shall organise waste management in the unit.

4.4. The costs of waste management shall be borne by the structural unit, where the waste has been produced.

- 4.5. Hazardous waste shall only be transferred to the waste handler holding the corresponding activity licence. Department of Property Management can be contacted for organisation of waste transport.
- 4.6. Printouts shall be reduced at the workplace if possible.
- 4.7. The use of disposable food utensils shall be avoided at the workplace if possible.
- 4.8. At the end of the working day, electrical equipment (consumer electronics, hot air blower, electric radiator, paper shredder, etc.) shall be disconnected from the mains power supply if possible.
- 4.9. If possible, lights shall be switched off when leaving workrooms and common areas.

V. Occupational accident, occupational disease and their prevention

- 5.1. An occupational accident is damage to the health or death of a staff member which occurred in the performance of a duty assigned by an employer or in other work performed with the employer's permission, during a break included in the working time, or during other activity in the interests of the employer.
- 5.2. A staff member must immediately notify the employer or the employer's representative and working environment representative of the accident or the risk of its occurrence, an occupational accident or health condition that prevents the performance of duties.
- 5.3. A work-related illness is an occupational disease or an illness caused by work.
- 5.4. An occupational disease is a disease which is caused by a working environment hazard specified in the list of occupational diseases or by the nature of the work.
- 5.5. An illness caused by work is an illness caused by a working environment hazard and not classified as an occupational disease.
- 5.6. To prevent work-related illnesses, breaks must be taken and longer working hours or extra work similar to the main job outside working hours must be avoided. The employer shall be obliged to provide the staff member with personal protective equipment intended for safe work, and the staff member shall be required to use and keep it in working order and notify the employer of any personal protective equipment failures or deficiencies.
- 5.7. The following principles shall apply to payment of compensation to a staff member for damage to health caused by work.
 - 5.7.1. The compensation shall be paid from the resources of the structural unit where the staff member works or worked.
 - 5.7.2. If the staff member's health has been damaged while working in different structural units, the compensation shall be paid from the resources of the respective structural units in proportion to the time worked in those structural units.
 - 5.7.3. If the activities of the structural unit required to pay the compensation have been terminated and no new structural unit has been formed on the basis thereof, the compensation shall be paid from the resources of Personnel Department.
- 5.8. The applicant for compensation shall submit the documents necessary for the payment of the compensation to the head of the structural unit. Under the conditions stated in Clause 5.7.3, the staff member shall submit the documents to Personnel Manager.

VI. Staff member medical examination

- 6.1. The purpose of medical examination is to timely detect possible work-related illnesses or properly implement the necessary measures to prevent the development of health problems.
- 6.2. Chief Specialist of Working Environment shall send a staff member for medical examination.

6.3. As a result of assessment of risks, all staff members whose health may be affected in the working environment, by the following working environment hazards or nature of work, as specified in Occupational Health and Safety Act, shall be subjected to medical examination.

6.4. A staff member shall undergo medical examination within four months since commencement of work. Before commencement of work, a night worker and a staff member exposed to biological hazards, carcinogens, mutagens, lead and its compounds and asbestos dust shall undergo medical examination.

6.5. Medical examination shall be performed by an occupational health doctor designated by Chief Specialist of Working Environment.

6.6. The costs of the first medical examination shall be covered by Personnel Department and the costs of the following medical examinations shall be covered by the structural unit of the staff member.

6.7. A medical examination shall be carried out during working time and be mandatory for the staff member.

6.8. Chief Specialist of Working Environment shall ensure storing medical examination decisions for 10 years after the termination of the staff member employment contract.

VII. Staff members' vaccination

7.1. Vaccination shall be arranged for a staff member if the employer is unable to eliminate from the working environment a biological risk factor that is hazardous to the health of the staff member.

7.2. The possibility of vaccination shall be provided to staff members exposed in the working environment to a biological risk factor for which an effective vaccine is available.

7.3. The University shall be obliged to ensure the possibility of preventive treatment for staff members who have had skin-to-skin contact with a person, animal or object suspected of being infected or carrying the infectious agent and who have immediately notified the employer of the exposure.

7.4. The head of the structural unit shall forward the vaccination list of staff members to Chief Specialist of Working Environment by 1 March each year at the latest.

7.5. Chief Specialist of Working Environment shall organise staff members' vaccination on the basis of the list submitted by the head of the structural unit. Vaccination of the staff members not included in the list shall be carried out during medical examination or, if necessary, as soon as possible.

7.6. The costs of vaccination against rabies, tick-borne encephalitis, diphtheria and tetanus shall be covered by Personnel Department. Vaccination costs due to other biological hazards shall be covered by the structural unit of the staff member.

VIII. Staff members' obligations

8.1. Staff members shall be obliged to:

8.1.1 contribute to creating a safe working environment by observing occupational health and safety requirements;

8.1.2. observe the working and rest time regime established by the employer;

8.1.3. undergo medical examinations pursuant to the requirements established in Occupational Health and Safety Act;

8.1.4. make correct use of the personal protective equipment and keep it in working order, as well as notify the employer or their representative of any personal protective equipment failures or deficiencies;

8.1.5. ensure in accordance with their training and the employer's instructions that their work is not harmful to their life or health or that of other persons, and does not contaminate the environment;

8.1.6. immediately notify the employer or the employer's representative and working environment representative of an accident or the risk of its occurrence, an occupational accident or health condition that prevents the performance of duties;

8.1.7. comply with the occupational health and safety instructions of the employer, working environment specialist, working environment representative, occupational health doctor and Estonian Labour Inspectorate;

8.1.8. use work equipment and dangerous chemicals in conformity with the requirements;

8.1.9. refrain from disconnecting, changing or removing arbitrarily safety devices fitted to tools or buildings, and use such safety devices correctly.

8.1.10. work only in those jobs and perform only those duties for which he or she has been trained and instructed;

8.1.11. know and comply with the requirements established in the rules for organisation of work, job description, this procedure, and safety instructions.

8.2. It is prohibited for staff members to work while under the influence of alcohol, narcotics or toxic or psychotropic substances.

8.3. Staff members shall have the right to:

8.3.1. demand that the employer provides working conditions and collective and personal protective equipment conforming to the occupational health and safety requirements;

8.3.2. receive information on working environment hazards, the results of risk assessments of the working environment, the measures implemented to prevent damage to health, the results of medical examinations, and precepts of Labour Inspectorate addressed to the employer;

8.3.3. in the case of a serious and unavoidable risk of an accident, stop work and leave their workplace or the danger area;

8.3.4. refuse to carry out work or to stop work the performance of which endangers their health or that of other persons or does not allow to comply with environmental safety requirements, promptly notifying the employer or the employer's representative and a working environment representative thereof;

8.3.5. on the decision of a doctor, demand that the employer transfer them to another position temporarily or permanently or that the employer ease their working conditions temporarily;

8.3.6. request their transfer to suitable day-time work if, by a decision of a doctor, the person's working during night-time is inadvisable for reasons of health and the employer has the possibility to transfer the staff member to such position;

8.3.7. receive compensation for damage caused to their health by the work to the extent provided for in Estonian Law of Obligations Act;

8.3.8. contact a working environment representative, members of Working Environment Council, other representatives of staff members and Estonian Labour Inspectorate if, in their opinion, the measures implemented and the equipment provided by the employer do not ensure safety of the working environment.

IX. Occupational health and safety: compensations

9.1. Expenses related to occupational health and safety shall be compensated from the resources of the structural unit, unless otherwise provided in the working environment documents of the University.

9.2. Compensation of medical rehabilitation services

9.2.1. Medical rehabilitation services are health-promoting activities or procedures prescribed by a doctor based on a staff member medical examination decision.

9.2.2. Subject to available funding, medical rehabilitation services shall be compensated from the budget of the structural unit.

9.3. Compensation of sport expenses

9.3.1. Subject to available funding, participation fee in a public sport event shall be compensated to the University staff member from the budget of the structural unit.

9.3.2. Compensation of medical rehabilitation services and of a public sport event participation fee shall be up to 190 Euro per calendar year, but not more than 100 Euro per quarter.

9.4. Compensation of the costs of spectacles or other visual acuity corrective aids to staff members working with display screen equipment

9.4.1. Chief Specialist of Working Environment shall organise an eye and vision examination to be carried out as part of medical examination for staff members who work with display screen equipment for at least half of their working time, but not less than once every three years or at the request of the staff member in the case of visual impairment caused by working with display screen equipment. If the employer has to organise an eye and vision examination at the request of the staff member, the employer shall refer the staff to an occupational health doctor, ophthalmologist or optometrist.

9.4.2. If examinations mentioned in Clause 9.4.1 or other examinations carried out by an occupational health doctor, ophthalmologist or optometrist reveal that the staff member needs spectacles or other visual acuity corrective aids to work with display screen equipment, the employer must procure those or by agreement with the staff member compensate the cost. Subject to available funding, up to 50% of the cost of spectacles or other visual acuity corrective aids shall be compensated from the budget of the structural unit, but not more than 130 Euro.

9.5. The applicant for compensation shall submit the purchase invoice and, if necessary, payment order to the Department of Finance in DHS and forward the documents for approval to Chief Specialist of Working Environment and direct organiser of work, except in the case of compensation of sport expenses which are approved by the direct organiser of work.

X. Implementing provisions

10.1. Repealed: Rector's Directive No. 1-8/33 of 14 December 2015, Directive No. 1-8/5 of 29 January 2019, Directive No. 1-8/29 of 2 December 2019, Directive No. 1-8-1/10 of 18 February 2008, Directive No. 4 of 9 February 2007, Directive No. 1-8/33 of 15 July 2013, Directive No. 1-8-1/4 of 28 January 2009, and Directive No. 1-8/21 of 15 July 2013.

10.2. Directive shall enter into force upon notification.

Annexes

Annex 1. Procedure for action in event of occupational accident

Annex 2. Guide for work with display screen equipment

Annex 3. Guide for first aid provision

Procedure for action in event of occupational accident

- 1.** An occupational accident is damage to the health or the death of a staff member which occurred in the performance of a duty assigned by an employer or other work performed with the employer's permission, during a break included in the working time, or during other activity in the interests of the employer. Damage to health or death which occurred in the cases listed above, but which is not in a causal relation to the work of the staff member or the working environment, shall not be classified as an occupational accident.

1.1. The staff member's duties shall be specified in:

- 1.1.1. the employment contract;
- 1.1.2. the position description;
- 1.1.3. the job description.

1.2. Work performed with the employer's permission shall be:

- 1.2.1. activities necessary to continue the work process;
- 1.2.2. activities arising from the nature or general course of work.

- 1.3.** Breaks included in the working time are breaks within the working day provided for in the legislation regulating health and safety at work and employment relationships.

1.4. Time spent acting in the interests of the employer shall include:

- 1.4.1. participation in a sport or leisure event organised by the employer;
- 1.4.2. participation in a work-related representation or training event;
- 1.4.3. performance of duties during a business trip;
- 1.4.4. liquidation of natural disaster consequences;
- 1.4.5. prevention of operational accident or eliminating its consequences;
- 1.4.6. prevention of accident, work stoppage, destruction or damage to the employer's property;
- 1.4.7. other emergencies.

1.5. Occupational accidents are divided into:

- 1.5.1. minor – involving no serious bodily injury;
- 1.5.2. serious – involving serious bodily injury or life endangering condition;
- 1.5.3. fatal.

1.6. The following reasons causing damage to health or death of a staff member shall not be classified as occupational accident:

- 1.6.1. staff member's state of health, as evidenced by a medical certificate; in the event of staff member's death, a death certificate;
- 1.6.2. direct effect of alcohol, narcotic, toxic, or psychotropic substances;
- 1.6.3. an accident which occurred to the staff member while acting in the personal interests;
- 1.6.4. an accident occurring on the way to and from work.

2. Procedure in event of occupational accident

2.1. Evaluate the situation to decide whether the injured party or you are in danger.

2.1.1. If only the injured party is in danger, act as follows:

2.1.1.1. If possible, call a trained first aid provider and, if necessary, call the emergency number 112.

2.1.1.2. If you know the first aid procedures yourself, start helping the injured party without endangering yourself.

2.1.1.3. If necessary, use first aid equipment. First aid equipment place in the structural unit is marked with a sticker of a white cross on a green background.

2.1.1.4. Notify direct organiser of work about the accident as soon as possible.

2.1.2. If both the injured party and you are in danger, act as follows.

2.1.2.1. Assess whether it is possible to move away from the dangerous area.

2.1.2.2. Try calling for help by shouting or using a phone.

2.1.2.3. Notify direct organiser of work about the accident as soon as possible.

3. Reporting occupational accidents

3.1. Primary information about an occupational accident shall come from the injured party or a witness of the accident.

3.2. The direct organiser of work and the working environment representative shall be notified about the accident as soon as possible, who, in turn, shall ensure the information is forwarded to Chief Specialist of Working Environment. Forwarding information is mandatory even if the injured party is not diagnosed with incapacity for work.

3.3. A person receiving a notice of a fatal occupational accident shall immediately report it to the police (112) and Labour Inspectorate (640 6000).

4. Investigation of occupational accident

4.1. The purpose of investigations of occupational accidents is to determine the measures for preventing the recurrence of similar events in the future.

4.2. Chief Specialist of Working Environment shall investigate all occupational accidents and organise investigation within 10 days since the occurrence of the occupational accident.

4.3. Investigation of the occupational accident shall be carried out by:

4.3.1. Chief Specialist of Working Environment;

4.3.2. the working environment representative of the respective unit of responsibility area;

4.3.3. direct organiser of work of the injured party.

Guide for work with display screen equipment

1. Risks related to work with display screen equipment:

- 1.1. musculoskeletal disorders (shoulders, back, neck, arms);
- 1.2. tripping, falling or mechanical injury to any part of the body;
- 1.3. falling due to an unstable office chair;
- 1.4. musculoskeletal disorders due to forced postures: muscle fatigue, cramps;
- 1.5. monotonous movements: muscle and joint damage;
- 1.6. intense work with the eyes and insufficient lighting, no breaks from work for the eyes;
- 1.7. other unfavourable environmental conditions at workplace, e.g. draft, inappropriately low or high air temperature, noise.

2. Computer workstation and computer requirements

- 2.1. The workplace must be ergonomically designed and constructed. The staff member must be able to achieve a suitable and comfortable working posture.
- 2.2. The desk shall:
 - 2.2.1. be large enough to allow proper placement of the display screen equipment, keyboard and pointing devices (mouse), document holder, and external devices connected to the display screen equipment;
 - 2.2.2. enable to sit directly towards the display screen equipment, without turning the body or head;
 - 2.2.3. allow enough space for the feet.
- 2.3. Requirements to office chair:
 - 2.3.1. stable, with backrest;
 - 2.3.2. adjustable seat height and backrest position;
 - 2.3.3. opportunity to support the forearms. If the armrests obstruct the movement of the office chair and the forearm can be supported elsewhere, removal of the armrests may be considered;
 - 2.3.4. a footrest could be used if necessary;
 - 2.3.5. inclination and height of the possible headrest must be adjustable.
- 2.4. Requirements to screen display equipment:
 - 2.4.1. the characters on the display must be clear both within one line and in different lines;
 - 2.4.2. the distance between the characters and the lines must be large enough to ensure legibility, and the brightness and contrast of the characters in relation to the background of the screen must be adjustable;
 - 2.4.3. the monitor must be with good resolution and without flickering;
 - 2.4.4. the screen height and inclination must be adjustable.
- 2.5. Requirements to keyboard:
 - 2.5.1. separately installed, inclined and with a matte surface, and placed on the desk in such a way that the staff member does not experience any discomfort in the hands, wrists or arms;
 - 2.5.2. there must be sufficient free space in front of and next to the keyboard to support the hands and arms and to use pointing devices;
 - 2.5.3. the keyboard and pointing devices must, if possible, be in the same plane;
 - 2.5.4. the characters on the keyboard must contrast with the background colour and be clearly visible.
- 2.6. Requirements to mouse:
 - 2.6.1. Separately placed, running smoothly;

2.6.2. with a wrist pad, if necessary to keep the wrist in a neutral position;

2.6.3. if necessary, in a vertical position.

2.7. In case of everyday use of laptop at workplace, an extra keyboard, mouse, and screen display equipment must be provided. If there is no option for an extra display, a laptop stand must be used.

2.8. Equipment wires, cables and cords must be installed under and next to the table in such a way that it would not be possible to get stuck in them.

3. Prevention of occupational accidents and diseases

3.1. The work must be organised in such a way that the staff member can alternate the work with the screen display equipment for other types of work in order to prevent eye strain and discomfort due to working in a forced body position. If organisation of work does not allow for alternating work, the staff member must be given regular breaks. The duration of the breaks must be at least 10% of the time spent working with screen display equipment (6 minutes every hour).

3.2. During the breaks, physical activity, walking, and eye exercises are recommended to reduce muscle tension and stimulate blood circulation.

3.3. Neck strain can be reduced by:

3.3.1. positioning the screen display equipment so that the head is not inclined or turned;

3.3.2. adjusting the height of the office chair so that the forearms are supported and the shoulders are in a relaxed position, even when using a mouse or keyboard. The angle between the forearm and the upper arm should be ~ 90°.

3.4. Eye fatigue and tension can be reduced by:

3.4.1. positioning the screen display equipment at an arm's length so that your body is not inclined forward / backward;

3.4.2. positioning the screen display equipment so that light sources, brightly coloured devices, and walls are not in the direct field of vision and do not lower display quality.

3.4.3. positioning the screen display equipment perpendicular to the light source; the light source must not be reflected on the display screen;

3.4.4. using general and local lighting to ensure adequate illumination of the work surface and the necessary contrast of the surfaces in the staff member's field of vision, taking into account the nature of work and the visual acuity of the staff member.

3.5. Hand and wrist strain can be reduced by:

3.5.1. positioning the keyboard and mouse so that the wrists are not turned or raised; a mouse and keyboard pad can be used to support the wrist;

3.5.2. Using ergonomic work equipment.

3.6. Back tension can be reduced by:

3.6.1. adjusting the angle of inclination between the backrest and the seat at 100–110°, in order to minimise the load on the spine.

3.6.2. adjusting the backrest to support the lumbar region. If the chair cannot be adjusted or the chair does not support the lumbar region sufficiently, a support cushion can be added to the chair.

3.7. Feet strain can be reduced by:

3.7.1. adjusting the office chair so that both feet are flat on the floor, and the seat does not exert pressure on back muscles of the thigh. If the feet do not reach the floor, a footrest has to be used.

3.8. The workplace must be kept clean and passageways unobstructed.

3.9. The plugs must be intact and properly connected to the sockets.

Guide for first aid procedures

The purpose of first aid is to save the sick or injured person's life and maintain his or her health until an ambulance arrives. Structural units have trained the first aid providers. Before beginning work, make sure you know where the first aider providers and first aid equipment are!

When providing first aid, act as purposefully and calmly as possible.

1. Before providing first aid, do as follows.

- 1.1. Ensure your and the injured party's safety, evacuate the injured party from the danger area if necessary.
- 1.2. Do not risk your life!
- 1.3. Call a trained first aid provider as soon as possible.
- 1.4. Mark the accident area if necessary.

2. First aid procedures

2.1. First, check if the injured party is conscious.

2.1.1. Speak to the injured party loudly: ask his or her the name and try to find out what he or she is complaining about.

2.1.2. If the injured party does not respond, try to shake his or her shoulders.

2.2. If the injured party responds:

2.2.1. try to find out what happened;

2.2.2. call an ambulance, if necessary (112);

2.2.3. call a trained first aid provider;

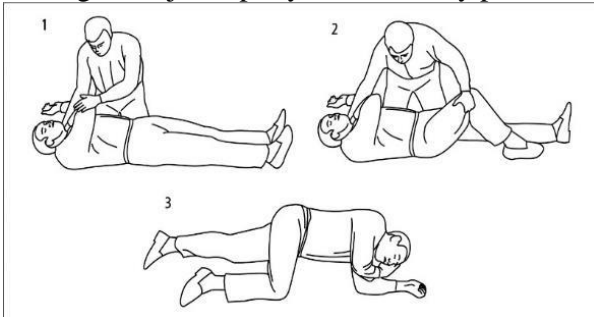

2.2.4. If the injured party does not respond, check whether he or she is breathing:

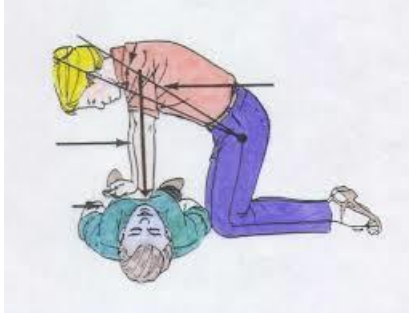
2.2.4.1. listen;

2.2.4.2. feel against your cheek;

2.2.4.3. check whether the chest is moving.

Noisy breathing (snoring, wheezing) means partially obstructed airways!

<p>Injured party is breathing Put the injured party into recovery position!</p>	<p>Injured party is not breathing Open the airways, and start external cardiac massage!</p>
<p>Putting the injured party into recovery position.</p> 	<p>Tilt the head back to open the airways.</p> 

<ol style="list-style-type: none"> 1. Kneel by the injured party's waist. 2. Put the injured party's farthest hand over the chest, place the other hand under the hip. 3. Grasp the farthest shoulder and hip and turn the injured party towards you. 4. Place the injured party's upper hand under his head, that will keep the airways open 5. Place the injured party's upper leg at the right angle. 	<ol style="list-style-type: none"> 1. Place one hand on the injured party's forehead, and the second and third fingers of the other hand under the chin. 2. Tilt the injured party's head back, lifting the chin and pressing the forehead down . <p>Cardiac massage</p>  <ol style="list-style-type: none"> 1. Kneel next to the injured party's chest. 2. Place straight arms in the middle of the chest. 3. Stay on your knees so that your shoulders are above the injured party's chest. 4. Lock your elbows, keep your arms straight and start chest compressions. 5. The frequency of chest compressions must be ~ 100 times per minute. 6. Continue the massage until the ambulance arrives. 7. Call for help if it is necessary to take turns for performing cardiac massage.
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2. Calling 112 emergency number

Speak calmly and clearly to forward exact information and get help faster!	
Emergency call 112	1. What has happened?
	2. Where did it happen? Exact address
	3. How many injured parties are there?
	4. What is the condition of the injured parties?
	5. Ask the emergency centre for first aid procedures!
	6. Do not end the call until the emergency centre has given you the permission to do it!

Keep the telephone line free! The emergency centre may have additional questions.
Do not leave the injured party before an ambulance arrives!