

On the basis of Article 16 of the Labour Act (Fig. Gazette of RS no. 24/05) and Article 14 of the Law on Safety and Health at Work (Fig. Gazette no. 101/05, 119/2012, 45/2013, 93 / 2013):

RULEBOOK ON OCCUPATIONAL SAFETY AND HEALTH AT WORK OF EMPLOYEES AND STUDENTS

I - GENERAL PROVISIONS

Article 1.

This Rulebook shall regulate the implementation and promotion of health and safety at work of employees and students at the Academy, in order to prevent injuries, occupational diseases and diseases related to work.

Article 2.

Regulation on Safety and Health at Work is devoted to the following questions:

- ◆ rights, obligations and responsibilities of employees and students,
- ◆ rights, obligations and responsibilities of the President, safety and health at work officer and employees with special powers,
- ◆ method of providing working conditions that reduce injuries, occupational diseases and diseases related to work,
- ◆ preventative measures for the safety and protection of the health of employees and students,
- ◆ training of staff and students, as well as verification of acquired knowledge,
- ◆ identification of violations of duties and other violations of labor discipline in regards to safety and health at work,
- ◆ special protection of women, students and the disabled,
- ◆ employee health care,
- ◆ manner and procedure of sending employees to a medical examination,
- ◆ way of training for the first aid in case of injury and procedure for evacuation and rescue of staff and students in the event of natural disasters, explosions, fires and the like.
- ◆ way of complying to the requests of the inspection of labor in relation to the reporting and recording of occupational injuries and illnesses related to work, as well as keeping records of the trainings for employees,
- ◆ acquisition and maintenance of tools and equipment for personal protection at work,
- ◆ appointment of the persons for safety and health at work,
- ◆ taking prescribed measures and other commitments to implement the provisions of the Law on Safety and Health at Work.

Article 3

The following persons have the right to safety and health at work:

1. the employees,
2. students when they are on mandatory lectures, practical teaching classes and professional practice (offices, laboratories, etc.),
3. persons in competitions in relation to the process of work,
4. persons in the working environment who are to perform certain tasks.

II - PREVENTIVE MEASURES

Article 4.

The Academy undertakes all legal and prescribed preventive measures in order to achieve safety and health at work and provide the means for eliminating the risk of injury and damage to the health of employees and students, particularly in the procedure of:

1. use and maintenance of laboratories in order to enable the implementation of teaching and other working processes;
2. use and maintenance of equipment used in the work process, so that its use prevents injury or damage to the health of employees and students;
3. the use of resources and equipment in an orderly and proper manner;
4. training and education in the field of health and safety at work,
5. student insurance against accidents (accidents).

Officer for safety and health at work is required to provide first aid, as well as to train adequate number of staff in first aid, rescue and evacuation procedures in case of emergency.

The obligation of the officer is to lineup cabinets with prescribed medical means for providing first aid in a visible and easily accessible place in the working premises.

Officer for safety and health at work takes care of the procurement and handling of medical supplies.

Article 5

Officer for safety and health at work is bound to display the no smoking sign in the business premises in accordance with the Act.

III - RIGHTS AND OBLIGATIONS OF EMPLOYEES AND STUDENTS

Article 6.

Employees have the right and obligation to get themselves acquainted before the start of work with the measures of safety and health at work in positions which they were assigned to and be trained to implement them.

Employees have the right and obligation:

1. to give suggestions, comments and information on matters of health and safety at work to the officer for safety and health at work,
2. to use personal protective means and equipment at work, to use them cautiously, handle properly and maintain in good working order;
3. to perform activities with special care in order to ensure their life and health, as well as the life and health of other employees in their environment;
4. to report having a health problem or a disease that cannot be examined in an ordinary way but which could affect his safety or the safety of other employees and students;
5. to notify the responsible person immediately about the failures he caused or the irregularities, hazards or other occurrences he noticed, which could jeopardize the safety and health of employees and students;
6. to control his health in line with the risks of his workplace in accordance with the regulations on health care;
7. to cooperate with the manager and officer for the occupational health and safety at work in order to implement preventive measures for safety and health at work.

Article 7.

An employee working at the workplace of increased risk, has the right and obligation to take a medical examination to which he is referred to by the officer for safety and health at work, and should be allowed to perform the tasks only on the basis of the reports of occupational health services, declaring that he is medically fit to work in this workplace.

Article 8

Employees have the right to refuse to work:

1. if there is an immediate danger to life and health since prescribed measures for safety and health at the workplace to which he was assigned to have not been implemented- waiting for such measures to be eliminated;
2. if he is not provided a proper medical examination or if the medical examination determines that he does not meet the health requirements in accordance with the law to enable him to work in the workplace with increased risk;
3. to operate the machines and other pieces of equipment to which prescribed measures for safety and health at work have not been applied;
4. if in the course of training for safe and healthy work he was not acquainted with all the risks and the measures for their removal prescribed by the Law for the jobs he has been assigned to;

This right can be reached according to the procedure stipulated in the Law on Safety and Health at Work in cooperation with the competent inspection.

IV - RESPONSIBILITY OF EMPLOYEES AND STUDENTS

Article 9.

Employees and students make the breach of obligations if, during work and in the course of instruction do not comply with the prescribed measures of safety and health at work as well as the provisions of this Rulebook, the Law and other regulations governing the issues in this field.

Article 10.

An employee who fails to comply with the set obligations in order to achieve safety and health at work makes a gross violation of duties and responsibilities and is subject to the provisions of the Labour Relations Act.

As a breach of obligations in relation to health and safety at work it is considered in particular:

- failure of performance or negligence, careless and untimely performance of obligations in relation to health and safety at work;
- abuse of power and abuse of authority related to the implementation of safety and health at work;
- improper use of funds for the protection of health and safety at work;
- smoking in restricted areas, as well as the use of fire in prohibited premises and other facilities where teaching is conducted;
- coming to work in a state that does not allow for normal operation (an intoxicated condition, the condition under the influence of drugs, etc.).
- refusal of execution of instructions and orders of directors, managers with special powers and entities for health and safety at work, the orders of the inspection and other authorized bodies.

Article 11.

The liabilities of this Rulebook for employees and students apply when they are in colleges or other places where the education process unfolds even if it is outside the college premises.

Article 12.

An employee or a student who does not implement all the prescribed forms of health and safety measures at work, and intentionally or recklessly inflicts damage to the school, is obliged to compensate it. The procedure for determining the damage and responsibilities of employees and students shall be determined in accordance with applicable laws and regulations and general acts of the colleges.

V - TRAINING OF EMPLOYEES

Article 13.

Officer for safety and health at work is obliged to carry out the training of employees for safe and healthy work when the employees establish their employment, when employees are reassigned to other jobs, when introducing new technologies or new instruments for work as well as during changes in the work processes.

Officer for Safety and Health at Work is obliged to inform the employees about all types of risk on the jobs assigned to them and about the specific measures for safety and health at work in accordance with the risk assessment.

Article 14.

Training of employees for safe and healthy work must be adapted to the specifics of the place of employment.

Training is done by checking theory knowledge and testing practical knowledge for performing the tasks assigned.

Article 15.

Training of employees for safe and healthy work is carried out in several ways, in particular by:

- ◆ seminars,
- ◆ courses
- ◆ symposia and conferences,
- ◆ self-education,
- ◆ giving written notice and instructions,
- ◆ making reference books,
- ◆ showing films and organizing exhibitions in other ways.

VI - DUTIES AND RESPONSIBILITIES OF THE PRESIDENT

Article 16.

The President shall provide the employee to work in the workplace and in the working environment in which measures of health and safety at work have been applied.

A president is not relieved of the obligation referred to in paragraph 1 of this Article appointing another person or transferring his duties and responsibilities to the officer for Safety and Health at Work.

For an injury at work due to unforeseen circumstances or due to malpractice and negligence at work, and exceptional events that are beyond the control of the President, the President shall not be liable.

Article 17.

The President shall:

1. monitor the work of employees who participate in teaching and practical classes where there is a risk to the safety and health of employees and students as well as to monitor the work of teachers of practical teaching of all subjects;
2. to instruct employees and order a medical examination for jobs for which the examination is mandatory;
3. to order the execution of the necessary checks and testing of tools and equipment;
4. to initiate disciplinary action against employees for violation of the obligations relating to safety and health at work, as well as against the students that prevent safe operation in laboratories and other facilities where the respect of safety and health measures at work is obligatory.

Article 18

The Director shall provide preventive measures to protect the life and health of employees and students, as well as to provide the necessary funding for its application in organizing the work. Officer for Safety and Health at Work by order of the Director is required to provide preventive measures in accordance with the principles of the law and other regulations in the field of health and safety at work, health care, hygiene, health, pension and disability insurance and others.

. Article 19

Specific duties and responsibilities of directors are:

1. to appoint a person for Safety and Health at Work
2. to assign the jobs to the employee for which the measures of health and safety at work have been implemented;
3. to issue appropriate instructions for safe operation during the acquisition of new tools and equipment;
4. provide for training of staff and students for safe operation;
5. ensure that employees use tools and equipment for personal protection at work;
6. ensure that the maintenance of tools, instruments and equipment for personal protection at work is in good condition;
7. engage legal entity licensed to conduct preventive and periodic inspection and test the equipment as well as conduct preventive and periodic testing of the working environment;
8. provide necessary medical examinations to employees,
9. provide first aid as well as train certain number of employees in first aid, rescue and evacuation procedures in case of emergency;
10. stop any type of work that represents immediate threat to the life or health of employees and students;
11. adopt Risk Assessment Act for all workplaces and determine the methods and measures for their removal.

Risk Assessment Act is to be brought by the President after the adoption of the appropriate regulations provided by the Act of the Minister responsible for Labor.

Article 20.

By a special resolution, the President appoints the responsible persons when there is a risk of injury at work. The responsible persons are obliged to ensure that in the process of work the prescribed measures of safety and health at work for both the employees and the students have been applied.

Article 21.

Responsible persons, ie, the officer for safety and health at work of previous Article 20 of this Rulebook is specifically responsible for:

- application of the prescribed measures of safety and health at work for staff and students;
- proposals to the President for ensuring periodic inspection and checks of the existing equipment and appliances used in work in the premises in which they perform the process of teaching;
- development of personal skills and training in the field of health and safety at work in order to transfer the skills to the employees and students with whom he participates in the work process;
- proposals to the President for measures to eliminate the risks and improve the working conditions;
- notifications to the director, and initiation of the procedures for determining the violation of duty by the employees and students whose irresponsible behavior jeopardized or could jeopardize the health and lives of employees and students in their environment.

Article 22.

In addition, appointed persons with special responsibility are lecturers and practical trainers or associates who teach students in premises outside of the college as part of regular teaching. Lecturer or associate shall organize the work with the students so that during lectures and practical training their safety and health is ensured.

Article 23.

Teachers and their assistants in practical classes are required:

- to familiarize the students with all the dangers and potential risks that may occur during the development of the process of teaching in laboratories or other teaching rooms;
- to introduce students to the basic rules of safety and health at work and check their knowledge in that field during the teaching process;
- to alert students to use protective devices and control this use;
- to entrust some difficult and dangerous operations in the work to qualified students, and to be constantly present in the process of laboratory work and other high-risk premises;
- to control the regularity of funds, equipment, machinery and appliances and personal means of protection at work in cooperation with the head of the laboratory and take appropriate measures to ensure that any deficiencies and defects are resolved before the beginning of practical training and conducting exercises in the laboratory;
- to control the existence of equipment to provide first aid and to ensure on time the necessary complement of medical supplies;
- in case of injuries of students during the teaching process, they should submit a written report to the school principal and take all measures to ensure that the injured are given appropriate medical care;
- undertake other measures envisaged by legislation on safety and health at work upon the order of the Director and responsible persons.

VII - SPECIAL PROTECTION OF WOMEN, YOUTH AND DISABLED

Article 24.

Women, youth and the disabled in employment enjoy special protection at work in accordance with legal regulations.

Article 25.

Women are prohibited to work in the following activities:

- work on the transport, loading and unloading of cargo over 15 kg in weight
- work on other tasks that adversely and with increased risk may affect the health of women

Article 26.

During pregnancy, women cannot work in jobs where the work is performed in a fixed position of the body or where the tasks are performed in a standing position for a long period of time, as well as jobs requiring heavy physical exertion or other major physical stresses during operation, but neither can they work over their full working time.

VII - maintenance procedures

Article 27.

The funds for the work in terms of these regulations imply: objects for work associated with the premises, electrical and other installations, equipment and devices, auxiliary premises and their installations, auxiliary facilities which are temporarily used for work and movement of employees.

Article 28.

With the purpose of detecting defects, periodic checks are made.

Check of devices, work tools and electrical and other installations shall be made by using the methods and the time intervals defined by the Act and regulations.

Article 29.

All operational and auxiliary facilities must be in compliance with the type of work performed in them, with enough natural and artificial light according to standards and must be periodically checked within legal regulations.

Article 30.

The walls, partitions, ceilings and other structural elements of working premises must be painted in bright colors.

Article 31.

Floors in premises must be hard, levelled and constructed of a material that can easily be cleaned and washed.

In a working space where the water comes and where the water is spilt, floors must be made of impermeable material.

Server room should be soundproof and equipped with anti-static floors.

Article 32.**Article 33.**

Working spaces shall be provided with natural or artificial ventilation, according to current regulations.

These facilities must be periodically checked for vapor, gases, dust and other harmful effects.

VIII - PRECAUTIONS WHEN PERFORMING OPERATIONS WITH INCREASED RISK**Article 34.**

At workplaces where there is a risk or an increased risk of injury, occupational and other diseases to be caused, only the person who meets specific requirements in terms of health skills, qualifications, psychophysical characteristics and others can be engaged. These activities shall be prescribed by a special act of risk assessment.

Article 35.

Employed women during pregnancy, employees and employees with reduced working capacity shall enjoy special protection in accordance with legal and the regulations of this rulebook.

IX - INDIVIDUAL AND COLLECTIVE SECURITY FUNDS**Article 36.**

These include funds that are used to protect employees from occupational injuries in order to achieve their health and safety at work.

The financial means for personal protection include items, clothing and footwear that employees must use during labor if these are used to ensure the safety and health at work.

The use of personal protective equipment and devices at certain positions is determined on the basis of the analysis of sources of danger, and the necessity to implement preventive measures.

Article 37.

The employee is immediately issued the assets for personal protection at work over written obligation, with the notification on the shelf life of the issued assets.

The written obligation should have the date of issuance, the specified features of the given assets and the expiration date.

It is not allowed to use the assets for personal protection and personal safety which due to wear or damage do not provide adequate protection from the exposure risks. These assets should be replaced although their shelf life has not expired by new assets with the retrieval of the damaged ones.

After detecting the damage, the head person should prepare a mandatory report on the causes of the damage.

Article 38.

Means for personal protection and personal equipment are used only in specific purposes during working hours and in jobs that are ordered by the college. These funds are prohibited for private use. The rights to purchase assets for personal protection are the following:

For tasks and activities -means of protection and their shelf life

Maintaining cleanliness -Working gowns, 2 years

-borosane or clogs, 1 year

-Safety glasses, masks and gloves, 6 months

Employee who for any reason fails to perform at the college as requested is obliged to repay the funds for personal protection or to bring the compensation in its value.

Article 39.

The college/Academy is obliged to comply with the legislation to organize and provide collective protection of employees and students.

As a minimum mandatory funds for collective protection of employees and students of the colleges should have:

a cache pharmacy;

handy for disinfection and decontamination;

adequate number of fire extinguishers and hydrants

digestorium (in the laboratory)

prescribed ventilation.

X - ORGANISATION OF SAFETY AND HEALTH AT WORK

Article 40.

Officer for Safety and Health at Work is obliged to organize activities for safety and health at work of all employees and students at the Academy.

Safety and health at workplace may be performed by a person who has passed the examination in accordance with the law.

To perform these operations director may issue a decision to designate one or more employees, or to engage a legal entity that is licensed.

Officer for Safety and Health at Work, is directly responsible to the director and can have damaging consequences if the work is not done in accordance with the law.

The director shall appoint the person for Safety and Health at Work performing these tasks and skills training in accordance with the law.

Article 41.

For conducting protection of health and safety, the director engages occupational health services.

Occupational Health Service is required to perform tasks to protect the health of employees on the basis of a contract and in accordance with the Law on Safety and Health at Work, and in particular to comply with the provisions of Articles 40 and 41 of this Act.

Article 42.

Person for safety and health at work must by the order keep and maintain records prescribed by law (Article 49 of the Law on Safety and Health at Work).

Article 43.

Officer for safety and health at work is obliged to promptly report to the competent inspection and the competent authority in the internal affairs each death, collective or serious injury at work as well as a dangerous phenomenon that could endanger the safety and health of employees and students. Officer for Safety and Health at Work shall notify the competent inspection of work when he finds out for an occupational disease of an employee.

Article 44.

The college is obligated to secure compensation for the damage caused to the employees who have suffered an injury, occupational disease and disease related to work to.

XI - HEALTH CARE

Article 45.

Health care, in terms of this Act, is an organized and comprehensive activity of the company with the aim to achieve the highest possible level of health protection of employees and students. Health care includes the implementation of measures for the protection and promotion of health, prevention, prevention and early detection of diseases, injuries and other health disorders, and timely and effective treatment and rehabilitation.

Article 46.

The college organizes and provides funds from their health care for staff and students to create conditions for health –responsible- behavior and health in the workplace for employees, which includes at least:

1. The medical examinations to determine the ability to work on the orders of the college;
2. The implementation of measures for prevention and early detection of occupational diseases, diseases related to work and the prevention of occupational injuries and chronic diseases;
3. preventive examinations of employees (periodic and target control) depending on gender and working conditions, as well as the incidence of occupational diseases;
4. The examinations for employees who are required to implement safety measures in order to protect life and working environment, to protect employees from infectious diseases in accordance with regulations prescribed by the Act.
5. organization of systematic examinations of employees within an academic year;
6. systematic examinations of students per year in the student clinic within one academic year;
7. information to the employees on health protection measures at work and their education in relation to specific conditions, and the use of personal and collective protective equipment;
8. other preventive measures (optional vaccinations, medical check-ups) in accordance with the law;
9. monitoring of working conditions and work safety and assessment of occupational hazards in order to improve working conditions and ergonomic measures, adjusting the mental and physical abilities of employees;
10. Monitoring of illness, injury, absence and mortality, particularly from illnesses related to work injuries and other health impairments which affect temporary and permanent change of working capacity;
11. Participation in the organization of the work and leave regime of employees, as well as the evaluation of new equipment and new technologies in terms of health care;
12. The implementation of measures to improve the health of workers exposed to health hazards in the course of work;
13. providing first aid in case of injury in the workplace and providing conditions for emergency medical intervention.

Health care at the college level involves the systematic and periodic examinations of workers and students, in the manner and under the procedure stated in the regulations governing the field of health and safety at work;

In the provision of health care at colleges, Officer for Safety and Health at Work is required to provide to employees other safety measures in accordance with the regulations governing the field of health and safety at work.

Article 47.

Officer for Safety and Health at Work is bound to the regulations on health care to provide vision checks by occupational medicine services or ophthalmologist to personnel who uses equipment to work in front of the screen.

Vision check is carried out before using the equipment for work in front of the screen, then periodically during the use of equipment, at intervals not exceeding three years, or if the employee experiences problems with eyesight that may arise as implications of using the working equipment with a display.

XII - FINAL PROVISIONS

Article 48.

Employees and students at the college exercise their rights in the field of health and safety at work in the manner and under the procedure established by this rulebook and the Law on Safety and Health at Work.

Article 49.

This Regulation shall enter into force on the day of publication on the website of the Academy.