
Regional Sport Initiative – Playing Together

Regional Sport Initiative – Playing Together
Podgorica, Montenegro

Rulebook on Safety and Health at Work

Adopted in 2022
General Assembly, Regional Sport Initiative – Playing Together

regspo.me@gmail.com|www.regspo.me

Regional Sport Initiative – Playing Together Email: regspo.me@gmail.com

I. Basic provisions

Employees and other persons at the workplace have the right to safe and healthy work and must accept obligations for the implementation of safety and health measures. The employer organizes work so protective measures are applied and posts visible warnings where hazards exist.

II. Purpose and scope

The Rulebook regulates safety and health at work and in the working environment as part of the organized work process, the preventive measures the employer plans and implements to ensure full safety and health of employees and other engaged persons, special obligations of the employer, training of employees, rights and obligations of employees, organization of safety work at the employer, the issuance of the Risk Assessment Act for the workplace and environment, testing and inspection of work equipment, testing of working environment conditions, provision and use of PPE, medical examinations, insurance against work injuries and occupational diseases, first aid, rescue and evacuation, keeping records, cooperation and reporting, and other issues.

III. Safety and health as part of the work process

The employer organizes safety and health tasks considering work technology, organization and scale of the main activity, support activities, number of employees, shift work organization, number of organizational units, assessed workplace risks, and flow of external visitors.

IV. Preventive measures

Employer must organize work and processes to ensure preventive measures for protection of life and health:

- o before work starts and during work
- o when introducing new technology, equipment, or new work processes that may introduce new risks.

The employer should assess possible risks and, where possible, eliminate or reduce them to a minimum using technical solutions, standards and regulations.

V. Organization of safety tasks and responsible persons

The employer may perform safety tasks themselves (if fewer than 20 employees) or appoint/contract a licensed person or legal entity for safety duties.

- The safety officer (or licensed provider) performs tasks including participating in risk assessment preparation, advising the employer on selection/maintenance/use of equipment and PPE, organizing safe workplace arrangements, organizing preventive and periodic environmental testing and equipment inspections, preparing employee training, and keeping records.

VI. Employee rights and obligations

Employees have the right to be informed and trained about safety measures for their jobs, and to be trained at the start of employment, when moved to new positions, when new technology is introduced, or when work processes change.

- Employees must:
 - o attend safety training
 - o work carefully to protect their own life and health and that of others

- o inspect their workplace and equipment before starting work and report defects immediately
- o use PPE as intended and not use it outside work for personal needs
- o report any unsafe conditions, damage or destruction of PPE and equipment
- o refuse to work if there is an immediate danger to life or health until the protective measures are implemented.
- Employer may prohibit work where required safety measures are not implemented, or when the employee is under the influence of alcohol or drugs, or refuses required medical checks or training.

VII. Training of employees

The employer must provide theoretical and practical training for safe and healthy work when hiring, when moving to other positions, when introducing new technology or equipment, and when work processes change. Training is during working hours and at employer's expense. Competence is checked by written tests and practical verification where applicable.

VIII. Risk assessment act

The employer must prepare a written Risk Assessment Act for workplaces in accordance with the law. The Act includes:

- o basic employer data
- o description of technological and work processes and grouping of equipment and PPE
- o organization of work
- o identification of hazards and harmful exposures at each workplace
- o risk assessment relating to identified hazards
- o determination of measures to remove, reduce or prevent risks
- o conclusions and (future) amendments.

IX. PPE: provision, use and obligations

PPE is provided to employees whose work requires it according to the Risk Assessment Act.

- The types, technical characteristics, purpose, service life, quantities, usage and storage of PPE are determined by the Risk Assessment Act and relevant regulations.
- PPE is issued on employment, upon reassignment, when new technology/processes require it, upon PPE expiry, or when PPE is damaged or destroyed.
- Employees must maintain, use PPE only for work, report defects/damage, return worn-out PPE when receiving new items, and return PPE when leaving or being reassigned to positions where PPE is not required. If damage to PPE is due to employee negligence, the employee may be required to compensate the employer.

X. Examination of working environment conditions

The employer must examine working environment conditions in premises where activities and use of materials that may be harmful or dangerous occur, to prevent injury and establish whether the environment is suitable for productive work and employee health.

Examinations include:

- o microclimate (temperature, air flow speed, relative humidity)
- o chemical hazards (gases, vapors, smoke and dust)
- o physical hazards (noise, vibration, lighting) and biological hazards, as relevant

- The scope and frequency of such testing are determined by the Risk Assessment Act and applicable legal regulations.

XI. Inspection and testing of work equipment

Employer must ensure inspections and testing of work equipment, electrical and lightning protection installations, PPE and other equipment in accordance with the law and relevant regulations.

New or reconstructed electrical, lightning protection or other installations must be accompanied, before commissioning, by proof of correctness from authorized designers/contractors.

Periodic testing of electrical and other installations is required by law.

The safety officer must regularly inform the employer about periodic examinations and tests.

XII. Health protection, first aid and rescue

For workplaces with increased risk the employer must provide pre-employment and periodic medical examinations according to legal procedures. If periodic medical checks show an employee no longer meets the health conditions for a high-risk job, the employer must transfer them to a suitable role; failure to meet such conditions is not grounds for termination.

Employer must ensure first aid and evacuation arrangements, establish contacts with emergency services, ensure a sufficient number of trained first-aiders and supplies. First aid is provided immediately by trained employees until professional medical services arrive.

In case of work injury, the employer must issue an injury report to the employee within 24 hours. Severe injuries or mass incidents with fatalities must be immediately reported to the labor inspectorate and internal affairs authority (both orally and in writing).

The safety officer must issue an injury certificate to an injured employee and submit a report to the labor inspectorate within 3 days of learning of the injury.

XIII. Records

The safety officer keeps records on:

- o workplaces with increased risk
- o employees trained for safe work
- o employees trained in first aid
- o employees moved to/from high-risk jobs and their medical exams
- o work injuries, occupational diseases and work-related illnesses
- o reports and notifications about such incidents
- o performed tests of working environment conditions
- o performed inspections and tests of PPE and work equipment
- o periodic and mandatory medical examinations

Records are kept using prescribed forms and maintained by the safety officer.

XIV. Supervision

External supervision is performed by competent inspection services; the employer must enable inspections in all premises.

Internal supervision is performed by the employer and the safety officer as daily, periodic and annual checks. The safety officer prepares periodic and annual reports for the employer.

XV. Other provisions and final articles

The employer must notify the labor inspection in writing eight days before starting operations in certain cases (e.g., status changes, start of operations, new construction, introduction of new technology or changed work processes).

The Rulebook is adopted by the employer's president; amendments follow the same adoption procedure. The Rulebook must be posted on the employer's notice board and comes into force on the eighth day after posting.

Date of adoption

February 2022

Approved by

Marina Tomović

General Secretary

