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Based on Article 14 of the Law on Safety and Health at Work ("Official Gazette of the Republic of Serbia", no. 101/2005 and 91/15), ERA - LGBTI Equal Rights Association for the Western Balkans and Turkey, with the offices at Carlija Caplina, 3/2 adopts:

## **REGULATION ON SAFETY AND HEALTH AT WORK**

### **GENERAL PROVISIONS**

#### **ARTICLE 1.**

For the sake of safety and health at work and protection, employees from workplace injuries as well as professional diseases to eliminate the causes and health damage at work and to create the most favourable working conditions in ERA - LGBTI Equal Rights Association for the Western Balkans and Turkey, (hereinafter the text "ERA"), safety and health at work are implemented, in accordance with the Laws of the Republic of Serbia that are defining this issues:

- Law on Safety and Health on work ("Official Gazette of the Republic of Serbia", no. 101/2005 and 91/15)
- Labour Law ("Official Gazette of the Republic of Serbia", no. 24/05 and 61/05, 54/09,32/13 and 75/14),
- Law on Health insurance ("Official Gazette of the Republic of Serbia", no. 107/05),
- Law on Health protection ("Official Gazette of the Republic of Serbia", no. 107/05),
- Law on the Prevention of Harassment at the Workplace ("Official Gazette of the Republic of Serbia", no. 36/10)
- Rulebook on Occupational Safety and Health Measures for employed pregnant women, women who have recently given birth and women workers who are breastfeeding ("Official Gazette of the Republic of Serbia", no. 102/16)
- Rulebook on Preventive Occupational Safety and Health Measures for Young Workers ("Official Gazette of the Republic of Serbia", no. 102/16)
- Rulebook on conduct of employers and employees at workplace in regarding the prevention and protection from abuse ("Official Gazette of the Republic of Serbia", no. 62/10)

#### **ARTICLE 2.**

These Regulations specifically address the following issues:

Occupational health and safety, including preventive, general and specific measures that are relevant to creating safe working conditions, in particular:

- determining the rights and obligations of the employer and employees in the areas of occupational safety and health,
- liability of employers and employees for any potential breach of those obligations
- Organizing safety and health at work
- Identifying jobs with an increased risk of occupational diseases and injuries at work
- Training employees to work safely

- Cases in which a worker is forbidden from doing his job
- Inspections and tests of work tools (electrical and water installations)
- Special rights, obligations and measures regarding the safety and health at work of young people, women and persons with disabilities
- Cases and methods of checking employees under the influence of alcohol or other addictive substances.
- Special rights, obligations and measures regarding the prevention and protection from abuse.

### **ARTICLE 3.**

The work process at ERA must be organized in such a way that every employee performs work without dangers to your life and health, as well as the life and health of other employees. Improving the organization of work processes that guarantee the safety and health of employees at work, it is the task of the immediate manager or manager.

### **ARTICLE 4.**

Legal representative of ERA is responsible to perform the implementation and promotion of occupational safety and health, and to subcontract the professional, scientific and health care institutions and/or institutes in the field of occupational safety and health and with the aim of developing Risk Assessment Act if there is a need for it.

The provisions of this regulation apply to all employees of ERA.

## **RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF EMPLOYEES RELATED TO SAFETY AND HEALTH AT WORK**

### **ARTICLE 5.**

Employees have rights and obligations:

- to be able to work safely and soundly while entering the work agreement, and to be able to advance their knowledge through innovation and other sources of education,
- make sure to use personal protective equipment and protective equipment for the work they do,
- to check the correctness of work equipment and work equipment and personal protective equipment before starting work.
- in case of defective personal protective equipment and/or work equipment, immediately report the problem to the Executive Co-Director,
- that in a serious injury, collective accident or natural disasters and the like, provided assistance in disaster relief,
- to provide the employer with proposals, remarks and notices on safety and health issues at work,
- to control their health against the risks of the workplace and to respond to the call for a medical examination to which the employer refers,

- refuse to work, if they are in imminent danger to life and health because regulations for safety and health at work are not being implemented, as long as these measures are not provided.

#### **ARTICLE 6.**

The employee is obliged to carry out his work with full attention, without danger to her/his life and health and for the lives of other employees, as well as without the danger of funds directly or indirectly handled.

#### **ARTICLE 7.**

The employee is obliged to comply with all prescribed safety measures, norms and instructions and occupational health, take care of its implementation and respond to medical examinations for control health status.

#### **ARTICLE 8.**

The employee is obliged to use all means and equipment for personal protection at work, to use them purposefully, handle them carefully, keep them in good working order and not replace them with other workers.

#### **ARTICLE 9.**

If the employee is in imminent danger to life or health, because safety and health at work have not been implemented, she/he has the right to refuse to work in that workplace until the appropriate safety and health measures are in place. If the employee refuses to work within the meaning of paragraph 1 of this Article and the executive co-director considers that the employee's procedure is not justified, she/he is obliged to inform the labour inspection.

#### **ARTICLE 10.**

An employee who has a health disability or is suffering from a disease that is difficult or not identifiable by medical examination is obliged to report these deficiencies, illnesses, before taking up a job in the ERA. If the worker does not follow the previous paragraph, diseases are of such a nature that they can cause disability, the worker must be assigned to another suitable job.

#### **ARTICLE 11.**

The employee is obliged to immediately report any injury at work to the executive co-director immediately and no later than 24 hours after the injury occurred.

#### **ARTICLE 12.**

The employee is obliged to leave the job if required by the ERA executive co-director in cases where:

- does not apply the prescribed measures and norms of safety and health at work,
- does not use personal protective equipment and general equipment at work,
- is incapable of working, because she/he is in such a physical and mental state that she/he is therefore brought in the dangers to self, other workers and means of work.

An employee who is under the influence of alcohol or other addictive substances should begin workday, if workday began must they must be asked to leave or they shall be removed from ERA offices.

## **ESTABLISHMENT OF A LIABILITY OF WORKING OBLIGATIONS RELATED TO SAFETY AND HEALTH AT WORK**

### **ARTICLE 13.**

Violations of safety and health obligations, given their severity and consequences, can be easier and heavier. An employee makes light violation of work safety and health obligations:

- if she/he does not use personal protective equipment for the intended purpose,
- if she/he deliberately or unknowingly performs work obligations in relation to safety and health at work rules,
- if in negligent or any other way is not applying safety and health measures at work, without serious one's consequence.

### **ARTICLE 14.**

An employee commits a serious breach of work safety and health obligations:

- if, after the warning, the worker does not use personal protective equipment,
- if he does not undergo periodic medical examinations,
- if she/he does not participate in organized training for safety at work and does not approach the examination of the acquired knowledge,
- if she/he does not report to the responsible person which caused an accident at work,
- if, despite the warning, she/he damages or dismantles protective devices,
- if it unjustifiably refuses to execute a decision, order or instruction in regards to safety and health, which was made by the competent authorities or responsible person,
- if she/he does not stop working in the workplace while under the influence of alcohol or other means of addiction, since her/his manager ordered her/him to stop work,
- if she/he fails in any way to fulfil the obligations stipulated in this regulation, which may result in difficulties and/or consequences for the health or life of employees.

For serious breach of obligations related to safety and health at work, a measure of termination of work may also be imposed.

### **ARTICLE 15.**

Responsible workers of the ERA, make minor violations of safety and health obligations related to work in cases of non-compliance with all safety and health regulation and if not performing their tasks, which could cause adverse health effects to employees and/or less material damage.

**ARTICLE 16.**

Responsible workers of the ERA make grave breach of the provisions of regulations on safety and health at work, if, due to the non-compliance with the obligations prescribed for all workers, a serious injury of employees at work and/or death occurs.

**ARTICLE 17.**

The procedure for determining violations of work obligations in the field of safety and health at work, and imposing measures, is carried out under the provisions of the Labour Law.

**THE RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF EXECUTIVE CO-DIRECTORS OF ERA**

**ARTICLE 18.**

Executive Co-Director of ERA, has the right and duties:

- by an act, in writing, designate an authorized person for safety and health at work,
- through the manager, in the process of work, to organize and ensure the implementation of the legal regulations from safety and health regulations, the provisions of this procedure and the regulations governing occupational safety,
- to provide financial resources and procurement of safety equipment,
- to work with a person performing implementation of health and safety regulation at the ERA and securing the improvement of safety and health at work,
- to provide periodic inspection and testing of equipment, electrical and water installations in office,
- to ensure job security in jobs where there is a threat to the life and health of employees,
- to propose new measures of safety and health at work,
- to initiate disciplinary proceedings against employees who do not comply with health and safety regulation
- to organize first aid in case of injury to employees,
- to act on the suggestions and written reports of persons for safety and health at work,
- to prohibit any type of work which poses as an imminent threat to life or health employees,
- to provide advanced training in the field of safety and health at work to the person designated or hired to do that job.

**ARTICLE 18.**

The Executive Co-Director of ERA has the right and obligation to prohibit the worker from performing her/his work or work tasks in the following cases:

- fails to comply with safety and health regulations and performs activities contrary to safety measures, which may result in injury or injury to other workers,
- if she/he refuses to follow the safety and health regulations given to her/him by the immediate manager,
- when the immediate manager or responsible worker determines that the worker has arrived in a drunken state, or is under the influence of addictive substances, or intoxicated while working.

Removal from work shall continue until it is established that the worker is again capable of working.

The Finance and Administration officer shall:

- inform employees in the most appropriate way about working conditions and dangers at their workplace in the work process,
- to inform employees about the purpose and manner of using personal protective equipment at work,
- to constantly and directly implement safety and health measures at work,
- to report immediately, and no later than 24 hours, to the Executive Co-Director of ERA injury at work,
- to report to the Executive Co-Director of ERA a defect, malfunction or a phenomenon that could endanger the life or health of employees,
- to prohibit the work of an employee under the influence of alcohol or other intoxicants,
- to initiate disciplinary proceedings against an employee who fails to comply with the prescribed by this regulation
- keeps records of the indebtedness of personal protective equipment.

## **ORGANIZATION OF SAFETY AND HEALTH AT WORK**

### **ARTICLE 19.**

Safety and health activities, as well as the scope and authority of the employees performing these tasks, are determined on the basis of the legal framework and by this Rulebook. Safety and health activities shall be performed by a finance and administration officer, in accordance with the legal framework and by this Rulebook.

### **ARTICLE 20.**

The person in charge of safety and health at work obligations are:

- to daily check workplace of ERA and to see whether safety and health measures are applied,
- to prohibit work if an imminent danger to the life and health of employees in the work process is identified,

- to cooperate in drafting normative acts, acts on risk assessment for workplaces from safety and health at work in,
- participate in the organization and implementation of safety and health trainings,
- participate in the organization of periodic inspections and testing of work equipment, electrical and water installations and operating conditions and keep records thereof,
- to participate in the organization of preliminary and periodic medical examinations of employees and guides proper records,
- propose measures to improve working conditions, especially in the workplace with increased risk,
- to issue to the injured workers at work the prescribed Report on injury at work and keep records thereof,
- participates in the performance of other tasks arising from the legal framework and this Rulebook as well as execution decisions of inspection bodies related to safety and health at work,
- to check, at the request of the immediate executives, whether the worker is under the influence of alcohol.

#### **ARTICLE 21.**

A person who performs safety and health work when she/he recognizes that an employee is imminent danger to life and health at work, removes employees from that workplace until they are secured prescribed safety and health measures at work, and a written note on this.

#### **SPECIAL SAFETY AND HEALTH AT WORK - WOMAN, YOUTH AND DISABLED**

#### **ARTICLE 22.**

Women, young people and persons with disabilities in employment enjoy special protection at work in accordance with legal regulations. Women, especially pregnant women and mothers with children, young people under 18 and disabled workers have specific needs in terms of working time, entitlement to annual leave, length of annual leave, paid leave another employment right are more closely governed by employment regulations and legal framework.

#### **PURCHASE AND MAINTENANCE OF PERSONAL PROTECTION MEASURES AT WORK**

#### **ARTICLE 23.**

All personal protective equipment and personal protective equipment used by workers must be appropriate current regulations and standards in safety and health at work.

#### **ARTICLE 24.**

The order for the procurement of personal safety and health at work is given by the executive co-director or other authorized person in ERA. For the quality and type of personal protective equipment,

a person carrying out professional safety and health at work tasks shall be consulted. Control of the newly acquired personal protective equipment is also performed by an authorized person for safety and health at work.

**ARTICLE 25.**

Maintenance of personal protection at work is done by the employees themselves. If damage occurs before the deadline, the worker will be given a new one.

**FIRST AID IN CASE OF INJURY**

**ARTICLE 26.**

First aid to workers in the event of injury, poisoning or sudden illness is provided by ERA that is, the finance and administration officer.

**ARTICLE 27.**

In ERA offices, on visible and easy accessible place are cabinets with the necessary medical supplies to provide the first help.

**ARTICLE 28.**

In the event of an elemental disaster, explosion, fire or other collective incident, the executive co-director and finance and administration officer are required to organize evacuation and rescue measures.

**GENERAL MEASURES OF SAFETY AND HEALTH AT WORK AND LABOR CONDITIONS**

**ARTICLE 29.**

Work Equipment and Appliances - Means for work, can only be used for a specific purpose only. Safety and protection devices must be installed and used to provide maximum protection at work in ERA. All Safety and protection devices for work must be in accordance with the regulations, periodically reviewed and by certain deadlines examined.

**ARTICLE 30.**

Noise and vibration in the workspace (if they occur) must be minimized to permissible limit, according to the applicable noise regulations. Employees exposed to increased noise must use personal protective equipment at work and hearing protection.

**ARTICLE 31.**



For the safety of employees at work, transportation, loading, unloading, storage and storage of goods can be performed only by proper means of transport and traffic and in accordance with applicable regulations, instructions, declarations, certificates and expiry dates.

#### **ARTICLE 32.**

Danger points must be properly marked, protected from mechanical damage and free access. All electrical installations in ERA, as well as lighting, must be carried out in accordance with technical regulations and standard. All tools and gadgets must have protective devices, be grounded and protected against accidental touch as well as periodically tested in statutory time limits.

#### **ARTICLE 33.**

All ERA material possession, especially objects of flammable matter, must be protected from lightning, lightning strikes, etc. according to applicable regulations. Any storage of technical gases and flammable liquids is forbidden at ERA offices.

#### **ARTICLE 34.**

Repairs and interventions on electrical and other installations and equipment in ERA can only be performed by authorized and expert persons. On these repairs and interventions finance and administration officer takes special records.

### **CASES AND METHOD OF VERIFICATION OF EMPLOYEES UNDER THE INFLUENCE OF ALCOHOL OR OTHER MEANS OF ADDICTION**

#### **ARTICLE 35.**

Employees are not allowed to work at era if they are found to be under the influence of alcohol or others means of addiction. Immediate executive co-directors or manager if suspected the employee to be under the influence of alcohol or other means of addiction is obliged to remove her/him from work and to send him to the nearest health center organization on alcohol/substance control. If a positive alcohol/substance test is found, the cost of the examination-test is borne by the employee herself/himself and causes serious breach of work duties and contract.

### **TRANSITIONAL AND FINAL PROVISIONS**

#### **ARTICLE 36.**

The occupational safety and health stipulated in this rulebook shall be implemented in ERA, as well as all security measures and occupational health as defined by legal framework.

#### **ARTICLE 37.**

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Amendments to this Rulebook shall be made in the manner and according to the procedure established by the legal framework.

**ARTICLE 38.**

This Rulebook shall enter into force on the 7th day after the date of signature by the executive co-directors.