

Program for initial instruction of employees of external companies on the rules for provision of healthy and safe conditions at work

These instructions has been prepared on the basis of Article 12, paragraph 2 of Ordinance No.RD-07-2 of 16 December 2009 on the conditions and procedures for conducting periodic training and instructing the workers and employees on the rules for provision of health and safety at work (published in SG No. 102 of 2009)

№	General issues
1.	Introduction to the nature and business of the company
2.	Introduction to the internal working rules and requirements for conduct at the working place
3.	Company's orders and regulations in effect related to the organization and proceedings concerning safety and health at work
4.	Reaching the workplace - safety requirements when going up/downstairs, using a lift, etc.
5.	Introduction to the hazards and specific health and safety risks according to the risk assessment, resulting from: <ul style="list-style-type: none"> - the nature of the activities carried out, - working equipment - used tools, machines and installations; - the specific factors of the working environment; - the materials used; - the hoisting /transport and hoisting/ devices
6.	Introduction to the Program for Limiting and Preventing Assessed Risks and Duties of the Workers to Implement and Obtain the Measures Scheduled in the Program. Rules and requirements for safety and health at work
Rules and requirements for safety and health at work	
7.	<p>Labor Code - Art. 126 – During the implementation of the agreed work ,the worker or the employee shall :</p> <ul style="list-style-type: none"> - appear at work in a condition which can allow him to carry out the assigned tasks and shall not use alcohol or another narcotic during his working time; - comply with technical and technological rules; - comply with the rules on health and safety at work; - coordinate his work with other employees and workers and shall assist them in accordance with the employer's instructions; - comply with the internal rules adopted in the enterprise and shall not prevent other employees from performing their duties; <p>HEALTH AND SAFETY AT WORK ACT</p> <p>Art .33. Every working person shall be obliged to take care of his health and safety, and of the health and safety of other persons directly affected by his activity, based on his qualification and instructions by the employer.</p> <p>Art. 34. (1) Based on their qualification and instructions, working persons shall be obliged to:</p> <ol style="list-style-type: none"> 1. use correctly the machines, apparatus, tools, dangerous substances and materials, transport means and other work equipment; 2. (supplemented, SG No. 40/2007) use correctly personal protection means and special work

	<p>clothing provided to them, and return them after use to the designated place where they are stored;</p> <p>3. (amended, SG No. 40/2007) use correctly and according to the instructions for use, and cannot remove, interrupt, exclude or alter willfully the collective protection means and the protective devices installed on the machines, equipment, instruments, the enterprise or the building;</p> <p>4. inform immediately the employer or competent officials of any situation which has occurred at work and could present immediate danger for their health, as well as of all faults in the collective protection means;</p> <p>5. (amended, SG No. 40/2007) assist the employer, the competent officials and/or the representatives of the persons responsible for the safety and health at work in implementing the measures for ensuring healthy and safe working conditions, and the prescriptions by control bodies.</p> <p>- Safety rules for handheld electrical and locksmiths tools; - Electrical Safety Rules; - Loading and unloading. Manual handling of loads; - Requirements for working with portable ladders; - Signs and safety signals - Safety data sheets – requirements for safety in handling chemicals and preparations;</p>
8.	Personal protective equipment and specialized workwear - requirements for use in activities associated with relevant safety and health risks;
9.	Occupational accidents - causes and nature of accidents at work in the enterprise. Duties of the workers in the event of an accident at work.
10.	Possible extraordinary / emergency / situations and actions of the personnel upon the occurrence of each of them. Routes for evacuation in the event of an emergency situation.
11.	Rules for providing first aid in the event of an accident at the workplace. - for injuries and fractures; - in case of bleeding; - in the case of thermal burns; - in case of electric shock injury;

FOR ORGANIZER:

FOR CONTRACTOR:

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