**EMPLOYER CHECKLIST FOR SELF - ASSESSMENT**

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| **SECTION 1:** | GENERAL OSH MANAGEMENT SYSTEM |
| **Topic 1.2.** | **AVAILABILITY AND QUALITY OF RISK ASSESSMENT DOCUMENTATION, AVAILABILITY OF CERTIFIED OSH SPECIALIST/ EXPERT, LICENSED OSH SERVICE PROVIDER** |
| **Relevant law / regulations:** | Based on:* Law on Safety and Health at Work;
* Regulation (MLSW) No.02/2021 on workplace risk assessment;
* Regulation (MLSW) No.01/2021 on qualification of persons responsible for occupational safety and health, licensing of occupational safety and health services and training companies;
* Regulation (MLSW) No.02/2016 on minimums safety and health requirements for the use of personal protective equipment at the workplace.
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| **Abbreviations:** | * PPE – personal protective equipment
* OSH – occupational safety and health
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| **Use of checklist:** | In case you answer “Yes” to a question, please move to the next question, in case you answer “No” make remarks that you can take actions in order to comply with legal requirements. |

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| **No** | **Checkpoints** | **Yes** | **No** | **Remark on implementation** |
|  | **BEFORE SITE / WORKPLACES VISIT** |  |  |  |
|  | * *During site visiting workplaces, you will have to make notes. It is easier to make structured notes, for example use inspection forms. Take them with you. The content of inspection forms depends on the work place you will visit. If you do not have inspection forms, prepare good ones and easy understandable (e.g. place of inspection, data/hour, inspection team and inspected employees, list of PPEs required to carry on the task/work, etc. should be included).*
* *You might also need to take a copy of the approved preventive plan to the site to check if the preventive measures with deadlines for implementation in the past have been implemented!*
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|  | **SUPERVISION OF SITE / WORKPLACES** |  |  |  |
|  | * *Be an example, comply with safety rules existing in the site / workplaces (wear required personal protective equipment, comply with safety signs etc.)!*
* *Take notes of observed workplaces and take photos where hazards exist (pay attention to good examples with implemented preventive measures and bad examples where preventive measures are missing).*
* *Talk with employees, be friendly, explain and advise them how workplace hazards can influence their health and what preventive measures should be taken to protect them!*
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|  | **Are there any hazards in the workplaces that need preventive measures?*** *Use Annex 1 for identification of workplace hazards to take notes on your observations during site visit. Make notes also on the missing preventive measures!*
* *Analyse 4-5 workplaces / processes, if possible, choose non-routine activities like maintenance or cleaning work.*
 |  |  |  |
|  | **Were the representatives of the workers and the workers who work at the relevant workplace involved in workplace risk assessment?**Regulation (MLSW) No.02/2021, Article 5.4* *Ask 3-5 workers if they know how the risk assessment was done, if they or some colleagues were interviewed about their working conditions.*
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|  | **Have there been any changes in the work environment within the last two (2) years?**Regulation (MLSW) No.02/2021, Article 15.1.2* *While walking around the site, discuss with the head of the relevant department / supervisor and 3-5 workers if there have been any changes in working environment within last two (2) years (for example, changes in work procedures, methods, work equipment, use of different chemical substances and mixtures, the workplace has undergone substantial modifications etc.).*
* *Later check the workplace risk assessment documents if these changes have been taken into account in the most recent workplace risk assessment document.*
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|  | **CHECKING OF DOCUMENTS / IN OFFICE** |  |  |  |
|  | * *In case, you have an external OSH service provider or OSH expert, meet with him/her/them.*
* *Invite a worker representative to participate in the checking of the documents.*
* *Explain your good and bad observations from your site visit.*
* *Require the workplace risk assessment document of the workplaces and / or work processes you observed during the visit.*
* *Compare your observations of identified hazards and OSH violations with hazards specified in the workplace risk assessment document (e.g. if you identify unsafe scaffolding, look in the document for the hazards “Work at height” and check if unsafe scaffolding has been identified and adequate preventive measures have been specified).*
* *In case you identify hazards existing in the workplace, but not specified in the workplace risk assessment document, explain the problem and allocate time to improve the quality (each company is responsible in review risk assessment within two (2) weeks after the request made by the Labour Inspectorate – you can allocate the same time);*
* *In cases you got answer “No”, clarify the situation (e.g. lack of documents), ask for evidence (e.g. any documents supporting training);*
* *Be friendly, explain and advise them on their obligations related to workplace risk assessment, if possible, give good practise examples (e.g. involvement of workers in other companies).*
 |  |  |  |
|  | **Is there a written workplace risk assessment document available?**Regulation (MLSW) No.02/2021, Article 11.1* *Require the workplace risk assessment documents of the 3-5 workplaces and / or work processes you observed during the inspection.*
* *In case there are no written workplace risk assessment documents, you skip all the following questions.*
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|  | **Have risk assessment documents been prepared and signed by one of these persons:*** Persons holding basic occupational safety and health qualification;
* Persons holding advanced occupational safety and health qualification;
* Persons holding certificate of occupational safety and health expert;
* Companies licensed as occupational safety and health service?

Regulation (MLSW) No.02/2021, Article 2, 1 Article 11.4Regulation (MLSW) No.01/2021, Article 3, 4, 5* *Consider how many workers are employed in his company. Select in the table (Annex 2) corresponding cell taking into the account the industry in which your company is working and the number of employees;*
* *Evaluate if the person who has performed the workplace risk assessment is in accordance with Annex 2.*
* *Check if the copy of the relevant certificate of persons or licence of OSH service is available to you.*
* *Check if there are signatures of the relevant persons in the workplace risk assessment document.*
* *This is the method to check if the person in charge of OSH in your company complies with legal acts in relation to the training and certification requirements.*
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|  | **Do these documents contain the following information:**Regulation (MLSW) No.02/2021, Article 11.2, 15.1 |  |  |  |
| 6.1 | Date of workplace risk assessment* *Remember workplace risk assessment has to be performed not less than once in two (2) years.*
* *Check if the date of the workplace risk assessment document is less than two (2) years back from the date you check the documents.*
* *If the workplace risk assessment document has been prepared more than two (2) years ago, organize the review of documents.*
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| 6.2 | Name of the company; |  |  |  |
| 6.3 | Identification (name) of workplace or work process (e.g. department, affiliation, type of job etc.); |  |  |  |
| 6.4 | Names and surnames of persons performing workplace risk assessment / name of the occupational safety and health service; |  |  |  |
| 6.5 | Names and surnames of other persons involved in workplace risk assessment; |  |  |  |
| 6.6 | List of identified hazards existing in the workplace; |  |  |  |
| 6.7 | Description of each identified workplace hazard (e.g. source of hazard, situation when the hazard occurs); |  |  |  |
| 6.8 | Possible consequences after exposure to each identified workplace hazard; |  |  |  |
| 6.9 | Reference to legal act related to particular workplace hazard (if applicable)*\* Check if the reference is given to legal acts which are in force at the moment when workplace risk assessment was done.* |  |  |  |
| 6.10 | Assessed risk level for each identified workplace hazard; |  |  |  |
| 6.11 | Preventive measures to be taken to eliminate or reduce risk; |  |  |  |
|  | **Are the representatives of the workers and the workers who work at the relevant workplace involved in workplace risk assessment?**Regulation (MLSW) No.02/2021, Article 5.4* *Compare the results of the interviews with content of the documents.*
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|  | **Based on workplace hazards identification, are the following laboratory measurements of workplace hazards done?**Regulation (MLSW) No.02/2021, Article 7.3, 7.4* *If the measurements are needed, but have not been performed, contact a relevant service provider to organize them.*
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| 8.1 | Noise, if needed; |  |  |  |
| 8.2 | Hand-arm and whole-body vibration, if needed; |  |  |  |
| 8.3 | Microclimate (air temperature, air humidity, air velocity), if needed; |  |  |  |
| 8.4 | Lighting, if needed; |  |  |  |
| 8.5 | Concentration of dust in workplace air, if needed; |  |  |  |
| 8.6 | Concentration of fibres (including asbestos) in workplace air; |  |  |  |
| 8.7 | Concentration of chemicals in workplace air, if needed; |  |  |  |
| 8.8 | Artificial optical radiation, if needed; |  |  |  |
| 8.9 | Electromagnetic fields, if needed; |  |  |  |
| 8.10 | Ionizing radiation, if needed; |  |  |  |
|  | **Are the above-mentioned results of the laboratory measurements integrated in the workplace risk assessment document?**Regulation (MLSW) No.02/2021, Article 11.3 |  |  |  |
|  | **Have these measurements been done by the laboratory which is accredited in the national accreditation board in accordance with international standard: ISO** [**ISO/IEC 17025 “General Requirements for the Competence of Testing and Calibration Laboratories”**](https://www.iso.org/standard/66912.html) **and the methods and equipment used to perform laboratory measurements are in compliance with relevant and current European or/and International Standards and/or guidelines of International organization (e.g. World Health Organization)?**Regulation (MLSW) No.02/2021, Article 7.4, 7.5* *Check if the copy of the accreditation certificate is available.*
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|  | **Has a workplace risk assessment document been reviewed after changes in the work environment have occurred (if applicable)?**Regulation (MLSW) No.02/2021, Article 15.1.2* *Compare the results of your observations with the documents.*
* *Remember examples of changes are as follows: changes in work procedures, methods, work equipment, use of different chemical substances and mixtures, the workplace has undergone substantial modifications etc.*
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|  | **Has a workplace risk assessment document been reviewed after an accident at work has occurred (if applicable)?***Regulation (MLSW) No.02/2021, Article 15.1.4**\* In case an accident has occurred, workplace risk assessment should be reviewed within 2 (two) weeks after the accident.* |  |  |  |
|  | **Has a workplace risk assessment document been reviewed after the registration of occupational diseases (if applicable)?***Regulation (MLSW) No.02/2021, Article 15.1.5** *In case an occupational disease has been registered, workplace risk assessment should be reviewed within 2 (two) weeks after the registration.*
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|  | **Is special attention during workplace risk assessment paid to the following vulnerable groups who are at particular risk or have special needs (if applicable):**Regulation (MLSW) No.02/2021, Article 6.4 |  |  |  |
| 14.1 | Women; |  |  |  |
| 14.2 | Pregnant women and breast-feeding women; |  |  |  |
| 14.3 | Young employees; |  |  |  |
| 14.4 | Older employees; |  |  |  |
| 14.5 | Disabled employees; |  |  |  |
| 14.6 | Employees with existing disease, etc. |  |  |  |
|  | **Is a written description of the method used for workplace risk assessment available to the employer?** *Regulation (MLSW) No.02/2021, Article 7.2** *Remember - the written description of the method is needed only if workplace risk assessment is provided by an external OSH expert or service. If this is the case for you, require the document from the external OSH expert or service.*
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|  | **Is there available a preventive plan with necessary measures to avoid, reduce or eliminate risk, including the following:**New Regulation (MLSW) No.02/2021, Article 10, 12*\* Check if the preventive measures with deadlines for implementation in the past have been implemented! If they have not been implemented, find the reason for not complying with the plan and replan preventive measures!* |  |  |  |
| 16.1 | Preventive measures to eliminate or reduce workplace hazards; |  |  |  |
| 16.2 | Deadline for implementation of the preventive measures; |  |  |  |
| 16.3 | Persons responsible for implementation of the preventive measures; |  |  |  |
| 16.4 | Finances allocated for implementation of the preventive measures; |  |  |  |
|  | **Is the preventive plan signed by top management to allocate sufficient resources?**Regulation (MLSW) No.02/2021, Article 12.4 |  |  |  |
|  | **Has it been evaluated if risks can be avoided or sufficiently reduced by technical means of collective protection or by measures, methods or procedures of work organizations?**Law on Safety and Health at Work, Article 7Regulation (MLSW) No.02/2021, Article 10.2Regulation (MLSW) No.02/2016, Article 4 and 12* *Check the document of risk assessment to identify if the possibility of implementation of other preventive measures have been evaluated, discuss with an OSH expert.*
 |  |  |  |
|  | **Are PPEs selected based on workplace risk assessment?**Regulation (MLSW) No.02/2016, Article 5.1, 5.2, 7.1* *Check the link between documents of risk assessment (identified risks), PPEs (reference to standards explaining protection level) and observations during the site visit.*
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|  | **Have you kept evidence of taken preventive measures (e.g. register training of employees, etc.)?**Regulation (MLSW) No.02/2021, Article 13 |  |  |  |

**ANNEX 1**

**INDICATIVE LIST OF KEY HAZARDS IN WORKPLACE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Workplace hazard** | Workplace 1 | Workplace 2 | Workplace 3 | Workplace 4 | Workplace 5 | Workplace 6 | Workplace 7 |
|  | **Traumatic hazard** |  |  |  |  |  |  |  |
| 1 | Uneven or slippery surfaces (which can cause slips, trips, falls, etc.)  |  |  |  |  |  |  |  |
| 2 | Moving vehicles (forklifts, trucks etc.) |  |  |  |  |  |  |  |
| 3 | Mechanical moving parts of machines (e.g. belt driving systems) |  |  |  |  |  |  |  |
| 4 | Objects and parts with dangerous surfaces (sharp, rough, etc.) |  |  |  |  |  |  |  |
| 5 | Hot or cold surfaces, materials, etc. (e.g. ovens and boilers) |  |  |  |  |  |  |  |
| 6 | Work at height |  |  |  |  |  |  |  |
| 7 | Work on ladders |  |  |  |  |  |  |  |
| 8 | Falling objects |  |  |  |  |  |  |  |
| 9 | Hand tools (human force driven and electrical) |  |  |  |  |  |  |  |
| 10 | Electrical safety (electrical installations and equipment, earth-link and lightning rod) |  |  |  |  |  |  |  |
| 11 | Fire safety |  |  |  |  |  |  |  |
| 12 | Explosion |  |  |  |  |  |  |  |
| 13 | Working in closed spaces |  |  |  |  |  |  |  |
| 14 | Work in excavations |  |  |  |  |  |  |  |
| 15 | Stability of surface |  |  |  |  |  |  |  |
| 16 | Openings in surfaces and walls |  |  |  |  |  |  |  |
| 17 | Workplace order, tidiness |  |  |  |  |  |  |  |
|  | **Physical hazards** |  |  |  |  |  |  |  |
| 18 | Noise |  |  |  |  |  |  |  |
| 19 | Vibrations |  |  |  |  |  |  |  |
| 20 | Lighting |  |  |  |  |  |  |  |
| 21 | Indoor microclimate |  |  |  |  |  |  |  |
| 22 | Hot or cold climate (work outside) |  |  |  |  |  |  |  |
| 23 | UV, IR, laser, and microwave radiation |  |  |  |  |  |  |  |
| 24 | Ionizing radiation |  |  |  |  |  |  |  |
| 25 | High pressure |  |  |  |  |  |  |  |
|  | **Chemical hazards and dust** |  |  |  |  |  |  |  |
| 26 | Chemical substances and dangerous materials |  |  |  |  |  |  |  |
| 27 | Dust |  |  |  |  |  |  |  |
| 28 | Corrosion (rust) |  |  |  |  |  |  |  |
| 29 | Asbestos |  |  |  |  |  |  |  |
| 30 | Carcinogens, mutagens |  |  |  |  |  |  |  |
|  | **Psychosocial hazards** |  |  |  |  |  |  |  |
| 31 | Physical and mental load, overload, burnout |  |  |  |  |  |  |  |
| 32 | Insufficient work organization and insufficient communication with management and colleagues |  |  |  |  |  |  |  |
| 33 | Violence, harassment (mobbing/bullying) |  |  |  |  |  |  |  |
| 34 | Working alone |  |  |  |  |  |  |  |
| 35 | Work with parties (clients, customers etc.) |  |  |  |  |  |  |  |
| 36 | Working hours, overtime, lack of time, time management |  |  |  |  |  |  |  |
| 37 | Shift work, including night shifts |  |  |  |  |  |  |  |
| 38 | Other hazards leading to stress at work (e.g. quick changes in work procedures, conflict situations, continuous follow-up of innovations and their application in practice, working with money, responsibility during complex work where quick decisions are needed) |  |  |  |  |  |  |  |
|  | **Ergonomic hazards** |  |  |  |  |  |  |  |
| 39 | Lifting and carrying loads |  |  |  |  |  |  |  |
| 40 | Work involving poor posture (inappropriate position), repetitive motions, prolonged stretching |  |  |  |  |  |  |  |
| 41 | Work with displays |  |  |  |  |  |  |  |
| 42 | Voice overload |  |  |  |  |  |  |  |
|  | **Biological hazards** |  |  |  |  |  |  |  |
| 43 | Viruses, parasites, mold, bacteria |  |  |  |  |  |  |  |
| 44 | Animals, snakes etc. |  |  |  |  |  |  |  |
| 45 | Contact with insects |  |  |  |  |  |  |  |

**ANNEX 2**

**PERSONS PERMITTED TO PERFORM WORKPLACE RISK ASSESSMENT DEPENDING FROM THE SIZE OF THE COMPANY AND INDUSTRY THE COMPANY IS WORKING**

According to Regulation (MLSW) No.01/2021 On determination of conditions and criteria for certification and licensing persons and institutions that carry out health and safety at work duties as well as manner, terms and program for professional exam pass.

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| --- | --- |
|  | **Size of the company** |
| **Up to 50 workers** | **51 or more** |
| **Companies in low-risk industries**(all industries excluding construction, manufacturing, transportation, agriculture, forestry, mining) | Internal* Employer himself if trained as OSH specialist
* OSH specialist
* OSH expert

External* OSH expert
* OSH service
 | Internal* OSH expert

External* OSH expert
* OSH service
 |
| **Companies in high-risk industries**(construction, manufacturing, transportation, agriculture, forestry, mining) | Internal* Employer himself if trained as advanced OSH specialist
* Advanced OSH specialist
* OSH expert

External* OSH expert
* OSH service
 | Internal* OSH expert

External* OSH service
 |