WORKPLACE HEALTH AND SAFETY REGULATIONS

Based on clause 15 (2) 15) and subsection 15 (3) of the Statutes of the University of Tartu, adopted by the senate regulation no. 11 of 21 July 2014 and approved by the council resolution no. 18 of 29 July 2014, and taking into account the Occupational Health and Safety Act and its implementing acts, I adopt the workplace health and safety regulations.

I. General provisions

1. The workplace health and safety regulations (hereinafter ‘these regulations’) govern the organisation of workplace health and safety at the University of Tartu (hereinafter ‘the university’).
2. The organisation of workplace health and safety at the university is based on the Occupational Health and Safety Act and its implementing acts and the workplace health and safety related bylaws in effect at the university.
3. The following officials are responsible for the organisation and management of health and safety related work at the university:
   3.1. heads of structural units;
   3.2. health and safety specialist;
   3.3. health and safety representatives;
   3.4. health and safety committee;
   3.5. officials responsible for the supervision of hazardous work as listed in clause 24 of these regulations.

II. Head of structural unit

4. The head of a structural unit for the purposes of these regulations is the head of an institute, director of college, director of non-faculty institution, head of dean’s office and head of support unit.
5. The head of a structural unit:
   5.1. ensures the safety of the workplace and the safe and healthy work conditions of employees in the structural unit;
   5.2. organises risk analysis in the structural unit and the measuring of the parameters of the workplace if necessary;
   5.3. informs the employees of the unit, the health and safety representative and the health and safety specialist of the results of the risk analysis and the preventive measures to be applied;
   5.4. submits to the health and safety specialist the list of employees subject to a medical examination due to the health and safety risks of the workplace, work conditions and the nature of the job, assessed on the basis of the risk analysis;
   5.5. ensures that a new employee whose health may be affected by the health and
safety risks at the workplace, work conditions or the nature of the job undergoes a primary medical examination during the first month of starting work or immediately after the end of the probationary period and, henceforth, after the time period prescribed by the occupational health doctor, but no less than once every three years;

5.6. implements measures on the basis of the decision of the medical examination to reduce the employee’s health risks;

5.7. prepares a written action plan outlining the planned preventive measures for reducing the health risks and improving work conditions of employees and submits it to the health and safety specialist by 1 December each year;

5.8. systematically conducts internal audits of the structural unit’s work environment and in the course of this plans, organises and monitors the workplace health and safety conditions and submits to the health and safety specialist a report on the audit results by 1 December each year;

5.9. organises the marking of hazardous working areas of the unit with appropriate signs;

5.10. organises first aid in the structural unit and appoints the person(s) giving first aid and employee(s) responsible for the maintenance of first aid facilities;

5.11. organises the preliminary, primary and additional workplace health and safety instruction of the employees of the unit and training, if necessary, and registering of the instruction sessions;

5.12. organises the election of the health and safety representative together with the health and safety specialist;

5.13. organises for the health and safety representative and first aider of the structural unit to be sent to training and continuing education regarding workplace health and safety;

5.14. organises activities related to environmental safety and handling hazardous chemical substances;

5.15. organises the composing of safety instructions for work, devices and other work equipment and submits these to the health and safety specialist for approval;

5.16. provides the employees of the unit with appropriate personal protective equipment, work gear, and cleaning and washing supplies and arranges the training of the employees for the use of personal protective equipment;

5.17. cooperates with the employees of the unit, health and safety representatives, health and safety specialist and the officials listed in clause 24 of these regulations in the organisation and management of workplace health and safety in the structural unit;

5.18. immediately notifies the health and safety specialist and health and safety representative of any accident involving employees of the unit and conducts an investigation of the workplace accident together with the health and safety specialist;

5.19. organises investigation in the occurrence of an occupational disease together with the health and safety specialist.

III. Health and safety specialist

6. Health and safety specialist is a university employee authorised by the employer to perform workplace health and safety related tasks.

7. The health and safety specialist:

7.1. coordinates the internal audit of the work environment in structural units and
the preparing of risk analysis and action plans;
7.2. organises health and safety training, incl. the preliminary instruction of employees on the proposal of the head of the structural unit, and the training of health and safety representatives and first aiders and keeps the respective registers;
7.3. organises health and safety training for the members of the health and safety committee and heads of structural units and keeps the respective register;
7.4. on the proposal of the head of the structural unit, organises medical examination of employees whose health may be affected by health and safety risks at the workplace or the nature of the job and keeps the respective register;
7.5. submits the documents required for the employee’s medical examination to the occupational health service provider and notifies the head of the structural unit of the decisions of the medical examination;
7.6. ensures that the medical examination lists and decisions of the employees’ medical examinations are preserved on the basis of the university’s document register;
7.7. advises heads of structural units on preparing safety instructions and approves the prepared safety instructions;
7.8. advises heads of structural units on the selection of first aid equipment and personal protective equipment;
7.9. conducts the investigation of work accidents and occurrence of occupational diseases;
7.10. cooperates with the heads of structural units, employees, health and safety representatives, the health and safety committee, and the occupational health doctor in the organisation and management of workplace health and safety;
7.11. supervises the health and safety related activities in the university’s structural units and makes proposals to heads of units, the health and safety committee and the rector regarding the improvement of health and safety at the workplace;
7.12. performs other tasks which are necessary to fulfil the employer’s workplace health and safety related obligations.

IV. Health and safety representative

8. Health and safety representative is a representative of health and safety related matters who is elected by employees and whose authorisation is valid for up to four years.
9. Each university structural unit elects at least one health and safety representative. If the structural unit’s work units are located in separate territories and the work unit has more than ten employees, each work unit elects at least one health and safety representative.
10. The health and safety representative is elected at the general meeting of the employees of the structural unit or work unit. Employees nominate candidates for the position of the health and safety representative from among themselves. Employees can participate in the general meeting directly or through a person authorised with an unattested proxy. The candidate who receives the most votes is elected. The elections are considered to be effected if at least fifty percent of all employees participated.
11. If the structural unit or work unit is unable to call a general meeting of the employees, the health and safety representative is elected electronically in accordance with the procedure rules set in clause 16 of these regulations.
12. The election results are registered as the health and safety representative election protocol.
13. The health and safety representative is entitled to a leave of up to seven calendar days for the effective performance of their duties in accordance with the terms set in the Leave Rules.

V. Health and safety committee

14. Health and safety committee is an eight-member cooperative body of the employer and employees which resolves health and safety related matters at the university.

15. The Personnel Office makes a proposal to the rector to appoint the representatives of the employer to the health and safety committee.

16. The representatives of employees to the health and safety committee are elected as follows.

16.1. The health and safety specialist informs employees of the elections of representatives of employees to the health and safety committee and the times of electoral procedures. All employees can submit a candidate for the position of the representative of employees to the health and safety specialist by the assigned time.

16.2. After the nomination of candidates, the list of candidates submitted by employees is presented to the health and safety representatives. Health and safety representatives are asked to cast their vote to one candidate by the set date and inform the health and safety specialist of their vote.

16.3. The four candidates to receive the most votes on the basis of the voting results are elected.

16.4. The health and safety specialist prepares the elections and voting results protocol.

17. The members of the health and safety committee and its term of authorisation are approved by the rector’s directive.

18. The authorisation of members of the health and safety committee is valid for up to four years.

19. The health and safety committee elects the chair and vice chair from among its members.

20. The chair of the health and safety committee calls the committee together at least once a year.

21. If the authorisation of a member of the health and safety committee appointed by the employer is suspended or terminated before the prescribed time, the university appoints a new member to the health and safety committee (hereinafter ‘substitute member’).

22. If the authorisation of the member of the health and safety committee elected by employees is suspended or terminated before the prescribed time, the person who received the next best result in the elections becomes a member of the health and safety committee (hereinafter ‘substitute member’). If there is no other person on the list, employees shall elect a new representative.

23. The authorisation of the substitute member of the health and safety committee is valid until the authorisation of the member substituted is reinstated or until their authorisation is terminated.

VI. Hazardous work

24. Hazardous work is organised by the following persons:
24.1. senior specialist of security systems of the Estates Office is responsible for the reliable operation, elimination of disorders and supervision of the security, access, fire alarm and firefighting systems;
24.2. head of Estates Office is responsible for the general fire safety activity and supervision and the building manager ensures that the required rescue equipment is present and in good working order;
24.3. head of Estates Office is responsible for the development and maintenance of technical building systems and their supervision;
24.4. head of Estates Office is responsible for the operation of electrical systems and supervision of electrical installations;
24.5. specialist for radiation safety of the Estates Office is responsible for radiation protection and supervision thereof.

25. The people responsible for organising hazardous work shall participate in the investigation of accidents and breakdowns in hazardous work fields and shall arrange the elimination of the consequences of such accidents or breakdowns.

VII. Workplace health and safety expenses and compensation
26. Expenses related to health and safety work in a university’s structural unit are covered from the budget of the structural unit if not stated otherwise.
27. The expenses of the training and continuing education of members of the health and safety committee are covered from the university’s general fund.
28. Compensation for health damage caused by work is paid on the basis of the following principles:
   28.1. compensation is paid from the budget of the structural unit where the employee is or was employed;
   28.2. if the employee’s health has been damaged while working in different structural units of the university, compensation is paid from the budgets of these structural units in proportion to the time the employee worked in these structural units;
   28.3. if the structural unit responsible for the payment of the compensation is terminated and a new structural unit has not been formed on its basis, compensation is paid from the university’s general fund.

VIII. Implementing provisions
29. I repeal the University of Tartu Workplace Health and Safety Regulations approved by the Rector of the University of Tartu Decree no. 24 of 18 June 2006 and amended by the Rector of the University of Tartu Decree no. 15 of 26 July 2007, no. 20 of 13 August 2009 and no. 10 of 11 May 2010 and I repeal the Regulations for Medical Examination of Employees in the University of Tartu approved by the Rector of the University of Tartu Decree no. 17 of 3 July 2003.
30. These regulations take effect on 1 January 2016.