

## The employer's health and safety top ten

### Basic information on occupational safety and health protection at work

- **Specify the scope of activities** (professions) within the given areas of business activity.
- **Draw up a list of legal rules and regulations** which state the requirements for ensuring safety at work and safety of technical equipment used for work including the requirements for professional knowledge and the general health of employees in the given profession. Ensure that these rules and regulations are available to managers.
- **Identify the potential risks** of danger to the life and health of employees which relate to carrying out the work, find their causes and sources and adopt measures to eliminate them. (Requirements under e.g. the Labour Code, Government Decree No. 361/2007 Coll., Government Decree No. 11/2002 Coll., as amended, must be respected.)
- **On the basis of risk assessments and local working conditions, develop a list of personal protective equipment (PPE)** which must be used to protect the employees in cases where the risks cannot be eliminated or sufficiently reduced by technical or organizational measures. Provide employees with the PPE in line with the list. (Risk assessments for individual work classifications are carried out in line with Government Decree No. 495/2001 Coll.).
- **Inform employees** under which category their work was included. (Work classification is regulated by Act No. 258/2000 Coll., as amended and Regulation No. 432/2003 Coll.).
- **Provide industrial healthcare to employees.** (Act. No. 20/1966 Coll., Act on Care for the People's Health, as amended, the Labour Code, and Ministry of Health Regulation No. 49/1967 on the assessment of fitness to work, as amended by Regulation No. 17/1970.).
- **Provide training** to employees on legal and other regulations on ensuring occupational safety and health at work which relate to their work and workplace. Maintain documentation on trainings, information and instructions. (Induction training, professional and periodical professional training, or training after changes in working conditions, the working environment, work equipment, technology or work procedures.).
- **Put into practice an Accident Book** to register all accidents – a duty under the Labour Code. (Method of recording and reporting an accident, a sample of an accident report and the network of authorities and institutions whom a work accident is reported to is determined by Government Decree No. 494/2001 Coll.).
- **Regularly check** the level of safety at work and the technical equipment in the organization as well as employees' knowledge.
- Compulsory insurance is required **on the day the first employment relationship with the employer commences.** (Conditions and rate are stated in Regulation No. 125/1993 Coll., as amended.).

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