

The employer's top ten

Basic duties of an employer on the commencement of an employee's work

- **Carry out induction training on the day an employee commences work;** e.g. inform the employee of legal and other rules and regulations to ensure occupational safety and health protection at work which the employee must observe during their work.
- **Check the validity of certificates on professional competence** which are a requirement to carry out the activity and which the employee obtained prior to commencing work with your organization. (E.g. professional competence to operate heavy earth moving machines, erection of scaffolding, welding etc.).
- Check the **fitness** of an employee to work on the basis of an industrial health check up carried out at a health care facility providing industrial preventative care. (Act No. 20/1966 Coll., Act on Care of People's Health, as amended, and Ministry of Health Regulation No. 49/1967, on the assessment of fitness to work, as amended by Regulation No. 17/1970.).
- **Specify the duration of the induction period** in the workplace and identify who is responsible for the supervision of the employee during this time.
- **Maintain documentation** on trainings provided and information and instructions given.
- **Inform the employee of local workplace conditions.** Training should be given before allocating the work which the employee will carry out in accordance with the contract of employment. The training should include the disclosure of information on the potential risks of danger to health and life which the employee runs whilst working and on those organizational measures that are in place to eliminate or limit these risks.
- Equip the employee with **personal protective work equipment (PPWE)** to protect the employee where it is not possible to eliminate or sufficiently limit the risks by technical or other measures. PPWE is provided on the basis of the organization's own list prepared in line with Government Decree No. 495/2001 Coll. The employee must be informed of how to use them correctly.
- **Inform the employee about which technological and work procedures** they must observe whilst working.
- **Inform the employee of instructions for the safe operation of machines and equipment** which they will use during their work.
- **Check the employee's knowledge** of the rules and regulations to ensure safety at work and of the technical equipment of which they have been informed.

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