

The Republic of Serbia
THE ACADEMY OF CRIMINALISTIC
AND POLICE STUDIES

15 No. 338/1
April 24, 2008
Belgrade

Pursuant to Article 16, paragraph 1, item 12 of the Statutes of the Academy of Criminalistic and Police Studies (No. 20/5 of September 8, 2006), and in connection with Article 3 and Article 14, paragraph 1 of the Law on Occupational Safety and Health ("The Official Gazette of the Republic of Serbia" No. 101/05),

the Council of the Academy of Criminalistic and Police Studies, at its meeting held on April 24, 2008, passed the following

RULEBOOK
ON OCCUPATIONAL SAFETY AND HEALTH
AT THE ACADEMY OF CRIMINALISTIC AND POLICE STUDIES

GENERAL PROVISIONS

Article 1

The Rulebook herein shall regulate the rights, obligations and responsibilities of the Academy of Criminalistic and Police Studies (hereinafter: the Academy) and employees of the Academy in relation to occupational safety and health, measures to ensure safety and health, as well as other issues related to the occupational safety and health in accordance with the standards established by applicable regulations.

Article 2

The work process at the Academy shall be organized so that work activities can be performed without danger to life and health.

The following persons have the right to occupational safety and health:

- Employees of the Academy;
- Students of the Academy;
- Persons who are undergoing professional training, retraining or additional training at the Academy;
- Persons who are present in the working environment for the purpose of performing certain tasks, when the Dean of the Academy, or a person authorized by him/her, is informed about their presence.

Article 3

The Academy shall organize and carry out activities related to the occupational safety and health.

When carrying out activities related to the occupational safety and health, the Academy may hire experts from the Institute of Occupational Health of the Employees of the MoI for risk assessment and periodic medical examinations, as well as a company with a license for measuring and testing of work equipment, wiring, as well as preventive and periodic testing of working environment conditions stipulated by regulations on occupational safety and health.

PREVENTIVE MEASURES

Article 4

Preventive measures in achieving occupational safety and health shall be provided by the application of modern technical, ergonomic, health, educational, social, organizational and other measures and means, all for the purpose of eliminating or minimising the risk of injury and damage to health of persons referred to in Article 2, paragraph 2 of the Rulebook herein.

Preventive measures shall be taken in accordance with the act on risk assessment for all jobs, in the following procedures:

- Designing, construction, reconstruction, use and maintenance of facilities and working and auxiliary spaces of the Academy;

- Designing, construction, reconstruction, use and maintenance of wiring (electricity, heating, ventilation – air conditioning, etc.), for the purpose of safe work of the employees and harmonisation of noise, microclimate and lighting in workplaces and work premises with the stipulated measures and standards;

- Procurement, use and maintenance of work equipment and means used in the work process or related to the work process, with the aim of eliminating and preventing the causes of injuries or damage to the health of the employees handling the equipment (means);

- Procurement and use of means and personal protective equipment at work, the use of which eliminates the risks or dangers that could not be eliminated by applying appropriate preventive measures;

- Education and training for safe work.

Preventive measures in the procedures referred to in paragraph 2 of the Article herein shall be prescribed by the minister in charge of labour.

OBLIGATIONS AND RESPONSIBILITIES OF THE ACADEMY

Article 5

The Academy shall pass an act on risk assessment for all jobs according to the methodology for risk assessment prescribed by the competent ministry, in accordance with the regulations governing the manner and procedure of risk assessment at the workplace and in the work environment.

The Academy shall be obliged to change or amend the act on risk assessment in case of any new danger, or change of work process or introduction of new work equipment that require change or amendment of this matter.

The act on risk assessment shall be adopted by the Academy's Council.

Article 6

Activities related to the occupational safety and health shall be performed by a person appointed by the Dean of the Academy, by his/her decision.

The person referred to in paragraph 1 of the Article herein must pass the professional exam in accordance with the law governing the field of occupational safety and health.

Article 7

The Academy shall be obliged to provide first aid, rescue and evacuation in case of danger by organizing and financing the training of a certain number of employees of the Academy for these activities, in accordance with the regulations.

Employees referred to in paragraph 1 of the Article herein shall be appointed by the Dean of the Academy, by his/her decision.

Article 8

In addition to the persons specified in Article 7, first aid in case of injury or sudden illness during work shall be also provided by:

- The person in charge of occupational safety and health referred to in Article 6 of the Rulebook herein,

- Every employee who is present in the work environment in the event of an accident at work shall be obliged to participate in the provision of first aid, according to his/her abilities and knowledge.

Article 9

In order to ensure the occupational safety and health and to implement preventive safety measures, the Academy shall be obliged to inform the competent labour inspection of any change in the work process if those changes transform working conditions, at least eight days before the start of work.

The Academy shall require the employer who executes works (maintenance, repairs or reconstructions) or uses services in its facilities, to provide, maintain and implement the prescribed occupational safety and health measures in accordance with the regulations.

Article 10

In the event when the Academy shares a working space with another employer during the performance of its activities, it shall be obliged to make a written agreement on cooperation and implementation of safety measures with the employer in question and appoint persons in charge of coordination of these activities, in order to achieve cooperation in the field of providing occupational safety and health measures.

EMPLOYEE TRAINING

Article 11

The Academy shall be obliged to carry out training of employees on occupational safety and health.

Training shall be carried out when commencing employment, transferring employees to other jobs, introducing new technology or new means of work, as well as when changing the work process.

Article 12

Testing of the theoretical and practical competences for occupational safety and health shall be done at the workplace.

Periodic testing of competences for occupational safety and health of the employee at a job with increased risk shall be carried out in the manner and in accordance with the procedure provided by the act on risk assessment.

COMMITTEE FOR OCCUPATIONAL SAFETY AND HEALTH

Article 13

The Committee for Occupational Safety and Health (hereinafter: the Committee) at the Academy, shall be formed by the decision of the Dean.

The Committee shall consist of three members: one teacher, one representative of non-teaching staff (as two representatives of the employees) and one member of the management appointed by the Dean (as a representative of the employer).

Article 14

The Dean and the Committee shall cooperate on issues of occupational safety and health, in accordance with the law and other regulations governing this matter.

In order to take joint measures and implement activities related to the occupational safety and health, the entities referred to in paragraph 1 of the Article herein may hold joint meetings.

WORKSPACE

Article 15

All work and auxiliary spaces must be sufficiently lit by natural or artificial light, depending on the type of work

Windows, lighting openings and other lighting elements as well as lamps must be kept clean and in good condition.

Artificial lighting of work spaces must be designed in such a way that employees and users do not get blinded by it.

Article 16

Natural or artificial ventilation or air conditioning shall be provided in the work spaces, according to the applicable regulations on ventilation and air conditioning of work and auxiliary spaces.

Article 17

Work and auxiliary spaces must meet the stipulated conditions in accordance with the applicable regulations in terms of lighting, microclimate and harmfulness (chemical, physical and biological).

During the work process, the conditions of the working environment shall be preventively and periodically checked and examined.

Article 18

Preventive examinations of working environment conditions shall be performed no later than six months from the beginning of a new working or technological process, reconstruction of the facility in which the working process is taking place or replacement of technical capacities that change the working conditions.

Periodic examinations of the working environment conditions shall be performed within 3 years from the previous examination.

WORK EQUIPMENT

Article 19

Work equipment and means of work may only be used for the specific purpose for which they are intended.

Safety devices and protectants on equipment and means of work must be used according to their purpose.

Article 20

Misuse and undesignated use of work equipment, as well as their intentional damage, shall be prohibited.

The employee shall be obliged to immediately report the defects and malfunctions of

the work equipment and means of work to the person in charge of occupational safety and health.

Article 21

Maintenance of means of work and work equipment shall be performed only by authorized and professionally trained persons hired by the Academy.

Before putting into operation the means of work, work equipment, wiring and other means on which the repair was performed, it shall be obligatory to check their functionality and conditions for safe use.

FINAL PROVISIONS

Article 22

The Rulebook herein shall enter into force on the day following the day of its announcement on the bulletin board of the Academy.

**DEPUTY
CHAIRMAN OF THE COUNCIL
Milorad Todorovic**