

APPROVED by the Rector of the
University of Tartu Decree no. 31 of 1
October 2009 (effective as of 1 October
2009)

AMENDED by the Rector of the University
of Tartu Decree no. 51 of 17 November
2015 (effective as of 1 January 2016)

INTRODUCTORY GUIDELINES IN WORKPLACE HEALTH AND SAFETY MATTERS

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 pursuant to the Occupational Health and Safety Act and its implementing acts, I adopt the Introductory Guidelines in Workplace Health and Safety Matters (hereinafter 'the guidelines').
[effective as of 1 January 2016]

I. GENERAL PROVISIONS

1. The purpose of the Introductory Guidelines in Workplace Health and Safety Matters is to provide the university's employees with an overview of the legislation governing health and safety matters, employees' health and safety related rights and obligations, and of the organisation and management of workplace health and safety at the University of Tartu (hereinafter 'the university').
2. The organisation of and responsibilities for workplace health and safety at the university emanate from the Republic of Estonia's Occupational Health and Safety Act, the regulations enacted on its basis, the university's workplace health and safety regulations and other legislation. The relevant legislation and guidelines are available on the university's intranet <http://siseveeb.ut.ee/> and on the website of the Labour Inspectorate <http://www.ti.ee>.
- 2¹. The head of a structural unit for the purposes of the guidelines is the head of an institute, director of college, director of non-faculty institution, head of dean's office and head of structural unit. [effective as of 1 January 2016]
3. The organisation and management of workplace health and safety at the university is the responsibility of the health and safety committee, the senior specialist for health and safety, heads of university units, health and safety representatives and the officials responsible for the supervision of hazardous work.
4. The general rules of conduct applicable to the University of Tartu in its capacity of employer and to its employees, the employees' working and rest time, as well as the parties' mutual obligations and rights in their employment relationship, and the general work arrangements, are defined in the Work Rules of the University of Tartu.

II. MEASURES TO ENSURE HEALTH AND SAFETY IN THE WORKPLACE

5. The occurrence of health hazards in a workplace and their effect on employees' health shall be assessed in the course of risk analysis.
6. Any measures to be taken in order to improve the health and safety of employees in the workplace, to reduce their health risks and to prevent accidents at work shall be outlined in an action plan, which shall be based on the risk analysis referred to in guideline 5.
7. Employees may inspect the risk analysis report and the action plan of their unit at the office of the senior specialist for health and safety. Employees may submit proposals with regard to the risk analysis or the action plan.
8. Any employee whose health may be affected by health and safety hazards at the workplace

or the nature of the job shall be referred to a medical examination. The employee should undergo an initial medical examination when he or she commences work, with further medical examinations following at such time as may be determined by the occupational health physician.

9. Should an employee require any further information regarding health and safety matters, he or she can approach the head of the unit, the health and safety representative or the senior specialist for health and safety, whose contact information is available in the university's intranet.

III. INSTRUCTIONS IN CASE OF A THREAT OF ACCIDENT OR AN ACCIDENT AT WORK

10. In the case of a threat of accident, the employee must:

10.1. at once notify both his or her co-workers and the immediate supervisor or the head of the unit of the threat;

10.2. if necessary, turn off the work equipment concerned and disconnect it from mains power;

10.3. not continue work until his or her immediate supervisor or the head of the unit has given permission to do so;

10.4. take measures at his or her initiative according to his or her best knowledge and using the technical equipment available at the location to take precautions with respect to the possible consequences of an accident, provided such measures do not pose a risk to the employee's life or health;

10.5. if the threat is serious or immediate, leave the workplace or the danger zone promptly and safely, using the designated evacuation routes;

10.6. if he or she has left the workplace or the danger zone, notify his or her immediate supervisor or the head of the unit thereof at the first opportunity.

11. Steps to take in the event of an accident

11.1. The injured employee or a witness of the accident must inform the immediate supervisor, the health and safety representative or the head of the unit and the senior specialist for health and safety of the accident at the first opportunity and call for help if necessary.

11.2. If necessary, employees must provide first aid to an injured colleague before the arrival of the ambulance or before the injured employee can be taken to the accident and emergency ward.

11.3. If possible, the scene of the accident must be left undisturbed until it has been examined by the senior specialist for health and safety or, in the case of a serious accident, until the arrival of the labour inspector or until receipt of a notice of inability to appear from the inspector or, in the case of a fatal accident, until the arrival of the labour inspector or the police.

11.4. If it is not possible to keep the scene of the accident and the relevant equipment undisturbed, the details of the scene and the equipment should be captured by means of photographs, descriptions, hand-drawn layouts or by other means of evidence.

IV. ENVIRONMENTALLY SOUND BEHAVIOUR

12. The requirement of environmentally sound behaviour dictates that employees:

12.1. dispose of paper and cardboard separately from domestic waste;

12.2. print sparingly in order to reduce paper waste, and that they make double-sided printouts or use the reverse side of printed sheets for making notes if possible;

12.3. dispose of biological waste, radioactive waste, chemical waste and other hazardous waste in the designated collection points;

12.4. avoid using disposable utensils and cutlery in the workplace;

12.5. turn off all electronic equipment (household electronics, heaters, paper shredders, etc.) at the end of the working day;

12.6. if possible, switch off lights in the workplace and in common areas when leaving the

workplace or the common area.

V. RIGHTS AND DUTIES OF EMPLOYEES

13. An employee shall:

- 13.1. contribute to the creation of a safe working environment and observe workplace health and safety requirements;
- 13.2. comply with established working and rest time arrangements;
- 13.3. attend scheduled medical examinations;
- 13.4. use personal protection equipment to reduce health risks emanating from working with chemicals or from contact with biological hazards and radioactive isotopes;
- 13.5. ensure that the performance of his or her work duties does not put anyone's life or health in jeopardy and does not pollute the environment;
- 13.6. use his or her work equipment in accordance with the relevant requirements;
- 13.7. maintain order in his or her workplace and keep passageways free of clutter;
- 13.8. refrain from disconnecting, modifying or removing without authorisation any safety devices which have been installed on work equipment or in buildings;
- 13.9. comply with the health and safety related orders of the head of the unit, the health and safety representative, the health and safety specialist, the occupational health physician and the labour inspector;
- 13.10. not be intoxicated at the workplace, or under the influence of drugs, psychotropic or other substances, or in a health condition that could endanger co-workers;
- 13.11. use a designated smoking room for smoking;
- 13.12. log off from his or her work computer after the end of the working day and shut down the computer if he or she is going to be away from the workplace for a longer period.

14. An employee is entitled to:

- 14.1. require from the head of their unit that he or she should be provided working conditions that comply with health and safety requirements and that he or she should be supplied with general and personal protection equipment in accordance with those requirements;
- 14.2. request and receive information regarding workplace hazards, the results of risk analyses conducted in respect of the working environment, action plans and the results of medical examinations;
- 14.3. refuse to perform a task, or to cease performing a task which endangers his or her health or the health of other individuals or which contravenes environmental safety requirements, notifying this without delay to the head of his or her unit or his or her immediate supervisor and the health and safety representative;
- 14.4. approach the health and safety representative, members of the health and safety committee who are elected by employees, the employees' representative and the labour inspector, if the measures taken and equipment provided by the employer fail to create a safe working environment.

VI. CONTACT INFORMATION

15. Lists with the names of the members of the health and safety committee, of health and safety representatives, of first aiders and employees responsible for the maintenance of first aid facilities shall be accessible in the university's intranet <http://siseveeb.ut.ee/>.

16. The contact information of the local branch of the Labour Inspectorate is listed on the website of the Labour Inspectorate <http://www.ti.ee>.

VII. IMPLEMENTING PROVISIONS

17. The university's new employees shall be apprised of these guidelines in the course of their introductory health and safety briefing.

18. I hereby repeal the University of Tartu Introductory Guidelines in Workplace Health and Safety Matters approved the Rector of the University of Tartu Decree no. 33 of 3 December 2001 and amended by Decree no. 25 of 12 November 2004.

19. This decree takes effect on 1 October 2009.