

IV. OTHER REGULATIONS

IV.2. Labour Safety Regulation

The Senate adopted the Labour Safety Regulation at its meeting of 7 November 2016 under Resolution No. SZ-47/2016/2017 (7 November 2016)

At the same time, the previous regulation on the subject will be repealed..

Amended by senate Resolution
No. SZ-29/2018/2019. (18 December 2018)

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Chapter 1

Purpose, scope of the Regulation

- 1.§ The purpose of the present Regulation is to define the labour safety measures to be observed in order to ensure working conditions that do not endanger health and are safe, taking into account the tasks and specificities of the University, Act XCIII of 1993 on Labour Safety, its implementing regulations, and the relevant legislation, guidelines and professional opinions with respect to labour safety.
- 2.§ The territorial scope of the Regulation covers the facilities and areas owned, managed and operated by the University, all the organisational units of the University.
- 3.§ The personal scope of the Regulation covers
 - (1) full-time or part-time civil servants, persons employed under an additional legal relationship, or persons employed under another legal relationship aimed at work, under an engagement contract or persons performing work within the framework of organised employment (hereinafter referred to as "employees") and persons in the proximity of the area where the work is performed.
 - (2) External workers employed lawfully on the University's premises on a temporary or permanent basis (by contract, engagement, authorisation, etc.).
 - (3) Persons having student status at the University, students accommodated in dormitories maintained, operated or rented by the University and other persons, whether they have student status at the University or not.
 - (4) Persons participating in further training (daytime, evening, correspondence delivery modes).
 - (5) Foreign contractors, sub-contractors, tenants, service providers, service users or any other person working on the premises as well as persons carrying out work on the premises on whatever basis.
- 4.§ This Regulation is of indefinite duration and is valid until revoked. On the date of entry into force, the previously issued Labour Safety Regulation shall cease to apply.

Chapter 2

Hazard classification of the University:

- 1.§ The University shall comply with the provisions of paragraph 1 of Annex 2 of the Decree of the Minister of Labour No 5/1993. (26 December) implementing the Labour Safety Act (sectoral ID: 85.42; economic activity: higher education) belongs to labour safety hazard category II, and to group d) based on the average number of staff (employees, students).
- 2.§ In order to fulfil the employer's duties with regard to ensuring working conditions that do not endanger health and are safe, the University is obliged to employ one person with a secondary level OSH qualification on a full-time basis, to provide this person with all information related to labour safety, and to provide the necessary material and organisational conditions.

Chapter 3

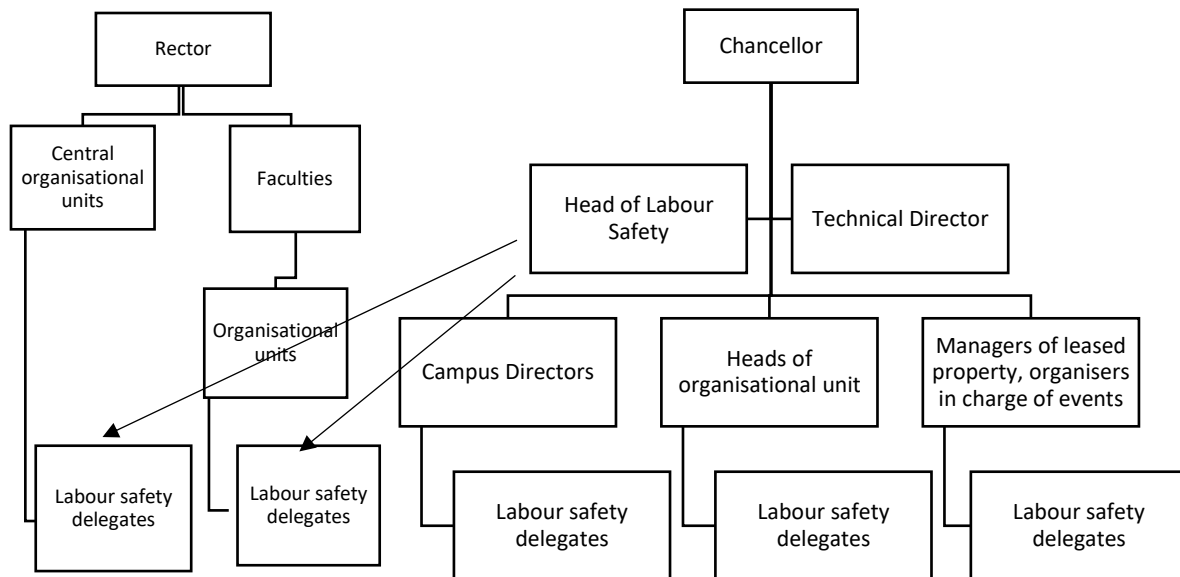
General rules on labour safety

- 1.§ The Labour Safety Regulation is an internal safety regulation, an executive measure issued to ensure safety at work, which must be complied with by everyone to meet labour safety and occupational health requirements.
- 2.§ The employer shall ensure that the employees and external workers are familiar with the provisions of the Regulation to the extent applicable to them and that they observe them. The fact that the relevant training took place must be recorded on a training sheet and must be signed by the persons concerned.
- 3.§ The Regulation shall be kept permanently accessible and if necessary, shall be made available to the competent person in charge of the matter.
- 4.§ Persons covered by the personal scope of the Regulation, regardless of their position, are obliged to comply with the provisions of the law and the present Regulation in the course of their activities, and to eliminate and report any irregularities or extraordinary events they detect in the manner and to the extent expected of them, as specified in this Regulation.
- 5.§ The Rector and the Chancellor as top executives of the University are responsible for the implementation of the provisions of the Regulation.
- 6.§ Failure to comply with and violation of the provisions of the Regulation may lead to disciplinary, misdemeanour, civil, criminal or other procedures, and in certain cases may result in the imposition of administrative fines.
- 7.§ The Regulation must be kept up to date at all times. In the event of any changes on the University's premises, the University's Senior Labour Safety Associate is obliged to make additions or amendments to the Regulation, draft a new Regulation and initiate its publication.

Chapter 4

The university's entities involved in labour safety

- 1.§ The structure in which the persons and organisational units responsible for the University's labour safety perform their functions is shown in the following figure:



- 2.§ Both the Rector and the Chancellor are responsible for performing the University's labour safety functions, but their responsibilities differ in accordance with the dual leadership model set out in the Nftv:
- (1) The Rector is responsible for ensuring that the employees over who he/she exercises employer's rights comply with the duties and obligations in relation to labour safety rules.
 - (2) The Chancellor is responsible for ensuring the organisational and material conditions required for the performance of labour safety duties in accordance with the present Regulation.
- 3.§ The Technical and IT Director as well as the Finance Director are responsible for ensuring the financial resources required for performing labour safety duties and for ensuring that the professional management conditions of the labour safety working structure are fulfilled by employing a Head of Labour Safety.
- 4.§ The Head of Labour Safety is a person employed by the Technical Unit of the Technical and IT Directorate, has a secondary level OSH qualification, and ensures the professional management and control of the university's labour safety activities and the professional support for the OSH responsibilities assumed by the Rector and the Chancellor.
- 5.§ Heads of University campuses are responsible for the coordination and execution of the labour safety tasks of the buildings under their responsibility.
- 6.§ The managers of leased property on the University's premises and the organisers of events held there are bound by the University's Labour Safety Regulation, it being understood that compliance with the University's labour safety rules does not exempt them from the labour safety requirements otherwise prescribed for their activities.
- 7.§ The University's subordinate employees perform their duties that do not require OSH qualification on the basis of a labour safety training.

Chapter 5

Duties and obligations of persons who also have labour safety responsibilities

1.§ The Rector's responsibilities with regard to labour safety

- (1) Ensures that the requirements set out in legislation, regulations and standards relating to labour safety are enforced.
- (2) Provides the possibility for labour safety inspections on the premises of the University and its facilities.
- (3) Ensures that its employees can attend an occupational health medical examination.
- (4) Ensures that its employees acquaint themselves with to labour safety training material.

2.§ The Chancellor's responsibilities with regard to labour safety

- (1) The Chancellor of the University shall ensure , through the establishment of the appropriate working structure, that that the labour safety duties are performed.
- (2) Ensures the creation of the personnel, material and financial conditions for safety at work at the University and its facilities.
- (3) Ensures that the requirements set out in legislation, regulations and standards relating to labour safety are enforced.
- (4) Provides the possibility for labour safety inspections on the premises of the University and its facilities.
- (5) Together with the Rector, he/she shall ensure the publication of the Labour Safety Regulation for the University and its facilities.
- (6) Ensures that its employees can attend an occupational health medical examination.
- (7) Ensures that its employees acquaint themselves with to labour safety training material.
- (8) Provides financial resources for compensation, pension and rehabilitation claims relating to accidents at work and occupational diseases.

3.§ The Technical Director's responsibilities with regard to labour safety

- (1) Ensures the creation of the material, personnel and organisational conditions necessary for safe working conditions that do not endanger health.
- (2) Ensures the maintenance in working order and the periodic inspection of the safety equipment, appliances, instruments, devices for the direct protection of the University and its facilities, as required by law, regulations and standards, and the periodic review of heavy electrical equipment for shock protection.
- (3) Ensures the financial conditions for the prevention of accidents and occupational diseases at work, the purchase of the required protective equipment, prohibition and warning signs and pictograms.
- (4) Decides on the eligibility of the submitted claim, the amount of compensation and decides on the employers' compensation claims arising from accidents at work and occupational diseases, taking into account the expert opinion of the University's Head of Labour Safety, the legal

representative and the Occupational Health Service, and on the basis of the available data and evidence.

- (5) Ensures the preparation and updating of the Labour Safety Regulation for the University and its facilities.
- (6) Ensures that the labour safety of the University and its facilities are supervised by a manager with a secondary level OSH qualification.
- (7) Ensures that a labour safety training is provided to new employees of the University before they start work and this is documented.
- (8) Ensures the enforcement of labour safety requirements, the monitoring of compliance with and implementation of laws and regulations, and the participation of the Head of Labour Safety in procedures related to investment, renovation and conversion.
- (9) Ensures that any accidents at work are reported to the competent authority.
- (10) Ensures the purchase and replacement of the necessary safety equipment and devices.
- (11) Ensures that he/she is represented by his/her authorised representative at checks and inspections carried out by the OSH administration.

4.§ The responsibilities of the Head of Labour Safety

- (1) Professionally manages the University's labour safety activities, and involves the staff of the Technical Directorate in the performance of his/her duties as required.
- (2) In matters of labour safety, the Head of Labour Safety has the direct authority to take action, and his/her actions to eliminate an immediate hazard or reduce a significant labour safety risk must be implemented by the employees, students and persons covered by the University's Labour Safety Regulation. Complaints against such measures may be made afterwards to the Chancellor or the Technical and IT Director.
- (3) Supervises and monitors the performance of labour safety duties and the enforcement of labour safety regulations applicable to the University, updates the Labour Safety Regulation, and proposes necessary amendments.
- (4) Prepares and updates the rescue plans for the University's facilities by processing the data received by the CUB Technical and IT Directorate.
- (5) Assists in the routine inspection of the workplace, personal protective equipment, work equipment, technology and in the performance of occupational health duties.
- (6) Prepares the University's risk assessment, determines the internal arrangements for the provision of personal protective equipment, and carries out preliminary labour safety assessments.
- (7) In the preparation and implementation of developments and investments, promotes the enforcement of labour safety and standards.
- (8) Participates in the procedures of the authorities and specialist authorities in the field of labour safety at the University and its institutions (checks, occupation, operating authorisation, etc.).
- (9) Conducts labour safety inspections at least twice a year on the premises of the facilities and business premises, compiling a memorandum of the findings, proposing actions to be taken to remedy the deficiencies and setting a deadline for the head of the responsible organisational unit to remedy the deficiencies or irregularities.

- (10) Facilitates the further training and education of employees in labour safety , prepares the theoretical and practical topics of labour safety education, organises and conducts the necessary training, and keeps the related records.
- (11) Investigates accidents at work, draws up reports, forwards them to the body performing labour safety supervision and the social security administrator, and keeps records. Participates in the investigation of serious accidents and occupational diseases, and in the work of the designated committee. Investigate accidents together with the injured person's direct supervisor or superiors. Prepares expert opinions for the settlement of claims arising from accidents at work and occupational diseases.
- (12) Carries out the assessment of the suitability of the workplace, personal protective equipment, work equipment, technology in the event of direct hazards, accidents, health impairment.
- (13) The Head of Labour Safety reports regularly to the Technical and IT Director on his/her activities and submits a written report to the Chancellor each year.
- (14) The Technical and IT Directorate and the central organisational units shall provide new entrants with labour safety training, the fact of which shall be recorded in writing.
- (15) Coordinates the attendance of new employees at occupational health medical examinations, liaises with the doctor who performs the occupational health examination.
- (16) Registers the certificates of aptitude issued after the occupational fitness medical examination, organises the periodic occupational health medical examinations for employees and the manager screening of University executives.
- (17) Once a year, organises a labour safety inspection of the organisational units in conjunction with the occupational health practitioner.
- (18) Registers the jobs that can be filled with a health booklet, organises occupational health examinations for workers in these jobs, the procurement of vaccines prescribed by the occupational health practitioner, and the participation of workers in vaccination.
- (19) Keeps records of personal protective equipment provided to employees, periodically checks the availability, condition and use of protective equipment.

5.§ Responsibilities of the Campus Directors with regard to labour safety

- (1) The Directors of the University Campuses are required to ensure that labour safety duties are carried out, partly personally and partly by setting up an appropriate structure.
- (2) They ensure the provision of personnel, material and financial conditions for the protection of the campuses and their facilities.
- (3) They shall ensure that the labour safety requirements laid down in legislation and mandatory standards are complied with, and that the conditions for the prevention and elimination of hazardous situations occurring during the activities of the Campus and its facilities (hereinafter referred to as Campus) are met.
- (4) Ensure the possibility of labour safety inspections on Campus facilities.
- (5) Ensure that persons working, studying or present in any capacity on the Campus and its facilities carry out their activities in accordance with the requirements of the law, mandatory national standards and that they are familiar with and comply with the provisions of the labour safety regulation applicable to the Campus area to the extent that they are required to do so.
- (6) Ensure that the safety of the Campus area is covered by the employee in charge of labour safety.

- (7) In the event of the introduction of an activity that may affect labour safety on Campus, inform the Technical and IT Director at least 15 days before the activity is planned or implemented.
- (8) Ensure that employees on the Campus receive recurring labour safety training and that this is verified by a credible signature of those who have attended the training.
- (9) Ensure that an appropriate division of labour is established to carry out labour safety duties in full.
- (10) Monitor changes in the labour safety situation and rescue plans of Campus facilities, and forward data and information to the Technical and IT Directorate.
- (11) Campus Directors may delegate some of the above tasks to their colleague(s) in charge of labour safety, but the persons delegating the tasks remain responsible for fulfilling them. The Campus Director is responsible for the following Campus-wide tasks, which may be delegated to the colleague in charge of labour safety:
 - a) They participate in the procedures of the authorities and specialist authorities in the field of labour safety at the University and its institutions (checks, occupation, operating authorisation, etc.).
 - b) They carry out safety inspections at least twice a year at the facilities and on the business premises, and keep a record of the findings. They remedy as soon as possible any shortcomings or make a proposal to remedy them.
 - c) The colleague in charge of labour safety reports regularly to the Campus Director on his/her activities.
 - d) New entrants to the Campus will be given labour safety training, which will be recorded in writing.

6.§ The Dormitory coordinator's responsibilities with regard to labour safety

- (1) The dormitory coordinator is required to ensure that labour safety duties are carried out, partly personally and partly by setting up an appropriate structure.
- (2) ensures the provision of labour safety equipment, appliances, instruments for the direct protection of the area under their control, as required by law, standards and resolutions by the relevant authority, and their maintenance in working order and that periodic checks are carried out.
- (3) Provides for the possibility of labour safety checks in the dormitory facilities.
- (4) Ensures that the employees employed in the area of the dormitories acquire the labour safety knowledge and awareness related to their job and activities before starting their job. Employees must sign a certificate attesting that they have received training.
- (5) Ensures that the dormitory's residents receive pre-move-in training and that staff receive mandatory refresher training. Employees and students shall certify the fact of training by signing a copy of the certificate, which shall be sent to the head of labour safety.
- (6) In the event of an accident at work, ensures that the injured person receives first aid, if necessary, is taken to a doctor and notifies the ambulance. Notifies the head of labour safety of the accident and personally participates in the investigation of the circumstances of the accident.
- (7) Ensures that the dormitories' medicine chests are kept full.
- (8) Occasional breathalyser tests in the work areas under his/her control are performed from time to time, ban employees who are under the influence of alcohol from work.

7.§ The responsibilities of the heads of organisational unit with regard to labour safety

- (1) The head of the University's organisational unit must perform the following labour safety duties, partly personally and partly by setting up an appropriate structure:
- (2) Is responsible for the work of the organisational unit under his/her control and for ensuring compliance with the requirements laid down in the Labour Safety Regulation, instructions.
- (3) Shall ensure that the employees employed in the area under his/her control receive regular and, if necessary, extraordinary annual labour safety training, documented in writing and signed by the employees, related to their job and activities, and that copies of the training documents are sent to the head of labour safety.
- (4) Ensures that their subordinate employees attend labour safety training, occupational fitness medical examinations and compulsory vaccinations.
- (5) Cooperates in the organisational unit's risk assessment and evaluation, providing the necessary and requested information. Takes action at his/her own discretion to reduce or eliminate the workplace risks identified during the assessment.
- (6) Informs his/her direct supervisor of all activities that may affect the safety situation.
- (7) When maintenance and renovation work is carried out on the workplace premises by employees of the University, ensures safe working conditions in agreement with the manager supervising such work.
- (8) Performs regular checks on hazardous workplaces in person, too. In case of a shortcoming, stops work and takes action.
- (9) Ensures that the instructions for the operation and use of the machines and instruments are kept in the immediate vicinity of the equipment, that they are replaced when missing and that the instructions for use are observed.
- (10) Ensures that the machines, equipment and devices used in the organisational unit are operated only by trained personnel and that the lifts are operated only by personnel with the appropriate operator exam.
- (11) In the case of new or modified equipment, machinery, device, technology and the use of substances hazardous to the environment, initiates the identification of individual or collective protective equipment, gear and protective equipment. Then ensures their purchase and their continued and professional use.
- (12) Immediately reports any accidents at work to the Director-General for Economic and Technical Affairs and the Head of Labour Safety.
- (13) Ensures the conditions for the prevention of accidents at work in the area under his/her control, as laid down by law and regulations.
- (14) Provides the possibility for labour safety checks in the area under his/her control.
- (15) In the contracts concluded by his/her organisational unit, enforces the labour safety requirements laid down in the Labour Safety Regulation.
- (16) The heads of the organisational units may delegate part of the above tasks to the labour safety delegate(s) appointed in their unit, but the persons delegating the tasks remain responsible for fulfilling them. The responsibilities of the head of organisational unit that may be delegated to the safety delegate(s), covering the area of the organisational unit, are as follows:
 - a) In his/her area of operation, they monitor and require compliance with safety rules and requirements, and in the event of irregularities, he/she takes action to eliminate them.

- b) The head of the unit is informed of changes affecting labour safety.
- c) He/she is in charge of maintaining mandatory registration.
- d) He/she makes sure that those who break safety rules and requirements are held to account.
- e) He/she is present at checks, inspections, etc. carried out by the competent bodies.
- f) He/she ensures that order and cleanliness are maintained at all times.
- g) Participates in a labour safety check performed by a colleague in charge of labour safety and the occupational health practitioner. He/she helps to remedy any detected deficiencies as soon as possible.

8.§ The responsibilities of the University's subordinate employees with regard to labour safety

- (1) They are required to know, learn and comply with the general labour safety requirements applicable to the work area and to their job.
- (2) They must carry out their activities in such a way as to minimise the possibility of emergencies occurring in the area.
- (3) They are obliged to attend the required labour safety trainings and further trainings.
- (4) They are required to learn how to use and operate the gear, equipment, appliances and devices in their work area.
- (5) All workers must be aware of the sources of danger in the immediate vicinity of their work area and comply with the safety rules applicable to them.
- (6) The last employee to leave the workplace must check that there are no circumstances causing danger are left in the work area, ensure that water, gas and electricity networks are properly turned off, the room is locked and the key is left at the reception desk, if necessary.

9.§ Responsibilities of the occupational health medical practitioner with regard to labour safety

- (1) Carry out the preliminary, periodic, final, epidemiological and ad hoc medical examinations of employees, and initiate the necessary specialised medical examinations. Define the vaccines required for each job, inform the Head of Labour Safety and, once procured, vaccinate the employees.
- (2) Keeps occupational health records, carries out the necessary and/or compulsory notifications relating to them.
- (3) Informs the Head of Labour Safety if the employee fails to attend the medical examination.
- (4) Immediately reports to the Head of Labour Safety if he attends to a university employee who has suffered an accident.
- (5) Participates in the development of labour safety standards and regulations affecting the working conditions of employees, contributes to the definition of protective clothing, collective and individual protection equipment initiated by the head of the relevant organisational unit or the Head of Labour Safety.
- (6) Participates in labour safety checks, inspections as necessary to identify sources of danger at the workplace, occupational health measures, in documenting them, and in monitoring work hygiene conditions, workplace exposures and related management actions. Following the check, proposes ways to eliminate the occupational health deficiencies identified and possible ways to address them.
- (7) Contributes to measures to employ workers with a degree of incapacity. Initiates the necessary review of reduction in capacity for work.

- (8) Participates in the preparation of the University's risk assessments and the development of the protection plan.
- (9) At the employer's request and as required, carries out occupational health assessments, evaluates them and takes the necessary measures based on the conclusions, and raises awareness and provides information.
- (10) Contributes to the professional training of first-aiders.

Chapter 6

Labour safety conditions of employment

1.§ The purpose of the job aptitude test is to determine medically whether the employee:

- (1) is medically fit to perform the chosen (designated, practised) job without foreseeable damage to his/her health or physical integrity;
- (2) whether his or her illness, if any, may cause an accident hazard or infection to himself or herself or to his or her fellow workers in the course of the work;
- (3) has reduced capacity for work, what job he/she can do and under what conditions;
- (4) in the case of jobs given priority for epidemiological reasons, whether he/she does not suffer from certain infectious diseases or does not carry or excrete infectious disease agents without himself or herself being in one of the stages of such infectious diseases;
- (5) whether he/she has a medical condition that requires treatment or care.

2.§ Preliminary medical fitness examination

- (1) All applicants for recruitment must undergo a preliminary medical fitness examination, and the employer sends applicants to the occupational health service with a form entitled "Referral for an occupational fitness examination". The University may employ applicants with a suitable certificate issued by an occupational health doctor.
- (2) An occupational fitness examination shall be carried out, furthermore
 - a) for a person employed by the employer, before the change of job (workplace), if he/she performs physical work, is a young non-physical worker who will be exposed to a greater or different type of stress in the new job or workplace;
 - b) before departure for all workers who will be working abroad for more than two weeks, if the work will be of moderate or heavy physical strain, if the work and working environment abroad are more demanding than at home, if there is a higher risk of infection abroad.

3.§ Periodic fitness examination

- (1) The doctor of the occupational health service shall determine the due date of the examinations. The Head of Labour Safety organises the referral of workers to periodic medical examinations and keeps a record of the medical occupational fitness opinions issued by the doctor.
- (2) The head of the organisational unit shall ensure that the employees summoned to the examination are present at the prescribed time.
- (3) The direction and frequency of the examinations for the various jobs are set out in Annex 1 .

4.§ Preliminary or ad hoc medical examination in the epidemiological interest

- (1) The occupational health service shall carry out (have carried out) the examinations required in the interests of epidemiology for employees in the jobs defined in Annex 1 and shall issue a booklet entitled "Health declaration and examination data".
- (2) An employee with a medical booklet must go to the occupational health service as a matter of priority and undergo any medical examination (specialist, laboratory, etc.) deemed necessary by the doctor:
 - a) febrile illness of uncertain origin;
 - (b) a skin disease likely to cause disease in others as a result of the practice of his/her occupation;
 - c) diarrhoea and acute stomach and intestinal complaints;
 - d) in the case of diarrhoeal illness of a person living in the same household.
- (3) If symptoms of illness occur at work, they must immediately be reported to the superior. If the direct supervisor becomes aware of any of the cases listed in the above subsection, he/she must immediately send the employee to obtain a medical fitness opinion

5.§ Fitness examination at the initiative of the employer or the employee

- (1) The head of the organisational unit may require his/her staff member to undergo an extraordinary medical examination before the date fixed for the periodic examination to assess his/her fitness for work.
- (2) An employee may at any time ask the occupational health service to review his or her fitness for work.

6.§ Outgoing examination

- (1) An outgoing examination is required:
 - a) upon termination of the activity or employment relationship.
 - b) upon termination of the employment.
 - c) after final return home from abroad.
- (2) The occupational health service doctor shall summon the worker for any examination which becomes necessary during the employment relationship.

7.§ Absence to attend a medical examination or unfitness

- 1) An employee who has not undergone a preliminary fitness examination cannot be employed. If the employee fails to attend the required periodic fitness examination or an extraordinary medical examination at the employer's request, he or she shall be suspended from work until he or she attends the examination.
- (2) An employee who, in the opinion of the occupational health service, is unfit to perform the designated job may no longer be employed in that job. In this case, at the same time as the occupational health service gives its opinion, the employer must inform the worker of the place and method of redress and of the possibilities of changing the job.
- (3) If the employee or the employer does not agree with the opinion of the first-instance medical authority (occupational health service), he or she may request a second-instance assessment of the fitness for work within the respective time limit after the medical opinion has been communicated.

- (4) Pending the decision of the second instance medical authority, the opinion of the first instance medical authority shall prevail. The opinion of the second instance medical authority is final.
- (5) In all cases, the examining doctor must inform the employee of the reason for the unfitness or temporary unfitness, but may only disclose it to the employer with the written consent of the employee being examined.
- (6) The occupational health service will inform the Head of Labour Safety if the employee has not attended an occupational health examination.

Chapter 7

Labour safety training

All employees must receive labour safety training on taking up their duties and once a year thereafter.

- 2.§ For new employees joining the University, the Head of Labour Safety shall ensure that they attend labour safety training. Employees participating in the training sign a certificate of attendance and keep a record of their attendance for five years.
- 3.§ As part of the recurrent labour safety training, an information letter on the availability of labour safety training material will be sent to employees electronically once a year. The employee must study the labour safety training material. The employee confirms with the signature of the head of his/her organisational unit that he/she acknowledges the contents of the labour safety material and the head of the organisational unit sends the training sheet - Annex 2 - to the head of the university's Head of Labour Safety.
- 4.§ The curriculum of the labour safety training is prepared by the Head of Labour Safety, reviewed annually, and is continuously available on the university's website. The labour safety training material covers the following topics:
 - (1) The provisions of the Labour Safety Regulation;
 - (2) Hazards and health-related harms of workplaces, materials and work processes;
 - (3) The rules of good conduct at work and modalities of protection against hazards;
 - (4) Methods of using collective and personal protection equipment.
 - (5) Rules of conduct in the event of an accident at work;
 - (6) The handling and use of equipment, appliances and devices used in the work process,
 - (7) The consequences of breaching labour safety rules and requirements.
- 5.§ The employee acknowledges receipt of the training in a written declaration. The declaration must be kept in the labour safety file and must be produced on request. A copy of the training documents must be sent to the Head of Labour Safety.
- 6.§ The University's Head of Labour Safety provides the professional assistance associated with labour safety training.
- 7.§ Extraordinary (unscheduled) training
 - (1) After an extraordinary incident (accident, emergency, etc.) and after drawing the conclusions, an extracurricular training session shall be held with the staff concerned in order to prevent similar incidents.

- (2) In the event of a fatality, mutilation, serious accident or other extraordinary event (e.g. explosion, etc.), extraordinary training must be given.
- (3) When a new material, technology or equipment is used, training shall be provided for the employees concerned.

Chapter 8

Personal protective equipment, gear

- 1.§ If preventive organisational and technical measures cannot be taken to ensure safe working conditions that do not endanger health, employees must be provided with protective clothing and protective equipment (together referred to as protection equipment) to protect them against certain risks.
- 2.§ Protective gear, in particular protective clothing, is for personal use, has no wear-out-period, cannot be exchanged for money and must be replaced when its protective capacity is reduced to a certain level (according to the instructions for use).
- 3.§ Before purchasing personal protective equipment, the Head of Labour Safety must be consulted to ensure that the personal protective equipment to be purchased is suitable for the activity in question and that it has a labour safety certificate.
- 4.§ The head of the organisational unit shall ensure that personal protective equipment is properly stored at the unit, and that replacement and repair is initiated as necessary.
- 5.§ Protective gear is collected by the employee at the organisational unit when he/she starts work.
- 6.§ If an employee is exposed to several risks at the workplace, he/she must be provided with combined protective equipment appropriate to each risk or to protect against them together.
- 7.§ When new jobs are created, the required protective equipment/gear is defined by Occupational Health Service and the Head of Labour Safety. The heads of the organisational units shall be responsible for initiating this.
- 8.§ Protective gear must be provided in the same way as for own employees for:
 - (1) casual and social workers under contract
 - (2) persons completing further professional training or a practice period at CUB,
 - (3) students of the University,
 - (4) school pupils and students during the summer holidays.
- 9.§ All direct supervisors must be aware of the requirements for protective gear and enforce them on their employees.
- 10.§ It is forbidden to modify the protective gear or to affect its protective capacity!
- 11.§ It is forbidden to work without using the required protective gear, to use it improperly or to work with protective equipment that does not have the required protective capacity!
- 12.§ Own protective gear cannot be used. The distributed protective gear may not be taken off the University premises except for official work.
- 13.§ Students who do not use the required and provided protective gear commit a disciplinary offence and shall be banned from performing work.

14.§ Work in which the absence of protective gear directly endangers the health or physical integrity of the employee for which protective gear is not provided, must be refused.

15.§ Students shall:

- (1) keep the protective gear entrusted to their care in the place designated for it and use it in accordance with the instructions,
- (2) care for, maintain and clean protective gear in the manner expected of them, and initiate its replacement without delay in the event of wear, damage or loss of protective capacity.

16.§ The list of personal protective gear required for the University's jobs and the table of records are contained in the rules on allocating personal protective equipment.

Chapter 9

On the minimum level of the labour safety requirements of workplaces

1.§ Ventilation of enclosed workplaces

- (1) In enclosed workplaces, sufficient quantities and quality of air that is not harmful to health must be ensured, taking into account the working methods used and the physical strain on workers.

Nature of work	m ³ /s/person	m ³ /h/person
Intellectual work	0.008	30
Light physical work	0.008	30
Moderately hard physical work	0.011	40
Hard physical work	0.014	50

- (2) Where air pollution or deterioration is caused solely by human occupancy, at least the following fresh air flow rate per person shall be supplied to or provided into the room.
- (3) In the case of artificial ventilation, the method, nature and extent of ventilation shall take into account the number of persons working in the room, the physical strain on workers, the nature of the activity or technology, the level of air pollution, the mass of pollutants released per unit of time and the air volume of the room. For ventilation systems, it must be ensured that
 - a) they are permanently, efficiently functioning;
 - b) in the event of a failure, the failure is signalled by means of a control system if the failure could be dangerous or harmful to the health of the worker;
 - c) that they are regularly cleaned and accumulated dirt is promptly removed;
 - d) the agitation of pollutants is prevented;
 - e) the forming of uncomfortable and unhealthy air movement is prevented and, to this end, the air speed for sedentary intellectual and light physical work: is kept at 0.1 m/s:

2.§ Room and space temperature

- (1) The temperature on the premises including the workplaces must be suitable for the human body throughout the entire working period, taking into account the nature of the work and the physical strain on persons working there.
- (2) Recreation rooms, rooms for personnel performing various service duties, sanitary facilities, canteens and first-aid stations shall be kept at a temperature appropriate to the purpose for which they are intended.
- (3) Windows, skylights and glass walls shall be used which, in accordance with the nature of the work and the workplace, eliminate the effects of strong solar radiation.
- (4) In enclosed workplaces, depending on the nature of the work carried out and the season, taking into account the work energy flow characteristic of the degree of difficulty of the work, the following air temperatures shall be ensured at a height of 1 m for standing work and 0.5 m for sitting work:

Nature of work	Air temperature to be ensured in the cold season °C	Air temperature to be ensured in the warm season °C	Effective or corrected effective temperature °C	Maximum permissible effective or corrected effective temperature °C
Intellectual work	20 - 22	21 - 24	20	31
Light physical work	18 - 20	19 - 21	19	31
Moderately hard physical work	14 - 18	17 - 19	15	29
Hard physical work	12 - 14	15 - 17	13	27

- (5) Employers shall ensure that employees are not exposed to high thermal radiation. Thermal radiation is considered to be high if the difference between air temperature and globe temperature exceeds three times the minimum difference of +5 °C required to determine the (public) health limit.
- (6) Work organisation measures shall be taken to prevent adverse effects of the climate environment. A rest period of at least 5 minutes but no more than 10 minutes per hour must be allowed if the working climate exceeds the (public) health limit of 24°C in an indoor workplace.

3.§ Natural and artificial lighting of premises

- (1) Workplaces shall, as far as possible, be provided with natural light sufficient for healthy and safe working conditions and with artificial lighting appropriate to the nature and conditions of the work.
- (2) Workplaces where work is carried out on a permanent basis shall be provided with lighting appropriate to the nature and conditions of the work, the purpose of the premises and the activity carried out there. The quantitative and qualitative characteristics of lighting are defined by a national standard.
- (3) The adequacy of the lighting characteristics of the interior artificial lighting shall be regularly checked.
- (4) The design and positioning of lighting installations in rooms and passageways containing work areas shall not constitute an accident hazard for workers.
- (5) In workplaces where an unexpected loss of artificial lighting could endanger workers, automatically activated safety lighting of sufficient intensity shall be provided.

4.§ Floor, walls, ceilings and roof of the rooms

- (1) Workplaces shall have only fixed and stable flooring which is slip-resistant and free from dangerous protrusions, depressions or slopes. Where the nature of the work may result in liquid spillage onto the flooring of the room, provision must be made for drainage.
- (2) Premises shall be adequately insulated to take account of the nature of the work and the employer's activities.
- (3) The floors and walls of the premises, in particular the surfaces of partition walls made of glass, shall be designed in such a way as to ensure the necessary hygiene and to permit their cleaning and renovation.
- (4) Transparent or translucent walls, in particular partition walls made entirely of glass, shall be conspicuously marked in rooms or near workplaces and along traffic routes. Such walls must be constructed of materials that are safe and must be fenced off from the work area and traffic routes, preventing workers from bumping into such walls or being injured if they are shattered.
- (5) Workers shall be prevented from climbing out of the roof structure of insufficient load-bearing capacity unless individual or collective protective equipment is available to enable work to be carried out safely on the roof structure.

5.§ Windows and doors

- (1) Windows, skylights and vents must be designed in such a way that employees can open, close and, if necessary, adjust them or secure them against unintentional movement in a safe manner. They should not pose a danger to workers when open.
- (2) Windows and skylights must be fitted with a device or equipment that allows them to be cleaned without danger. Such devices and equipment must not present a hazard to workers inside or outside the building or to persons within the scope of the work.
- (3) A mechanically activated door and gate may be operated in such a way that its use does not present an accident hazard to the worker. Such doors and gates shall be fitted with easily identifiable and readily accessible safety devices and shall be so designed that they can be opened manually in the event of a power failure if they do not open automatically

6.§ Room size and airspace, freedom of movement in the workplace

- (1) Premises must have sufficient floor space, ceiling height and air space to enable workers to carry out their work without risk to their health, safety or comfort.
- (2) Each worker must have at least 2m² of free space to move around the workplace. If this is not feasible for technical reasons, and if it is not possible to provide at least 1m² of space for movement, the employee must be provided with at least 1.5m² of space for movement in the immediate vicinity of his/her workplace.
- (3) Employees must be provided with a suitable seating position at the workplace, provided that the work can be carried out partly or wholly in a seated position. If, due to the nature of the work, seating cannot be provided directly adjacent to the workstation, it must be provided close to the workstation.

7.§ First aid posts

- (1) In each workplace a first-aid kit must be provided, tailored to the hazardous nature of the activity and work processes and the number of workers.
- (2) First-aid kits in sufficient quantity and quality must be kept ready for use in a visible, easily and quickly accessible place, protected from contamination.

- (3) Care must be taken to replace worn-out, expired and unusable equipment.
- (4) First aid posts must be clearly marked

8.§ Workplaces for employees with a degree of incapacity (disabled)

- (1) Workplaces should be designed to take into account the specific needs of workers with a degree of incapacity (persons with disabilities).
- (2) In workplaces where workers with a reduced working capacity (disabled workers) are to be employed, doors, passageways, transition strips, stairways, toilets and workplace equipment must be designed or adapted, if necessary, to take account of their physical abilities and degree of incapacity.
- (3) Employees with a degree of incapacity (with disabilities) must be provided with the signs they need to work in a healthy and safe way in their workplace.

9.§ Supply of drinking water at the workplace

- (1) The employer must ensure the installation of a drinking water tap or fountain and the cleanliness and proper maintenance of the drinking water supply equipment.

10.§ Protection against noise and vibration at work

- (1) The sound pressure level of noise at workplaces (A-weighted equivalent) must not exceed the following values:
 - a) office workplaces with high noise protection requirements (design, programming, research and development labs without noise sources, etc.) 50 dB,
 - b) office workplaces, customer service offices, 60 dB,
 - c) executive offices, switchboard, dispatch centres 65 dB,
 - d) physical work requiring increased attention (precision work, etc.) 70 dB,
- (2) Noise levels in the workplace must not exceed the limits set in the Decree on the protection of workers from the risks related to exposure to noise at work and the limits set in specific legislation, in order to prevent permanent hearing loss.
- (3) The specific legislation on the minimum health and labour safety conditions relevant to employees exposed to vibration at work applies to the transmission of vibration to the body of the worker.
- (4) In order to ensure that noise and vibration exposure does not exceed the permissible limits, the type of work equipment must be selected taking into account the noise and vibration generated during its use.

11.§ Toiletry utensils and cleaning products

- (1) All staff and students should be provided with a sufficient supply of toiletry utensils and products at all times.
- (2) After washing hands, paper towels or a warm air hand dryer should be preferably used

Chapter 10

Provisions on working arrangements

1.§ General provisions

- (1) The employee shall appear at his/her place of work in a condition fit for work and carry out the tasks assigned to him/her in compliance with the rules on labour safety.
- (2) If a worker is affected in such a way as to endanger the safe performance of work, he/she must report it to his/her direct supervisor, who must take the necessary action.
- (3) A worker may only carry out activities at his/her workplace for which h/shee has adequate knowledge of labour safety (except for extraordinary events such as accident prevention, rescue, etc.).
- (4) Any conduct (lack of discipline, playing, etc.) that interferes with, disturbs or endangers work is prohibited.
- (5) Where the source of danger has a high potency, no persons other than the subordinated employees and the authorised inspectors shall be present. The prohibition must be indicated by signs of the size and colour required by the regulations.
- (6) If two or more workers are performing a job at the same time, a foreman must be appointed and communicated to the members of the work team, who must follow the foreman's instructions.
- (7) The number of workers required for each job shall be determined with due regard to safe working conditions.
- (8) For work authorised outside the scope of the university's activities (organised voluntary work, workplace practice, etc.), the employer (organisation) responsible for the work must provide the workers with the necessary labour safety conditions (training, protective equipment, etc.). If labour safety rules are not enforced, the appointed manager must bring them to the attention of the competent persons.
- (9) It is forbidden to work if the life or physical safety of any person is endangered.
- (10) Machinery, apparatus and equipment requiring supervision, handling and servicing must not be left unattended during operation.
- (11) The construction site must be handed over to the contractor only in accordance with the safety requirements.
- (12) Workers may not wear rings, bracelets, necklaces or other objects that could endanger your physical integrity while loading.
- (13) In all cases, the area must be walked and dangerous objects removed before using an engine-powered lawnmower.
- (14) It is forbidden to use a lighter to light a welding or soldering torch, Bunsen burner or gas stove!
- (15) An employee who is under the influence of alcohol shall be prohibited from working.
- (16) No person other than a subordinate or authorised supervisor shall be present in an area with a direct risk of electric shock: transformer stations, switch rooms, distribution apparatus and similar installations
- (17) Maintenance and repair work under voltage must not be carried out by one worker alone, and work under voltage must be carried out by a qualified worker, who must be trained in the procedures for de-energising.

Chapter 11

Labour safety procedures

1.§ Installation of machinery, equipment, starting use of and maintenance of facilities

- (1) The authorisation for placing in service shall include:
 - a) the exact designation and location of the machinery, equipment, apparatus, facility, unit, workplace.
 - b) the registration (serial) number of the machinery, equipment, apparatus, electrical data, results of electric protection and other measurements.
 - c) the declaration of the designer, contractor on safety at work.
 - d) the nature of the authorisation (trial run, temporary, permanent).
- (2) No authorisation for placing in service may be issued without operating documentation - operating and maintenance instructions.
- (3) Operation without an authorisation for placing in service is prohibited! Maintenance work should be given priority as neglecting it increases the risk of accidents and damage to health

2.§. Working in front of a display screen

- (1) The provisions of the decree on working in front of a display screen must apply to all workers who regularly uses a screen device for at least 4 hours of their daily working time.
- (2) The following risks shall be continuously examined during the risk assessment, evaluation and regular monitoring of the health and safety conditions of work at a work station work station with a screen:
 - a) factors that cause deterioration of vision,
 - b) psychological (mental) strain,
 - (c) factors leading to physical deterioration.
- (3) In jobs performed in front of a display screen, work processes shall be organised by the head of the organisational unit to allow minimum one ten-minute break per hour and to not allow the total actual work in front of a display screen to exceed six hours a day.
- (4) The head of organisational unit shall arrange for an eye and vision examination to be carried out by the occupational health medical practitioner:
 - a) before starting employment in a job performed in front of a display screen,
 - b) every two years thereafter,
 - c) in all cases where there a visual complaint related to a screen-based job.
- (5) ¹ If the glasses or contact lenses used by the employee are not suitable for working in front of a display screen, or if the employee needs protective glasses due to a deterioration of vision, the University will provide the employee with the minimum necessary protective glasses for working in front of a screen every two years (only the cost of protective glasses can be charged), and the University will cover the cost of such glasses up to HUF 30,000. Contributions for the

¹ Amended by: Senate Resolution No. SZ-29/2018/2019. (18 December 2018) Effective from: 19 December 2018.

provision of protective glasses to ensure sharp vision can be initiated using the cost centre of the organisational unit concerned.

- (6) ² As a first step in applying for the protective glasses benefit, the worker must undergo an occupational health medical examination, which may lead to a referral for an ophthalmological examination by the occupational health medical practitioner. The employee shall submit the results of the ophthalmological examination to the occupational health medical practitioner, who shall certify the entitlement to protective glasses by issuing Annex 8 on the basis of the ophthalmological examination.
- (7) ³ The employee may start the application (Annex 3) in possession of the certificate issued by the occupational health medical practitioner, which must be sent to the person in charge of labour safety at the University, signed by the person entering into the commitment. The person in charge of labour safety verifies that the applicant is entitled to the protective glasses, signs the applicant's application and sends it to the relevant financial office for the purposes of registering the commitment and then financial countersignature. The applicant becomes eligible for payment of the benefit by submitting Annex 3, signed by all parties, an invoice in the name and address of the University and the certificate (Annex 8).
- (8) ⁴ The minimum requirements for the design of workstations with screens are regulated by decree.

3.§ Protection of non-smokers

- (1) Smoking is prohibited in buildings and areas owned and managed by the University, except in designated areas!
- (2) Smoking is prohibited in the passenger compartments of University-owned road vehicles.
- (3) Persons under the age of 18 are not allowed to smoke on the premises, even in designated smoking areas.
- (4) Smoking areas shall be designated by the caretakers (operators) of educational buildings or units or by the dormitory caretakers with the consent of the Head of labour Safety, and information boards shall be placed, taking into account local specificities, working conditions, the duration of breaks and aspects of work discipline, as well as the provisions of the Act on the Protection of Non-Smokers and Certain Regulations on the Consumption and Distribution of Tobacco Products, in compliance with the labour safety and fire safety requirements.
- (5) Smoking rules on university premises are enforced by the building operators (caretakers).
- (6) In case of violation of the smoking regulations, the caretaker (operator) shall, for the first time, call upon the persons employed by the university and university students to comply with the rules on smoking. In the event of a repeated breach of the prohibition, he/she launches a written warning, and if this is ineffective, he/she may initiate the imposition of a health protection fine as provided by law, as well as a disciplinary procedure

4.§ Labour safety checks, labour safety inspections

- (1) The responsibility for creating and ensuring safe working and learning conditions without risk to health lies with the Chancellor of the University. To this end, he/she must regularly check that working conditions meet the requirements and that employees are aware of and comply with the provisions applicable to them. In order to create safe and civilised working conditions, labour

² Amended by: Senate Resolution No. SZ-29/2018/2019. (18 December 2018) Effective from: 19 December 2018.

³ Amended by: Senate Resolution No. SZ-29/2018/2019. (18 December 2018) Effective from: 19 December 2018.

⁴ Introduced by: Senate Resolution No. SZ-29/2018/2019. (18 December 2018) Effective from: 19 December 2018.

safety checks, inspections shall be carried out in accordance with the relevant regulations, taking into account the specificities of the teaching and scientific research work at the University. Comprehensive labour safety checks and local labour safety inspections should be organised on the premises of CUB. The inspections should also cover non-educational areas.

- (2) Comprehensive checks are organised and conducted by the Head of Labour Safety, local inspections are initiated by the head of organisational unit. The Head of Labour Safety will arrange the date of the scheduled check or inspection by telephone, e-mail or letter with the head of the organisational unit concerned or his/her representative. In justified cases, the Head of Labour Safety may waive the possibility of prior notification.
- (3) The direct supervisor at the organisational unit or the authorised delegate designated by him/her and the labour safety delegate shall attend the inspection.
- (4) The minimum scope of the labour safety check, inspection shall include the condition of buildings, machinery, equipment, workplaces, the state of the operational, security and occupational health characteristics of workshops and other workplaces, the existence of and compliance with technological and handling instructions, the safety audit of the means of production, the documentation of labour safety trainings and medical examinations, the order and cleanliness of the workplace, and compliance with the provisions of the legislation on labour safety.
- (5) The deficiencies detected shall be recorded in a report. The report must contain the exact place and date of the inspection or check, the names and positions of the participants, the deficiencies found during the previous check, inspection, the head of the organisational unit must respond to the report within 30 days of receipt of the report, and the action plan must contain the measures taken to eliminate the deficiencies.
- (6) Frequency of labour safety inspections:
 - a) comprehensive inspection according to the annual inspection plan of the Head of Labour Safety,
 - b) local labour safety inspections must be carried out at least once a year.

5.§ Periodic review of machinery, equipment and vehicles

- (1) For boilers, the responsible administrators and managers are obliged and entitled to take appropriate measures for the equipment entrusted to their supervision.
- (2) The head of the operating unit is responsible for the periodic technical inspection of vehicles and for their proper preparation.
- (3) Employees employed as drivers must have a valid occupational health medical certificate and a mandatory aptitude test, failing which the driver may not drive the vehicle.
- (4) Vehicles with an invalid registration certificate may not be used in traffic. In this respect, the driver and the direct supervisor are jointly responsible.
- (5) During the periodic inspection of lifts, the work specified by the lift expert must be carried out by a specialist company within the prescribed time limit.
- (6) The competent technical manager is responsible for the supervision of the lift (checking the professionalism of maintenance work).
- (7) For all machinery for which a periodic (non-regulatory) inspection is prescribed by the instruction manual, the operator is responsible for ensuring that it is carried out properly.

6.§ Review of shock protection of electric equipment

- (1) In accordance with the provisions of the Decree of the Minister of Employment and Labour No 14/2004 (19 April), the employer shall ensure the monitoring review and periodic monitoring review of the protection against indirect contact (protection against electric shock) of low-voltage heavy electric equipment as part of the check by the electrician and the standardisation review of the equipment.
- (2) The monitoring review shall be carried out before the start of operation and after the extension, modification and repair of contact protection as a final operation of the installation with a standardisation inspection.
- (3) The periodic monitoring review shall be carried out at least as often as follows:
 - a) on current operated residual circuit-breakers, with a monthly check by an electrician;
 - b) on hand tools and portable safety transformers, with an annual check by an electrician;
 - c) on electrical installations covered by the Decree on Shock Protection Rules of Communal and Residential Buildings, with a check by an electrician every 6 years;
 - d) on other electrical equipment, with a standardisation review every 3 years.
- (4) Shock protection measurements and standardisation reviews may be carried out by persons qualified in a specialised training course.
- (5) Any deficiencies which are found during both the inspection by the electrician and the standardisation review which pose an immediate risk to life must be eliminated immediately! (by repairing, switching off, disconnecting, etc.). A timetable should be drawn up to eliminate deficiencies that do not pose an immediate risk to life. And once corrected, the work performed must be documented with the point of failure identified.
- (6) The head of maintenance shall delegate the task of carrying out checks to the appropriate specialists of the organisational units.

7.§ Checking hand tools

- (1) Before starting work, the employee must:
 - a) visually inspect the hand tools;
 - b) correct or initiate the correction of the deficiencies detected.
- (3) The condition of hand tools and equipment shall be randomly checked by the inspection committee during safety checks and inspections.

8.§ Breathalyser test

- (1) At the workplace under his/her control, every direct supervisor has the right or (in the case of suspected alcohol abuse) the duty to check or initiate a check on the alcohol status of the employee concerned, by immediately informing the Head of Labour Safety.
- (2) That the breathalyser test was performed, the result of the test or the refusal to submit to the test must be recorded in a report and communicated to the employee and the Head of Labour Safety. The alcohol screening test should be carried out by the direct supervisor in the presence of 2 witnesses (one of whom may be the Head of Labour Safety) in a way that does not violate the dignity of the employee, taking into account the rights of the individual and the rules on data protection.
- (3) The refusal or positive result of an alcohol screening test is a disciplinary offence, the assessment of which falls within the competence of the manager with employer's rights over the employee, the involvement of a lawyer from the Legal Office with responsibility for labour law being required.

- (4) If the test is positive, the employee will be prohibited from working and shall not be paid a salary or other remuneration for the time lost. The same applies to refusal to submit to an alcohol screening test.
- (5) A report of the inspection must be drawn up in all cases - Annex 4. The report containing the results of the test is drawn up in 3 copies, 1 of which must be given to the employee concerned, the second copy must be placed in the employee's personal file in the HR Office, and the third copy in the registry of the employing organisational unit.
- (6) If the employee disputes the positive result of the test, both the employer and the employee can request a blood alcohol test to verify this. If the result of the blood alcohol test confirms the result of the breathalyser test, the cost of the test is borne by the employee.
- (7) The accredited institution for blood alcohol testing is the Toxicology Laboratory of the Péterfy Sándor utca Hospital-Clinic, address: 1074 Budapest, Alsó erdősor u. 7.
- (8) In the event of an accident, a breathalyser test must be carried out if there is evidence of intoxication, and the results of the test must be recorded in the accident report.

9.§ Risk assessment and evaluation

- (1) The Head of Labour Safety must carry out an assessment of the risks to the health and safety of workers in all workplaces. The compilation of the risk assessment shall constitute an occupational safety and health specialist activity.
- (2) Key risk factors:
 - a) hazardous substances and preparations,
 - b) physical risk factors,
 - c) biological risk factors,
 - d) psychological risk factors.
- (3) The main elements of risk assessment and evaluation are:
 - a) identification of the dangers,
 - b) identification of the those at risk,
 - c) qualitative and quantitative evaluation of risks,
 - d) identification of the actions to be taken and implementation of the necessary measures,
 - e) monitoring effectiveness and regular review of evaluation,
 - f) a written report of the risk assessment, the actions to be taken and the review.
- (4) It is the duty of the responsible head of the assessed organisational unit to eliminate the deficiencies identified in the risk analysis.
- (5) Appropriate measures (assessment, evaluation, action) must be taken to avoid psychosocial risks in order to ensure that the performance of work and working conditions do not endanger health.

Chapter 12

Accidents at work and occupational diseases

1.§ Reporting accidents at work

- (1) Employees must report any accident in the course of their work, including injuries not resulting in loss of working time, and any illness to their direct supervisor without delay.
- (2) Delay in reporting an accident at work is a disciplinary offence, but this does not exclude the fact of an accident at work.
- (3) If, for whatever reason, the injured person is unable to report the accident, it is the duty of the member of staff who is aware of the accident to do so.
- (4) The direct supervisor shall record all injuries on the "Record of accidents at work and incident investigation report" in Appendix 5 and report it immediately to the executive with employer's rights. An executive who does not comply with the reporting obligation is guilty of a disciplinary offence.
- (5) The executive with employer's rights must immediately report to and send the "Record of accidents at work and incident investigation report" to the Head of Labour Safety.
- (6) Once the report has been filed, the University's Head of Labour Safety will ensure that the accident is investigated in the case of incapacitating accidents at work or in justified cases.
- (7) When an accident has occurred, the executive with employer's rights must determine (based on the opinion of the Head of Labour Safety) whether the incident is an accident at work. If it does not constitute an accident at work, the injured person and in the case of a fatal accident, the next of kin must be notified of the legal remedy options.
- (8) Accidents occurring during theoretical classes and events organised by the University must also be investigated and the findings of the investigation must be recorded in writing. A report of the incident shall be sent to the Head of Labour Safety without delay. The same rule shall apply in the event of an accident involving visitors, students, invited guests, relatives, etc., who are on the University's premises or participating in an event organised by the University.
- (9) A record of accidents occurring on the way to work or on the way home must also be sent immediately to the Head of Labour Safety for his/her prior opinion. The social security administrator is responsible for dealing with such accidents.

2.§ Serious accidents at work

- (1) An accident shall be considered serious if it
 - a) it results in the death of the injured party (an accident as a result of which the injured person dies within one year as established in the medical expert report shall also be considered a fatal occupational accident), death of a woman's fetus or newborn baby, or resulted in a permanent handicap depriving the person of an independent life,
 - b) resulted in the loss of any sense organ or perceptivity, and in the loss or significant damage to the ability to reproduce,
 - c) caused a critical injury, or any serious damage to health according to a medical report,
 - d) resulted in the loss of the major part of a thumb or arm, other limb, or two or more toes (including more serious cases of mutilation),
 - e) resulted in the loss of speech, or in conspicuous disfiguration, paralysis, and/or mental disorder.
- (2) Serious or fatal accidents at work must be reported immediately to the Head of Labour Safety, the competent occupational safety authority and the competent police station in the area.

3.§ Investigating accidents at work

- (1) The investigation, recording (and forwarding the report) of notified accidents is carried out by the Head of Labour Safety in compliance with the relevant legislation.

- (2) The records of accidents at work must be kept by the Head of Labour Safety for 10 years.
 - (3) If the injured person does not agree with the findings of the accident record, he or she can apply to the competent regional OSH administration for a review.
- 4.§ Investigation of emergencies not resulting in injury
- (1) The Head of Labour Safety should also investigate incidents that did not result in personal injury but could have.
 - (2) A report or memorandum is drawn up of the investigation of a so-called "quasi-accident".
- 5.§ Accident to an external worker
- (1) The employer of the injured worker shall investigate and report any work-related injury of an external worker working on University premises.
 - (2) The Head of Labour Safety will assist in the inspection if requested.
- 6.§ Accidents involving students
- (1) A student accident is an accident that occurs in the context of the student status of a student.
 - (2) In case of a student accident, the lecturer holding the class must fill in the form "Student Accident" - Annex 6" and send it to the Head of Labour Safety without delay.
 - (3) The investigation, recording (and forwarding the report) of notified student accidents is carried out by the Head of Labour Safety in compliance with the relevant legislation.
 - (4) The representative of the Student Union has the right to participate and comment in the investigation of student accidents.
 - (5) Reports of student accidents must be kept by the Head of Labour Safety for 5 years.
 - (6) If the student's accident occurs during a practical session outside the University's premises, the obligation to investigate, report and record the accident rests with the employing institution, with the University being notified (immediately in the case of serious accidents).
- 7.§ Occupational disease
- (1) If the executive exercising employer's rights notices an occupational disease or a suspected occupational disease, he/she must immediately notify the Occupational Health Service.
 - (2) If the doctor of the Occupational Health Service detects or becomes aware of an occupational disease affecting a university employee, in addition to fulfilling the statutory duty of notification, he/she shall immediately notify the university management and the Head of Labour Safety.
 - (3) The doctor of the Occupational Health Service, if he/she detects or becomes aware of an occupational disease affecting a university employee, shall involve the Head of Labour Safety, the direct supervisor of the area concerned and other specialists he/she deems necessary in the investigation of the incident.
- 8.§ Compensation
- (1) In the event of an accident at work or an occupational disease giving entitlement to accident benefits, the worker concerned or, in the event of death, his or her relatives may be entitled to compensation.
 - (2) Claims for compensation must be made using the form in Annex 7 to this Regulation.
 - (3) No compensation is payable for the part of the damage caused by the employee's negligent conduct, and the employer is not liable for compensation if the damage is due to a cause outside the employer's control.

- (4) The employer's liability does not cover suicide and self-mutilation, or accidents occurring on the way to work or home.

Chapter 13

Labour safety advocacy and interest reconciliation

1.§ Consultation with the employees

- (1) The executive with employer's rights shall consult employees or their safety representatives in the interests of healthy and safe work and provide them with the opportunity to participate in a timely prior discussion of the employer's health and safety measures.

2.§ Labour safety representation

- (1) By working safely and without risk to their health workers have the right to elect a representative or representatives to represent their interests from among themselves in accordance with the relevant legislation.
- (2) Elections of a workers' representative for labour safety may be held where the number of employees is at least fifty. (At employers with fewer than twenty employees, the election of a workers' representative for labour safety may be initiated by the trade union.)
- (3) The workers' representative for labour safety shall be elected for a period of five years and employees shall be informed about his/her identity, including the possibility of forming a central labour safety committee.
- (4) The employee, the workers' representative (committee) for labour safety and the executive with employer's rights must cooperate, exercise and fulfil their rights and obligations in accordance with their respective duties, in particular to provide each other with the necessary information in good time, in order to ensure safe and healthy working conditions.
- (5) The workers' representative for labour safety is entitled to verify:
 - a) the safety of workplaces, work equipment and personal protective equipment,
 - b) the implementation of measures to protect health and prevent accidents at work and occupational diseases,
 - c) the preparation of the employee to meet the requirements for safe working conditions that do not pose a risk to health, his/her awareness in this respect;
- (6) In the context of the exercise of his/her rights, the workers' representative for labour safety:
 - a) may enter workplaces during working hours and obtain information from the employees working there,
 - b) may participate in the preparation of the employer's decisions which may have an impact on the health and safety of employees, including decisions on the required employment of professionals, the planning and organisation of labour safety training, and the creation of new workplaces,
 - c) may request information from the employer with regard to any matters that concern safe working conditions that do not pose a risk to health,
 - d) may express an opinion and ask the employer to take the necessary action (the employer in turn must take action or respond within 8 days),
 - e) may participate in the investigation of accidents at work, and at the initiative of the person entitled to do so, may assist in the investigation of the circumstances of an occupational disease,

- f) in justified cases, may refer the matter to the competent OSH administration,
 - g) may make comments to the inspector during the official inspection.
- (7) The executive with employer's authority shall, in accordance with the applicable law, ensure that the conditions are in place to enable the OHS representative to exercise his/her rights and that he/she is not disadvantaged by the exercise of his/her rights.

Chapter 14

Final provisions

- 1.§ The Senate of the Corvinus University of Budapest adopted the present at its meeting of 7 November 2016 under Resolution No. SZ-47/2016/2017 (7 November 2016)
- 2.§ The Labour Safety Regulation shall enter into force on the day following its adoption, and the previously issued Labour Safety Regulation issued under SZ-111.e/2013/2014 (30 April 2014). (30.VI.2014) shall be repealed.
- 3.§ The present Regulation was amended by the Senate at its meeting of 18 December 2018. The meeting will enter into force on the day following the meeting. ⁵

Dr. András Láncki
Rector

Dr. Lívía Pavlik
Chancellor

In witness whereof:

Dr. Marica Sárközi-Kerecsi
Secretary of the Senate

⁵ Introduced by: Senate Resolution No. SZ-29/2018/2019. (18 December 2018) Effective from: 19 December 2018.

Annex 1
Rules of occupational health medical examinations

At the Corvinus University of Budapest, the frequency of periodic occupational health medical examinations for the following jobs is 1 year.

Job titles:

- assistant professor
- bibliographer, library technical services specialist
- associate professor
- full professor
- chief librarian
- chief archivist
- college tutor
- library assistant
- librarian, IT librarian
- teacher of engineering
- master lecturer
- teacher of (economic) technology
- technical service provider
- language teacher
- reference librarian, specialist reference librarian
- assistant lecturer
- PE teacher
- senior research fellow
- research fellow
- assistant research fellow
- assistant research fellow
- administrator (economic, technical, administrative)
- administrative staff member
- managing expert

For workers in the following jobs, the occupational health service will carry out the examinations (or will have them carried out) required in the epidemiological interest and issue a booklet entitled "Health declaration and examination data":

- technical service provider - maintenance worker
- technical service provider - electrician

Annex 2
Training sheet

On the labour and fire safety training for new entrants

Name, address of organisational unit:

Date of entry: daymonthyear.....

Personal details of the employee:

Name:

.....

Place and date of birth:

Job title.

Place of training:

By signing this sheet, I acknowledge that I have attended the training on labour and fire safety. I take note of the information shared during the training, and I consider myself to be bound by the relevant legal requirements and university regulations.

Budapest, day.....month.....year.....

.....
employee's signature

Name of trainer:

.....
trainers' signature

Annex 3⁶

Application- glasses

Contribution to the cost of glasses to ensure sharp vision in jobs performed in front of a display screen

I, the undersigned(mother's maiden name :
....., place of work and position :
..... date of occupational health examination:
.....) hereby request that the Corvinus University of Budapest contribute to the purchase of glasses ensuring sharp vision due to deterioration of vision as determined by the ophthalmological examination following the occupational health examination.

Done,, day.....month.....year 20...

.....
employee's signature

Approval of application

1. I, the undersigned (direct supervisor), certify that the above-named employee is employed by CUB in a screen-based job.

.....
Direct supervisor

2. According to the relevant regulation, the University contributes HUF 30,000 every two years to the purchase of glasses ensuring sharp vision.

.....
Senior labour safety associate

3. The contribution for the glasses is covered by the financial centre.

.....
Person authorised to enter into commitments
countersigner

.....
Financial

⁶ Amended by: Senate Resolution No. SZ-29/2018/2019. (18 December 2018) Effective from: 19 December 2018.

Annex 4
Alcohol test report

Organisational unit:

Address:

Date: day.....month.....year 20..... hour.....minute.....

In the presence of:

Person carrying out the test

name:position:

.....

Direct supervisor

name:position:

.....

witness 1 witness 2:

ID card No.: ID card No.....

place of residence: place of residence:

name:position:

.....

The tested employee

name:..... place of birth:

mother's maiden name: date of birth:

address:
.....

The name of the test used

: type:.....

The test result showed **parts per thousand** of alcohol.

The tested person

acknowledges*

does not acknowledge* the result.

He/she

wishes*

does not wish * a medical blood alcohol

test to be carried out.

I agree with the contents of the report:

.....
Tested person

.....
Person performing the test

.....
direct supervisor

.....
Witness 1

.....
Witness 1

Remark:.....
.....
.....
.....

(* please underline)

Annex 5**Record of accidents at work and incident investigation report**

I. Name of workplace:

.....

Organisational unit:..... phone number

address:

II. Personal details of the injured person:

- Name (maiden name included):

.....

- Mother's maiden name

.....

- Place of birth, day month year

- Nationality:

- TAJ (social security) number:

- Permanent residence (including postcode) :

- Job title.

- Type of employment relationship: 1. for an indefinite period 2. for a definite period

- Number of working hours: 1. full-time 2. part-time

III. Circumstances of injury:

- Date of injury (day, month, year, hour):

- Place of injury:

- Nature of injury (part of body injured and name of injury)

.....
.....

- Whether the injured person has continued working: 1./ YES 2./ NO

- Does the accident result in statutory sick pay (absence from work)? 1./ YES 2./ NO

- The background of the accident and a detailed description (where and what activity the worker was performing at the time of the injury, how the injury occurred):.....

-

.....
.....

.....
.....

- Did any of the following play part in the injury?

work equipment:

material:.....

environmental factor:.....

personal factor:.....

- Did the worker use personal protective equipment (if so, please specify):.....

.....
.....

- Did he/she take part in labour safety training, when:
.....

- Date of medical fitness assessment (preliminary, periodic):.....

Witnesses

1./Name:.....2./Name:.....

job title:.....job title:.....

signature:.....signature:.....

.

Action taken to treat the injured person:

.....

.....

.....

.....

Action taken to avoid similar accidents:.....

.....

.....

Is there a labour safety representative in place, did he/she take part in the investigation of the case, any comment by him/her

his/her opinion:.....

The accident was reported to the senior labour safety associate by:

name:.....

job title:

signature:

Budapest, day.... month..... year 20.....

.....

.....

person

(not required if the person is unavailable)

injured person

direct supervisor of the injured

Annex 6
Report on student accident

Name, address of the Higher Education Institution: CORVINUS UNIVERSITY OF BUDAPEST
1093 Budapest, Fővám tér 8.
phone number: +36-1-482-5000

Faculty: _____

Study programme: _____

Year: _____

The name of the injured person (including his/her name at birth):

mother's (maiden) name: _____

place of birth, day month year: _____

permanent address including post code: _____

postal address (if different from permanent address): _____

Time of the accident (in the 24-hour time system): _____

Background and detailed description of the accident:

(background of the accident, location, course of the accident, activity of the injured person at the time of the accident, causes of the accident, material, equipment, environmental or personal factors)

(previous page continued)

What type of injury (damage) occurred and on which part of the body?

What measures are needed to prevent similar accidents?

The representative of the SU:

was present* / was not present* when the investigation of the accident took place and the injured person was interviewed

Comments from the representative of the student union, other comments, remarks:

Budapest, day.....month.....year 20...

L.S.

Name and signature of the head of the institution or his/her delegate
signature

Annex 7
Notification of claim

The damage

I suffered in connection with my accident at work

that occurred on day.....month.....year 20..

a./ Income foregone(salary, other income foregone)

.....
.....

b./ Damage to property (clothing, equipment, other damage to property)

.....
.....

c./ Expenses (nursing costs, taxi costs, ...etc.), non-material damage

.....
.....

Total: HUF

I request compensation for the damages detailed in the above points.

The grounds for my request are as follows:

.....
.....
.....
.....

I will also report any subsequent damage I suffered in connection with my accident without delay.

Budapest,20..

.....
employee (injured person)'s signature

Annex 8

Certificate of eligibility for protective glasses⁷

I, the undersigned occupational health service provider, hereby certify that

Employee's name:

TAJ (social security) number:

Date of birth:.....

Mother's maiden name:

Job title.

attended the ophthalmological examination on20.. and is eligible for purchasing protective glasses ensuring sharp vision minimally required for working in front of a display screen based on the result of the examination as well as considerations of occupational health under Section 6 of the Decree of the Minister of Health No 50/1999 (3 November) on the minimum health and safety requirements of working in front of a display screen.

Place and date:

L.S.

.....

⁷ Introduced by: Senate Resolution No. SZ-29/2018/2019. (18 December 2018) Effective from: 19 December 2018.