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# **INTERNAL ACT ON OCCUPATIONAL SAFETY AND HEALTH**

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Pursuant to Article 59 (1) item (c) of the Law on Higher Education ("Official Gazette of Sarajevo Canton", No. 36/22) and Article 37, Paragraph (4) item (c) of the Statute of the International University of Sarajevo, No. IUS-SENAT 11-3326/24 of October 22, 2024, in accordance with Article 23 of the Law on Occupational Safety of FB&H ("Official Gazette of the Federation of B&H", No. 79/20), and taking as a basis the Act on Risk Assessment No. 255-11/24, dated November 15, 2024, which was drafted by the authorized organization Granulo – RE d.o.o. Sarajevo, the Board of Trustees of the INTERNATIONAL UNIVERSITY OF SARAJEVO, adopts the

## **INTERNAL ACT ON OCCUPATIONAL SAFETY AND HEALTH**

### **Article 1**

In order to protect the health of workers at work at the INTERNATIONAL UNIVERSITY OF SARAJEVO (hereinafter: the Employer), and in accordance with the Law on Occupational Safety of FB&H ("Official Gazette of FB&H", No. 79/20), this internal act regulates the protection of workers' health at work, protection against injuries at work, as well as occupational and other diseases, and the creation of more favorable working conditions. The provisions of this Internal Act apply to all employees employed by the employer.

In particular, this act establishes:

- organization of the implementation of occupational safety,
- rules of prevention and protection,
- jobs with increased risk,
- jobs where the measure of shortening working hours is implemented,
- the manner of determining the health status of workers working in jobs with increased risk, and other workers,
- personal protective equipment and equipment belonging to the worker,
- rights, obligations and responsibilities of workers for safety at work and other workers in this field,
- other issues of importance for safety and health at work.

### **Article 2**

Safety and health at work is the provision of such conditions at work that prevent the occurrence of injuries at work, occupational diseases and work-related diseases as much as possible and that create a prerequisite for full physical, mental and social safety of employees. Safety at work as a systemically organized activity is an integral part of the organization of work and the execution of work procedures, which the employer achieves by applying all measures of safety at work in accordance with the general principles of prevention.

### **Article 3**

The right to safety and health protection is granted to:

- worker,
- a person who is in professional training with the employer,
- pupils and students in practical classes,
- a person who performs volunteer work,
- another person who finds him/herself in the work environment and for the purpose of performing certain tasks, if the employer is aware of his/her presence.

Health and safety at work for the persons referred to in this Article shall be ensured by the Employer.

## **I ORGANIZATION OF THE IMPLEMENTATION OF OCCUPATIONAL SAFETY**

### **Article 4**

Safety at work, as a systemically organized activity, is an integral part of the organization of work and the execution of the work procedure, which the employer achieves by applying all measures of safety at work in accordance with the general principles of prevention.

### **Article 5**

The employer is obliged to organize occupational health and safety activities taking into account the technical and technological process of work, the number of workers, the number of locations of separate work units, hazards and risks to the health of workers.

Pursuant to Article 5 of the Rulebook on the Manner and Conditions of Performing Occupational Safety and Health Activities at the Employer ("Official Gazette of FB&H", No. 34/21), the Employer entrusts the performance of occupational safety activities to an authorized organization, given that there are no jobs with increased risk on the basis of the applicable Risk Assessment Act.

### **Article 6**

#### **Occupational Health and Safety Worker**

Considering that the conditions of Article 34 of the Law on Occupational Safety of FB&H ("Official Gazette of FB&H", No. 79/20) are not met, the Occupational Health and Safety Worker shall not be appointed.

### **Article 7**

#### **Commissioner for Safety at Work**

Considering the conditions of Article 44 of the Law on Occupational Safety of FB&H ("Official Gazette of the FB&H", No. 79/20) have been met, the election and appointment of the Commissioner for Occupational Safety and Health will be carried out.

### **Article 8**

Improving the organization and work processes that guarantee the safety of workers at work is a constant task of managers who organize and manage the work process.

### **Article 9**

To implement occupational safety in accordance with this Internal Act, the Rector adopts special rules and safety measures at work for specific activities of the University that are performed in certain phases of business or characteristic working conditions.

## **II RULES OF PREVENTION AND PROTECTION**

### **Article 10**

#### **Obligations to implement preventive measures**

When organizing work and the work process, the employer is obliged to provide preventive measures to protect the life and health of employees, as well as the necessary material resources for their application.

The employer is obliged to ensure preventive measures before the start of work of the worker, during work, as well as with any change in the technological procedure, by choosing work and production methods that ensure the highest safety and health protection at work, based on the application of regulations in the field of safety and health protection at work, labor relations, technical regulations and standards, regulations in the field of health care, etc.

In the event that the employer engages an authorized organization for occupational safety, this shall not relieve him of the responsibility set forth in paragraph (1) of this Article.

### **Article 11**

#### **Principles in the implementation of occupational safety measures**

The employer shall implement occupational safety measures by observing the following general principles of prevention:

- a) risk assessments,
- b) risk avoidance,
- c) risk prevention,
- d) eliminating the risks at their source,
- e) adaptation of work and place of work to the worker, in particular with regard to the choice of work equipment and methods of work, as well as the choice of technological procedure in order to avoid sameness in work in order to reduce their impact on the health of workers,
- f) adapting to technical progress,
- g) replacement of hazardous technological processes or methods of work with harmless or less dangerous ones,
- h) replacement of hazardous substances with harmless ones,
- i) establishing uniform preventive measures with the aim of interconnecting technology, work organization, working conditions, social relations and the influence of factors related to the working environment,
- j) prioritizing common safeguards over individual ones,
- k) appropriate training and information to workers.

### **Article 12**

#### **Risk assessment in the workplace and workplace in the work environment**

The employer performs a risk assessment in accordance with the Rules on Risk Assessment (“Official Gazette of FB&H”, No. 23/21), prescribed by the Federal Ministry of Labor and Social Policy. The Risk Assessment Act may only be prepared by an organization authorized by the Federal Ministry of Labor and Social Policy, which is determined by inspecting the Register at the Ministry.

### **Article 13**

In order to prevent and protect the health of workers, this act prescribes general and special measures of protection at work.

### **III JOBS WITH INCREASED RISK**

#### **Article 14 Jobs with increased risk**

The employer is obliged to provide a worker who performs jobs with increased risk, before starting work, with a preliminary medical examination, as well as a periodic medical examination in accordance with the Rulebook on the Procedure for Assigning Workers to Jobs with Increased Risk and on the Procedure of Preliminary and Periodic Medical Examinations of Workers Performing Jobs with Increased Risk (Official Gazette of FB&H, No. 9/23)

On the basis of the Risk Assessment Act, jobs with increased risk have been identified, which include:

- a) jobs with an increased risk of injury, occupational diseases and damage to the health of workers,
- b) jobs with specific requirements that, in order to ensure safe and successful work, condition the special health and psychophysical abilities of workers at these workplaces,
- c) jobs where, after applying all technically recognized risk mitigation methods, there is a residual risk for some workers.

#### **Article 15**

On the basis of the act on risk assessment prepared by the authorized organization, which is listed in the preamble of this act, it has been determined that there are no jobs with increased risk at the Employer.

### **IV JOBS WHERE THE MEASURE OF SHORTENING WORKING HOURS IS IMPLEMENTED**

#### **Article 16**

Pursuant to Article 72. of the Law on Occupational Safety of FB&H ("Official Gazette of FB&H", No. 79/20), the procedure of shortening working hours is carried out. There are no jobs at the employer where the measure of shortening working hours is implemented.

### **V METHOD OF DETERMINING THE HEALTH STATUS OF WORKERS WORKING IN JOBS WITH INCREASED RISK**

#### **Article 17 Workers' Right to Specific Health Care/Occupational Health**

A worker has the right to health care appropriate to the safety and health risks to which he or she is exposed at work, in accordance with special regulations governing health protection measures related to work.

The employer is obliged to provide health care workers who provide specific health care/occupational health services with access to all working premises and spaces.

## **Article 18**

### **Obligation to notify the authorized health institution**

The employer, the occupational safety commissioner, and other workers are obliged to inform the authorized institution about all factors in the workplace and in the work environment that they know or assume may adversely affect the health of the worker.

## **Article 19**

### **Records of medical examinations of workers**

When referring an employee for a medical examination pursuant to Article 13 of this Act, the employer is obliged to submit to the authorized health institution data on jobs with increased risk and indicate the harmfulness and dangers to which workers are exposed.

The authorized health institution keeps records of the results of the appropriate medical examination of the employee and submits a report to the employer within 15 days of the examination.

## **Article 20**

### **How to perform medical examinations**

Preliminary and periodic medical examinations of workers who perform jobs with increased risk shall be carried out in the manner, according to the procedure and within the deadlines determined by the Federal Minister of Labor and Social Policy in cooperation with the Federal Minister of Health.

An employee referred to in paragraph (1) of this Article who does not perform a periodic medical examination may not continue to work until his health condition and psychophysical abilities are determined.

Medical examinations are performed for workplaces, if the act on risk assessment determines that the workplace is a position with increased risk, or if the level of risk "Medium risk" has been determined at the workplace in accordance with the risk assessment matrix from the Rules on Risk Assessment ("Official Gazette of FB&H", No. 23/21), and it is necessary to monitor the health status of workers at that workplace in accordance with the Rulebook on the procedure for assigning workers to jobs with increased risk and on the procedure of preliminary and periodic medical examinations of workers who perform jobs with increased risk ("Official Gazette of FB&H", No. 9/23).

## **Article 21**

### **Worker's right to be transferred to another job**

If it is determined in the procedure of periodic medical examination that the worker does not meet the special health conditions for performing jobs with increased risk, the employer is obliged to transfer him to another job that corresponds to his health abilities, if such a position exists with the employer. If there is no such place, the relevant provisions of the Labor Law shall apply.

## **VI PERSONAL PROTECTIVE EQUIPMENT BELONGING TO THE WORKER**

### **Article 22**

The right to use personal protective equipment is acquired by the employee upon establishing employment status with the employer.

The right to use personal protective equipment shall be granted to all workers and other persons who are entitled to occupational safety rights.

### **Article 23**

Workers are obliged to use the personal protective equipment provided for in the manner prescribed by the applicable regulations and work instructions, to maintain them in proper condition and cleanliness, to use them strictly for the intended purpose, to handle them carefully, as well as not to replace them with other workers.

The immediate supervisor is obliged to ensure that all employees are equipped with personal protective equipment belonging to them in accordance with the provisions of this Act.

### **Article 24**

An integral part of this act is a tabular list of protective equipment belonging to workers at certain workplaces with their lifespan.

### **Article 25**

#### **Periodic inspections and tests of personal protective equipment**

Periodic inspections and tests of personal protective equipment shall be carried out in the manner, according to the procedure and within the deadlines established by regulations in the field of occupational safety, applicable regulations on standardization in Bosnia and Herzegovina, technical regulations and manufacturer's instructions. These inspections can only be carried out by an organization authorized by the Federal Ministry of Labor and Social Policy, which will make a record of it.

### **Article 26**

The employer is obliged to provide employees with personal protective equipment.

The employer shall not put into use personal protective equipment unless it has been manufactured in accordance with Article 14 of the Law on Occupational Safety of FB&H ("Official Gazette of FB&H", No. 79/20).

The employer is obliged to exclude from use personal protective equipment on which changes occur that pose a threat to the safety and health of workers.

## **VII RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF WORKERS FOR SAFETY AT WORK, OTHER WORKERS IN THIS FIELD**

### **Article 27**

#### **Worker's Responsibilities for Occupational Health and Safety**

- a) participation in the preparation of the Risk Assessment Act,
- b) drafting a proposal for an internal act on occupational safety,
- c) development of a plan and program of occupational safety measures,
- d) internal supervision of the application of occupational safety measures,
- e) professional assistance to the employer in the implementation and improvement of safety and health protection at work,
- f) development of instructions for safe operation,
- g) monitoring and organizing periodic inspections of work equipment, means and equipment of personal protection,



- h) monitoring and organizing periodic inspections of chemical, physical and biological hazards and microclimate in the working environment,
- i) preparing and organizing the training of workers for safe work,
- j) monitoring the situation and reporting to the employer on injuries at work, occupational diseases and work-related diseases,
- k) analyzing the causes of injuries at work and occupational diseases in cooperation with a certified doctor specializing in occupational medicine and proposing measures to improve safety and health at work,
- l) monitoring and organizing periodic medical examinations of workers working in jobs with increased risk, and analysis of reports on performed periodic medical examinations,
- m) advising the employer on the selection and procurement of equipment and the technological process of work,
- n) cooperation with the employer in planning the construction and reconstruction of facilities intended for work,
- o) cooperation with the competent labor inspectorate and other institutions dealing with safety and health at work,
- p) cooperation with the Commissioner for Occupational Safety and Health, in accordance with this Law.

An occupational safety worker is obliged to prohibit work at the workplace, i.e. to prohibit the use of means of work and personal protective equipment in the event that he determines an immediate danger to the life and health of the worker, and to inform the employer and the Commissioner for Occupational Safety and Health in writing.

Considering that the conditions of Article 34 of the Law on Occupational Safety of FB&H ("Official Gazette of FB&H", No. 79/20) are not met, the Occupational Health and Safety Worker shall not be appointed at the IUS.

## **Article 28**

If, in the absence of professional staff, protection and prevention activities cannot be organized at the employer, and if the employer does not have jobs with increased risk, the employer will hire an authorized organization for occupational safety.

If the employer engages an authorized organization referred to in paragraph (1) of this Article, it is obliged to provide access to data related to occupational safety and health risks, as well as measures and activities to prevent these risks at the workplace level.

## **Article 29**

### **Commissioner for Safety at Work**

At the employer, workers elect or appoint a commissioner for safety at work.

The Commissioner for Occupational Safety and Health must have the appropriate professional qualifications and work experience.

## **Article 30**

### **Rights and Duties of the Commissioner for Safety and Health at Work**

The Commissioner for Occupational Safety and Health has the right to:

- a) obtain information on working conditions, analyses of injuries at work, occupational diseases and work-related diseases, findings and recommendations of inspection bodies,
- b) requires the employer to take appropriate measures and provide proposals to mitigate risks and eliminate sources of danger,

- c) informs employees about the implementation of occupational safety measures,
- d) requires an inspection if he considers that the measures taken by the employer are not appropriate to the objective of ensuring safe and healthy working conditions and presents his observations during the inspection,
- e) attend inspections and/or submit observations during inspections.

During the performance of the tasks determined by this Act, the Commissioner for Occupational Safety and Health from among the employees shall be entitled to salary compensation in the amount of the salary that he would have earned if he had worked on the jobs for which he concluded an employment contract.

The Commissioner for Occupational Safety and Health may perform the tasks stipulated by this Law for a maximum of six hours per week.

The employer shall provide the Commissioner for Occupational Safety and Health with the necessary means to be able to perform his functions arising from the Law.

The Commissioner for Safety at Work may not be put in a disadvantageous position in relation to other workers, because of his duties related to safety and health at work.

## **VIII RIGHTS AND DUTIES OF RESPONSIBLE PERSONS AND WORKERS IN RELATION TO OCCUPATIONAL SAFETY**

### **Article 31**

#### **Rector of the University**

The Rector of the University is obliged to:

- a) take care of the application of the provisions of this Rulebook and other legal and technical regulations in the field of occupational safety,
- b) monitors the execution of the Plan and Program of Occupational Safety Measures,
- c) organizes the execution of the conclusions of the Labor Inspection on the elimination of identified deficiencies and irregularities related to occupational safety,
- d) monitors the work of workers with special authorizations and responsibilities in the field of occupational safety and takes appropriate measures,
- e) initiates disciplinary proceedings against the workers referred to in the previous paragraph who commit a violation of work obligations in the field of occupational safety,
- f) adopts acts in the field of occupational safety,
- g) makes decisions on measures to improve safety at work.
- h) at the proposal of the competent authorities, it takes measures to eliminate deficiencies in the field of occupational safety,
- i) in exceptional cases of urgency or upon the intervention of the supervisory authorities, take measures to eliminate imminent dangers.

In carrying out the tasks from this article, the Rector is assisted by the elected Vice-Rectors and the Secretary General.

### **Article 32**

#### **Head of Organizational Units at the Employer – Dean/Director**

Heads of the employer's organizational units are responsible for the implementation of occupational safety, and in this sense, they are obliged to:

- a) organize a safe process of work and implementation of safety at work, and control the application of the provisions of the internal rulebook, other general acts in the field of occupational safety, as well as general and special regulations regulating occupational safety procedures,
- b) take care of periodic inspections of machines, devices, and work premises, as well as training of workers in the field of occupational safety,
- c) provide workers with the necessary personal protective equipment,
- d) cooperate with the Commissioner for Occupational Safety and Health on the plan for the implementation and improvement of occupational safety,
- e) participate in the preparation of the proposal for a program of occupational safety measures,
- f) supervise direct supervisors in the performance of obligations in the field of occupational safety,
- g) submit an application for the initiation of proceedings for violation of work obligations due to non-compliance with the prescribed measures of safety at work,
- h) Follow the implementation of new regulations in the field of occupational safety.

### **Article 33**

#### **Immediate Supervisor**

The immediate supervisor (manager) is obliged to organize the work process in a way that ensures safe working conditions, and in particular is obliged to:

- a) to familiarize each newly hired employee with the working conditions, hazards and harmfulness at the workplace, as well as with protective measures,
- b) to ensure the provision of personal protective equipment and equipment.
- c) to remove from the workplace a worker who is under the influence of alcohol or narcotics and a worker who does not comply with safety measures at work,
- d) in order to ensure that the workspace is properly organized,
- e) to put out of use machines and devices that have been defective and to provide a professional person to repair them,
- f) to provide first aid to injured workers,
- g) to report any injuries at work,
- h) to control the application of safety measures at work on a daily basis, the serviceability of electrical installations of devices, work equipment and work premises,
- i) to file reports for violation of work obligations due to non-compliance with occupational safety measures.

## **IX RIGHTS, DUTIES AND RESPONSIBILITIES OF WORKERS**

### **Article 34**

#### **The right to safe and healthy working conditions**

A worker has the right to safe and healthy working conditions.

The working environment and the means of work must, given the nature of the work, be safe for workers and must not endanger their health.

### **Article 35**

#### **The duty of the worker not to expose him/herself and others to danger**

The worker is obliged to perform the work in accordance with his professional qualifications and completed training, as well as the instructions given by the employer, so that he/she does

not expose himself or other persons who may be affected by his/her activities or carelessness during the work process, to the dangers of injury at work or occupational disease.

### **Article 36**

#### **The Worker's Duties**

In particular, employees are obliged to:

- a) to comply with the established rules of occupational health and safety within the meaning of this Act,
- b) to properly use the means of work and equipment, dangerous substances and other means of production in accordance with the manufacturer's instructions and instructions for safe work given by the employer,
- c) to make proper use of the personal protective equipment assigned to them and to return them to the place where they are stored after use,
- d) must not arbitrarily disconnect, modify, alter or remove a safety device that has been installed, in particular a machine, device, tool, plant or object, and must use such equipment properly,
- e) to immediately inform the employer of any occurrence at work for which there is a reasonable suspicion that it poses a danger to safety and health, as well as of deficiencies in safety procedures,
- f) to inform the person responsible for the position and/or the employer of the injuries sustained by them,
- g) to cooperate with the employer in the implementation of measures or requirements ordered by the labor inspector,
- h) to cooperate with the employer in the implementation of measures that will ensure that the working environment and working conditions are safe and do not pose a risk to the safety and health of their workplace,
- i) to perform periodic medical check-ups at the request of the employer.
- j) to provide all the data and information requested by the inspectors.

A worker who does not comply with the established rules of occupational health and safety and prescribed obligations within the meaning of this Law commits a serious violation of work obligations in accordance with the Labor Regulations and other general acts of the employer. The obligations of workers in the field of safety and health at work do not affect the obligations and responsibilities of the employer under this Law.

### **Article 37**

#### **Actions in the event of an immediate danger to the life and health of workers**

An employee has the right to refuse to work if he or she believes that he or she is in an immediate danger to his or her life and health and is obliged to immediately notify his or her immediate manager and/or designated occupational safety officer, the competent labor inspector and the workers' representative.

Upon receipt of the notification referred to in paragraph (1) of this Article, the competent labor inspectorate shall be obliged to immediately conduct an on-site inspection and order that appropriate protection measures be implemented, i.e. prohibit work until the measures are implemented, or inform the worker of the reasons for which his request is unfounded.

An employee referred to in paragraph (1) of this Article who has left the workplace shall not bear negative consequences within the meaning of labor regulations, unless the employer proves that the employee has unjustifiably left the workplace.

## **X RIGHTS, DUTIES AND RESPONSIBILITIES OF THE EMPLOYER**

### **Article 38**

#### **Obligations to implement preventive measures**

When organizing work and the work process, the employer is obliged to provide preventive measures to protect the life and health of employees, as well as the necessary material resources for their application.

The employer is obliged to ensure preventive measures before the start of work of the worker, during work, as well as with any change in the technological procedure, by choosing work and production methods that ensure the highest safety and health protection at work, based on the application of regulations in the field of safety and health protection at work, labor relations, technical regulations and standards, regulations in the field of health care, etc.

In the event that the employer engages an authorized organization for occupational safety, this shall not relieve him of the responsibility set forth in paragraph (1) of this Article.

### **Article 39**

The employer performs the risk assessment on the basis of the Act on Risk Assessment for Workplaces, which contains a description of the work process with an estimated risk of injury or damage to health at the workplace in the work environment and measures to eliminate or reduce the risk to a minimum in order to improve safety and health at work.

The employer performs a risk assessment in accordance with the Rules on Risk Assessment (Official Gazette of FB&H No. 23/21), prescribed by the Federal Ministry of Labor and Social Policy. The Risk Assessment Act may only be prepared by an organization authorized by the Federal Ministry of Labor and Social Policy, which is determined by inspecting the Register at the Ministry.

### **Article 40**

The employer duties are:

- a) organizes health and safety at work,
- b) performs a risk assessment for each workplace and determines jobs with increased risk, in the manner and under the conditions established by this Law,
- c) enable the worker to familiarize himself with the safety and protection measures at work before starting work,
- d) adopt an internal act on occupational safety,
- e) informs workers and the Commissioner for Occupational Safety and Health about the introduction of new technologies and means of work, as well as the dangers and harmfulness to the health of workers, and issues instructions for safe work,
- f) ensure that the planning and introduction of new technologies is consulted with workers and/or their occupational safety commissioner on the safety and health consequences caused by the choice of equipment, working conditions and working environment,
- g) trains workers for safe work,
- h) provides workers with means and equipment of personal protection and their use,
- i) ensures periodic medical examinations of workers working in jobs where there are increased health risks and takes measures to prevent the occurrence of disability and occupational diseases of workers,

- j) ensures periodic inspections of means of work and equipment of personal protection at work, in accordance with technical standards,
- k) ensures periodic inspections and tests of physical, chemical and biological hazards and microclimate in the working environment,
- l) ensures periodic inspections and tests of work equipment and equipment, work and auxiliary premises and personal protective equipment that are not subject to mandatory periodic inspections and tests, in the manner, according to the procedure and within the deadlines determined by the general act,
- m) implements fire protection measures in accordance with special regulations,
- n) implements measures to ensure first aid,
- o) improves safety and health protection at work,
- p) informs the competent labor inspectorate of any death, accident that has befallen one or more workers, serious injury, occupational disease, any phenomenon or disease affecting more than one worker and any occurrence that could endanger the life or health of workers at work,
- q) informs the competent inspection about the beginning and completion of works on the construction, installation, replacement of equipment, overhaul and reconstruction of facilities.

#### **Article 41**

##### **Obligation to determine working conditions and requirements regarding workers' abilities**

The employer is obliged to determine the working conditions and requirements regarding the health and psychophysical abilities of the workers who will perform these tasks for all tasks in the technical and technological process of work.

An employee may not establish an employment relationship unless it has been previously established that his health condition and psychophysical abilities correspond to the working conditions and requirements of the workplace.

The health condition and psychophysical abilities of the workers referred to in paragraph (2) of this Article shall be determined on the basis of a medical certificate issued by the Department of Occupational Health and Health Protection of Workers of an authorized health institution.

#### **Article 42**

The employer is obliged to examine the working environment, i.e. assess the risks and ensure the protection of the health and safety of workers exposed to physical, chemical and biological hazards at work.

#### **Article 43**

##### **Prohibiting the incurrence of financial obligations for employees**

The protection measures implemented by the employer relating to health and safety at work must not give rise to financial obligations for workers.

#### **Article 44**

##### **Obligation to familiarize with regulations in the field of occupational health and safety**

The employer, i.e. the worker who organizes or manages the work process, must be familiar with the regulations in the field of safety and health protection at work, especially when it comes

to technologies in which there is a risk of injuries at work, occupational diseases and disruptions in the technological process that could endanger the safety and health of workers.

#### **Article 45**

The employer is obliged to:

- a) take the necessary measures for first aid, fire protection measures and measures for the evacuation of workers, adapted to the nature of the activity and the size of the institution, i.e. business,
- b) establish the necessary links with specialized services, in particular with regard to first aid, emergency healthcare, rescue and fire protection.

For the implementation of the provisions referred to in paragraph (1) of this Article, the employer shall designate workers who shall implement first aid, fire protection and evacuation measures.

The number of workers referred to in paragraph (2) of this Article, their training and the equipment they have at their disposal must correspond to the size and/or special hazards in the legal entity or business.

#### **Article 46**

The employer is obliged to:

- a) inform all workers who are or are likely to be exposed to a serious and imminent danger of the risk that exists and of the measures taken or to be taken with regard to protection, as soon as possible,
- b) take measures and issue instructions to enable workers to stop work and/or immediately leave the workplace and move to a safe place in the event of a serious and imminent danger,
- c) does not require workers to continue working in a situation where there is still a serious and imminent danger, except in exceptional cases when there is a serious and immediate danger to the safety of several people and the wider environment.

Workers who leave their workplace and/or hazardous area in the event of serious and imminent danger must not suffer negative consequences within the meaning of labor regulations.

In the event of a serious and imminent danger to their own safety or the safety of other persons, workers who are unable to communicate with their immediate manager shall take appropriate measures in accordance with their knowledge and the technical means at their disposal to avoid the consequences of that danger, provided that these measures must not be manifestly inconsistent with the hazard.

As a result of taking the measures referred to in paragraph (3) of this Article, employees must not bear negative consequences within the meaning of labor regulations.

#### **Article 47** **Informing workers**

The employer is obliged to give workers and/or their representatives appropriate written instructions relating to safety and health risks with protective and preventive measures to be taken to eliminate or reduce these risks.

The instructions referred to in paragraph (1) of this Article must be displayed at the place of work.

Exceptionally, when there is a sudden threat to life and health, the employer may give the instruction referred to in paragraph (1) of this Article orally.

The instructions referred to in paragraph (1) of this Article shall be given to all employees, including employees of other employers who perform work for the employer (Employee Notification).

#### **Article 48**

##### **Danger warning signs**

The employer is obliged to permanently install danger warning signs and general information signs at workplaces, on work equipment and associated installations, in accordance with special regulations.

If the hazard warning signs are not sufficient for effective notification, the employer is obliged to permanently place written instructions on the conditions and manner of use of space, premises, means of work, dangerous substances and equipment.

#### **Article 49**

##### **Informing workers' representatives**

The employer is obliged to report at least twice a year to the Commissioner for Occupational Safety about the risks to safety and health, and the measures that he has taken and will take to improve safety and health protection.

In addition to the regular notification referred to in paragraph (1) of this Article, the employer is obliged to inform and consult with workers' representatives or workers after a fatal, group or serious injury at work, an established case of occupational disease, as well as the findings of the competent labor inspection that determined a deficiency in the application of safety measures at work.

#### **Article 50**

The employer is obliged to ensure that employed women during pregnancy and lactation, employed persons under the age of 18 and employees with reduced working capacity, in addition to training for safe and healthy work, are informed in writing about the assessed risks at the workplace and about the measures that eliminate the risks, in order to increase safety and health protection at work.

#### **Article 51**

##### **Training of workers**

The employer is obliged to train workers for safe and healthy work when establishing an employment relationship, i.e. transferring to other jobs, when introducing new technology or new means of work, as well as when changing the work process that may cause a change in measures for safe and healthy work.

During the training for safe and healthy work, the employer is obliged to inform the worker about all types of risks in the jobs to which he is assigned and about the specific measures taken for safety and protection at work, in accordance with the act on risk assessment.

Training of workers for safe and healthy work must be adapted to the specifics of their workplace.

#### **Article 52**

##### **Prohibition of self-employment**

Workers may not be assigned to workplaces where they will independently perform tasks before acquiring the knowledge referred to in Article 46 of the Law on Occupational Safety of FB&H ("Official Gazette of FB&H", No. 79/20).



An employer with employees of another employer must ensure that these workers are familiar with occupational safety measures and health risks at work.

Training of workers from Article 46. of the Occupational Safety and Health Law must be performed during working hours and must not incur costs for the worker.

### **Article 53**

#### **Verification of competence for safe and healthy work**

Training of workers for safe and healthy work is carried out by the employer in a theoretical and practical way.

Verification of the theoretical and practical competence of workers for safe and healthy work is carried out at the workplace.

Periodic checks of competence for safe and healthy work of a worker working in jobs with increased risk shall be carried out in the manner, within the deadline and according to the procedure determined by the Risk Assessment Act.

### **Article 54**

#### **Theoretical and practical training**

During the training in the field of safety and health at work, the employee is acquainted in particular with:

- a) the technical and technological process and the organization of work as a whole, and in particular with the tasks of their workplace,
- b) hazards that endanger safety and health at work, the use of means of work and equipment and the manner of use of harmful substances,
- c) occupational safety measures and the reasons for which these measures are envisaged and implemented,
- d) the use of appropriate means of work and appropriate equipment and means of personal protection, as well as the proper and intended use of devices and means used at work,
- e) rights and duties in the implementation of regulations and measures of safety at work and the consequences of non-compliance with these regulations and measures,
- f) providing first aid,
- g) organization of safety and health at work,
- h) the use of fire-fighting appliances,
- i) the provisions of this Act.

Training of workers referred to in paragraph (1) of this Article may be carried out by the employer if it has employed persons with an appropriate university degree in the field of occupational safety and health.

If the employer is not able to provide training to workers within the meaning of paragraph (1) of this Article, it shall entrust these tasks to an authorized organization for occupational safety.

## **XI GENERAL RULES AND MEASURES OF SAFETY AT WORK**

### **Article 55**

Safety at work encompasses a system of rules and measures, in particular:

- a) rules and measures in the design and manufacture of means of work,

- b) rules and measures for the use, maintenance, inspection and testing of work equipment,
- c) rules and measures relating to workers, and adaptation of the work process to their gender, age, physical and mental abilities,
- d) ways and procedures of training and informing workers and employers with the aim of achieving an appropriate level of safety at work,
- e) ways and procedures of cooperation with the employer, workers, their representatives and associations, and public authorities responsible for occupational safety,
- f) a ban on putting workers in a disadvantageous position due to activities undertaken for the purpose of occupational safety,
- g) other measures for the prevention of risks at work, with the purpose of eliminating risk factors and their harmful consequences.

### **Article 56**

Safety at work as a systemically organized activity is an integral part of the organization of work and the execution of the work procedure, which the employer achieves by applying all measures of safety at work in accordance with the general principles of prevention.

### **Article 57**

Design, construction and commissioning of facilities, technological processes and workplaces, production, storage, testing, replacement, installation, use and maintenance of work equipment, import and handling of work equipment, hazardous substances and energy, shall be carried out in accordance with the requirements established by the provisions of the Law on Occupational Safety and Health of the Federation of B&H, bylaws, relevant technical regulations and standards, as well as the development of scientific and technical achievements.

### **Article 58**

General rules and measures of safety at work relate in particular to the following requirements: protection against mechanical hazards, protection against electric shocks, prevention of fire and explosion, ensuring mechanical resistance and stability of the building, providing the necessary work surface and working space, securing the paths necessary for the passage, transport and evacuation of workers and other persons, ensuring cleanliness, ensuring the prescribed temperature and humidity of the air and limiting the speed of air flow, provision of prescribed lighting, protection against noise and vibrations, protection from harmful atmospheric and climatic influences, protection against physical, chemical and biological harmful influences, protection from excessive effort, protection from electromagnetic and other radiation, and insurance of premises and devices for personal hygiene.

## **XII GENERAL OCCUPATIONAL SAFETY MEASURES**

### **Article 59**

Depending on the type of work, work and auxiliary rooms must be sufficiently lit by natural or artificial light.

Windows, lighting openings, as well as devices and elements for artificial lighting must be kept in a clean and proper condition.

#### **Article 60**

Work rooms in the winter period must be heated, while the temperature in the working room should be provided that corresponds to the prescribed values depending on the intensity of physical work, humidity and air movement in the work room.

#### **Article 61**

The height of the working rooms should be at least 2.80 m, and the height of the warehouses and auxiliary rooms should be at least 2.60 m.

#### **Article 62**

The floors of the work rooms must be solid, level, suitable for maintenance and must not allow moisture to pass through.  
Natural or artificial ventilation must be provided in the working rooms.

#### **Article 63**

All facilities must have cold and hot water facilities as well as adequate sanitary facilities.

#### **Article 64**

Electrical installations and appliances must be carried out and maintained in accordance with current regulations.

#### **Article 65**

The employer is obliged to entrust the maintenance and repair of electrical installations and devices only skilled workers who are authorized to do so.

#### **Article 66**

The employer is obliged to check the correctness of electrical installations before use, after reconstruction and periodically, in cooperation with a professional and authorized institution once every three years.

#### **Article 67**

In the work premises of the employer, switches must be made for disconnection from the mains voltage with the visible marking "*On*" and "*Off*".  
Distribution cabinets must be made of non-combustible material and must be permanently free and affordable.

#### **Article 68**

Workers are obliged to report any malfunction of electrical devices and installations to the immediate manager and put them out of use until they are trained for proper and safe operation by a professional.

#### **Article 69**

All buildings must be protected from lightning strikes according to current regulations. The employer is obliged to periodically check the correctness of the lightning protection installation within the prescribed deadlines and keep proper records of it, all in cooperation with a professional and authorized institution.

#### **Article 70**

All access roads, passages, as well as internal communication routes must be constantly free, passable, as well as properly marked.

#### **Article 71**

The intensity of noise and vibration in the workplace must be within the permissible limits. On machinery and equipment where the intensity of noise and vibration exceeds the permissible limits, technical measures must be taken to reduce noise and vibration.

#### **Article 72**

Training of workers to provide first aid is carried out as part of the training in the field of occupational safety. By a special decision, the employer shall appoint workers in charge of the implementation of first aid measures, in accordance with Article 36, paragraph (2) of the Law on Occupational Safety of FB&H (Official Gazette of FB&H, No. 79/20).

#### **Article 73**

Work rooms must be equipped with visibly marked lockers in which there is appropriate medical material for providing first aid.

### **XIII SPECIAL MEASURES OF SAFETY AT WORK**

#### **Article 74**

The employer is obliged to provide employees with appropriate, ergonomically designed work equipment, which includes: a desk, a height-adjustable chair with an adjustable screen, and computer monitors with a refresh rate of at least 60 Hz, which are adjustable in height and tilt, a keyboard and a mouse.

#### **Article 75**

The employer is obliged to maintain the correctness of the technical equipment used by employees for work, which is required by Article 10 of the Rulebook on the Manner, Procedure and Deadlines for Performing Periodic Inspections and Tests in the Field of Occupational Safety ("Official Gazette of FB&H", No. 23/21), is not examined as a means of work.

#### **Article 76**

The employer is obliged to maintain the correctness of the air conditioning device he uses, and to carry out regular disinfection, at the intervals prescribed by the manufacturer, or at least once a year if the manufacturer has not prescribed the intervals.

#### **Article 77**

Work areas used by the employer must be well lit by daylight or artificial light. The intensity of light in the work premises should be such that it allows normal work and does not impair the health of employees.

#### **Article 78**

All network and power cables of equipment used by the employer must be placed in such a way that they do not obstruct the passage of employees and other persons, i.e. that they are not located in aisles, under desks or in places where there is a risk of tripping.

#### **Article 79**

In accordance with the Law on Protection and Firefighting ("Official Gazette of FB&H", No. 64/09), all workers, as well as the Employer as a whole, are obliged to maintain evacuation routes, as well as access to hydrant cabinets, passable and tidy, so that they can use them in the event of a fire.

#### **Article 80**

All changes in the level of floor surfaces must be marked with a strip of yellow-black color with a diagonal pattern.

#### **Article 81**

If there is increased slipperiness in the facilities used by workers for any reason, the Employer is obliged to point out the warning "Beware of slipperiness", as well as to immediately take measures to eliminate the new situation.

#### **Article 82**

The employer is obliged to carry out a regular measure of disinfection, rodent control and disinfestation of the space he uses, in accordance with special regulations governing this area. In the work rooms and corridors at the employer's premises, waste disposal bins are placed in suitable places, which are emptied and cleaned daily.

#### **Article 83**

Each worker individually, and the Employer as a whole, is obliged to keep the working environment clean and tidy.

#### **Article 84**

Sanitary facilities and devices in sanitary facilities must be regularly cleaned, washed, disinfected and ventilated.

#### **Article 85**

Workers are obliged to store cleaning products only in their original packaging.

#### **Article 86**

When working with cleaning agents, workers must exclusively follow the instructions on the product packaging.

### **Article 87**

Work with cleaning agents that are corrosive in chemical composition should not be carried out in a closed room. When working with these means, it is necessary to provide ventilation and ventilation.

### **Article 88**

When using hazardous and harmful substances at work, all occupational safety rules must be applied in accordance with other regulations and manufacturer's instructions and ensure that hazardous and harmful substances are labeled in the prescribed manner.  
All hazardous and harmful substances used in the teaching process must be listed.

### **Article 89**

The employer is obliged to implement occupational safety and health care for workers who are or may be exposed to biological hazards.  
When procuring consumables that are categorized as biological agents in regulation, the Employer must require the selected supplier to provide him with written information on the properties of the substances as well as instructions for working with these substances, in order to apply appropriate rules of occupational safety when working with them.

### **Article 90**

The employer is obliged to carry out work procedures and develop and apply work technology in such a way that it does not endanger the safety and health of workers, taking into account the highest possible level of protection against risks at work and in connection with work, all in accordance with the rules of occupational safety and other regulations.  
The employer is obliged to ensure that only workers who have received appropriate instructions are allowed to have access to places where there is a serious and specific danger.

### **Article 91**

The employer is obliged to permanently place safety signs in a visible place at workplaces and dangerous work equipment.  
If safety signs are not sufficient for effective notification of workers, the employer is obliged to place written notices and instructions on the conditions and manner of use of work equipment, hazardous chemicals, biological hazards and sources of physical and other harmfulness at work.

### **Article 92**

The employer is obliged, in accordance with special regulations (Law on Fire Protection and Firefighting ("Official Gazette of FB&H", No. 64/09)), to train workers in the aspect of fire protection, with special reference to the use of fire extinguishers, at least once every two (2) years.

### **Article 93**

The employer is obliged to display instructions for safe work in a visible place.

**Article 94**  
**Work outside the employer's premises**

The employer may prescribe in the employment contract that the employee performs part of the work or part of the working time outside the employer's premises (at the employee's home or in other premises provided by the employee).

**Article 95**  
**Work that takes place outside the employer's premises**

Jobs performed outside the employer's premises must be the same as the jobs that the employee would perform on the employer's premises.

**Article 96**  
**Jobs that cannot be performed outside the employer's premises**

Performing work outside the employer's premises cannot be concluded for those jobs that are dangerous or harmful to the health of the worker and that in any way endanger the working environment.

**Article 97**  
**Safety at work outside the employer's premises**

The employer is obliged to provide the employee with safe conditions for performing work outside the employer's premises in accordance with the identified risks according to the applicable Risk Assessment Act.

**Article 98**  
**Training for safe work outside the employer's premises**

Before concluding an employment contract outside the employer's premises, the employer is obliged to train employees for safe work outside the employer's premises.

**Article 99**  
**Occupational safety measures outside the employer's premises**

The employee is obliged to ensure a safe working environment and comply with all legal regulations and internal rules of the employer relating to safety and health at work for work performed outside the employer's premises.

**XIV SPECIAL SAFETY AND SECURITY**

**Article 100**  
**Protection of groups particularly vulnerable to risks**

The employer is obliged to organize the workplace in such a way as to take into account the presence of groups sensitive to certain risks.

Groups particularly vulnerable to risks, such as pregnant women, pregnant or breastfeeding women, minors, persons with disabilities, as well as workers with a changed working capacity within the meaning of pension and disability insurance regulations, must protect themselves from the dangers that particularly affect them, in accordance with this Law, other regulations, the collective agreement and the general act of the employer.

### **Article 101**

#### **Prohibition of the work of groups particularly sensitive to risks in certain jobs**

It is prohibited to work for pregnant women, postpartum and breastfeeding women in jobs where there is a risk of exposure to hazardous substances, chemical, physical and biological agents, harmful radiation and microclimatic influences, i.e. in jobs with difficult working conditions, as well as especially difficult and dangerous jobs where there is a risk to their physical and mental health.

It is forbidden for minors to work in jobs that may endanger their health and development.

A worker with a changed working capacity must not perform jobs where there is a risk of reducing the remaining working capacity.

## **XV PERIODIC INSPECTIONS AND TESTING IN THE FIELD OF OCCUPATIONAL SAFETY**

### **Article 102**

In accordance with the provisions of the Rulebook on the Manner, Procedure and Deadlines for Performing Periodic Inspections and Tests in the Field of Labor Protection ("Official Gazette of FB&H, No. 23/21) in the field of occupational safety, periodic inspections and tests, periodic inspection and testing are subject to:

- means of work,
- electrical and lightning protection installations,
- personal protective means and equipment,
- physical, chemical and biological hazards and microclimates in working and auxiliary rooms.

### **Article 103**

#### **Means of work subject to periodic inspections and examinations**

The following means of work are subject to periodic inspections and tests within the meaning of the said Rulebook:

- mobile, stable and inclined cranes with an electric and other drive that lifts, transports or lowers the load by means of a steel rope, chain or magnet (bridge, semi-gantry, gantry and column cranes of all types, truck cranes and similar cranes), as well as combinations of cranes used for industrial, construction and other transport,
- Elevators for the transport of workers and cargo, with or without an attendant,
- cableways for the transport of workers and cargo, with associated equipment, plants and facilities, fixed and mobile compressors and compressor stations with an operating pressure of more than 1 bar or a capacity of more than 6 m<sup>3</sup>/min,
- mechanical and hydraulic presses and machines for cutting and processing materials on a mechanized drive,
- all kinds of means of work on a mechanized drive,
- all kinds of tools with electric, hydraulic, pneumatic, steam drive and internal combustion engines.

Means of work listed in Article 10. Rulebook on the Manner, Procedure and Deadlines for Performing Periodic Inspections and Tests in the Field of Labor Protection ("Official Gazette of FB&H, No. 23/21), are not subject to periodic inspections and examinations.



#### **Article 104**

##### **Deadlines for performing periodic inspections and testing of work equipment**

Periodic inspections and tests of work equipment that are put into operation for the first time shall be carried out before putting into operation, and subsequent inspections and tests shall be carried out at least once every three years, unless a special regulation has stipulated other deadlines and if there are no changed conditions referred to in paragraph (2) of this Article.

Notwithstanding paragraph (1) of this Article, periodic inspections and examinations shall be carried out even before the expiry of a period of three years or another period prescribed by special regulations if there are changed conditions due to:

- Construction of the building,
- Replacing and reconstructing existing ones, as well as introduction of new means of work,
- changes in the location of the means of work,
- changes in the technological process of work,
- accident, in which case the periodic examinations and tests are carried out before re-commissioning.

#### **Article 105**

Periodic inspection and testing of electrical installations shall be carried out within the following periods, at least once every three years.

Periodic inspection and testing of lightning protection installations is carried out once every two years.

#### **Article 106**

During the periodic inspection and testing of personal protective means and equipment, the final shelf life of personal protective equipment is determined on the basis of basic technical regulations, manufacturer's instructions and condition of the equipment.

#### **Article 107**

Inspection and testing of physical, chemical and biological hazards and microclimate in working and auxiliary rooms is carried out once every three years. Microclimate testing is carried out in winter and summer. Under the winter period, the period from October to March is determined, and under the summer period, the period from April to September is determined.

#### **Article 108**

All periodic inspections and tests in the field of occupational safety are carried out exclusively by an authorized organization, which has a license from the Federal Ministry of Labor and Social Policy to perform this type of work.

After periodic inspections and tests in the field of occupational safety, the authorized organization prepares and issues a Record of the expert finding and use permit.

## **XVI CONDITIONS FOR THE USE OF WORK EQUIPMENT**

### **Article 109**

Work equipment may be placed on the market, ordered or put into service if the occupational safety and health conditions are met and if this has been confirmed by the manufacturer or importer of imported products. Personal protective means and equipment may be placed on the market, ordered or put into service if they provide reliable protection against occupational hazards and if this has been confirmed by the manufacturer or importer of imported products. Work equipment, which is subject to the obligation of periodic inspections and tests in the field of occupational safety, may be used only if they have a record, i.e. a document proving that the inspected work equipment complies with the regulations adopted on the basis of the law, and which was prepared for that purpose by an authorized organization.

### **Article 110**

Work equipment must be appropriate to the work process to be performed and must be appropriately adapted to that purpose so that it does not endanger the safety and health of workers. The selection of work equipment and materials used is made in accordance with the special conditions and specifics of work in order to eliminate or reduce risks.

### **Article 111**

Manufacturers and importers of work equipment and personal protective equipment are obliged to issue a document proving that they comply with international regulations, technical regulations and prescribed occupational health and safety measures, and provide instructions for use and maintenance in one of the official languages in Bosnia and Herzegovina, i.e. the Federation of Bosnia and Herzegovina.

### **Article 112**

Manufacturers and importers of hazardous substances are obliged to provide instructions for safe use and handling. The instruction contains identification data, data on physical, chemical and biological characteristics, the degree of fire and explosion hazard, health hazards, radioactivity, environmental data, special protective measures, storage and labelling methods, transport and transport, as well as the procedure for the disposal of hazardous substances (safety data sheet). These data are given in one of the official languages in Bosnia and Herzegovina, i.e. the Federation of Bosnia and Herzegovina.

### **Article 113**

The employer may not place on the market or use work equipment or dangerous substances before obtaining the documentation referred to in this chapter.

### **Article 114**

An employer may not provide financial or other compensation to workers in exchange for meeting the requirements of occupational health and safety standards.

## **XVII RECORDS, REPORTING AND NOTIFICATION OF ACCIDENTS AND INJURIES AT WORK AND OCCUPATIONAL DISEASES**

### **Article 115**

#### **Obligation to keep records with the employer**

The employer is obliged to keep the prescribed records of:

- a) workers in high-risk workplaces,
- b) jobs with increased risk,
- c) hazardous materials used at work,
- d) testing the knowledge of workers in the field of occupational safety and health,
- e) inspections and tests of the working environment and work equipment,
- f) occupational injuries, occupational diseases, deaths and their causes,
- g) medical examinations of the worker.

The employer shall submit to the competent labor inspectorate an annual report on the cases referred to in paragraph (1) (f) of this Article.

### **Article 116**

#### **Submission of reports on injuries at work and occupational diseases**

The employer is obliged to submit a report on an injury at work that occurs and an occupational disease that occurs at the workplace to the worker who suffered the injury, i.e. in whom the disease occurred, to the competent health insurance institution with which the employee is insured, to the authorized health institution that performs specific health care/occupational medicine services at the employer, as well as to the competent labor inspection, within seven days from the date of the injury, i.e. the occurrence of the disease.

The report referred to in paragraph (1) of this Article shall be submitted on a form whose content and manner of submission shall be prescribed by the Federal Minister of Labor and Social Policy in cooperation with the Federal Minister of Health.

### **Article 117**

#### **Obligation to notify the labor inspectorate**

The employer is obliged to immediately notify the competent labor inspectorate of any death, serious injury at work, occupational disease and any phenomenon that could endanger the life or health of workers at work.

For each injury at work, the employer is obliged to invite the immediate manager of the injured employee and the Commissioner for Occupational Safety and Health.

## **XVIII FINAL PROVISIONS**

### **Article 118**

This act shall enter into force on the day of its adoption by the Board of Trustees.

### **Article 119**

This act shall be updated after amendments to the company's risk assessment act, and all amendments shall be made in the manner of and according to the procedure for its adoption.

### **Article 120**

Upon the entry into force of this act, all previous acts on occupational safety adopted by the employer shall cease to be valid.

Date: March 11, 2025  
Number: IUS-UO 08-4/25

**PRESIDENT OF THE BOARD OF DIRECTORS**

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**Prof. Dr. Sevgi KURTULMUŞ**

## ANNEX I: PROTECTIVE EQUIPMENT, MEDICAL EXAMINATIONS, INSTRUCTIONS FOR SAFE WORK

No.	Job title	Medical examinations – identified risks according to the Rulebook	Periodicity (months)	Training workers to work in a safe manner	Increased risk	Protective equipment	Isolated hazards	Can't do jobs	Instructions for safe operation	Shortening of working hours	Early Retirement
1.	Boiler Plant Operator (Boiler Maintenance Technician)	52.	24 months	After entering into an employment relationship	NO	Protective clothing - General requirements - Work suit <b>BAS EN ISO 13688:2014</b> Protective gloves for mechanical risks <b>BAS EN 388+A1:2019</b> Personal Protective equipment - Safety shoes. <b>BAS EN ISO 20345:2012</b>	-	-	Safe work with means of work on a mechanized drive.	NO	NO
2.	Master Locksmith	2.  52.	24 months, for those over 50 years 12 months ----- 24 months	After entering into an employment relationship	NO	Protective clothing - General requirements - Work suit <b>BAS EN ISO 13688:2014</b> Protective gloves for mechanical risks <b>BAS EN 388+A1:2019</b> Personal Protective equipment - Safety shoes. <b>BAS EN ISO 20345:2012</b>	Working at height	-	Safe work with means of work on a mechanized drive.	NO	NO
3.	Electrician	2.  52.	24 months, for those over 50 years 12 months ----- 24 months	After entering into an employment relationship	NO	Protective clothing - General requirements - Work suit <b>BAS EN ISO 13688:2014</b> Protective gloves for mechanical risks <b>BAS EN 388+A1:2019</b> Personal Protective equipment - Safety shoes. <b>BAS EN ISO 20345:2012</b>	Work with sources of electric current. Work at height.	-	Safe work with means of work on a mechanized drive.	NO	NO

4.	Security Officer	56.	12 months	When entering into an employment relationship	NO	Protective clothing - General requirements - Work suit <b>BAS EN ISO 13688:2014</b> Personal Protective equipment - Safety shoes. <b>BAS EN ISO 20345:2012</b>	-	-	-	NO	NO
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Below is a table with jobs that require personal safety means and equipment, and which are not defined as medium-risk or high-risk jobs, for which the employer is in accordance with Article 29 of the Law on Occupational Safety of FB&H (*Official Gazette of the Federation of B&H, No. 79/20*) is obliged to provide the means and equipment of personal protection:

Ordinal number	Job title	Protective equipment
1.	Laboratory Technician	White coat or suit/costume or combination of trousers and blouses with white shirt <b>BAS EN ISO 13688:2014</b> Personal protective equipment - Work shoes - Klomp <b>BAS EN ISO 20347:2013</b> Protective gloves for hazardous chemicals and microorganisms <b>BAS EN ISO 374-1 -5:2018</b> Disposable Polyethylene Protective Gloves <b>BAS EN 420+A1:2011</b> Disposable protective masks – FFP2 <b>BAS ISO 45001:2019</b> Personal eye protective equipment - <b>BAS ISO 166:2003</b> Disposable protective cap – polyethylene <b>BAS EN ISO 10993-1:2010</b>
3.	Hygienist	Protective clothing - coat, protective scarf, apron <b>BAS EN ISO 13688:2014</b> Protective clothing against liquid chemicals <b>BAS EN 13034+A1:2010</b> Protective gloves resistant to solvents when washing sanitary ware <b>BAS EN 420+A1:2011</b>
4.	Hostess / Cleaner / Coffee Server	Protective clothing - coat, protective scarf, apron <b>BAS EN ISO 13688:2014</b> Protective clothing against liquid chemicals <b>BAS EN 13034+A1:2010</b> Protective gloves resistant to solvents when washing sanitary ware <b>BAS EN 420+A1:2011</b>
4.	Driver of a passenger vehicle	Protective clothing - General requirements - Work suit for winter and summer <b>BAS EN ISO 13688:2014</b> Personal protective equipment - Safety footwear. <b>BAS EN ISO 20345:2012</b>
5.	Security Officer	Protective clothing - General requirements - Work suit for winter and summer <b>BAS EN ISO 13688:2014</b> Personal protective equipment - Safety footwear. <b>BAS EN ISO 20345:2012</b>

## **ANNEX II: LIST OF JOBS WITH INCREASED RISK**

No jobs with increased risk have been identified with the employer.

## **ANNEX III: LIST OF WORKPLACES WHERE THE MEASURE OF REDUCTION OF WORKING HOURS IS APPLIED**

The employer does not apply the measure of reducing working hours.

## **ANNEX IV: MEDICAL EXAMINATIONS**

The following jobs with the employer require the referral of the employee for periodic medical examinations.

<b>Ordinal number:</b>	<b>Job title</b>	<b>Medical examinations – identified risks according to the Rulebook</b>	<b>Periodicity(months)</b>
1.	Boiler Plant Operator (Boiler Maintenance Technician)	52.	24 months
2.	Master Locksmith	2. 52.	24 months, for those over 50 years 12 months ----- 24 months
3.	Electrician	2. 51. 52.	24 months, for those over 50 years 12 months ----- 24 months ----- 24 months
4.	Security Officer	56.	12 months

## ANNEX IV: DEADLINES FOR PERIODIC REVIEWS AND EXAMINATIONS

<b>Ordinal number</b>	<b>Examination and examination</b>	<b>Periodicity</b>
<b>1.</b>	Inspection of means of work and equipment	3 years
<b>2.</b>	Microclimate and Hazard Testing in Work and Utility Rooms	3 years, summer and winter
<b>3.</b>	Overview of personal protective means and equipment	3 years, or according to the manufacturer's instructions or standard
<b>4.</b>	Testing of electrical installations	3 years
<b>5.</b>	Testing of lightning protection installations	2 years
<b>6.</b>	Safety valve testing	1 year
<b>7.</b>	Pressure vessel testing	3 years