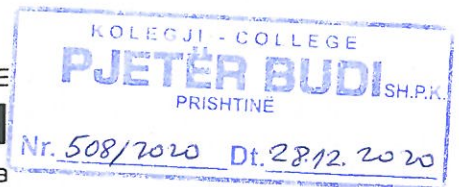




KOLEGJI - COLLEGE  
**PJETËR BUDI**  
Prishtinë - Prishtina



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## "PJETËR BUDI" COLLEGE - PRISTINA

### REGULATIONS ON SAFETY AT WORK, EMPLOYEES HEALTH PROTECTION AND WORK ENVIRONMENT

Prishtina, 2020



Pursuant to Article 17 of the Statute of the College "Pjetër Budi", the Board of the College "Pjetër Budi", on the date 28.12.2020, approved the following:

## **REGULATIONS ON SAFETY AT WORK, EMPLOYEES HEALTH PROTECTION AND WORK ENVIRONMENT**

### **I. General provisions**

#### **Article 1**

This Regulation defines safety at work, protection of the health of employees and the working environment at the College "Pjetër Budi", Prishtina, (hereinafter: the College "Pjetër Budi").

#### **Article 2**

Certainly, protection of the health of the employees and the working environment prevent injuries at work, occupational diseases in the workplace and protect the working environment of the employees of the "Pjetër Budi" College.

#### **Article 3**

3.1. The right for safety at work, protection of the health of employees and the working environment enjoy:

- 3.1.1. employees who have established employment relationships;
- 3.1.2. persons who are conducting professional practice;
- 3.1.3. students who perform internships.

### **II. Obligations and responsibilities of the employer**

#### **Article 4**

- 4.1. "Pjetër Budi" College through its mechanisms is obliged to create conditions for safety at work, protection of the health of employees and the working environment for all its employees.
- 4.2. "Pjetër Budi" College is obliged to cover all expenses in cases of healing of injured at work and occupational diseases.
- 4.3. "Pjetër Budi" College organizes and undertakes necessary measures for safety, protection of employees' health and working environment, preventing risks at work, by providing information and training for the implementation of these measures.



#### **Article 5**

"Pjetër Budi" College with a special decision will make a detailed risk assessment for each job, taking into account the specific working conditions.

#### **Article 6**

- 6.1. Pjetër Budi College will equip employees with personal protective equipment, which is intended for protection against exposure to injuries and risks at work.
- 6.2. Expenses for the purchase and replacement of personal protective equipment, at certain intervals, are provided by the College "Pjetër Budi".

#### **Article 7**

- 7.1. "Pjetër Budi" College is obliged to have the basic means for providing first aid and in case of injuries and unexpected diseases, to provide the employees with:
  - 7.1.1. providing first aid;
  - 7.1.2. ensure the evacuation of the injured;
  - 7.1.3. providing emergency assistance;
  - 7.1.4. medical care;
  - 7.1.5. fire protection;
  - 7.1.6. training of a certain number of employees to provide first aid, rescue and evacuation of employees in case of potential danger.

#### **Article 8**

- 8.1. Pjetër Budi College, at the moment of establishing the employment relationship, informs the employee about the risks of the work that may be exposed to him and the measures for protection at work.
- 8.2. Pjetër Budi College will immediately inform the competent body about all cases of accidents at work, cases of deaths at work and all phenomena which endanger the life and health of employees at work and related to work.
- 8.3. "Pjetër Budi" College is liable to the employee for the damage caused in the case of injury at work and occupational disease related to work, according to the principle of objective responsibility of the law of obligations.

### **III. Employee rights and responsibilities**

#### **Article 9**

- 9.1. Employees of "Pjetër Budi" College have the right and obligation for safety at work, protection of health and work environment.
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- 9.2. The employee is obliged to adhere to the necessary measures for safety at work, protection of the health of employees and the working environment as well as to take care of the safety and health of himself and other persons affected by his actions at work.
- 9.3. Employees have the right to choose their representative for occupational safety, health of employees and working environment, which will oversee the implementation of measures taken by the employer and shall cooperate with the labor inspectorate.

#### **Article 10**

- 10.1. The employee must immediately notify his employer of any deficiencies, risks, health or other occurrences which could endanger his or her safety or that of other workers.
- 10.2. The employee has the right to refuse the job, if he has reason to believe that there is a direct risk to his life and health. If the employer considers that the refusal to work is unfounded, then he should immediately notify the labor inspector.
- 10.3. The employee has the right to suggest the improvement of the protection and health situation in the workplace.

### **IV. Protection of women and people with disabilities**

#### **Article 11**

Employees - pregnant women and people with disabilities for work, can not be placed in particularly heavy work, work longer than working hours and night work.

### **V. toilets**

#### **Article 12**

The employer must make available to staff and students a sufficient number of toilets and maintain them adequately.

### **VI. Air pollution**

#### **Article 13**

- 13.1. Smoking is prohibited indoors, where more than one employee works.
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13.2. The employer is obliged to designate the areas where smoking is allowed and to provide those places with fire-fighting equipment, in accordance with the emergency plan.

#### **Article 14**

The employer is obliged to provide sufficient quantities of drinking water for employees and students.

#### **Article 15**

Adequate lighting, natural or artificial, and protection from excessive lighting must be provided at each workplace.

### **VII. Dangers of electricity**

#### **Article 16**

16.1. All electrical appliances must have a ticket on which their characteristics are marked with the CE symbol. Power installations must be done in accordance with European standards - EN.

16.2. "Pjetër Budi" College undertakes all measures for safety in the workplace, protection of the health of employees and the working environment from electricity.

### **VIII. Fire**

#### **Article 17**

17.1. The workplace must be equipped with appropriate fire-fighting equipment, in accordance with the emergency plan.

17.2. Employees should be trained by the employer, in the proper use of funds in accordance with the emergency plan and in emergency cases to act according to the evacuation plan.

17.3. In case of emergency, emergency exits must be clearly marked and must have emergency repair.

17.4. The road to the emergency exit must be free of obstacles, and the emergency exit doors must not be locked.

### **IX. Documentation and notes**

#### **Article 18**

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- 18.1. "Pjetër Budi" College must maintain technical certificates which specify the application of rules of safety at work, employee health and work environment.
- 18.2. "Pjetër Budi" College must keep records of training programs for workers to perform work safely, accidents at work, cases of serious injuries, deaths at work, cases of occupational diseases

#### **Article 19**

This regulation enters into force on the day of approval by the Board of College "Pjetër Budi" - Prishtina .

**President of the Board**  
**Besim Ajeti**

