



KAZAKHTELECOM JSC

**RULES FOR TRAINING, COACHING AND KNOWLEDGE TESTS OF
KAZAKHTELECOM JSC EMPLOYEES ON OCCUPATIONAL SAFETY
AND HEALTH ISSUES**

ST JSC 80429 1/009-2018

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1 Area of application

1.1 These "Rules for training, coaching and knowledge tests of Kazakhtelecom JSC employees on occupational safety and health issues" - (hereinafter - the Rules) are developed in accordance with Article 182 of the Labor Code of the Republic of Kazakhstan and based on the "Rules for training, coaching and knowledge tests of employees on occupational safety and health issues", approved by the authorized body of the RK, providing for mandatory training (hereinafter - the OSH) and knowledge tests of all employees of Kazakhtelecom JSC (hereinafter - the Company).

1.2 These Regulations establish a uniform procedure for training, instructing and testing the Company's employees' knowledge of OSH issues and are aimed at providing compliance with laws and other regulations on OSH.

At the same time, regulatory legal acts on OSH include: the system of occupational safety standards (OSHSS), sanitary rules, norms and hygienic standards, construction norms and rules, rules of device and safe operation of equipment, rules and instructions on OSH, organizational and methodological documents (regulations, guidelines, recommendations) used in the production activities and developed in accordance with the requirements of current legislation.

1.3 These Regulations are a guiding and methodological document for training and testing knowledge of the Company's employees on OSH issues.

1.4 These Rules do not supersede the requirements established by the Rules for training and testing the knowledge of the personnel operating the facilities controlled by the state supervision bodies.

2 General regulations

2.1 Persons hired are required to undergo a mandatory pre-employment training followed by an OSH knowledge test. Employees who have not undergone OSH training, briefing and knowledge test shall not be allowed to work.

2.2 Training, briefing, knowledge tests of employees in OSH shall be conducted by the employer at its own expense in accordance with the Labor Code of the Republic of Kazakhstan.

2.3 Training and knowledge tests in accordance with the procedure established by these Rules shall be subject to:

- employees of the Central Administration Office of Kazakhtelecom JSC (CO), the Company's branches;
- heads of the Company's branches, structural divisions, employees responsible for providing OSH, specialists related to organization, management and conducting works directly at workplaces and production sites, supervising and technical control over the works (hereinafter - senior employees of the Company's branch);
- all employees of the Company's branches performing work with additional (increased) OSH requirements related to maintenance of high-hazard facilities (plants, equipment), as well as facilities controlled by the state supervision authorities.

A list of positions and employees required to take periodic OSH examinations is provided in Annex A to this Regulation.

2.4 Responsibility for the organisation of timely and quality training and knowledge tests on OSH (for the Company as a whole) is assigned to the Chief Technical Director, for the branch - to the First Head, in structural subdivisions, shops, areas, departments, laboratories, etc. - to the Head of the relevant subdivision of the Company's branch.

2.5 Timeliness of training of employees of the branch in safe work practices is controlled by the branch safety and health service (hereinafter - OSH Service) (in the absence of OSH Service, the employee appointed by the order of the branch as responsible for OSH issues). In the whole Company, OSH issues are supervised by the OSH Service

2.6 Training and briefing in safe work practices are conducted during working hours.

3 Regulatory references

The following regulatory reference documents have been used in the development of this Regulation:

Labor Code of the Republic of Kazakhstan.

Rules and terms for training, coaching and knowledge tests on occupational safety and health protection of employees, approved by the authorised state body of the Republic of Kazakhstan.

Safety rules for the operation of electrical installations of consumers of the Republic of Kazakhstan, approved by the authorised state body of the Republic of Kazakhstan.

4 Terms and definitions

4.1 **Occupational safety:** The state of employees' protection provided by a set of measures that exclude the impact of harmful and/or hazardous production factors on employees in the course of their work activities.

4.2 **Safe working conditions:** working conditions in which the levels of exposure of employees to production factors do not exceed the established standards.

4.3 **Safety standards:** Qualitative and quantitative indicators that characterise production conditions, production and labor processes in terms of providing organisational, technical, sanitary and hygienic, biological and other norms, rules, procedures and criteria aimed at preserving life and health of employees during their work activities.

4.4 **Occupational Safety and Health:** System for providing the safety of life and health of employees during work activities, including legal, socio-economic, organizational and technical, sanitary and epidemiological, therapeutic and preventive, rehabilitation and other measures and means.

4.5 **Responsible employees:** Persons responsible for providing occupational safety and health of organisations conducting production activities.

4.6 **Employer:** Natural or legal person with whom the employee has an employment relationship.

4.7 **Employee:** A natural person who has an employment relationship with the employer and directly performs work under a agreement of employment.

4.8 **Technical safety and health inspector:** Employees' representative who conducts internal safety and health controls.

4.9 **Training centre:** An organisation that provides theoretical training on occupational safety and health legislation to heads and Responsible employees.

5 Designations and abbreviations

The following abbreviations are used in these Regulations:

OSH - Occupational Safety and Health;

OSHSS - Occupational Safety and Health Standard System;

OSHS - Occupational Safety and Health Service;

RK - Republic of Kazakhstan;

CO - Central Office.

6 Procedure for training and testing the safety and health knowledge of the Company's employees

Newly recruited employees are given induction training and shall be familiarised by the Safety and health Executive (if there is no Safety and health Executive, by the employee designated as responsible for safety and health):

- with the OSH conditions, analysis of occupational injuries and occupational diseases in the Company, in the area entrusted to him/her;
- with legislative and other regulatory legal acts on OSH, Collective Agreement of the Company;
- with his/her duties to provide OSH in the Company and at the workplace;
- with the procedure and state of regulation of employees with personal and collective protective equipment against impact of hazardous and harmful production factors.

Within a period of at least one month from the date of employment, newly hired employees shall undergo an initial safety and health knowledge test conducted by an appropriate examination board in accordance with Annex B to these Rules.

Training and testing of employees' knowledge on working professions shall be conducted at least once a year.

Training of employees in working professions shall be completed with a knowledge test (examination) in occupational safety and health.

Control over the timely completion of training and knowledge tests of the responsible employees in the Company's branches is conducted by the head.

6.1 Training and knowledge test on occupational safety and health for heads and persons responsible for occupational safety and health

6.1.1 Training and knowledge tests of heads and persons responsible for providing OSH in the Company is conducted on the basis of the Labor Code of RK and the Rules and terms of training, coaching and knowledge tests of employees in OSH, approved by the authorised state body of RK.

6.1.2 Training in OSH for heads, employees of the Company, responsible for providing OSH is conducted in organizations providing advanced training in accordance with the procedure established by the authorized labor body, according to the list approved by the act of the employer.

6.1.3 Responsible employees for providing occupational safety and health shall undergo a knowledge test on occupational safety and health no later than one month from the date of the employment agreement.

6.1.4 Supervisory personnel who have not passed the knowledge test (demonstrated unsatisfactory knowledge) in OSH shall remain in their positions until the knowledge test is repeated. Repeated knowledge test shall be conducted not earlier than three months from the date of the first test.

6.1.5 In case of repeated (secondary) assessment of unsatisfactory knowledge in OSH, heads shall be suspended from work in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

6.2 Procedure for training and testing occupational safety and health knowledge of employees who are not subject to training by specialised organisations

6.2.1 Heads of structural subdivisions, specialists and employees of the CO and head offices of the branches who do not directly service electrical installations, mechanisms and other equipment and who work on computer equipment shall be trained and tested for knowledge of OSH once in three years, with execution of the knowledge test report.

6.2.2 The list of persons by positions, who pass the knowledge test, is approved by the First Head of the branch of the Company, in CO - the head of the unit.

6.2.3 The protocol of knowledge test shall be maintained by the heads of structural subdivisions of the Company in accordance with Annex C to these Regulations.

6.3 Procedure for training and testing occupational safety and health knowledge of employees of the Company's branches

6.3.1 The following types of OSH knowledge tests are established for employees of the Company's structural subdivisions: primary, periodic (repeated), additional:

- a) an initial test shall be conducted on commencement of employment (prior to the commencement of duties) after specific training, at least one month from the date of employment.
- b) periodic tests shall be conducted at the times specified in Annex A to this Regulation.
- c) Additional OSH knowledge tests shall be conducted by heads and responsible employees in the following cases:
 - when new occupational safety and health regulations are introduced, amended or supplemented;

- when new equipment is put into operation or new technological processes are introduced at the employer's discretion;
- when the responsible person is transferred to another place of work or is appointed to another position requiring additional knowledge of occupational safety and health at the discretion of the employer
- by decision of the accident investigation commission in the event of accidents - group, fatal or severe (disabling), as well as in the event of an accident, explosion, fire or poisoning;
- in the event of a break in work of more than one year.

6.3.2 Courses, seminars, lectures and consultations are organized in the CO, branches of the Company in accordance with the work plans and programmes to improve the knowledge of employees on OSH in the period between examinations.

6.3.3 Programs of courses, seminars, lectures, consultations are developed by heads of structural subdivisions taking into account the requirements of relevant rules, norms and instructions on OSH, production instructions and other technical documentation. The programs shall be agreed with OSHS management of the branch and approved by the First Head of the branch of the Company.

6.3.4 The heads of organisational units and employees of the Company's branches are tested on their knowledge of OSH issues by standing examination commissions.

6.3.5 The examination committee of the structural subdivisions of the Company's branch shall test the knowledge of the employees of the structural subdivisions of the Company in the field of OSH. The composition of examination commissions shall be approved by the First Head of the branch of the Company, its number shall not be less than 3 persons.

6.3.6 Preparation of examinations and subsequent control over the organisation of the examination shall be the responsibility of the First Head of the branch of the Company, while in the structural units - of the heads. In their absence, the persons appointed by the order of the First Head of the branch of the Company. Examinations shall be held in accordance with the schedule approved by the order of the First Head of the branch of the Company, which shall be sent to all members of examination commissions one month before the start of examinations. The date and place of the examinations shall be notified to the examinee at least 30 days prior to the start of the examinations.

6.3.7 Examination commissions shall be chaired by:

- in the branches of the Company - the Technical Head determined by the branch regulation;

- in the structural subdivisions of the Company's branches - the head of the structural subdivision.

The examination commissions of the branches, are formed from specialists in the areas relevant to the profile and specialisation of the examinees. In addition, the commissions include employees of OSHS, chief and leading specialists (mechanics, power engineers), representatives of trade unions, Technical safety and health inspector. The final composition, procedure and form of work of examination commissions is determined by the First Head of the branch of the Company.

6.3.8 Heads and persons responsible for providing OSH, who are included into examination commissions, may take part in their work only after passing examinations in the commissions of the territorial authorized state body for labor.

6.3.9 Chief and leading specialists in the field of energy and employees responsible for the proper maintenance of electrical facilities in the Company's branches shall pass an examination in a specialised organisation holding a state license in order to obtain or confirm the electrical safety clearance group.

6.3.10 Testing of knowledge on OSH is conducted in accordance with the regulations governing safe work practices, compliance with which is the duty of the employees being tested.

6.3.11 When testing the knowledge of the Company's employees on OSH, the standard list of questions given in Annex D to these Regulations shall be followed.

6.3.12 Examination tickets and (or) tests shall be developed taking into account local conditions, specifics of production, qualification requirements for heads and employees and shall be approved by the employer.

6.3.13 If the period of interruption in work for the given type of work, position or profession is three or more years, and in case of hazardous work more than one year, an employee of the branch shall undergo safety and health protection training prior to starting independent work.

6.3.14 The results of the knowledge test shall be documented in a protocol to be signed by the chairman and members of the examination board in accordance with Annex E to these Regulations.

6.3.15 Records of knowledge tests shall be kept in the OSHS department for at least 5 years.

6.3.16 Employees operating electrical devices and equipment who have passed the OSH knowledge test shall be assigned an electrical safety group and issued certificates in accordance with Annex F to these Regulations, which shall be signed by the chairman and members of the examination commission and certified by the stamp of the issuing authority.

6.3.17 An employee operating electrical devices and equipment shall be assigned an electrical safety group in accordance with the requirements of the Safety Regulations for Operation of Electrical Installations of Consumers of the Republic of Kazakhstan, approved by the authorized state body of the Republic of Kazakhstan.

6.3.18 Kazakhtelecom JSC's certificates of proficiency in the OSH examinations are valid in all branches of the Company.

The possession of the certificate does not exempt the branch office employee from spot-checking the matters set forth in Annex D to this Regulation.

6.3.19 If an employee of the Company receives an unsatisfactory mark at the examination, a repeat knowledge test of OSH shall be scheduled within a period not exceeding one month from the date of the last examination. Until the second test of knowledge in OSH, an employee is not allowed to work independently.

6.3.20 If an employee repeatedly (repeatedly) receives an unsatisfactory grade at the OSH examination, the employee shall be suspended from work in accordance with the procedure established by the legislation of the Republic of Kazakhstan, materials shall be submitted to the Attestation Commission of the Company branch to resolve the issue of his/her compliance with the position held.

6.3.21 Disputes related to the decision of the examination commission shall be considered in accordance with the procedure established by the applicable laws of the Republic of Kazakhstan.

6.3.22 If personal computer-based control and training software is used for the OSH knowledge tests of employees of the Company's branches, the developed software shall enable its use in the training and knowledge tests mode. At the same time the auditees shall be provided with an opportunity to get acquainted with test questions and tasks in advance (not later than 30 days prior to the start of the employees' OSH knowledge test).

7 Special training and knowledge tests for employees in branches with higher occupational safety requirements

7.1 Employees shall undergo additional special training in order to perform jobs with additional (enhanced) safety requirements.

7.2 The list of jobs and professions for which additional special training is provided, as well as the procedure, form, frequency and duration of training shall be determined, based on the nature of the profession, type of work, specifics of production and working conditions, by branch heads in consultation with employee

representatives (trade union committee). These lists shall be approved in accordance with the established procedure by the First Head of the Company's branch.

7.3 Training shall be conducted in accordance with the programmes developed and approved by the employer in agreement with employee representatives (trade union committee) and the OSHS.

7.4 After training, the examination committee shall test the theoretical knowledge and practical skills of employees, the results of which shall be documented in the protocol given in Annex E, in case of initial knowledge test - recorded in the checklist in accordance with Annex G to these Regulations.

7.5 The employee who has successfully passed the knowledge test shall be issued a certificate in the prescribed form in accordance with Annex F to these Rules, with the right to work independently.

7.6 Employees, whose activity is related to execution of works or maintenance of objects (installations, equipment) of increased hazard, as well as objects controlled by the state supervision bodies (boiler supervision, Energonadzor, etc.) shall pass periodic test of knowledge on safety and health protection in the established terms in accordance with Annex A to these Rules.

7.7 The list of professions for which knowledge tests is required, as well as the composition of the examination committee shall be approved by the branch's employer in consultation with the employees' representatives (trade union committee).

7.8 The fact of the examination of employees' knowledge in occupational safety and health shall be documented by the protocol given in Annex E to these Regulations.

7.9 If an employee receives an unsatisfactory grade at the examination, a repeat examination shall be scheduled within a period not exceeding one month. No employee shall be allowed to work independently until the second examination.

7.10 Prior to the regular knowledge test, employees working in hazardous operations shall undergo training. In addition the employer organises classes, lectures, seminars, consultations on occupational safety and health issues in the Company's branches.

8 Safety and health training in branch training/retraining and second profession training

8.1 Training on OSH issues during training/retraining of employees, obtaining a second profession, advanced training directly in the branches is organised

by employees of the HR Department with the involvement of necessary specialists of departments and Services of the Company's branch.

8.2 Occupational safety and health training programmes shall include theoretical and on-the-job training.

Theoretical training is provided within the framework of a special subject "Occupational Safety and Health" or a relevant section in the speciality in the volume of not less than 10 hours.

The subject "Occupational Safety and Health" shall be included in the curriculum when training employees in professions with additional (increased) requirements for occupational safety, as well as related to the maintenance of facilities controlled by state supervisory authorities, in the amount of not less than 20 hours - when training is organised directly at the workplace.

8.3 The issues of OSH shall be included by the heads of structural units in other training disciplines related to technology, equipment design, etc.

8.4 On-the-job training in safe working methods and techniques for employees of the Company's branches shall be conducted at sites, workshops, testing grounds, workplaces, specially created training classes in branches and divisions, under the guidance of a teacher, mentor (instructor) of on-the-job training or a highly qualified specialist.

In the absence of the necessary training facilities, training may exceptionally be conducted at existing workplaces of the structural units of the Company's branch.

8.5 OSH training for occupations with additional (advanced) OSH requirements culminates in an examination.

9 Procedures for safety and health briefings

By nature and timing, briefings are subdivided into

- induction;
- initial on the job;
- repetitive;
- unscheduled;
- targeted.

Initial workplace briefing, repeated, unscheduled and targeted briefings shall be conducted directly by work heads.

Employees who fail to pass the test are not permitted to work independently or undertake practical training and shall undergo the briefing again.

The fact of initial briefing at the workplace, repeated and unscheduled briefing as well as a record of admission to work shall be recorded in the register of workplace briefing in accordance with Annex C and in the Checklist in accordance with Annex G to these Rules, with the mandatory signature of the specialist who conducted the briefing and the employee who underwent the briefing.

When recording unscheduled briefing, the reason for conducting the briefing shall be indicated.

A record about targeted briefing of employees admitted to work in accordance with an admission warrant shall be made in the admission warrant and in the register of occupational safety and health briefing at the workplace.

Safety briefing logs shall be numbered, laced and stamped and signed by a person responsible for keeping and storing them.

9.1 Induction training

9.1.1 Induction training on OSH shall be conducted with all new hires regardless of their education, length of service, temporary employees, pupils and students arriving for on-the-job training or practice.

9.1.2 Induction training in the Company shall be conducted by the OSHS department or a person who has been appointed to perform such duties by an order of the organisation.

The induction training shall be recorded in the induction training register in the form of Annex K to these Regulations and shall be signed by the person being instructed and the person being instructed.

9.1.3 Induction training shall be conducted in the OSH room or a specially equipped room with the use of technical training aids and visual aids (posters, models, diagrams, videos, etc.).

9.1.4 For the induction training, the OSHS shall develop a program of induction training in accordance with the list of key issues set forth in Annex J to these Regulations, rules, regulations and instructions on safety and health, as well as the specifics of production. The induction briefing programme shall be approved by the employer. The duration of the briefing shall be determined by the programme.

9.1.5 The fact of the induction briefing shall be recorded in the induction briefing log in Annex K and a checklist in accordance with Annex G to these Regulations, with mandatory signatures of the specialist who conducted the briefing and the employee being briefed.

Employee checklists are kept in the human resources department of the branch together with their personal cards and the heads of departments and business units in

their personnel files. After an employee is dismissed, his/her checklist is handed over to the archive.

9.2 Initial workplace briefing

9.2.1 An initial induction at the workplace prior to the commencement of work activities shall be conducted:

- all employees newly hired in a branch or division, transferred from one organisational unit to another;
- with employees performing work that is new to them, seconded employees, temporarily hired employees;
- with construction employees conducting construction and installation work on the territory of the Company's branch;
- with students and trainees arriving for on-the-job training or practice before performing new types of work.

9.2.2 The primary briefing is the responsibility of the direct head.

9.2.3 The primary workplace briefing shall be conducted in accordance with the programs developed and approved by the heads of structural subdivisions of the branch for certain professions or types of work with due regard to the requirements of relevant rules, regulations and instructions on labor protection, production instructions and other methodological and technical documentation.

9.2.4 The programmes shall be approved by the OSHS (safety and health engineer) and the trade union committee of the branch.

9.2.5 An indicative list of the main issues of the primary workplace briefing is given in Annex L to these Regulations.

9.2.6 The initial briefing at the workplace shall be conducted individually with each employee and accompanied by a practical demonstration of safe working techniques and methods.

9.2.7 The initial briefing may be arranged for a group of employees operating the same type of equipment at the workplace which is common for them.

9.2.8 The employees of complex teams shall be briefed on all types of work they perform.

9.2.9 The initial briefing at the workplace is completed by verifying knowledge of safe working practices through verbal questioning or by technical means, as well as by testing the practical skills acquired. The employee who has conducted the briefing shall supervise.

9.2.10 The results of the initial briefing shall be recorded in the workplace briefing log in accordance with Annex C to this Regulation.

9.2.11 All employees, including graduates of educational institutions, after the initial briefing at the workplace shall during the first 2-14 shifts (depending on the

nature of work, qualifications of the employee) undergo training in safe methods and techniques at the workplace under the supervision of persons appointed by the order (instruction) at the branch (structural unit, workshop, area, etc.).

Apprentices and trainees are supervised by qualified professionals for the duration of the traineeship.

9.2.12 Upon completion of the apprenticeship, employees shall be allowed to work independently after having tested their theoretical knowledge of safe working methods and techniques as well as their practical working skills.

The authorisation shall be recorded on the Control Sheet in accordance with Annex G to this Regulation.

9.2.13 The head of the unit is responsible for allowing the student to work independently and to record this on the checklist (see Annex G).

9.3 Refresher training

9.3.1 Repeated briefing, at least once a quarter, shall be conducted by all employees of the Company's branch.

9.3.2 Repeated briefing shall be conducted individually or with a group of employees operating the same type of equipment and within a common workplace to the full extent of the initial briefing program at the workplace.

9.3.3 Repeated briefing shall be conducted in accordance with Clause 9.2.9 of these Regulations, with registration in the workplace briefing logbook, in accordance with Annex C to these Regulations.

9.4 Off-schedule briefing

9.4.1 An unscheduled briefing shall be conducted:

- when new or revised safety and health standards, rules, instructions and amendments to them are introduced;
- when changing the technological process, replacing or upgrading equipment, fixtures and tools, raw materials, materials and other factors that affect occupational safety;
- if employees violate labor safety requirements which may cause or have caused injury, accident, explosion or fire or poisoning;
- at the request of supervisory bodies;
- for works with additional (increased) labor safety requirements - for an interruption of more than 30 calendar days.

9.4.2 Unscheduled briefings shall be conducted individually or with a group of employees of the same profession. The volume and content of briefing shall be determined on a case-by-case basis depending on the reasons and circumstances necessitating it.

9.4.3 Unscheduled briefings shall be recorded in the register of workplace briefings, in accordance with Annex C to these Regulations, indicating the reasons for their conduct.

9.5 Targeted briefing

9.5.1 Targeted briefing sessions shall be conducted:

- when performing odd jobs that are not related to direct professional duties (loading, unloading, cleaning the area, odd jobs outside the structural unit, workshop, etc.);
- in the aftermath of accidents, natural disasters;
- during the production of works for which an admission order, permit and other documents are issued;
- during excursions, public events in the structural subdivisions of the branch or division.

9.5.2 Target briefing shall be conducted by heads of departments and recorded in the briefing log and, where applicable, in a permit-to-work order.

9.5.3 The fact of target briefing of the employees admitted to work in accordance with the permit-to-work, permit, etc. shall be recorded in the permit-to-work or other documentation authorising the work.

Annex A

(compulsory)

List of positions and employees required to take periodic safety and health examinations and exempted from periodic knowledge tests

A.1 Once a year

- A.1.1 Employees directly involved in the maintenance of power supply devices, line and station communications equipment, hardware and equipment, servers and computer systems. Employees involved in construction and installation, repair, adjustment and maintenance work on communications installations and facilities.
- A.1.2 Heads, specialists and employees responsible for electrical installations.
- A.1.3 Heads and specialists, employees responsible for technical supervision over construction of civil, line and station communication facilities.
- A.1.4 Employees who work at heights and antenna-mast structures.
- A.1.5 Drivers of all types of vehicles as well as employees engaged in the maintenance and repair of vehicles.
- A.1.6 Drivers (machinists) of construction machines and mechanisms.
- A.1.7 Drivers of electric tractors, electric trucks, lift trucks.
- A.1.8 Drivers of construction and installation companies.
- A.1.9 Electric and gas welders.

A.2 Once every three years

- A.2.1 Employees of branches not directly involved in maintenance of electrical installations, machinery and other equipment.
- A.2.2 Heads, specialists and employees of operating, construction, design, engineering departments.
- A.2.3 Employees of Occupational Safety and Health Services.

A.3 Employees who are exempt from the periodic knowledge test

A.3.1 In the Central Administration Office (CO) - structural divisions supervised by the Chairman of the Management Board of Kazakhtelecom JSC.

A.3.2 In the Company's branches - structural divisions supervised by the General Director.

Note - This list may be supplemented as necessary as new occupations and posts become available.

Annex B*(compulsory)***List of managerial, engineering and technical positions of Kazakhtelecom JSC employees who are obliged to undergo an OSH knowledge test****Table B.1**

№ №	Names of the examination boards and their composition	List of managerial, engineering and technical personnel required to undergo safety and health tests	Timing of the knowledge test
1	Commissions of the territorial subdivisions of the authorised state labor authority	a) Senior heads of the CO responsible for safety and health at work; b) Heads of branches and divisions of the Company; c) Employees of the Occupational Safety and health Services of the Company's branches; d) Heads of structural subdivisions and persons responsible for providing safe working conditions; e) Members of standing examination commissions of branches and divisions; g) Technical safety and health inspector	At least once every 3 years
2	Commission of territorially authorised public authorities for obtaining an electrical safety authorisation group	Head of the Department of Electrification and Energy Supply, leading specialists and engineers, and other employees who conduct repairs and maintenance of energy installations	Every year

End of table B.1

№ №	Names of the examination boards and their composition	List of managerial, engineering and technical personnel required to undergo safety and health tests	Timing of the knowledge test
3	An examination board appointed by order.	Engineering and technical employees, employees in the working professions.	Every year
Note - The heads of the Company's branches may, in agreement with the trade union committee, extend the list of employees required to undergo periodic safety and health tests.			

Annex C

(compulsory)

Logbook of OSH in the workplace

Cover _____ organization, company

Launched _____ 20 ____

Finished _____ 20 ____

Subsequent pages

Date	Full name (if any) of the person being instructed	Year of birth	Occupation, Position of the person being instructed	Type of briefing (initial on-the- job, refresher, unscheduled)	Reason for the unscheduled briefing	Full name, position of the instructor	Signature	
							instructor	instructed
1	2	3	4	5	6	7	8	9

Annex D

(informational)

Sample list of questions recommended for use in OSH training and knowledge tests of employees at the Company's branches

D.1 Basic regulations of employment law

D.1.1 Internal labor regulations. Main responsibilities of heads, specialists and employees to comply with internal work regulations.

D.1.2 Working hours and rest periods.

D.1.3 Labor relations between employer and employee, procedure and guarantees of compliance with them.

D.1.4 Collective bargaining agreement and responsibility of the parties for its implementation.

D.2 Legal basis for safety and health at work

D.2.1 The concept of occupational safety and health, the basic regulations of the current labor legislation of the Republic of Kazakhstan.

D.2.2 Regulatory legal acts on labor protection and responsibility for their observance. Administrative and criminal liability for violation of occupational safety and health regulations and rules.

D.2.3 Basic principles of the state occupational safety and health policy.

D.2.4 Occupational safety and health rights and guarantees for employees.

D.2.5 D.2.6 Employers' obligations to provide occupational safety and health in the branch.

D.2.6 Obligations of employees to comply with safety and health requirements in the branch.

D.2.7 Particularities of occupational safety and health of women.

D.2.8 Particulars of occupational safety and health of young people.

D.2.9 Benefits and remunerations for heavy work and work in harmful and hazardous working conditions, procedure for granting them.

D.2.10 State supervision and control over observance of labor legislation of the Republic of Kazakhstan.

D.2.11 Public control over occupational safety and health.

D.3 Organising safety and health work in the branch

- D.3.1 General principles for the organisation of safety and health work in the branch.
- D.3.2 The safety and health service (department) in the branch, its functions and main tasks.
- D.3.3 Planning of work on occupational safety and health.
- D.3.4 Specific peculiarities of production in the branch. Organizational and technical measures to provide workplace safety.
- D.3.5 Procedure of development and approval of occupational safety and health instructions in the branch.
- D.3.6 Procedure of Workplace Assessment for Working Conditions.
- D.3.7 Procedure of certification of permanent working places at the production facilities for compliance with the safety and health requirements.
- D.3.8 Organization of occupational safety and health training, briefing and knowledge test.
- D.3.9 Occupational safety and health briefings, procedure of their execution and registration.
- D.3.10 Organization of safe production of works related to increased hazard and works for which a permit-to-work is required.
- D.3.11 The order of development and approval of design and estimate documentation for reconstructed facilities of industrial and social purpose.
- D.3.12 The order of acceptance of new and reconstructed objects of industrial and social purpose, equipment and means of production.
- D.3.13 Sanitary and amenity facilities for employees. Equipment of sanitary and amenity facilities, their location.
- D.3.14 Organization of preliminary and periodic medical examinations.
- D.3.15 Creation, equipment and design of safety and occupational safety rooms.
- D.3.16 Promotion of safety and health issues in the structural subdivisions of the branch.
- D.3.17 Forms of statistical reporting on occupational safety.

D.4 Hazardous and harmful factors at work, and protective measures

- D.4.1 Classification of the main hazardous and harmful production factors. Notion of maximum permissible concentrations of harmful substances in the air of the working area.

- D.4.2 Safety requirements for the operation of industrial buildings and structures. Organization of supervision of the technical condition of buildings and structures.
- D.4.3 General safety requirements for production equipment and processes.
- D.4.4 Safety requirements for construction and maintenance of access roads, paths, passageways, manholes.
- D.4.5 Safety requirements for material storage at the branch site.
- D.4.6 Safety requirements for loading, unloading and transporting loads.
- D.4.7 Safety requirements for the safe operation of lifting machines and mechanisms.
- D.4.8 Safety requirements for operation of in-plant transport.
- D.4.9 Safety requirements for the operation of vehicles, tractors and other mobile machines, and stationary equipment.
- D.4.10 Requirements for the organisation of safe operation of electrical installations (include: requirements of EIR (Electrical Installation Regulations), TOR (Technical Operation Regulations), SR (Safety Regulations)-electrical installations, electrical consumers).
- D.4.11 Procedures for providing safety when working with sources of electromagnetic radiation.
- D.4.12 Procedure for providing branch employees with special clothing, special footwear and other personal protective equipment.
- D.4.13 Safety requirements for repair work.
- D.4.14 Safety requirements for working at height.
- D.4.15 Safety requirements when working on overhead and cable communication lines.

D.5 Procedure for the investigation, registration and recording of occupational accidents and illnesses

- D.5.1 The concepts of occupational accidents and occupational diseases.
- D.5.2 Procedures for investigating the causes of occupational accidents.
- D.5.3 The procedure for investigating the causes of occupational diseases.
- D.5.4 The procedure for documenting and recording occupational accidents and diseases.
- D.5.5 Investigation and registration of fatal and group accidents at work.
- D.5.6 Procedure for remuneration by employers for damage caused to employees by injury, occupational disease or other health impairment related to the performance of their work duties.
- D.5.7 Actions of employee (eyewitness) upon receipt of occupational injury. Procedure for reporting to authorities.

D.6 Helping victims of accidents and other occupational injuries

D.6.1 Organise first aid for victims of accidents, fires, accidents and other incidents in the branch and deal with their consequences.

D.6.2 Organise first aid to victims of occupational accidents.

D.6.3 Pre-hospital care for burns, frostbite, electrocution, poisoning, injuries, bruises, fractures or other injuries at work.

Annex E

(compulsory)

Minutes of the meeting of the examination board for the OSH knowledge of employees

" _____ " _____ 20_____

Commission composed of:

Chairman _____
 position, first name, surname and patronymic (if any)

Commission members _____
 position, first name, surname and patronymic (if any)

Based on the order of " _____ " _____ 20_____ No. _____
 took the exam and established: _____

type of knowledge test (periodic, repeated)

Full name. (if any)	Name of organisation	Position	Knowledge test mark (passed, failed)	Note
1	2	3	4	5

Chairman of the Commission _____
 surname, first name, patronymic (if any) signature

Commission members _____
 surname, first name, patronymic (if any) signature

 surname, first name, patronymic (if any) signature

Annex F

(compulsory)

Sample Electrical Safety OSH Knowledge Test Certificate

- F.1 The ID card is a document certifying the bearer's right to work independently in the specified position (profession). A model of the Certificate is shown in Figure F.1 of this Annex.
- F.2 The certificate shall be issued to an employee on presentation for work after passing the relevant examinations.
- F.3 The ID shall be carried by the employee at all times when on duty and shall be presented on request to the supervisory authority.
- F.4 The ID card shall be replaced when the position is changed. Upon termination of employment, the certificate shall be withdrawn.



a)

_____ (branch name) CERTIFICATE NO. _____ Issued at _____ (surname, first name, patronymic) Position _____ Place of work _____	
<div style="border: 1px solid black; width: 80%; height: 80%; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> photo </div>	that he/she has passed a safety and health and electrical safety examination in accordance with his/her position
<div style="border: 1px dashed black; width: 80%; height: 80%; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> place of printing </div>	

b)

<p>Information on repeat examinations:</p>	
<p>Type of examination _____</p>	
<p>(primary, periodic, unscheduled)</p>	
<p>Electrical safety group _____</p>	
<p>Overall assessment _____</p>	
<p>Grounds: Minutes No. ___ dated «___» _____ 20 ____</p>	
<p>Chairman of the Commission _____</p>	
<p>(Full name, signature)</p>	
<p>Commission members _____</p>	
<p>place of printing</p>	<p>_____</p>
<p>_____</p>	
<p>Date of next inspection _____</p>	
<p>Note - information on repeat examinations is recorded on additional sheets included in the certificate, with the text indicated in the "first sheet" clause</p>	

c)

Without a record of the results of the safety and health and electrical safety tests, the ID card is invalid.
 An employee shall carry the certificate with him/her when conducting his/her duties.

d)

- a) Front side of the certificate (crust);
- b) The inner left side of the ID card;
- c) The first and subsequent sheets of the identity card;
- d) the inside right side of the card (corona)

Figure F.1 - Model certificate

Annex G

(compulsory)

Sample checklist

CHECKLIST

for training and testing in occupational safety and health

(kept in the human resources department as a strictly controlled document)

Surname, first name, patronymic _____

Total work experience _____

Length of service in the profession for which they are being employed _____

Structural subdivision, workshop, site _____

The position for which you are applying _____

Date of entry into the unit _____

1. Introductory briefing

Name, initials and position of the instructor _____

Number of hours _____

Date of the briefing _____

Signature of instructor _____

Signature of the person receiving the instruction _____

2. On-the-job training

Name, initials and position of the person who conducted the training at the workplace (indicating the place where the training took place)

Trained in a profession or type of work _____

Number of hours _____
Date of graduation _____ journal entry number _____
Signature of the person who conducted the training _____
Signature of the person who received the training _____

3. Testing knowledge of occupational safety rules
Sections of the rules have been studied _____

Assessment of knowledge _____ No. of minutes of the examination board _____

Date _____ of _____ inspection _____

Signature of the chairman of the commission _____
Signature of the auditee _____

4. Resolution
Full name _____
permit to be allowed to work as _____
Date _____
Signature of the head (position, full name) _____

Annex J

(informational)

A sample list of the main questions in the induction training

- J.1 General information on the branch, characteristics of the production.
- J.2 Basic safety and health at work legislation:
- Employment agreement;
 - Working hours and rest periods;
 - women's occupational safety and health;
 - youth labor protection;
 - benefits and remuneration for work related to harmful working conditions;
 - internal labor regulations of the branch (structural unit), responsibility for violation of the regulations;
 - organisation of work safety and health protection in a branch (structural unit);
 - departmental, state supervision and public control over occupational safety and health.
- J.3 General rules of conduct for the employees on the territory of the branch (structural unit), in the production and auxiliary premises, in the places of work in the serviced areas. Location of main production buildings and constructions, workshops, Services, auxiliary premises.
- J.4 The main hazardous and harmful production factors, typical for the given production. Methods and means of preventing accidents and occupational diseases: collective protection means, posters, safety signs, alarms. Basic requirements for the prevention of electrical accidents.
- J.5 Basic requirements for personal hygiene and industrial hygiene.
- J.6 Personal protective equipment. Procedures and standards for issuing personal protective equipment, wearing and testing periods.
- J.7 Circumstances and causes of some typical accidents, incidents, fires at the branch (structural unit) and other similar production facilities due to violation of workplace safety requirements.
- J.8 The procedure of investigation and registration of accidents and occupational diseases.
- J.9 Fire safety. Methods and means of preventing fires, explosions, accidents. **Personnel** action in case of fire.
- J.10 First aid to the injured. Employees' actions in the event of an accident on the site, in the workshop

Annex K

(compulsory)

Sample logbook for induction training

<p>Kazakhtelecom JSC</p> <p>INSTRUCTOR'S record of instructions</p> <hr style="width: 80%; margin: 10px auto;"/> <p>(the name of the branch or organisational unit)</p> <p>Launched _____ 200__ .</p> <p>Finished _____ 200__ .</p>
--

a) Magazine cover

Date	Surname, first name, patronymic of the person being instructed	Year of birth	Occupation, position of the person being instructed	Name of the production unit to which the trainee is assigned	Full name and position of the Instructor	Signature	
						Instructor	Instructed

Note - The sheets of the logbook shall be numbered, numbered and stamped.

b) Inner magazine sheets

Annex L

(informational)

List of basic questions for the initial workplace briefing

L.1 General information on the technological process and equipment in a specific workplace, production area, workshop. The main hazardous and harmful production factors arising from the specific technological process.

L.2 Safe organisation and maintenance of the workplace.

L.3 Hazardous areas of the machine, mechanism, appliance. Equipment safety equipment (safety devices, brakes and guards, interlocking and alarm systems, safety signs). Requirements to prevent electrical accidents.

L.4 Preparation for work (testing that the equipment, starting devices, tools and appliances, locks, earthing and other protective equipment are in good working order).

L.5 Safe techniques and methods of work; actions to be taken in case of hazardous situations.

L.6 Personal protective equipment at a specific workplace and how to use it.

L.7 Scheme of safe movement when working in the workshop, site.

L.8 Intrashop transportation and lifting equipment and machinery. Safety requirements for loading/unloading operations and transportation of cargo.

L.9 Specific causes of accidents, explosions, fires, occupational injuries.

L.10 Measures to prevent accidents, explosions, fires. Duties and actions in case of accident, explosion, fire. Ways of using the fire fighting, emergency protection and alarm equipment available on site, their locations.