



**ҚАЗАҚТЕЛЕКОМ**

STANDARD OF KAZAKHTELECOM JSC

**RULES FOR PERIODIC COMPULSORY MEDICAL EXAMINATIONS**

ST JSC 80429 – 1/039 – 2020

Nur-Sultan

**1 DEVELOPED** by the Occupational Safety and Health Service of Kazakhtelecom JSC

**2 INTRODUCED** by the Occupational Safety and Health Service of Kazakhtelecom JSC

**3 APPROVED** by the Order of Kazakhtelecom JSC dated 25.12.2020 No. 379

**4 PUT INTO EFFECT** \_\_\_\_\_

**5 INTRODUCED FOR THE FIRST TIME**

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## **RULES FOR PERIODIC COMPULSORY MEDICAL EXAMINATIONS**

### **1 Area of application and purpose of the document**

1. These "Rules for periodic compulsory medical examinations" (hereinafter - the Rules) establish the requirements for periodic mandatory medical examinations in Kazakhtelecom JSC (hereinafter - the Company).

2. These Rules shall apply to all Company's branches.

### **2 Purposes**

1) Establishing the procedure and rules for the process of conducting periodic compulsory medical examinations;

2) Providing compliance of the process with the established requirements;

3) Providing reproducibility and determination of areas of responsibility of participants in the process;

4) Preventing the emergence and resolution of controversial issues arising in the performance of the process;

5) Reducing the risk of erroneous actions;

6) Providing awareness of the Company employees;

7) Ability to monitor and analyze the performance of the process for its further improvement.

### **3 Regulatory References**

ISO 9001:2015 "Quality Management System - Requirements";

ISO 14001:2015 "Environmental Management System - Requirements and Guidance for Use";

OHSAS 18001:2007 "Occupational Safety and Health Management System - Requirements";

ISO 50001:2012 "Energy Management Systems. Requirements and Guidance for Use";

ISO/IEC 27001:2015 "Information Technology. Security techniques and tools. Information security management systems. Requirements";

Code of the Republic of Kazakhstan of July 7, 2020 "On Public Health and Healthcare System";

Labor Code of the Republic of Kazakhstan of November 23, 2015;

Order of the Acting Minister of Health of the Republic of Kazakhstan dated October 15, 2020 No. RK MH-131/2020 "On approval of target groups of persons subject to mandatory medical examinations, as well as the rules and frequency of their conduct, the volume of laboratory and functional studies, medical

contraindications, a list of harmful and (or) hazardous production factors, professions and jobs, during which preliminary mandatory medical examinations are conducted upon admission to work and periodic mandatory medical examinations and rules for the regulation of public services "Passing preliminary mandatory medical examinations";

Regulations on interaction of Directorate Telecom Komplekt, structural subdivisions of the Central Administration Office and Kazakhtelecom JSC's branches in conducting procurement procedures for goods, works and services approved by Order No. 267 of 08.10.2020.

Note - when using these Rules, it is reasonable to check the validity of the reference regulatory acts and regulatory documents of Kazakhtelecom JSC as of the date (moment) of application. If the reference document is replaced (changed, updated), then these Rules shall be used in accordance with the replaced (changed, updated) document.

## 4 Abbreviations

3. The following abbreviations are used in these Rules:

<b>OSH</b>	Occupational Safety and Health
<b>DTK</b>	Directorate of Telecom Komplekt
<b>Company's branch</b>	Corporate Business Division Directorate for construction of telecommunications facilities and infrastructures Southern Regional Telecommunications Directorate Western Regional Telecommunications Directorate Northern Regional Telecommunications Directorate Directorate of Information Systems Main Telecommunications Network Management Center Almatytelecom Regional Telecommunications Directorate Association "Long distance communication" Directorate "Telecom Komplekt" Directorate "Academy of info-communication technologies" Eastern Regional Telecommunications Directorate, Retail Business Division Central Regional Telecommunications Directorate, Service Factory
<b>HR</b>	Human Resources Department
<b>Procurement regulations</b>	Regulations on interaction of Directorate "Telecom Komplekt", structural subdivisions of the Central Office and Kazakhtelecom JSC's branches in <b>conducting</b> procurement procedures for goods, works and services

approved by Order No. 267 of 08.10.2020.

## 5 Description of activities

4. Periodic mandatory medical examinations (hereinafter - "periodic medical examinations") are conducted in order to provide dynamic monitoring of the state of health of employees of the Company's branch, timely detection of initial signs of diseases, prevention of general, occupational and non-proliferation of infectious and parasitic diseases.

5. All employees of the Company's branches who work in harmful and hazardous working conditions undergo periodic medical examinations.

6. The frequency of medical examinations is once every 12 months.

### 5.1 Defining the areas of responsibility of the participants in the process

7. The following members of the Company's branch are involved in the process of organizing periodic medical examinations:

- 1) HR Specialist;
- 2) OSH Services;
- 3) DTK Center for Procurement and Local Content Assurance;
- 4) General Director;
- 5) Heads of structural divisions;
- 6) Representative of the trade union committee.

8. The interaction of the participants in the process is shown in the table.

<b>№</b>	<b>Process description</b>	<b>Name of process participants</b>	<b>Timing of the process</b>
1	Drawing up a list of persons subject to compulsory medical examinations	HR Specialist	No later than March 1
2	Determination of occupational hazards	OSH Service	No later than March 10
3	Approval and coordination of the list of persons subject to periodic medical examinations	HR Specialist	No later than March 15
4	Sending a request for procurement of works (periodic medical examination) to the DTK	OSH Service	No later than March 20
5	Issuance of an order in the	DTK	No later than

	Company's branch on the procurement of services for periodic medical examinations	Procurement and Local Content Center	April 20
6	Signing a agreement with a medical institution	OSH Service	In accordance with the procurement regulations
7	Drawing up a schedule of periodic examinations and communicating it to employees	HR Specialist	No later than May 30
8	Organization of periodic medical examinations for employees of the Company's branch	HR Specialist	In the period dated May 30 to August 30
9	Works with results	HR Specialist General Director Heads of departments Representative of the trade union committee	After receiving the final report from the medical committee

## **5.2 Making a list of persons subject to compulsory medical examinations**

9. HR specialist no later than March 1 of the current year generates a list of persons subject to periodic medical examinations (according to the form specified in Annex No. 1, by entering data into a table in Microsoft Excel (font type: Times New Roman, font size: 10).

10. When compiling a list of persons subject to periodic medical examinations, the HR specialist is responsible for the accuracy and correctness of the data when entering information into columns No. 1 through No. 9 of the established table.

## **5.3 Determination of occupational hazards and initiation of an application for a agreement with a medical institution**

11. Data regarding occupational hazards in the list of persons subject to periodic medical examinations shall be entered by the OSH Service not later than March 10 of the current year.

12. The application for a agreement with a medical institution is initiated by the OSH Service and sent to the DTK no later than March 20 of the current year.

13. The OSH Service of the Company's branch is responsible for the accuracy and correctness of the data when entering the information in Columns 10 and 11 of the established table.

**5.4 Approval and coordination of the list of persons subject to compulsory medical examinations**

14. Not later than March 15 of the current year, the HR specialist sends lists of persons subject to periodic medical examinations in triplicate to the CEO for approval. After approval, the HR specialist sends these lists for approval to the territorial subdivision of the state agency in the sphere of sanitary and epidemiological welfare of the population.

**5.5 Issuance of the order of the Company on the procurement of services for periodic examinations**

15. The DTK Procurement and Local Content Center organizes the process of issuing an order for the procurement of services for periodic medical examinations in the Company's branch and forwards the procurement decision to the OSH Service in accordance with the procurement regulations.

**5.6 Signing a agreement with a medical institution**

16. The OSH service organizes the process of concluding a agreement with a medical institution to conduct a periodic medical examination. A copy of the agreement for such periodic examinations shall be sent to the HR specialist no later than May 20 of the current year.

**5.7 Drawing up a schedule of periodic examinations and communicating them to employees**

17. No later than May 30 of the current year, the HR specialist creates a schedule of periodic medical examinations with the subsequent introduction of employees.

**5.8 Organization of periodic examinations of the Company's employees and work with the results**



18. Dated May 30 to August 30 of the current year, the HR specialist organizes the process of passing a periodic examination for all employees of the Company's branch.

19. At the end of the specified period, the HR specialist generates a list of employees:

- 1) who have not undergone a periodic medical examination;
- 2) those deemed unfit for work due to health conditions or having medical contraindications to work.

20. Upon completion of a periodic medical examination, the General Director shall suspend employees who have not undergone the above medical examination. Employees deemed unfit for work due to health conditions or having medical contraindications to work are not allowed to work.

21. The General Director makes a decision regarding employees deemed unfit for work due to health conditions or having medical contraindications to work, based on the final act of the medical commission and in consultation with a representative of the trade union committee.

**Annex 1**  
(mandatory)

**List of persons subject to mandatory medical examinations**

Annex № 1  
to the Standard of Kazakhtelecom JSC  
Procedure for conducting of periodic  
compulsory medical examinations  
Kazakhtelecom JSC

Approved by  
(territorial subdivision of the department  
of the state authority in the field of sanitary  
and epidemiological well-being of the population)

Approved by  
General Director

\_\_\_\_\_  
(the name of the Company's branch)

**List of persons subject to compulsory medical examinations**

№	FULL NAME	Date of birth	Gender	Object or site	Position held	Total seniority	Seniority in the position held	Date of last physical examination	Occupational hazard	Note
1	2	3	4	5	6	7	8	9	10	11