



STANDARD OF KAZAKHTELECOM JSC

**Instruction on four-step control of occupational safety and health in
Kazakhtelecom's branches**

ST JSC 80429 - 1/010- 2018

Almaty

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- 4 INTRODUCED INSTEAD** Order No. 258 dated 04.08.2008 "On Approval of the Standard of Kazakhtelecom JSC "Instruction on Three-Step Control".

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1. Area of application

1.1 This Standard "Instruction on four-step control of occupational safety and health in Kazakhtelecom's branches" (hereinafter - the Standard) is developed with a view to implementing the requirements on safety and labor protection issues established by the Labor Code of the Republic of Kazakhstan and other regulatory acts on safety and labor protection of the Republic of Kazakhstan.

1.2 This Standard establishes a uniform procedure for four-step control over the state of safety and labor protection in Kazakhtelecom JSC and is aimed at compliance with the requirements of legislation and other regulatory legal acts on safety and labor protection. Other regulatory legal acts on occupational safety and health include occupational safety system standards, sanitary rules, norms and hygienic standards, construction norms and rules, device and safe operation rules, rules and instructions on occupational safety and health, organizational and methodological documents (regulations, methodological guidelines, recommendations) used in the process of production activity.

1.3 This Standard is a guiding and methodological document on the four-step control over the state of safety and health at Kazakhtelecom JSC.

2. Regulatory references

The following regulatory documents are referenced in this Standard:

Labour Code of the Republic of Kazakhstan No. 414-V of 23 November 2015
Rules for organization of occupational safety and health of Kazakhtelecom JSC approved by the Order of Kazakhtelecom JSC

3. Terms and definitions

The following terms and definitions apply in this Standard:

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

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

3.3 **Working conditions:** Terms of remuneration, standardisation of work, working hours and rest periods, procedures for combining professions (positions), expanding service areas, fulfilling the duties of a temporarily absent employee, technical, production and living conditions, as well as other working conditions as agreed by the parties.

3.4 **Workplace:** A place where an employee is permanently or temporarily located during the performance of his/her duties at work.

3.5 Work injury: A health impairment suffered by an employee in the performance of his or her work duties which has resulted in the loss of the ability to work.

3.6 Occupational sanitation: A system of sanitary, hygienic, organisational measures and technical means to prevent or reduce the exposure of employees to harmful factors of production.

3.7 Occupational Safety and Health Council: A committee established at the initiative of the employer and/or the employees or their representatives.

3.8 Technical OSH Head: Technical OSH Head is an employee representative who performs internal OSH supervision

3.9 Four-step control: The main form of occupational safety and health control at workplaces, aimed at complying with current RoK legislation, standards, rules, regulations and instructions on occupational safety and health .

4.Designations and abbreviations

OSH - Occupational Safety and Health;

LTW/LTC - Linear and Technical Workshop/Linear and Technical Section;

SC - Standing Committee;

RK - Republic of Kazakhstan;

TULN - Technical Unit of Local Networks.

5. Four-step control over the state of occupational safety and health

5.1 Kazakhtelecom JSC introduces a four-step control in the system of management of safety and health at work.

5.1.1 The purpose of the four- step control of occupational safety and health in Kazakhtelecom JSC is to identify violations and deviations from the requirements of legislation on occupational safety and health , current rules, regulations, instructions, standards and other regulatory documents on safe work performance and industrial sanitation, and take measures to eliminate them.

5.1.2 The organisation of the four-step inspection shall be managed personally by the Technical Head as defined in the branch's administrative act.

5.1.3 The four-step inspection shall be conducted:

- at the first stage - in the workplace, in the shift, in the brigade;
- at the second stage - in the centre, workshop/production area;
- at the third stage - at the branch as a whole and in the structural units at the same time.
- at the fourth stage - by the works council.

5.1.4 To appoint heads of services, centres, shops, departments and sections to be responsible for keeping the register of 4-level control and maintaining 2-level control in accordance with the list approved in the structural subdivision.

5.1.5 To appoint rural fitters to be responsible for keeping the register of the four-level control in the villages according to the list approved by the structural subdivision.

5.1.6 Information about the number of journals and lists of persons responsible for keeping and storing the journals of the 4-stage control, protocols of the 3rd and 4th stage shall be kept with the OSH engineers assigned to the structural subdivisions.

5.1.7 The heads of centres shall provide:

- 1) The timely implementation of stages 1, 2 and 3;
- 2) The availability of reminders and schedules for stage 2, 3 in a prominent place;
- 3) Section heads and "Special technical means" fitters - four-step control logs.

5.1.8 To the OSH engineers to provide:

- 1) drawing up the results of stage 3 controls;
- 2) Submission to the Standing Committee (SC) of the branch - protocol for the 3rd stage of control by the 5th day following the reporting quarter.

5.1.9 To the Head of OSH Services:

- 1) provide for the compilation and monitoring of protocols for Stage 3 controls;
- 2) draw up an annual action plan to improve working conditions for the violations not eliminated in due time;
- 3) to take appropriate measures against those who have committed violations of OSH requirements;
- 4) provide the availability of magazines for the centres.

5.1.10 Approve the Stage 1,2,3 handbooks according to Annexes F, G, K.

5.2 First stage of control

5.2.1 The first stage is conducted as self-monitoring, requiring each employee to carry out daily personal, continuous monitoring of compliance with all workplace safety and health (OSH), industrial hygiene and fire safety rules and requirements during the working day.

5.2.2 In the first stage of control, the following shall be checked:

- condition and organisation of workplaces (location and availability of necessary tools, devices, lighting, etc.);
- availability of employees' certificates, permits to perform work with increased hazard;
- availability and proper use of overall, safety shoes and personal protective equipment;
- condition and serviceability of tools;
- serviceability of ladders, availability of tags on ladders with information on their testing dates;
- sanitary and hygienic state of working places (clutter, littering);

- condition of fire safety, availability of primary fire extinguishing equipment.

5.2.3 The employee shall make daily entries of any irregularities detected and his or her suggestions on these matters in the four-step control register. The form of the logbook is shown in Annex E.

5.2.4 Each employee (CO and branches of Kazakhtelecom JSC) is obliged to:

- personally inspect the condition of his/her workplace, tools, devices and personal protective equipment;
- if any violations of OSH requirements are detected, the employee shall make an entry in the 1st stage logbook;
- if possible, rectify the violation himself/herself;
- report orally or by telephone to the direct head about the fact of the violation.

5.2.5 The head of the structural subdivision shall make a record of the detected violations in the 4-step control log Annex C;

5.2.6 Employees carrying out work with increased hazard, subdivisions of the Technical Unit, Production and Economic Support Centre and Transport Shop shall undergo daily target briefing at the workplace regardless of qualification, seniority and nature of work performed.

5.2.7 Electrician of rural telephone network irrespective of qualification and rate according to the personnel schedule on a daily basis before the start of work shall pass the target briefing by the site head verbally by telephone and sign in the workplace briefing log (specifying the time and date).

5.3 Second stage of control

5.3.1 The second stage of control shall be conducted by the head of division (head of centre, shop/site) on the fourth Wednesday of the first and second month of the quarter in a planned manner by a specially established commission.

5.3.2 The commission consists of the OSH engineer, head of structural subdivision of the branch, technical labour inspector.

5.3.3 The commission:

- checks the results of the 1st stage (self-monitoring by employees);
- checks the implementation of the measures of the previous stage 2 inspection;
- checks the condition of the workplaces;
- draws up action plans to eliminate the detected violations of the 1st and 2nd inspection levels;
- submits the results and action plans to the Occupational Safety and Health Service of the branch.

5.3.4 Heads of all structural subdivisions of the branch shall conduct target briefings at the workplace on a permanent basis for the employees of the Technical

Unit, Production and Economic Support Centre, Transport Shop, who carry out work with increased hazard.

5.3.5 Heads of structural subdivisions of the branch shall conduct target briefings verbally by telephone for electricians of rural telephone network regardless of qualification and rate according to the personnel schedule and sign in the briefing log (indicating time and date) before commencement of work on a permanent basis.

5.3.6 The composition of the commission of the second stage of control shall be approved by the order and responsible persons shall be appointed from heads of structural subdivisions of the branch for conducting briefings.

5.3.7 For branches with large geographical spread of structural subdivisions, the second stage of control may be conducted within three days, with the first day of control coinciding with the fourth Wednesday of the first or second month of the quarter.

5.3.8 In the second monitoring phase, the following shall be checked:

- the results of workplace self-monitoring by employees, taking into account the logs of the second stage of the four-step control;
- implementation of measures to eliminate violations identified during the previous second stage of control;
- state of workplaces of technological and production processes at the stations, overhead, cable lines and other communication facilities.

5.4 The third stage of control

5.4.1 The third stage of control is conducted once a quarter by the standing committee (SC) of the branch, established by an order of the branch, with the establishment of a single day of inspection of the OSH status - the so-called Occupational Safety and Health Day.

5.4.2 The Occupational Safety and Health Day is held in all structural units of the branch, on the fourth Wednesday of the third month of the quarter.

5.4.3 If necessary, the Occupational Safety and Health Day is held for 2-3 days.

5.4.4 The committee shall be chaired by the Technical Head determined by the ordering act for the branch.

5.4.5 The commission consists of an OSH engineer, heads of structural subdivisions of the branch and a technical labour inspector. The Commission shall review the results of stage 1 and 2 controls, collect consolidated data on the state of safety and health at the centre for the reporting period, conduct analysis and hold a meeting on the results obtained.

5.4.6 The Commission is obliged, at the end of Stage 3, to draw up measures to remedy the shortcomings identified, indicating a deadline for their implementation.

5.5 The fourth stage of control. Occupational Safety and Health Board.

5.5.1 To initiate, in accordance with Article 203 of the Labor Code of the Republic of Kazakhstan and the Collective Agreement of the Company, the establishment of the Industrial Council for Occupational Safety and health in

Kazakhtelecom JSC's affiliated branches. To approve the composition of the Industrial Council by joint decision of the management and employees' representatives of the affiliate, for inspection of the results of stages 1, 2 and 3, collection of summary data on OSH status of the affiliate for the reporting period, analysis and holding a meeting on the results obtained.

5.5.2 To initiate in the Central Administration Office of Kazakhtelecom JSC, in accordance with Article 203 of the Labor Code of the Republic of Kazakhstan, the creation of the Industrial Council for safety and labor protection, to check the results of the branches' work on 1, 2, 3 stages of control and the Industrial Council of the branch, collection of summary data on the state of safety and labor protection for the reporting period, analysis and holding a meeting on the results obtained.

5.5.3 The heads of the branches shall draw up annual schedules for inspections of the branches according to the established steps. The schedules for the coming year shall be submitted to the Central Office for approval not later than 15 December of the current year. Establish periodicity of inspections of the Production Board once in 12 months.

5.5.4 According to the results of the 4th stage of control, an act of inspection shall be drawn up.

5.5.5 Control over execution of this Order shall be entrusted to the Managing Director for Technical Support of Telecommunications Network of Kazakhtelecom JSC.

Procedures for the four-step inspection

6.1 Four-step control over the state of occupational safety and health in the branch is conducted in accordance with the programmes developed in accordance with the specific nature of the work to be conducted and the indicative list of questions according to which this is monitored. A sample list of questions for the first and second stages of monitoring is given in Annex B.

6.2 The first and second stage control programmes are targeted, i.e. they provide for a thorough review of safety and health in specific work areas, with the first stage control programme including questions relating to safety and health in hazardous work.

In case of gross violations of OSH rules and regulations, fire safety rules, which may cause damage to the health of employees or lead to an accident, the work at this site shall be suspended until the identified violation is eliminated, which is recorded in the four-step control log (Annex C). The records on suspension of work at the emergency site shall be signed by the site employees and the inspector shall inform the direct head.

Permission to resume the work shall be given by the head of the structural subdivision that introduced the prohibition of work.

6.3 Violations detected as a result of inspections at the first and second stages are recorded in four-step control logs (Annex C), which are kept, respectively, by the head of the division (head of the centre, shop/site).

6.4 Measures for their elimination, deadlines and those responsible for implementation are set for the detected violations.

6.5 At the third stage of control, the Commission works according to the general program drawn up and approved by the General Director of Kazakhtelecom JSC's branch. Checks are made in several and subdivisions according to the plan.

6.6 The OSH officer summarises the information for the branch and submits it to the Technical Head, who has been authorised by the branch regulation.

6.7 The technical head, together with the commission, draws up an action plan for eliminating the observations made during the inspection for the branch as a whole, appoints the persons responsible and the deadlines for implementation.

6.8 The results of the third-stage control are discussed at the meeting of the General Director of Kazakhtelecom JSC's branch. In addition, the meeting considers the positive experience of OSH, determines the completeness and effectiveness of measures proposed by the Commission to eliminate the deficiencies identified, hears reports of the chairmen of the commissions of the workshops on the implementation of the action plan to address deficiencies identified during the previous inspection. The results of the meeting are documented in the minutes according to the form set out in Annex D.

Monitoring the implementation of measures to eliminate deficiencies identified during the OSH inspection

7.1 Violations detected as a result of the first stage control are rectified with the involvement of the head of the structural unit.

7.1.1 The head of the structural subdivision shall report to his/her direct head the violations detected as a result of the first-stage inspection and the measures taken to eliminate the detected violations.

7.1.2 This information shall be communicated to the employees by the head of the structural subdivision and the OSH officer.

7.1.3 The employee, in turn, reports to his or her line head on a daily basis on the status of OSH in his or her workplace.

7.2 The implementation of the measures taken as a result of the second-stage inspection shall be monitored by the head of the structural unit, the OSH specialist and the technical safety and health inspector.

7.2.1 The head of the structural subdivision and the technical OSH inspector shall inform their team about the state of OSH in the subdivision on a monthly basis.

7.2.2 The head of the structural unit reports once a month to his/her direct head on the state of occupational safety and health in the unit.

7.3 Based on the results of the third-stage inspection, the director general of the branch issues an order within a week to rectify the deficiencies identified, attaching an appropriate action plan, indicating the deadlines for implementation and the persons in charge.

7.3.1 The Head of OSH or the branch OSH officer is responsible for monitoring the implementation of the third-stage control measures.

Description of the four-step control process in Kazakhtelecom JSC branches

The model of step-by-step organisation of the four-step OSH controls in Kazakhtelecom's branches is presented in Annex A.

Annex A

(mandatory)

Model of the 4-step OSH control process in the Company's branches

A.1 Description of the first stage of the four-step control process

The model of the first stage of the four-step control process is shown in figure A1.

A.1.1 The OSH status of the workplace shall be monitored according to the approved checklist set out in Annex B1.

A.1.2 Control of compliance with OSH regulations and requirements:

– when complying with the regulations and requirements of the OSH and recording "YES":

- a) permission to carry out the work shall be granted;
- b) an entry is made in the four-step inspection log;

– in case of non-compliance with the regulations and requirements of the OSH and recording "NO":

- a) the work is stopped;
- b) an appropriate entry is made in the 4-step control log;
- c) measures to remedy the OSH breaches are developed.

The rectification of any irregularities identified shall normally be conducted immediately under the direct supervision of the head of the unit (site, department and workshop).

A.1.3 Measures to remedy violations of the OSH:

– after eliminating the OSH irregularities and recording "YES", the process is returned to control A1.1;

– If the OSH breaches detected by the inspection cannot be rectified by the site, i.e. "NO", the head of division shall, at the end of the inspection, report this to the superior of the structural unit for appropriate action, having previously made an entry in the four-step control log.

In the event of a serious breach of safety and health rules and regulations, which may result in damage to the health of employees or an accident, work will be suspended until the breach is eliminated.

A.1.4 The line head of the business unit shall develop his/her own measures to remedy this violation of the OSH:

– after eliminating the OSH violation and recording "YES", the process is returned to stage 1 control;

– in case the OSH violation cannot be eliminated by own efforts (lead engineer of the Centre, workshop, LTW/LTC, head of service, department, etc.), i.e. "NO", the head of this unit shall report it to higher management (technical head defined by the branch order) to take appropriate measures.

A.1.5 The line head (technical head as determined by the branch head's order) develops remedial measures to eliminate the detected violations of the OSH:

– after eliminating the OSH infringement and recording "YES", the process is returned to stage 1 control;

– in case the OSH infringement cannot be rectified by the branch:

- a) equipment that does not comply with OSH requirements is taken out of service and sent for repair or write-off;
- b) another business process is conducted.

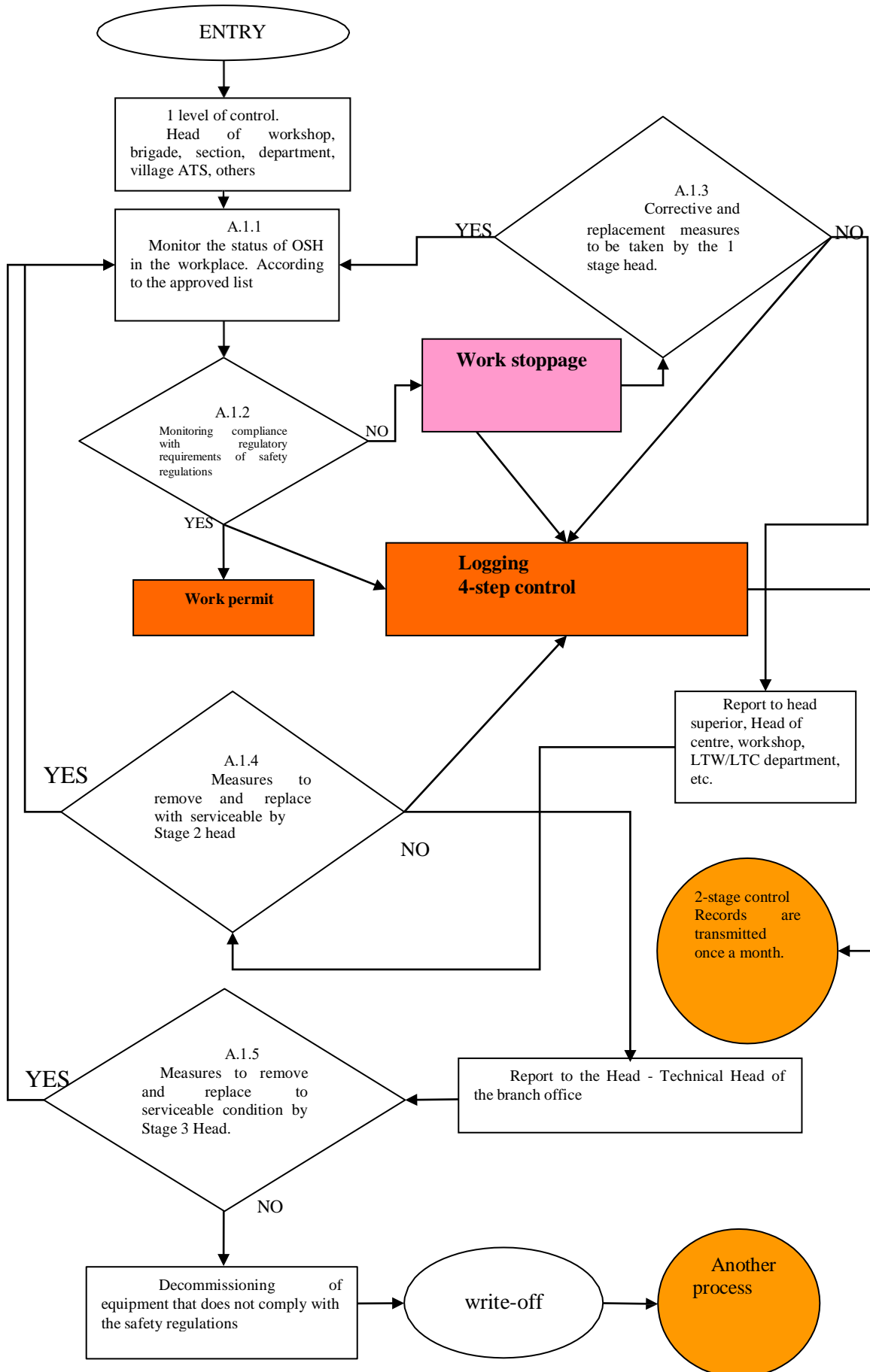


Figure A1 - Model of the first stage process of a four-step control

A.2 Description of the second stage of the four-step control process

A model of the second stage of a four-step control process is shown in Figure A2.

A.2.1 The second stage of inspection is to check the OSH status of the unit as a whole.

A.2.2 The site shall be inspected against an approved and agreed list of safety and health issues, making sure that the recommended issues are included in the list (Annex B2):

- if the OSH is "YES", an entry is made in the four-step inspection log;
- if the OSH does not comply, a "NO" is recorded:
 - a) instructions are given to the head of the structural unit;
 - b) measures to eliminate the identified observations are developed;
 - c) an entry is made in the journal of the four-step control.

The head of the organisational unit appoints the executors; the first stage of the four-step control process follows.

These activities are monitored by the head of the organisational unit and the OSH officer.

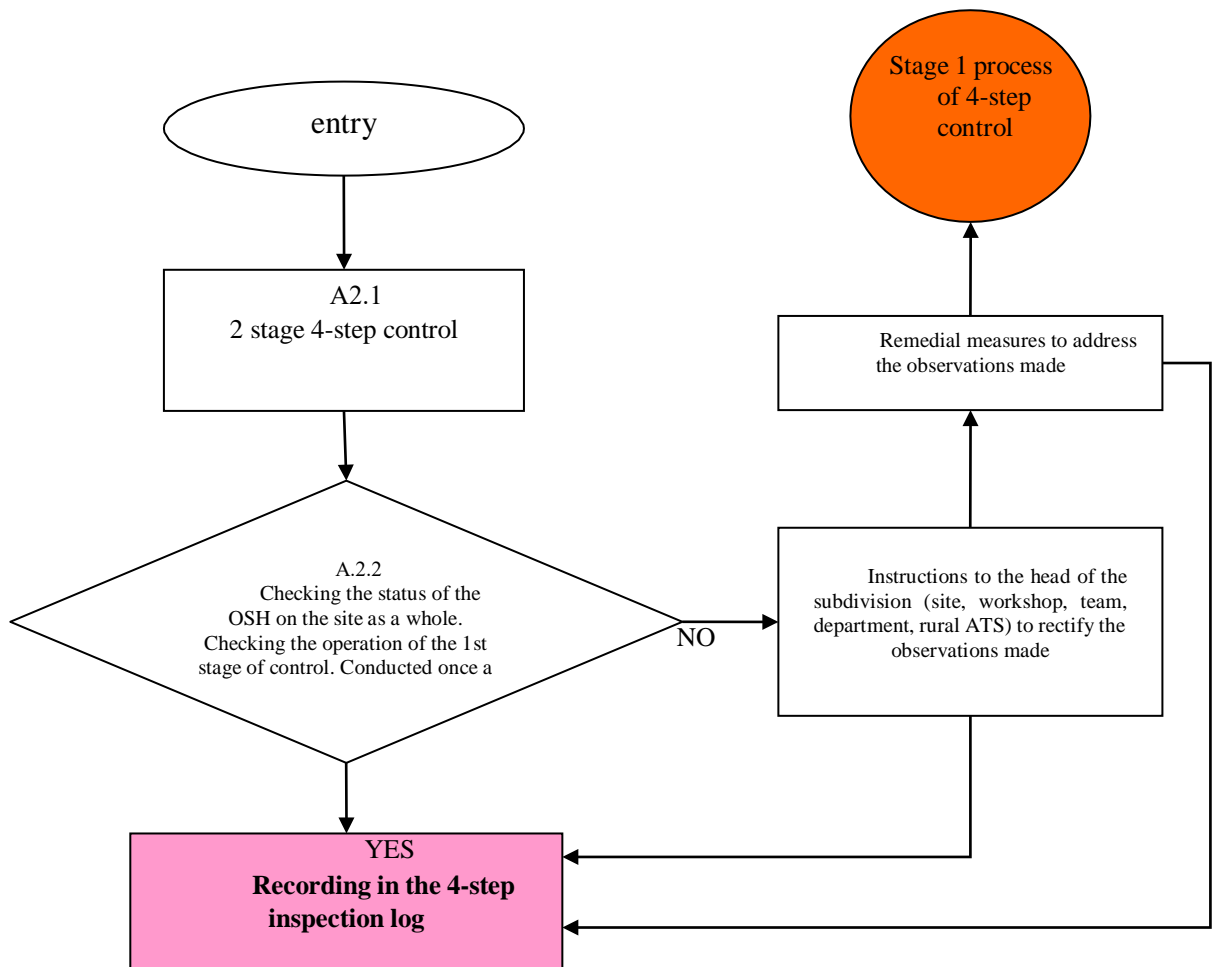


Figure A2 - Process model of the second stage of a four-step control

A.3 Description of the third stage of the four-step control process

A model of the third stage process of a four-step control is shown in Figure A3.

A.3.1 In preparing the work of the third stage of the 4-step control, the branch head of the OSH department carries out:

- collection of data on the status of the OSH of all units of the branch;
- summarising and analysing the data obtained.

The results of the analysis shall be submitted to the members of the commission.

A.3.2 The Commission works according to the general program drawn up and approved by the General Director - Head of the branch of Kazakhtelecom JSC.

A.3.3 Based on the submitted analysis, the Commission develops measures to eliminate the identified observations and violations of OSH, appoints responsible persons; if necessary, adjusts plans for further work on OSH.

The decisions of the committee shall be formalised by an order of the branch.

Further control over the implementation of the Commission's decisions is conducted by the head of the branch's OSH department.

About the work of the Commission and decisions taken, the head of the branch OSH department submits a report signed by the General Director to the OSH service of Kazakhtelecom JSC.

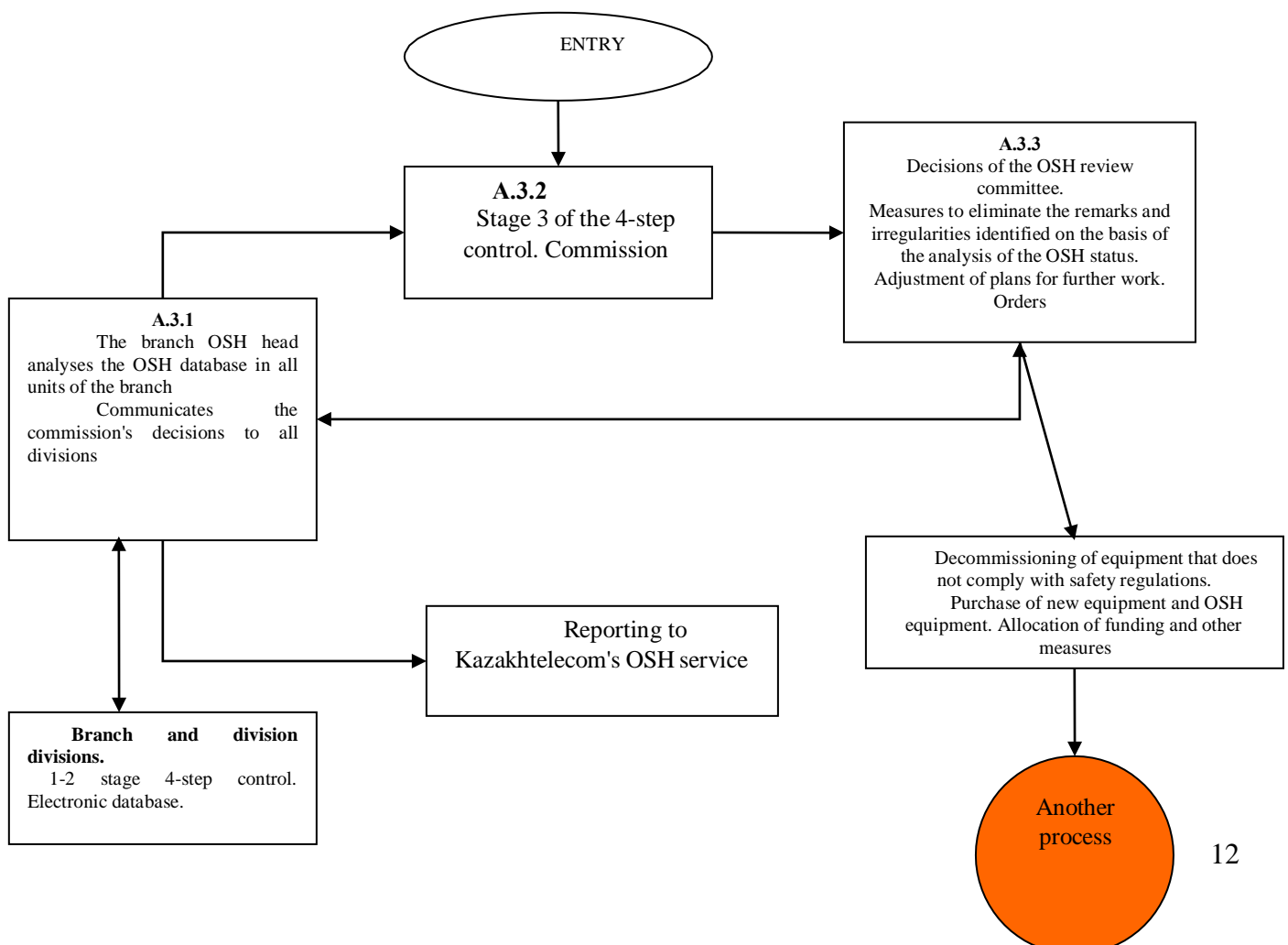


Figure A3 - Process model for the third stage of a four-step control

Annex B

(mandatory)

Indicative list of questions for the first and second stages of the inspection

B.1 List of recommended OSH questions for the first stage of the inspection

B.1.1 Implementation of measures to eliminate irregularities identified during the previous inspection.

B.1.2 Condition and correct organisation of workplaces (arrangement and availability of required tools, fixtures, workpieces, etc.).

B.1.3 The condition of passageways, passageways, passageways.

B.1.4 The safety of the technological equipment of the lifting and transport equipment.

B.1.5 Good condition of air intake and exhaust ventilation.

B.1.6 Availability of instructions on labour protection.

B.1.7 Personal protective equipment available.

B.1.8 Availability of safety engineering certificates, permits for hazardous operations.

B.1.9 Availability of overall, efficient special tools, means of collective and personal protection.

B.1.10 Availability of inspection certificate and inspection checklist for poles, wires and fittings.

B.2 List of recommended questions on OSH in the second stage of the inspection

B.2.1 Organisation and results of work according to the first stage of control.

B.2.2 Implementation of measures to eliminate violations identified by the previous inspection.

B.2.3 Fulfillment of orders and instructions of the branch head on occupational safety and health.

B.2.4 Fulfillment of measures as per instructions and directives of supervision and control authorities.

B.2.5 Fulfillment of measures as per accident investigation materials.

B.2.6 Operability and compliance of production equipment, vehicles and processes with the requirements of occupational safety standards and other regulatory and technical documentation on occupational safety and health.

B.2.7 Employee compliance with electrical safety rules when working on electrical installations and with power tools.

B.2.8 Observance of schedules of preventive maintenance of production equipment, ventilation systems and installations, technological modes and instructions.

B.2.9 Condition of passages and galleries.

B.2.10 Condition of safety corners, availability and condition of safety and health posters, colour signals and safety signs.

B.2.11 Availability and condition of protective, alarm and fire-fighting means and devices, control and measuring instruments.

B.2.12 Observance of safety rules at work with harmful and fire, explosive substances and materials.

B.2.13 Timeliness and quality of safety briefing of employees.

B.2.14 Availability and proper use of personal protective equipment by the employees.

B.2.15 Providing employees with medical food, milk and other prophylactic means.

B.2.16 Condition of sanitary rooms and facilities.

B.2.17 Observance of the established regime of work and rest, labour discipline

Annex C
(mandatory)
Four-step inspection log form

<p>_____</p> <p>(name of branch of Kazakhtelecom JSC)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">(the name of the structural unit)</p> <p style="text-align: center;">JOURNAL</p> <p style="text-align: center;">of four-step control over the state of occupational safety and health</p> <p style="text-align: right; margin-right: 50px;">Launched «__» _____</p> <p style="text-align: right; margin-right: 50px;">Finished «__» _____</p> <p>Shelf life _____</p> <p>Responsible for keeping and storing _____</p>
--

a) Magazine cover

Date of inspection	Persons who conducted the inspection (full name, position)	Violations detected in the OSH	Remedial measures	Those responsible for the implementation of the planned activities	Due date	Remark on the completion of the activity	
						date	signature

б) Inner magazine sheets

Note - The logbook shall be laced, numbered and stamped with the branch seal.

Annex D
(mandatory)
PROTOCOL No. ___ of the Occupational Safety and Health Day
committee meeting

«___» _____ 201_____

Commission composed of:
 Chairman

_____ (position, full name)

commissioners:

_____ (position, full name)

The agenda:

1. Implementation of the committee's decision on the previous Occupational Safety and Health Day.
2. The results of the previous Occupational Safety and Health Day and the adoption of decisions to remedy any deficiencies identified.

DECISION:

№№	Identified deficiencies and violations of OSH, fire safety	Planned activities to improve OSH, fire safety	Due date	Responsible for implementation

Chairman of the Commission: _____

(signature)

Commission members: _____

(signature)

(signature)

(signature)

Annex E

(mandatory)

Checklist stage 1 (self-monitoring) before starting work

E.1 Every employee is obliged to check before starting work:

E.1.1 The condition and organisation of the workplace (location and availability of the necessary tools, equipment, lighting, etc.).

E.1.2 The availability of an OSH certificate, a permit to carry out work with increased hazard (if necessary).

E.1.3 Availability of overall, safety shoes and personal protective equipment.

E.1.4 Condition and serviceability of tools, availability of tags with information on their testing dates.

E.1.5 Serviceability of ladders, stepladders and availability of tags with information on their testing dates.

E.1.6 Sanitary and hygienic condition of the workplace (clutter, clutter, microclimate).

E.2 If a workplace is found to be in non-compliance with the requirements of the OSH:

E.2.1 The employee is obliged to make an entry in the first stage control register about the detected irregularities, if possible, to rectify the detected irregularities himself/herself.

E.3 If it is not possible to rectify the irregularities detected independently, the employee (STM fitter) shall inform his head (site head).

E.4 The site head shall record the violations in writing in the original logbook of the 1st inspection stage and take measures to rectify the detected violations.

The original of the 1st inspection log shall be kept by the site head.

In the village, the 1st inspection log shall be completed and kept by each fitter of the STM.

Annex F

(*mandatory*)

Checklist stage 2 (site head before starting work)

F.1 Each site head is required to check once a month on the fourth Wednesday (January, February, April, May, July, August, October, November):

F.1.1 Organisation and results of work according to the first stage of control.

F.1.2 Fulfilment of measures to eliminate irregularities identified by the previous inspection.

F.1.3 Fulfilment of orders and instructions of the branch head on occupational safety and health issues.

F.1.4 Fulfillment of measures as per instructions and directives of supervision and control authorities.

F.1.5 Fulfillment of measures on materials of accident investigation.

F.1.6 Operability and compliance of production equipment, vehicles and processes with the requirements of occupational safety standards and other safety and health regulations.

F.1.7 Compliance of employees with electrical safety rules when working on electrical installations and with power tools.

F.1.8 Compliance with schedules of preventive maintenance of production equipment, ventilation systems and installations, technological modes and instructions.

F.1.9 Condition of passageways and galleries.

F.1.10 Condition of safety corners, availability and condition of safety and health posters, colour signals and safety signs.

F.1.11 Availability and condition of protective, warning and fire-fighting means and devices, control and measuring instruments.

F.1.12 Observance of safety rules at work with harmful and fire-explosive substances and materials.

F.1.13 Timeliness and quality of safety briefing of employees.

F.1.14 Availability and correct use of personal protective equipment by employees.

F.1.15 Regulation of employees with therapeutic and prophylactic food, milk and other prophylactic means.

F.1.16 Condition of sanitary rooms and facilities.

F.1.17 Observance of the established regime of work and rest, labour discipline.

F.2 Where workplaces are found to be in non-compliance with OSH requirements:

F.2.1 The site head shall make a record of the irregularities detected;

F.2.2 If possible, have the identified irregularities rectified by the site personnel;

F.2.3 Make suggestions on the findings with a record in the four-step control log.

F.3 In the event of gross violations of OSH rules and regulations and fire safety rules that may cause damage to the health of employees or lead to an accident:

F.3.1 Work in this area is suspended until the violation is corrected;

F.3.2 This shall be recorded in the four-step inspection log;

F.3.3 Records of the suspension of work in an emergency area shall be made available for signature by the site employees;

F.3.4 The inspector (site head) shall inform his/her line head.

F.4 Permission to resume work is given by the head of the subdivision, (head of centre, workshop, site), who introduced the prohibition of work.

F.5 Based on the results of the second stage of control, the head of the site develops measures to eliminate (avoid) the identified observations and is approved by the head of the centre.

No	Identified deficiencies and violations of OSH, fire safety at stage 1 and 2.	Planned activities to improve OSH, fire safety	Due date	Responsible for implementation

F.6 The head shall appoint the executors.

F.7 The head of the unit (head of the centre) may impose penalties on those who commit violations of the OSH requirements. This is followed by the first stage of the three-step control process.

F.8 These measures are monitored by the centre head and the OSH engineer.

F.9 The action plan and execution is stored electronically and/or on paper in a separate folder together with the logbook of the four-step control by the site head.

Annex G

(mandatory)

Checklist 3 stage of control

The Occupational Safety and health Day is conducted by a committee of 3 persons: the head of the centre, an OSH engineer and a technical labour inspector.

G.1 The commission approved by order once a quarter on the fourth Wednesday (March, June September, December) is required to check:

G.1.1 The organisation and results of work according to the first and second stage controls.

G.1.2 Implementation of corrective actions to eliminate violations identified by the previous inspection.

G.1.3 Fulfilment of orders and instructions of the branch head on occupational safety and health issues.

G.1.4 Fulfillment of measures as per instructions and directives of supervisory and control authorities.

G.1.5 Fulfillment of measures on materials of accident investigation.

G.1.6 Operability and compliance of production equipment, vehicles and processes with the requirements of occupational safety standards and other safety and health regulations.

G.1.7 Compliance of employees with electrical safety rules when working on electrical installations and with power tools.

G.1.8 Compliance with schedules of preventive maintenance of production equipment, ventilation systems and installations, technological modes and instructions.

G.1.9 Condition of passageways and galleries.

G.1.10 Condition of safety corners, availability and condition of safety and health posters, colour signals and safety signs.

G.1.11 Availability and condition of protective, warning and fire fighting equipment and devices, control and measuring instruments.

G.1.12 Observance of safety rules at work with harmful and fire-hazardous substances and materials.

G.1.13 Timeliness and quality of safety briefings for employees.

G.1.14 Availability and proper use of personal protective equipment.

G.1.15 Regulation of medical food, milk and other prophylactic means to employees.

G.1.16 Condition of sanitary rooms and facilities.

G.1.17 Observance of the established regime of work and rest, labour discipline.

If non-compliance with OSH requirements is found at the workplace, the committee shall make a record of the findings and its suggestions on the findings in the four-step inspection log and draw up a report.

Annex K
(mandatory)
Minutes

PROTOCOL NO. ____
meeting of the Occupational Safety and Health Day committee

« ____ » _____ 200 ____

Commission composed of:
Chairman

_____ (position, full name)

commissioners:

_____ (position, full name)

The agenda:

1. Implementation of the committee's decision on the previous Occupational Safety and Health Day.
2. The results of the previous Occupational Safety and Health Day and the adoption of decisions to remedy any deficiencies identified.

DECISION:

№№	Identified deficiencies and violations of OSH, fire safety	Planned activities to improve OSH, fire safety	Due date	Responsible for implementation

Chairman of the Commission: _____
(signature)

Commission members: _____
(signature)

The decisions of the commission are recorded in a branch order.
Persons who have violated OSH requirements shall be held liable.

The results of the OSH Day for the branch are communicated to all employees.