

Regulation No. (7) Of the Year 1998

The Regulation of Forming Committees and Supervisors of Occupational Safety and Health

Issued by virtue of Article (85) of the Labour Law

No. (8) Of the Year 1996

Official gazette No.: 4263

Official gazette issuance date: 16/2/1998

Article (1)

This regulation shall be called (The Regulation of Forming Committees and Supervisors of Occupational Safety and Health of the year 1998) as shall be effective as of the date of being published in the official gazette.

Article (2)

The following terms stated in this regulation shall have the meaning assigned against each of them, unless the context indicates otherwise:

Ministry : Ministry of Labour.

Minister : Minister of Labour.

Establishment : The entity practicing industrial businesses and the production or distribution of commodities and the like.

Director : The employer or who represents him in writing.

Committee: The vocational safety and health committee at the establishment.

Supervisor: The safety and health supervisor of the establishment.

Article (3)

The provisions of this regulation are applied to any establishment that has more than (20) workers, in the sectors that are defined by the Minister, pursuant to the instructions which he will issue for that purpose.

Article (4)

Each establishment should form a functional staff specialized in vocational safety and health, and the number of that staff should suit the size of the labour in the establishment according to the following table:

Number of workers	Specialized supervisor	Full time technician	Vocational Safety and Health Committee
From 20-50 workers	-	1	-
From 51-200 workers	-	1	1
From 201 to 500 workers	1	2	1
From 501 to 1000 workers	2	3	1
For each thousand that follows in addition to the previous	1	2	1

Article (5)

The supervisor in his field of work is a direct subordinate of the director, he should have had a training that suits the level of responsibilities and work nature that is practiced by the establishment. The Minister will specify the level of that training, as well as the entities which are approved to conduct it, in conformity with a decision which he will make for that purpose.

Article (6)

The supervisor will be competent in doing the following:

- A- Setting up plans for the vocational safety and health programs in the establishment, including the annual plans required for that.
- B- Regular inspection on all places of work and setting up means of protection from work dangers in an appropriate manner, including personal protection tools and those that are placed on the machines.
- C- Taking the necessary measurements using the appropriate devices in order to specify these mistakes, and recording these measurements in a special register to be able to review them and follow them up according to the nature of work.
- D- Examining and registering the accidents and preparing reports about them to include the precautionary means and measures that guarantee the prevention of their reoccurrence, as well as the preparation of statistics related to work injuries and accidents, in addition to regular and chronic vocational diseases, on the condition that these statistics will be submitted to the Ministry every three months.
- E- Inspection of the places of work that are proved to have a vocational disease and preparation of a report concerning the conditions of work with the help of the establishment physician, if any.
- F- Following-up the supply of means of protection from fire and first aid instruments and organizing means to transport the injured to medical clinics or hospitals when necessary, as well as viewing and following-up tidiness, neatness and cleanness of the establishment.

- G- Sharing the specialists in setting up training programs for the workers of the establishment to protect them from vocational hazards, accidents, injuries and diseases, in addition to verifying that they have passed the related special tests adequately.
- H- Expressing his view in supplying the machines and the materials which are used by the establishment for production, in order to ensure that they fulfill the terms of vocational safety and health.
- I- Setting up instructional, teaching and warning boards related to vocational safety and health.

Article (7)

- A- A committee is formed in each establishment that has more than (50) workers. The committee is called (The Vocational Safety and Health Committee) headed by the director and consists of the following members:
 - 1. The supervisor, as the vice-chairman and the reporter of the committee.
 - 2. The directors of the production sections.
 - 3. Representatives of the workers equaling the number of the member sections' directors stipulated that their representation will include all sections of production.
 - 4. The establishment physician (if any).
- B- In the context of carrying out its duties that are provided in this regulation, the committee has the right to form subsidiary committees composed from the members and others, and to specify the duties of these committees in a way to ensure the mutual coordination between them. These committees will submit their recommendations to the Vocational Safety and Health Committee.

Article (8)

- A- The committee is competent in discussing and following-up the following issues, as well as in taking the related decisions and procedures:
 - 1. Accidents and injuries that occurred in the previous months and the procedures that were taken by the supervisor, in addition to the results of inspections made by the committee or the authorized person.
 - 2. The works that have been carried out by the supervisor.
 - 3. Setting up a bylaw to organize the meetings of the committee, as well as the date and place of their convention.
 - 4. Holding symposiums inside the establishment to study the causes of work accidents and injuries, and the means to be protected from them. In

addition to the illustration of vocational safety and health projects, issuing publications and posters and preparing the related films.

- 5- Studying the suggestions that are presented by the workers and that are related to the means of public safety and vocational health, and examining these means with those workers to benefit from them when the bylaws are being set.

B- The director should inform the Ministry of Labour about the names of the committee members once it is formed or about any change that might occur to those members.

Article (9)

The committee will hold its meetings at least once a month according upon the invitation of the chairman or the vice-chairman in case of his absence. The meeting will be considered legal in the presence of the majority of the members, on the condition that the chairman or the vice-chairman is included. The committee's decisions and recommendations will be taken unanimously or with the majority of the attendants' votes. If the votes were equal, the side which included the chairman of the session will be considered.

Article (10)

The committee's reporter should write down its decisions and recommendations in a special register to be signed by the chairman of the committee and the reporter. The register should be in a place that makes it easy to be reviewed.

Article (11)

The Minister may issue instructions and decisions that are required to implement the provisions of this regulation.

Article (12)

(The Regulation of Forming Labour Safety Staffs within Industrial Establishments) No. (61) Of the Year 1974 is considered cancelled.