

Pursuant to Article 7, Paragraph 2 of the Law on health and safety at work (“Official Gazette of the Republic of Serbia”, no. 101/05),  
the Minister of Labour and Social Policy adopts the following

**RULEBOOK**  
**on preventive measures for safe work while using work equipment**

**I Basic provisions**

**Article 1**

This Rulebook shall prescribe the minimum requirements that an employer must meet in ensuring the application of preventive measures while using the work equipment.

**Article 2**

Certain definitions used in this Rulebook shall have the following meanings:

1) the work equipment shall mean a machine, device, plant, installation, tool, etc., used in the work process;

2) the use of the work equipment shall mean all the activities in relation to work such as starting or stopping the operations, and/or its use, transportation, repair, changes by which purpose of use, maintenance, servicing and specific cleaning will not be changed;

3) the use of the work equipment shall mean its setting up, programming or re-programming, initiation, stopping and cleaning;

4) the area of danger shall mean the area within the work equipment, and/or its surroundings in which the employee exposed to danger or harmfulness has been under the risk of incurring injuries or health damage;

5) the employee exposed to danger or harmfulness shall mean any employee completely or partially within the area of danger;

6) the operator shall mean any employee using the work equipment for the performance of his/her work tasks.

**Article 3**

By changing the equipment while using it, the employer changes its purpose of use and shall be subject to obligations prescribed for producers by special regulations.

**Article 4**

The employer that performs the activities of commissioning the work equipment (its assembling, installation and setting up) and decommissioning of the work equipment shall ensure that the measures for safe work should be in place while performing such activities, as well as that the instructions of producers should be fully observed.

**II Employer's obligations**

**Article 5**

The employer shall ensure that the work equipment should be used only by the employee with the appropriate professional qualifications.

**Article 6**

The employer shall ensure the application of health and safety measures in using the work equipment, in particular:

1) that the equipment should be used in accordance with its purpose of use;

2) that the work equipment should be appropriate for the performance of the business activities or that it has been adjusted for that purpose accordingly;

3) that the work equipment should be used in accordance with safety-technical data indicated in a producer's documentation, and/or delivering agent's documentation.

While choosing the work equipment, the employer shall take into account the specific work conditions and existing danger and harmfulness with respect to job positions and work environment, as well as the danger and harmfulness that may arise while using such work equipment.

The employer shall ensure that the risk of incurring injuries and damage to health that the employees are exposed to should be reduced to the lowest possible extent by applying health and safety measures in using the work equipment.

#### **Article 7**

The employer is obliged to ensure the operating manual to the operators of the work equipment.

#### **Article 8**

In case of the appearance of specific risks of incurring injuries and health damage to employees while using the work equipment, the employer shall ensure as follows:

1) that the work equipment should be used only by the operators and

2) that the repair works by which the purpose of use, maintenance, servicing and specific cleaning shall not be changed should be performed by the employees nominated for such activities.

#### **Article 9**

The employer shall ensure that ergonomic principles should be fully observed while using the work equipment.

### **III Preventive and periodical examinations and inspections of the work equipment**

#### **Article 10**

The employer shall engage a legal person holding the license for conducting preventive and periodical examinations and inspections of the work equipment.

The employer that has ensured the usage of the work equipment outside the location of its registered office shall provide that a copy of the professional report on the conducted preventive and periodical examinations and inspections of the work equipment should be available at the location in which the equipment is used.

### **IV Notifying employees**

#### **Article 11**

The employer shall provide the information in relation to health and safety to employees or their representatives in charge of health and safety at work, and in particular on measures taken in view of ensuring safe work conditions while using the work equipment.

Such information shall include the minimum data relating to:

1) conditions of use of the work equipment;

2) unusual situations that may be envisaged and

3) conclusions made on the basis of experience gained while using the work equipment.

The information must be clearly formulated to the employees they refer to.

### **V Training of employees**

#### **Article 12**

During the training for safe work, the employer shall inform the employees who are not equipment operator of all types of risks associated with the use of the work equipment at the workplace and work environment.

The employer shall ensure additional trainings for safe work to employees performing the activities indicated in Article 8, Item 2) hereof, as well as to inform them on safe performance of such activities in the form of written instructions.

## **VI Cooperation of the employer and employees**

### **Article 13**

The employer and employees, and/or their representatives in charge of health and safety at work shall cooperate with respect to all issues regarding the use of the work equipment.

## **VII Transitional and final provisions**

### **Article 14**

The preventive measures for safe work while using the work equipment, and/or measures and standards of health and safety prescribed by the Rulebook on measures and standards of health and safety at work with respect to work tools (“Official Gazette of the SFRY”, no. 18/91) shall apply, unless in contrast with the provisions hereof.

### **Article 15**

The employers that started to perform the business activity prior to this rulebook coming into effect, and/or ensured the application of measures and standards of health and safety at work that are not contrary to the provisions hereof while using the work equipment, shall adjust their business operations with the provisions of this Rulebook within one year as of the date of this Rulebook coming into effect.

### **Article 16**

This Rulebook shall come into effect on the eight day as of its publication in the “Official Gazette of the Republic of Serbia”.

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In Belgrade, 30<sup>th</sup> March 2009

MINISTER

Rasim Ljajic