

Pursuant to Article 15 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, Employment and Social Policy hereby adopts the following

RULEBOOK
ON PROCEDURES FOR WORK EQUIPMENT INSPECTION AND TESTING AND
FOR TESTING WORK ENVIRONMENT CONDITIONS

I. CONTENTS OF THIS BOOK OF REGULATIONS

Article 1

This Rulebook prescribes procedures and intervals for preventive and periodic work equipment inspections and testing, as well as preventive and periodic testing of work environment conditions, namely chemical, biological and physical hazards (with the exception of ionizing radiation), microclimate and lighting.

II. WORK EQUIPMENT INSPECTION AND TESTING

Objective of preventive and periodic work equipment inspections and testing

Article 2

The objective of preventive and periodic work equipment inspections and testing is to examine and determine whether, with regard to the work equipment prescribed by this Rulebook, and used in work processes, health and safety measures at work legally regulated by health and safety at work, technical regulations, standards and manufacturer's instructions have been implemented.

Work equipment subject to preventive and periodic inspection and testing

Article 3

Work equipment subject to preventive and periodic inspection and testing, in terms of this Rulebook are the following:

- 1) Cranes and other lifting equipment with a lifting load of 0.5 tones or more, as well as temporary console cranes and mechanic winches with a lifting load 0.3 tones or more, used for lifting, lowering and moving load by steel or other ropes, chain or hydraulics, etc.
- 2) Mechanic hoist rack cranes (in VNA storage or outside, on tracks or otherwise automatically positioned) used for handling pallets and other materials, taking them from and putting them in racks.
- 3) Lifting platforms mechanically operated which, by means of installed platform or basket, lift and lower employees for various work purposes.
- 4) Hanging scaffolds, façade, cargo and passenger lifts (with the exception of lifts in residential buildings) mechanically operated, which serve for lifting and lowering people and work materials on vertical surfaces and facades of buildings, on construction sites and in working and auxiliary facilities.
- 5) Self-propelled vehicles, mechanically operated, used for internal transportation – drawing, pushing, lifting, lowering, and load handling.
- 6) Presses, cutting knives and scissors and roll presses, mechanically operated, for cutting, pressing, folding and drawing of material in which material to be processed is inserted or taken out manually.
- 7) Processing machinery for wood, plastic and similar materials mechanically operated, solidly grounded, in which processed material is inserted or taken out manually.
- 8) Coating and drying machinery/chambers where coating liquids contain substances that in contact with air produce flammable and explosive mixtures, vapours and chemical harmfulness endangering employees' health.
- 9) Equipment, i.e. plants for manufacturing, filling, measuring and controlling of, together with pipelines for feed, distribution and transport of, explosive, toxic and suffocating fluids-gases or liquids, with the exception of natural gas (ground gas), in working or auxiliary facilities.
- 10) Explosion proof work equipment used in technological processes.
- 11) Temporary electrical installations with devices, equipment and connectors set up for construction and other works.

- 12) Work equipment (machinery, devices, plants, installations and tools) which, according to the employer's Risk Assessment Act, should undergo preventive and periodic inspections and testing.

Person performing preventive and periodic work equipment inspections and testing

Article 4

Work equipment inspections and testing are carried out by a legal person licensed for work equipment inspections and testing, who possesses adequate instruments and equipment necessary for performing inspections and testing, specified together with technical characteristics in the accepted methodology.

Expert findings report

Article 5

Upon completed work equipment inspection and testing, an expert findings report is issued.

Along with the expert findings report, the legal person who completed the work equipment inspection and testing shall enclose license copies for the legal person in question and for the person responsible who signed the finding.

Contents of expert findings report

Article 6

The expert finding report must contain the following:

- 1) Business name and seat of legal person who performed inspections and testing and issued an expert finding;
- 2) Serial number of expert finding report and the date of issue;
- 3) Referral to the regulations, i.e. legal act and documents which were grounds for determining necessity of work equipment inspection and testing;
- 4) Business name and seat of the work equipment user;
- 5) Time and place where work equipment inspection and testing were conducted;

- 6) Name of the responsible person licensed for work equipment inspection and testing, who signs off expert finding;
- 7) Name and education/qualifications of persons who performed work equipment inspection and testing;
- 8) Data on the work equipment subject to the inspection and testing (detailed information identifying the equipment, describing its purpose, i.e. location of work photos and sketches with position and location in the room, as well as materials and raw materials used);
- 9) Information on instruments and devices used during work equipment inspection and testing;
- 10) Identified state substantiated with measured values, i.e. with values typical for certain elements of testing, as well as specifically identified faults and irregularities against regulations;
- 11) Conclusion stating whether prescribed health and safety measures at work were applied on the inspected and tested work equipment, namely whether the equipment is safe for use.

Intervals for preventive work equipment inspection and testing

Article 7

Work equipment preventive inspection and testing are conducted prior to use, namely before work equipment is given to employees for their use, after reconstruction or major breakdown, and before the beginning of its functioning at a new location after it has been moved.

Intervals for periodic work equipment inspection and testing

Article 8

Periodic work equipment inspection and testing are conducted at intervals which are defined by regulations and standards or by manufacturer's instructions, and at the latest three years after the last completed inspection and testing, with the exception of periodic inspection and testing of the temporary electrical installation with devices, equipment and tools, which are performed one year after the last completed inspection and testing, and the intervals for

periodic inspection and testing determined by the employer's Risk Assessment Act, which are then performed in accordance with the interval determined by the Act.

III. TESTING OF WORK ENVIRONMENT CONDITIONS

Objective of preventive and periodic testing of work environment conditions

Article 9

The objective of preventive and periodical testing of work environment conditions (hereinafter referred to as: testing) is to examine and determine whether health and safety measures at work as prescribed by health and safety at work regulations, technical regulations and standards have been implemented in the work environment.

Contents and scope of testing

Article 10

Testing shall include the following:

- 1) Microclimate (air temperature, wind velocity and relative air humidity);
- 2) Chemical hazards (gases, vapours, fumes, dusts);
- 3) Physical hazards (noise, vibrations and harmful radiation, with the exception of ionizing radiation);
- 4) Lighting;
- 5) Biological hazards.

Testing is performed by analysis of all elements of the work environment conditions thus obtaining integrated assessment of conducted testing.

As a rule, testing is conducted when all process capacities are in full operation (work equipment, air-conditioning devices, airing /draft etc.), which is specifically underlined in the expert finding report.

Microclimate testing

Article 11

Microclimate testing is conducted at the workplace and in the work environment where work activities are carried out, where employees move about or stay longer than two hours per shift.

Microclimate testing is conducted in summer and in winter periods, but is not conducted in premises where technological process requires specific climate conditions.

Summer microclimate testing is conducted when the outside temperature is above 15 degrees Celsius, and winter testing is conducted when the outside temperature is below 5 degrees Celsius.

Microclimate testing is performed in accordance with the accepted methodology for microclimate testing, with the health and safety at work regulations, technical regulations, standards and recommendations.

Chemical hazards testing

Article 12

Chemical hazard testing is conducted at workplaces and in the work environment where chemical hazards appear in technological and work processes.

Chemical hazard testing is performed by taking at least one sample in the workplace closest to the source of the hazard.

If chemical hazard concentration at work established in the workplace closest to the source of a hazard is above the allowed concentration, chemical hazard testing is also conducted by taking at least one sample from all other workplaces where these hazards might be reasonably expected.

In tested workplaces where registered chemical hazards were above the allowed concentration, continual testing is conducted in order to assess risks and undertake measures for reducing hazards and protecting the health of employees

Chemical hazard testing is conducted in accordance with the accepted methodology for chemical hazards, using qualitative and quantitative analyses, in compliance with health and safety at work regulations, technical regulations and standards.

Physical hazard testing

Article 13

Physical hazard testing is conducted in work places and in the work environment where noise, vibration and harmful radiation appear in technological and work processes.

Noise, vibration and harmful radiation testing comprises measurement, analysis and comparison of measured values with the allowed concentrations.

Physical hazard testing is conducted in accordance with the accepted methodologies for noise, vibration and harmful radiation testing, with the health and safety at work regulations, technical regulations, standards and recommendations.

Lighting testing

Article 14

Lighting testing in workplaces and in the work environment is conducted in accordance with the accepted methodology for testing and measuring lighting, with health and safety at work regulations, technical regulations and standards.

Biological hazard testing

Article 15

Biological hazard testing (viruses, bacteria, parasites, fungi, mildew, etc.) is conducted in work premises and in all workplaces where these hazards might be reasonably expected in work processes.

Biological hazard testing is conducted in accordance with the accepted methodology for identification of biological hazards, using qualitative and quantitative analyses.

Person responsible for preventive and periodic work environment conditions

Article 16

Testing of work environment conditions, with the exception of biological hazard testing, may be conducted by a legal person licensed for work environment testing, who possesses adequate instruments and equipment necessary for testing and measuring, specified together with technical characteristics in the accepted methodology.

Testing of work environment conditions - biological hazards - may be conducted by a legal person licensed for work environment testing, who possesses adequate instruments, equipment, laboratories and equipment for testing and analyzing biological hazards, specified together with technical characteristics in the accepted methodology.

Expert finding report

Article 17

Upon completed testing of work environment conditions, an expert finding report is issued.

Along with the expert finding report the legal person who completed work environment testing shall enclose license copies for the legal person in question and for the person responsible to sign the finding.

The expert finding report is issued as integral document for all completed work environment testing and depending on technological process.

In extraordinary circumstances there could be a separate expert finding issued for biological hazard testing.

Contents of expert finding report

Article 18

The expert finding report must contain the following:

- 1) Business name and seat of legal person who performed work environment testing and issued an expert finding;
- 2) Serial number of expert finding report and the date of issue;
- 3) Referral to the regulations, i.e. legal act and documents which were grounds for determining necessity of work environment testing;
- 4) Business name and seat of the work environment user;
- 5) Time and place where work environment testing was executed;
- 6) Name of the responsible person licensed for work environment testing, who signs off expert finding report;

- 7) Name and education/qualifications of persons who performed work environment testing;
- 8) Data which more closely describe workplaces in the work environment and locations where testing was conducted (description, photos, drawings, graphic illustrations of a room) with working parameters established during testing;
- 9) Information on instruments and devices used during work environment testing;
- 10) Identified state, levels and values, i.e. with values typical for certain elements of testing, as well as specifically identified risks to employees' health due to the identified presence of physical and chemical hazards above the allowed levels or concentrations, insufficient lighting and microclimate out of the comfort window.
- 11) Conclusion stating whether values measured in the workplace and in the work environment are within the limits, namely whether prescribed health and safety measures have been implemented or not.

Testing reports

Article 19

At the Labour Inspector's request, or for the purpose of risk assessment, testing of particular elements of the work environment may be conducted for which a testing report is issued, the content of which is the same as the content of the expert finding report.

Intervals for preventive work environment testing

Article 20

Preventive work environment testing is conducted within six months from the beginning of working, i.e. technological processes, reconstruction of the facilities where working processes take place (heating, ventilation or air-conditioning installations etc.) or replacement of technical capacities/equipment which alter working conditions.

Intervals for periodic work environment testing

Article 21

Periodic work environment testing is conducted in the workplace and in the work environment within the three years from the previous testing.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 22

The Rulebook on procedures on inspection and testing of work environment, hazardous substances, labour instruments, installations and means and equipment for personal protection (Official Gazette of the Republic of Serbia, No. 7/99) shall cease to be valid on the day this Rulebook enters into force.

Article 23

This Rulebook shall enter into force the eight day from the date of its publication in the Official Gazette of the Republic of Serbia.

Number 110-00-00723/2006-20

Belgrade, 25 October 2006

Minister,
Slobodan Lalović