Approved by Rector's directive No 46 of 22 December 2025

In force from: 01.01.2026

Occupational Health and Safety Management Regulations

1. General provisions

1.1. The Occupational Health and Safety Management Regulations (hereinafter referred to as "the Regulations") set out the framework for occupational health and safety management at Tallinn University of Technology (hereinafter referred to as "the university").
1.2. Occupational health and safety management shall be governed by the Occupational Health and Safety Act (hereinafter referred to as "OHSA"), the legislation issued on the basis thereof, and these Regulations.
1.3. The Chief Working Environment Specialist (hereinafter referred to as "Working Environment Specialist") is the employer's authorised representative in matters of occupational health and safety management.
1.4. In occupational health and safety management, employees are represented by Working Environment Representatives.
1.5. The Working Environment Council is a body for cooperation between the employer and employees' representatives, responsible for resolving occupational health and safety issues at the university.
1.6. The Chief Working Environment Specialist establishes supplementary legislation and standard documentation forms in accordance with the Regulations.

2. Working Environment Representative

2.1. A Working Environment Representative represents employees in matters of occupational health and safety and assists in identifying and communicating working environment issues to the employer.
2.2. At least one Working Environment Representative is elected from each university's structural unit that has at least 10 employees. A Working Environment Representative shall be elected by an open vote at the general meeting convened by the head of the structural unit or through electronic voting.
2.3. In a structural unit with less than 10 employees, electing a Working Environment Representative is not mandatory; the head of the unit consults with employees on occupational health and safety matters.
2.4. The mandate of a Working Environment Representative shall be determined by the employees; if not specified otherwise, it shall be four years. The head of a structural unit may propose the period of the mandate, but the final decision shall be made by the staff members.
2.5. Any staff member, except the head of a structural unit who serves as the employer's representative at the unit level, may stand for election as a Working Environment Representative.
2.6. The employees or the head of the structural unit can put forward candidates, but the final decision shall be made by the staff members.
2.7. Every staff member has one vote; a Working Environment Representative shall be elected by a simple majority of the votes cast by staff members who participate in the election. In the event of a tied vote, a runoff shall be held between the candidates who received the highest number of votes.
2.8. An election of a Working Environment Representative is considered valid if at least 50 per cent of the staff members in the structural unit participate.
2.9. If a Working Environment Representative is not elected or the vote is invalid, the outcome must be recorded in the minutes.
2.10. The election results shall be recorded in the minutes of the election of the Working Environment Representative of the structural unit, using the standard format established by the Working Environment Specialist.
2.11. The election minutes shall be submitted to the Working Environment Specialist within ten working days of the confirmation of the election results.
2.12. The contact details of the Working Environment Representative shall be displayed in a visible location within the structural unit, and the election results shall be communicated to all employees.
2.13. If an employee ceases to serve as a Working Environment Representative, the Working Environment Specialist and the employees of the relevant unit must also be notified.

2.14. The time allocated to the Working Environment Representative for performing their duties shall be determined during the election and recorded in the election minutes. The rights and obligations of a Working Environment Representative are set out in the OHSA.
2.15. The Working Environment Specialist shall organize occupational health and safety training, including refresher training, for the Working Environment Representative.
2.16. If a structural unit needs to send a Working Environment Representative to a training outside the university, this must be coordinated in advance with the Working Environment Specialist
2.17. The Working Environment Specialist shall determine the suitability and funding of the training on a case-by-case basis, considering the content and organizer of the training.
2.18. If the training has not been previously approved by the Working Environment Specialist, the costs shall be borne by the structural unit of the Working Environment Representative who attended the training.
2.19. After the election results are confirmed, the Working Environment Representative shall attend occupational health and safety training.

3. Persons responsible for occupational safety in the structural unit
3.1. The head of a structural unit shall appoint at least one person responsible for occupational health and safety, whose task is to ensure the unit's compliance with occupational health and safety requirements.
3.2. If a structural unit contains laboratories, a responsible person must be appointed for each laboratory to ensure that:
3.2.1. the safety instructions and training required for laboratory work are provided;
3.2.2. the necessary first aid, personal protective, and other equipment are available;
3.2.3. the equipment and tools are in proper condition and receive regular maintenance;
3.2.4. the pathways in laboratory rooms are unobstructed, and work surfaces and shelves are free of extraneous objects.

4. Working Environment Council
4.1. A Working Environment Council shall be established to address occupational health and safety matters, and it shall comprise an equal number of representatives appointed by the employer and representatives elected by the employees.
4.2. The Working Environment Council shall comprise four members.
4.3. The Director for Administration shall appoint the employer's representatives to the Working Environment Council.
4.4. The period of the mandate of the employer's representatives shall be determined by the Director for Administration.
4.5. The Working Environment Specialist shall organize occupational health and safety training, including refresher training, for the members of the Working Environment Council.

5. Organisation of internal control of the working environment
5.1. The occupational health and safety conditions in the structural unit shall be planned, organised and monitored in the course of an internal control of the working environment.
5.2. Structural units exposed to the following risk factors: work with display screen equipment, forced postures, and repetitive movements must conduct internal controls at least once every three years.
5.3. Structural units exposed to the following hazards, in addition to the risk factors listed in clause 5.2: manual handling of heavy loads, work at heights, noise, vibration, electromagnetic fields, artificial optical radiation, ionizing radiation, hazardous chemicals (including carcinogens and mutagens), and biological hazards of the hazard groups 2, 3, and 4 must conduct internal controls at least once every two years.
5.4. Unscheduled internal control shall be carried out if working conditions related to occupational health and safety change significantly.
5.5. The internal control of the working environment in a structural unit shall be organised by the head of the structural unit.
5.6. The head of a structural unit shall conduct internal control of the working environment, involving the Working Environment Representative and the employees of the structural unit.
5.7. If necessary, the Working Environment Specialist shall provide assistance in conducting internal controls.

5.8. The Working Environment Specialist and the head of the structural unit shall agree in advance on the scope of assistance and the activities before an internal audit.
5.9. An internal control report shall be prepared based on the results of the internal control of the working environment; the standard form for this report shall be developed by the Working Environment Specialist, but its use is not mandatory.
5.10. The report on internal control of the working environment shall be submitted to the Working Environment Specialist for information no later than five working days after completion.

6. Organisation of risk assessment of the working environment
6.1. In the course of the risk assessment of the working environment working environment hazards shall be identified, their parameters shall be measured as necessary, and the risks to employees' health and safety shall be assessed.
6.2. The head of the structural unit shall organize the risk assessment of the working environment in cooperation with the Working Environment Specialist and the Working Environment Representative.
6.3. Based on the results, a risk assessment and a risk management action plan shall be prepared, setting out measures to prevent or mitigate health risks.
6.4. The head of the structural unit shall inform all employees of the results of the risk assessment and the action plan in a form that can be reproduced in writing.
6.5. A new risk assessment of the working environment shall be organized, and the action plan shall be updated if any of the following occurs: changes in working conditions; modification or upgrading of work equipment or technology; availability of new information regarding the effects of a hazard on human health; a change in the risk level compared to the original assessment due to an accident or hazardous situation; or identification of a work-related illness in an employee by an occupational health doctor during a medical examination.

7. Organisation of medical examination of employees
7.1. Employees whose health may be affected by working environment risk factors or by the nature of work that can cause occupational illnesses shall undergo medical examinations.
7.2. Medical examinations are obligatory for employees.
7.3. Medical examinations of employees shall be organised by the Human Resources Office.
7.4. Decisions on medical examinations and the related data are stored in the Human Resources Office database.
7.5. The head of a structural unit is responsible for ensuring that all employees in their unit undergo medical examinations at the required intervals.
7.6. Health examination results may only be disclosed to the head of the structural unit, who is required under the OHSA to arrange the employee's working conditions in accordance with the medical examination decision.
7.7. Medical examination data shall not be disclosed to persons whose work responsibilities do not involve handling health data or who have no authority to act on medical examination recommendations.
7.8. The head of a structural unit may use medical examination data solely for assessing whether work arrangements comply with the medical examination decision and for implementing the necessary occupational health and safety measures. A head of a structural unit shall not share medical examination data with third parties who are not directly involved in organizing the employee's working conditions. The Working Environment Representative shall regularly verify that employees in their unit undergo medical examinations, explain the need for medical examinations to employees when necessary, and cooperate with the Human Resources Office.
7.9. The Working Environment Representative is legally entitled to request from the Human Resources Office information on employees' medical examinations and upcoming deadlines, but not the medical examination decision or associated recommendations.
7.10. An employee has the right to access their medical examination data, including the decision and any recommendations contained therein.
7.11. The costs of employees' medical examinations shall be covered from funds allocated in the university's budget, and the examinations shall be conducted during working hours.

8. Organization of the provision of first aid
8.1. The Working Environment Specialist shall organize training and refresher courses for first aid providers.

8.2. The costs of training and refresher courses for first aid providers shall be covered from funds allocated in the university's budget, and the training shall be conducted during working hours.
8.3. If a structural unit needs to send an employee to a first aid training outside the university, this must be approved in advance with the Working Environment Specialist.
8.4. The suitability of the training and the principles for funding shall be determined on a case-by-case basis, taking into account the content and the organizer of the training.
8.5. If the training has not been approved in advance, the costs shall be borne by the structural unit.
8.6. First aid training for employees shall be conducted at the proposal of the head of a structural unit.
8.7. When appointing first aid providers, it must be ensured that there is at least one first aid provider for every 30 employees.
8.8. First aid providers must also be appointed for divisions of structural units that are located separately from others, even if they have less than 30 employees.
8.9. Employees who work alone for at least half of their working hours must undergo first aid training.
8.10. "Working alone" refers to performing work in a separate workplace or outside normal working hours.
8.11. The head of a structural unit shall identify employees who perform this type of work, and the Working Environment Specialist shall organize first aid training for them.
8.12. The contact details of the first aid provider shall be displayed in a visible location within the structural unit and communicated to all employees.
8.13. If an employee ceases to serve as a first aid provider, the Working Environment Specialist and the unit's employees must be notified.
8.14. The head of the structural unit shall ensure that all employees and students have access to first aid equipment and that its location is clearly marked.
8.15. The costs of acquiring first aid equipment shall be covered from funds allocated in the structural unit's budget.

9. Personal protective equipment
9.1. The head of a structural unit shall ensure that employees and students are provided with personal protective equipment, special work clothing, and cleaning or washing supplies when required by the nature of the work or associated hazards.
9.2. The costs of acquiring protective equipment, including personal protective equipment, special work clothing, and any required marking, shall be covered from funds allocated in the budget of the relevant structural unit.
9.3. Personal protective equipment shall be provided when a hazard in the working environment cannot be avoided or reduced by other means.
9.4. The head of a structural unit shall organize training on the use of personal protective equipment for employees and students, which shall be documented in a form that can be reproduced in writing.
9.5. The head of a structural unit shall provide personal protective equipment and document its issuance in a form that can be reproduced in writing, indicating the period of use.
9.6. The head of a structural unit shall monitor and verify that personal protective equipment is used appropriately.
9.7. Employees who refuse to use personal protective equipment must not be permitted to work.

10. Organization of instruction, training, and refresher training on occupational health and safety
10.1. A Working Environment Specialist shall:
10.1.1. upon commencement of employment, provide an introductory tutorial on occupational health and safety, during which the following shall be introduced to the employee:
10.1.2. general rules for occupational health and safety management;
10.1.3. general instructions for conduct in the event of a risk or occurrence of an occupational accident;
10.1.4. instructions on how to contact emergency services;
10.1.5. ergonomically correct working positions and techniques for computer screen use;
10.1.6. contact data of the university's Working Environment Representative, first aid provider, and the Labour Inspectorate.
10.2. A head of a structural unit shall:
10.2.1. ensure that the unit's employees complete an introductory tutorial;
10.2.2. arrange instruction for employees on occupational health and safety at the workplace, during which the following shall be covered:

10.2.3. ergonomically correct working positions and techniques relevant to the employee's duties;
10.2.4. safety instructions for the work to be performed or equipment to be used, prepared and approved by the head of the structural unit;
10.2.5. hazards in the working environment and the proper use of the required personal protective equipment;
10.2.6. work procedure rules for employees;
10.2.7. fire safety and electrical safety requirements;
10.2.8. instructions for preventing environmental contamination;
10.2.9. location of the emergency phone, first aid equipment and fire-fighting equipment, along with the contact details of the first aid providers of the structural unit;
10.2.10. safety signs used at the workplace and the locations of emergency exits and evacuation routes;
10.2.11. risk assessment of the structural unit;
10.2.12. if necessary, organize workplace training on safe and proper working techniques, taking into account the specific nature and hazard level of the employee's work;
10.2.13. organize the introduction of occupational health and safety guidelines and instructions for students.
10.3. An employee's introductory tutorial on occupational health and safety shall be repeated to the necessary extent if:
10.3.1. the employee has been absent from work for at least one year;
10.3.2. the employee has violated occupational safety requirements;
10.3.3. if the employer, the Labour Inspectorate or the employee considers it necessary.
10.4. An employee's instruction and training on occupational health and safety shall be repeated in a structural unit if:
10.4.1. the employee's duties change, or the employer provides the employee new work equipment or technology;
10.4.2. new instructions are approved in the structural unit, or the occupational health and safety documents are updated;
10.4.3. the employee has violated occupational safety requirements;
10.4.4. the employee has been absent from work for at least one year;
10.4.5. if the employer, the Labour Inspectorate or the employee considers it necessary.
10.5. The head of a structural unit shall document the date and description of the content of the tutorial and training in writing or in a format that can be reproduced in writing.
10.6. An employee shall confirm, in writing or in a format which can be reproduced in writing, that he/she has undergone the tutorial and training.
10.7. An employee is allowed to work if the head of the structural unit is convinced that the employee is familiar with the occupational health and safety requirements and is able to follow and apply them in practice.
10.8. The head of a structural unit shall organise the preparation of safety instructions related to the tasks of the structural unit.

11. Actions in the event of an accident or risk of an accident
11.1. A Working Environment Specialist is required to:
11.1.1. temporarily stop work in the hazardous stage of work or prohibit the use of hazardous work equipment if there is a direct risk of harm to the life or health of an employee and if the risk cannot be eliminated by other means;
11.1.2. instruct employees to stop work and leave the danger zone in the event of a serious or unavoidable risk of an accident;
11.1.3. register all occupational accidents and situations that could have resulted in an accident, notify employees thereof, and implement measures to prevent the recurrence of such situations;
11.1.4. if an occupational accident results in temporary incapacity for work, serious bodily injury, or death, prepare in cooperation with the head of the structural unit and the Working Environment Representative an investigation file and a written report to be submitted to the Labour Inspectorate no later than 10 days from the date of the accident;
11.1.5. promptly report to the Labour Inspectorate any occupational accident resulting in visible serious bodily injury or death, and an accident resulting in death also to the police;

11.1.6. prepare an accident report if the investigation establishes that the incident was not an occupational accident, and submit the report to the Labour Inspectorate and the injured party within three working days after completion of the investigation;
11.1.7. arrange additional medical examinations of employees, if necessary;
11.1.8. give employees permission to return to their workplaces once the risk of an accident has been eliminated.
11.2. The head of a structural unit is required to:
11.2.1. promptly notify the Working Environment Specialist of any risk of an accident, health risk, or occupational accident;
11.2.2. inform, as soon as possible, all employees who are or may be exposed to serious risks and the measures to be taken;
11.2.3. participate in the investigation of the hazard condition in cooperation with the Working Environment Specialist;
11.2.4. arrange the provision of first aid to the injured person and call an ambulance if necessary, or arrange transportation of the injured person to the nearest health care institution or home;
11.2.5. ensure that, in the event of a serious injury or accident, the situation at the scene of the accident is preserved until the arrival of investigators, unless doing so would create additional hazards.

12. Employer's liability insurance covering occupational accidents
12.1.1. An overview of the terms and conditions agreed in the insurance contract is available on the intranet.
12.1.2. The Real Estate Office is responsible for concluding the university's insurance contracts and provides additional information on the applicable insurance terms and conditions.
12.1.3. The Human Resources Office makes a case-by-case decision on covering the deductible, considering the circumstances of the accident and the adequacy of risk prevention measures.
12.1.4. If an occupational accident occurs due to the structural unit's failure to implement the necessary occupational health and safety measures that could have prevented the accident, the deductible will be covered by the structural unit's funds.
12.1.5. If an occupational accident occurs as a result of the employee's own fault, and the structural unit had previously implemented all necessary preventive measures that could have prevented the accident, the deductible will be covered by the Human Resources Office.

13. Compensation for glasses or any other corrective visual aids
13.1. The employer compensates up to 75% (but not more than 100 euros) of the cost of glasses or other corrective visual aids.
13.2. The cost of glasses or other corrective visual aids is compensated to an employee once per calendar year.
13.3. Compensation for glasses or other corrective visual aids shall be arranged by the Human Resources Office.
13.4. Purchases of glasses or other corrective visual aids are not eligible for compensation during the probationary period.