BHP Consulting

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Analysis and assessment of OHS status for the year ……..

Prepared for:

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Date of preparation:			
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Position			
Signature			

The document, analysis of the state of OSH is an assessment of the state of safety in the company and is one of the most important documents confirming the state of implementation of OSH requirements in the plant.

It is an assessment of the state of safety in the company, in comparison with applicable regulations and indicating possible irregularities, based on a thorough knowledge of the level of work safety in a given plant. It is also an assessment of the implementation of the tasks of the OHS service in the plant and the resultant audit of compliance by the employer with legal requirements for themselves and employees.

The analysis shows whether the employer fulfils its basic obligations, i.e. whether:

1) organizes work in a way that ensures safe and hygienic working conditions;

2) ensures that the workplace complies with the provisions and health and safety at work regulations, issue instructions to remedy deficiencies in this respect, and control the implementation of these instructions;

3) ensures that orders, statements, decisions and orders issued by supervisory authorities are carried out under working conditions;

4) ensures the implementation of the recommendations of the social labour inspector and other obligations contained in the Labour Code.

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EMPLOYMENT RELATIONSHIP					
1.	Has the Work Regulations been developed in the company?				The obligation to establish work regulations applies to any employer who employs at least 50 employees, regardless of the type of employment relationship or employment contract.
2.	Has the employer informed in writing about the terms of employment, no later than within 7 days of concluding the employment contract (Article 29 § 3 of the Labour Code)				In accordance with art. 29 § 3 LC the employer shall inform the employee in writing, not later than within 7 days from the date of the employment contract, of: 1) the employee's daily and weekly working time norms, 2) the frequency of payment of remuneration for work, 3) the amount of annual leave due to the employee, 4) the duration of the employment contract notice period, 5) collective labour agreement, which the employee is covered by, and if the employer is not obliged to establish work regulations - additionally at night, place, time and date of payment of remuneration and the manner in which employees confirm their arrival and presence at work and justify their absence from work. § 31. Informing the employee about his terms of employment, referred to in § 3 points 1-4, may take place by writing appropriate labour law provisions in writing. It should also be remembered that in the event of changes in working conditions and pay as indicated in the information on employment conditions (the so-called additional), the employer is obliged to notify the employee of this change in writing. Therefore, it updates the current information. This update includes conditions that are listed in art. 29 § 3 of the Code of Civil Procedure, i.e.daily and weekly working time norms, the frequency of payment of remuneration for work, the duration of the leave, the length of the notice period, the employee being covered by a collective labour agreement and its changes.

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					In addition, an employer who is not required to create work regulations should update the additional information in the event of a change in the scope of the manner of justifying absence at work adopted in the company and confirming the arrival and presence at work; night time; place, date and time of payment of remuneration. This information shall be provided by the employer to the employee without delay, but no later than within 1 month of the entry into force of these changes, and in the event that the termination of the employment contract would take place before the expiry of this period - no later than by the date of termination of the contract.
3.	Have you been provided with the text of the provisions regarding equal treatment in employment?				The employer's obligation to provide employees with the text of the provisions on equal treatment in employment results from art. 94^1 LC. Pursuant to this provision, the employer provides employees with the text of the provisions on equal treatment in employment in the form of written information disseminated in the wokplace or providing employees with access to these provisions otherwise adopted by the employer. Therefore, the employer does not have to deliver this document to each employee in writing. This information does not have to be the exact text of the regulations, but information about them. Pursuant to the wording of art. 94^1 LC, the employer does not need to receive from the employee a statement that he has become acquainted with the provisions on equal treatment in employment. Nevertheless, it is desirable for evidentiary purposes, e.g. in the event of a National Labour Inspectorate audit, which may require proof of compliance with the obligation to provide access to regulations.
4.	Does the employer keep personal files of employees?				The employer is obliged, in accordance with the provisions of art. 94 point 9a LC, to keep records on matters related to the employment relationship and personal files of employees (employee documentation). This means that every employer, regardless of the form of activity and the number of employees and the dimension of their employment, establishes and maintains, separately for each of them, personal files and other documentation in matters related to the employment relationship. From January 1, 2019. the personal file folder should consist of 4 parts: Part A - in which statements or documents regarding personal data collected in connection with applying for employment are stored, as well as referrals for medical examinations and medical certificates regarding initial, periodic and medical check-ups, Part B - in which statements or documents regarding the establishment of the employment relationship and the

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					employee's employment process are stored, Part C - in which statements or documents related to the termination or expiry of the employment relationship are stored, Part D, in which a copy of the notification of punishment is stored, as well as other documents related to the employee incurring procedural liability or liability specified in separate provisions, which provide for blurring the penalty after a specified period. The documentation collected from January 1, 2019 must be kept according to the new rules (i.e. documents regarding the ordinal penalty imposed in January 2019 should be "separated" into the new part D of personal files. Also new is the possibility of creating parts (subsets) of thematically related documents in parts A, B and C (e.g. work certificates, rulings from preventive examinations). Within this subset, each document is to be numbered in this way (e.g. B1, B2, B3) and placed chronologically. In this case, the numbering and listing of statements or documents is for each lot . The documents contained in Part D of the employee's personal file are stored in the parts related to the penalty, to which D1 and subsequent numbers are assigned. In connection with the removal from the employee's personal file of the document regarding the imposition of a penalty, the numbering and the list of documents related to a given penalty change Detailed rules for keeping and storing employee documentation are contained in Regulation of the Minister of Family, Labour and Social Policy of 10 December 2018 regarding employee documentation (Journal of Laws 2018 item 2369)
5.	Does the employer have an entrepreneur control book?				Pursuant to art. 57 section 1 of the Act of March 6, 2018 - Entrepreneurs' Law, the entrepreneur has been obliged to keep and store an audit book as well as authorizations and control reports in his seat. Currently, entrepreneurs have the option of keeping a control book in paper or electronic form. If an inspection is initiated, the entrepreneur should make this documentation available at the request of the inspection bodies. If it is carried out in paper form, it should do so by sharing its original or a copy of the relevant parts thereof. However, when it is conducted in an electronic version, it should be presented to controllers by providing access using a device that allows to read its content and make an entry or printout from the IT system in which the control book is kept, certified by the trader for compliance with entry in the control book.

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TIME OF WORK					
6.	Does the employer keep records on matters related to the employment relationship (working time records)?				The employer is obliged, in accordance with the provisions of art. 94 point 9a LC, to keep records on matters related to the employment relationship and personal files of employees (employee documentation). This means that every employer, regardless of the form of activity and the number of employees and the dimension of their employment, establishes and maintains, separately for each of them, personal files and other documentation in matters related to the employment relationship. In addition to the employee's personal file, the employer must keep other types of evidence that make up the employee records. As far as the work time record card itself is concerned, the novelty is that so far the employer was required to indicate only the number of working hours in particular days in the work time record card. On the other hand, the new regulation on employee documentation provides for the obligation to record also start and end times. You should also specify the duty period (similarly as in the case of working hours) and indicate whether it was home or work duty. An important novelty is also the obligation to specify in the record card the type of day off granted to the employee. **The scope of working time documentation from 2019.** Working time record card: According to the regulation on employee documentation - it should contain information about: • the number of hours worked and the time when work starts and ends, • the number of hours worked at night, • the number of overtime hours, • non-working days, with the title of their award marked, • the number of on-call hours as well as the start and end of the on-call time, with an

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						indication of where it will be carried out, • the type and extent of dismissals from work, • the type and extent of other excused absences from work, • the dimension of unexcused absences from work, • the working time of an adolescent employee at work forbidden adolescents whose performance is authorized for the purpose of undergoing vocational training. Note: The scope of the work time record card kept for a given employee on the day the new Regulation enters into force shall be governed by provisions in force before January 1, 2019. The subsequent regulations of the new Regulation should already apply to subsequent time records kept for that employee.
					Documents attached to the records	Conclusions regarding: • granting a dismissal to settle personal matters, • applying for and taking advantage of dismissal from raising at least one child up to 14 years of age (Article 188 of the Labour Code), • determining the individual distribution of working time, as part of the working time system to which the employee is covered (Article 142 of the Labour Code), • application of the short working week system (Article 143 of the Labour Code), • the use of a working time system in which work is provided only on Fridays, Saturdays, Sundays and public holidays (Article 144 of the Labour Code), • the use of a working time schedule providing for different hours of starting work on days which, according to this schedule, are work days for the employee (Article 1401 § 1 of the Labour Code), • • the use of a working time schedule providing for a period of time during which the employee decides about the time of commencement of work on the day which,

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					according to this schedule, is the working day for the employee (Article 1401 § 2 of the Labour Code) Related documents: • with the application of the task time system (Article 140 of the Labour Code), • agreeing with the employee the date of granting another day off in exchange for performing work on a day off from an average five-day working week (Article 1513 of the Labour Code), • working overtime or remaining outside normal working hours ready for work Consents:: • an employee caring for a child up to 4 years of age to work in working time systems providing for the extension of the daily working time beyond 8 hours, for overtime employment, at night, in the system of interrupted working hours and posting outside the permanent workplace (Article 148 point 3 and Article 178 § 2 of the Labour Code), • pregnant employees to be delegated outside their permanent workplace and employed in the system of intermittent work (Article 178 § 1 of the Labour Code)
REMUNERATION AND OTHER BENEFITS					
7.	Have the Remuneration Regulations been established?				In accordance with art. 772 of the Labour Code, an employer employing at least 50 employees who are not covered by the company collective labour agreement or multi-establishment collective labour agreement enabling the determination of the terms of remuneration for work, must draw up remuneration regulations. You can also specify other work-related benefits and the rules for granting them.

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SAFETY TRAINING					
8.	Have employees been subjected to the required initial training?				The procedure for conducting initial health and safety training (principles, objectives, thematic areas, persons authorized to conduct them) is set out in the Regulation of the Minister of Economy and Labour of 27 July 2004 on training in the field of occupational health and safety (Journal of Laws No. 180, item 1860, as amended). OSH training is divided into initial and periodic. Initial training, which consists of general and on-the-job training, should take place before the employee is allowed to work. General instruction is provided by an employee of the occupational health and safety service, a person who performs tasks of that service at the employer or an employer who performs such tasks himself, or an employee appointed by the employer who has the knowledge and skills ensuring proper implementation of the instructional program, who has valid certificate of completing the required training in the field of occupational health and safety. On the other hand, on-the-job training is carried out by a person appointed by the employer, the employee manager or the employer, if these persons have appropriate qualifications and professional experience and are trained in the methods of conducting on-the-job training. The duration of this training is foreseen for a minimum of 8 hours according to the program developed by the employer and the content depending on the specifics of the position. On-the-job training should be completed by checking the employee's knowledge and skills, while completing general and on-the-job training should be confirmed on the training card. Obligation to refer to initial medical examinations and OSH training and the mandate contract: In some situations, such a need may arise from the specifics of the activities performed or the conditions in which the order taker performs the tasks entrusted to him. However, the ordering party is not obliged to incur costs in this respect, unless the contract obliges him to do so. According to art. 3041 K.P. to the extent specified by the employer or other entity organizing work, on natural persons performing work on a basis other than the employment relationship in the workplace or in a place designated by the ordering party, the obligations referred to in art. 211 K.P. This provision obliges, among others to know the rules and principles of health and safety, participate in training in this field, undergo preventive examinations. Ultimately, however, it is the client who decides whether training and / or preventive examinations should be carried out. When making decisions in this matter, he must take into account the content of art. 304 K.P. The employer is

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					obliged to provide safe and hygienic working conditions not only for employees, but also for natural persons performing work on a basis other than the employment relationship in the workplace or in the place designated by the employer, as well as those running in the workplace or in the place designated by the employer on their own business account. Also entrepreneurs who are not employers have health and safety obligations, including the use of work organization that will ensure safe and hygienic conditions for its performance. This was confirmed by the Court of Appeal in Katowice in a judgment of 4 April 2013 (reference number III A. Ua 935/12), stating that civil law employment under the mandate contract is characterized by more or less considerable freedom of the contractor in choosing the place and time of providing services , which distinguishes this basis of employment from the employment relationship, nevertheless, if the place is determined by the employing entity (client), he also has an obligation to ensure safe working conditions. Preliminary examinations and OSH training can serve this purpose. At the same time, it is assumed in the literature that there is no unconditional obligation to refer persons who do not have the status of employees to initial medical examinations and to organize health and safety training for them. The agreement connecting the entities may (and should) specify all matters related to health and safety, because if the obligation to ensure safe and hygienic working conditions is not implemented properly, the employer will be the responsible entity, and in the case of a non-employer entrepreneur. The issue discussed was also explained by the National Labour Inspectorate (letter reference number: GNP / 426 / 4560-364 / 07 / PE), according to which: "(...) *If the type of work performed, the degree of risk related to working conditions or the course of processes is so significant that it is advisable that even for temporary work or stay in these conditions only natural persons with an appropriate health condition and trained in occupational health and safety are allowed - the employer or other entity organizing work may require the person with whom he concludes a civil law contract to submit medical examination or health and safety training (...)* ". On the other hand, no legal provision obliges the ordering party to bear the costs of preventive examinations and OHS training. Therefore, if it is advisable to carry them out, the parties should agree on the payment in the concluded contract.

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9.	Have employees been subjected to the required periodic training?				Periodic training aims to update and consolidate knowledge and skills in the field of occupational health and safety and to familiarize training participants with new technical and organizational solutions in this field. In accordance with art. 2373 § 1 K.P .. must not allow an employee to work for which he does not have the required qualifications or skills, as well as sufficient knowledge of the rules and principles of occupational health and safety. Periodic training takes place during work and at the employer's expense. The detailed principles of the training, its scope, requirements for the content and implementation of training programs, the method of documenting the training and cases in which employers or employees may be exempted from certain types of training are regulated by the Regulation of 27 July 2004 on training in the field of occupational health and safety (Journal of Laws No. 180, item 1860, as amended). Periodic training can be implemented in the form of: instruction, seminar, course or guided self-education. It should be remembered that the legislator gave six months to subject employees to periodic training. He is subject to: - employees managing employees, and 12 months for periodic training of employees employed in worker, administrative and office, engineering and technical positions, as well as employees of the occupational health and safety service. From January 1, 2019. periodic training is not required in the case of an employee in an administrative and office position, when the type of predominant activity of the employer within the meaning of the provisions on official statistics is in the group of activities for which no higher than a third category of risk has been established within the meaning of the provisions on social insurance for accidents at work and occupational diseases, unless a risk assessment indicates this is necessary. Due to the inaccuracy of the discussed provision and divergence in its interpretation, it is recommended that the administrative and office employee completed the first periodic OHS training within 12 months from the time of employment, and the possible dismissal will apply to subsequent periodic training. One should also bear in mind an additional condition (except for no higher than category 3 risk), i.e. a risk assessment

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					for the position in which the administrative and office employee is employed. If it results from a risk assessment that there will be factors, e.g. psychosocial, such as high stress (due to e.g. direct contact with the client - an employee in a window, e.g. office information) in the office of an administrative employee you can't really limit it, in which case you will have to consider the need to provide such employee with periodic health and safety training. It should also be noted that the dismissal of an employee employed in an administrative and office position is not really final. Occupational risk assessment should be updated from time to time, e.g. when the scope of duties of an employee is expanding, or we are introducing new devices or equipment at his workplace. Therefore, if from the re-assessment of occupational risk in a given position, it becomes necessary to conduct periodic health and safety training for the administrative and office employee - employed by the employer qualified for the activity group for which the risk category is not higher than 3 - such training should be conducted within 6 months of make a risk assessment. If, during the course of business, a higher risk category is established, then it will be necessary (and in this case already mandatory) to conduct periodic OHS training for the administrative and office employee within 6 months from the date of determining the higher risk category. Periodic training ends with an exam checking the training participant's acquisition of knowledge covered by the training program and the ability to perform or organize work in accordance with the rules and principles of health and safety. Confirmation of successful completion of the periodic training is the certificate issued by the training organizer. The certificate should be kept in the personal files of the training participant. It should be remembered that in accordance with the requirements of Labour law, in the absence of current training in the field of health and safety at work, an employee may not be allowed to perform work.
10.	Is proper training provided as an Employer? health and safety?				The employer is also required to undergo periodic training within a period of not more than six months from starting work in this position. He must also undergo periodic training at least once every 5 years. An entrepreneur obtains the status of an employer upon employing the first employee. The employer's obligations are regulated by Labour law. According to them, the employer must know, to the extent necessary to perform his duties, labour protection provisions, including health and safety rules and regulations, and receive training in the field of occupational health and safety (Article 207 § 3, Article 2373 §21 of the Labour Code). It is the employer's obligation to

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					undergo periodic training for employers whose scope and framework training program is specified in Part IV of the Annex to the Regulation of the Minister of Economy and Labour of 27 July 2004 on training in the field of occupational health and safety (§ 14 paragraph 2). point 1 of the Regulation of the Minister of Economy and Labour of 27 July 2004 on training in the field of health and safety at work; Journal of Laws No. 180, item 1860, as amended).
11.	Have programs of different types of training developed for specific job groups been developed / provided?				The employer organizing and conducting training as well as the organizational unit authorized to conduct training activities in the field of occupational health and safety provides programs for various types of training developed for specific groups of positions.
PREVENTIVE MEDICAL CARE					
12.	Are employees undergoing preventive medical examination?				The obligation to refer to medical examinations applies to every employee. Medical examinations must be carried out before being allowed to work. In the event of an accident at work and no medical examinations at the same time, the employer is to blame for the accident. The employer may not allow an employee to work without a current medical certificate stating that there are no contraindications to work in a given position. Initial medical examinations are: • persons recruited for work, • young workers transferred to other workplaces and other employees transferred to workplaces with factors harmful to health or arduous conditions. Initial examinations do not apply to persons re-admitted to work for a given employer for the same job or for a job with the same working conditions, based on another employment contract concluded immediately after the termination or expiry of the previous employment contract with that employer. Exemption from the obligation to perform these tests will also apply to persons: • re-admitted to work for the same employer for the same position or for a position with the same working conditions within 30 days after the termination or expiry of the previous employment relationship with that employer,

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					• accepted to work with another employer for a given position within 30 days after the termination or expiry of the previous employment relationship, if they have a current medical certificate stating that there are no contraindications to work in the conditions of work described in the referral for medical examinations, and that employer states that these conditions meet the conditions prevailing at the workplace; however, this does not apply to persons admitted to perform particularly dangerous work. The above regulation (in terms of the second reference) applies accordingly to persons recruited for work who remain in parallel employment. Of course, the obligation to carry out medical examinations does not end with conducting preliminary examinations. By the will of the legislator, the employee is also subject to periodic medical examinations. Another form of mandatory medical examination of an employee are the so-called medical check-ups that must be carried out if you are unable to work for more than 30 days due to your illness. They are carried out to determine the ability to perform work in the current position. The obligation to conduct medical examinations for employees results from the Ordinance of the Minister of Health and Social Care of May 30, 1996 regarding the conduct of medical examinations of employees, the scope of preventive healthcare for employees and medical certificates issued for the purposes provided for in the Labour Code (Journal of Laws from 1996, No. 69, item 332, as amended). Please note that periodic and follow-up medical examinations are carried out as far as possible during business hours. The employee retains the right to remuneration for the period of non-performance of work in connection with the examinations carried out, and in the event of traveling to those examinations to another city he is entitled to pay the costs of travel in accordance with the rules applicable to business trips. The tests described above are carried out at the employer's expense. The employer also bears other costs of preventive health care over employees, necessary due to the working conditions In referrals for medical examinations it should be specified what kind of examination is to be performed (initial, periodic, control), in what position the work will be or is carried out and provide the necessary information on harmful factors and onerous conditions present in the work environment. The content of the referral for preventive medical examinations should be consulted with the OHS service. A referral for examinations and a certificate of fitness for work must be kept in the employee's personal file in Part A if it relates to examinations:

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					• initial employees that the employee was referred to in connection with taking up employment • periodic and audits already carried out during employment, and • • preliminary work carried out by juvenile employees transferred to other workplaces or other employees transferred to workplaces with factors harmful to health or onerous conditions
13.	As an employer, do you have a contract with an occupational medicine doctor for preventive healthcare for employees?				Pursuant to the "Act on the Occupational Medicine Service" Art.12, the employer must have a contract with an occupational medicine doctor who provides preventive health care for employees.
OCCUPATIONAL RISK ASSESSMENT					
14.	Has the employer assessed and documented the occupational risk related to the work performed and used the necessary control measures?				The employer is obliged to assess and document the occupational risk occurring in specific works and to apply the necessary preventive measures to reduce the risk. Work in conditions of exposure to factors threatening the health or life of employees creates the possibility of adverse effects on the health and life of the employee, and the probability and scope of these consequences are defined as occupational risk. Therefore, the employer is obliged to assess the occupational risk in these positions. Risk assessment should be treated as a continuous process leading to systematic improvement of working conditions and repeated periodically, depending on the hazards. It should also be repeated when changes are introduced in the workplace or when the information used during the change is changed, e.g. the requirements of applicable regulations.
15.	Has the employer informed employees about the occupational risk associated with the work performed?				Provided for in art. 226 K.P. the obligation to inform employees about occupational risk applies to every employee, regardless of the type of position held. In addition, this obligation is continuous. Such information should be provided to the employee not only when starting work, but in every case of changes in occupational risk, the emergence of new threats, or in the event of an increase in the likelihood of adverse effects of working conditions on the safety and health of employees. Informing the employee about the risk and principles of protection against threats should occur before allowing the employee to work. This can be done during initial training in occupational health and safety, the program of which should also include topics related to hazards in the work environment and rules for preventing their effects.

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WORKING ON SCREEN MONITORS					
16.	Does the employer provide refunds for corrective glasses or contact lenses?				The obligation to provide eye-correcting glasses or contact lenses for employees working in positions with screen monitors results from par. 8 clause 2 of the Regulation of the Minister of Labor and Social Policy of October 18, 2023 amending the regulation on occupational health and safety at workstations equipped with screen monitors. This obligation rests with the employer, as prescribed by the doctor, if the results of ophthalmologic examinations carried out as part of preventive healthcare show that they need to be used when operating a screen monitor. The regulations do not regulate the amount of co-financing. The amount of funding is customarily set in the work regulations adopted by the company.
17.	Was an assessment of working conditions provided for screen monitors provided?				Pursuant to the ordinance of the Minister of Labour and Social Policy of December 1, 1998 on occupational health and safety at workplaces equipped with screen monitors. (Journal of Laws 1998 No. 148, item 973): § 5. 1. The employer is obliged to carry out assessments of working conditions in the aspect of: 1) the organization of work stations, including the arrangement of equipment, in a way that ensures compliance with health and safety requirements, 2) the condition of workstation equipment elements, ensuring work safety, including protection against electric shock, 3) load on the eye and musculoskeletal system of employees, 4) burdening employees with physical factors, including particularly inadequate lighting, 5) mental burden of employees resulting from the way work is organized. 2. The assessment referred to in para. 1, should be carried out in particular for newly created positions and after any change in the organization and equipment of work stations. Based on the assessment, the employer is obliged to take actions to remove the identified threats and nuisances.

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LIST OF WORKS					
18.	Is a list of arduous, dangerous or harmful work for pregnant women and women who are breastfeeding provided?				One of the elements that should be included in the work regulations is the list of works prohibited to women. The list of works prohibited to women should be developed on the basis of the Regulation of the Council of Ministers of 3 April 2017 on arduous, dangerous or harmful to health of pregnant women and women who are breastfeeding women (Journal of Laws 2017 item 796) and adapted to the type of work performed at the plant.
19.	Has a list of prohibited work been provided for adolescents?				Another element that should be included in the work regulations is the list of prohibited work for young people. The list of works prohibited to young people should be developed on the basis of the Regulation of the Council of Ministers of 24 August 2004 on the list of works prohibited to young people and the conditions of their employment for some of these works (Journal of Laws No. 200, item 2047, as amended .) and adapted to the type of work performed at the plant.
20.	Is there a list of works that should be performed by at least two people and a list of particularly dangerous works occurring in the workplace?				Issues related to "particularly hazardous works" and "works that should be carried out by at least two people" have until recently been included in separate regulations. Lists of works classified as particularly dangerous are contained in the Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general health and safety regulations (consolidated text: Journal of Laws of 2003 No. 169, item 1650 as amended).. Pursuant to its regulations, particularly hazardous works shall also mean works specified in other occupational health and safety regulations or in the instructions for use of equipment and installations, as well as other works of increased risk or performed in difficult conditions, recognized by the employer as particularly dangerous. On the other hand, the works that should be carried out by at least two people were defined by the already repealed Regulation of the Minister of Labour and Social Policy of May 28, 1996 on the types of work that should be performed by at least two people (Journal of Laws No. 62, item 288). The issue of work that should be performed by at least two people has been moved to Art. 225 of the Act of 26 June 1974 - Labour Code (consolidated text: Journal of Laws of 1998 No. 21, item 94, as amended), according to which

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					the employer is obliged to ensure that work which may be of particular danger to human health or life, were carried out by at least two persons to ensure security. The list of such works should be prepared by the employer after consultation with employees or their representatives (trade unions, employee council), taking into account the provisions specifying health and safety requirements in individual branches of work.
ACCIDENTS					
21.	Was the register of accidents at work and occupational diseases established and maintained?				The employer is obliged to keep a register of accidents at work on the basis of all accident reports and a register of occupational diseases. Such a register of accidents at work includes: Name of the victim, ➢ place and date of the accident, ➢ information on the consequences of the accident for the injured party, ➢ date of the accident report, ➢ state whether the accident is an accident at work, ➢ the date of submitting the application for benefits in respect of accident at work to the Social Insurance Institution, ➢ number of days of incapacity for work ➢ and other information, other than personal data, that is intended to be entered in the register, including conclusions and preventive recommendations of the post-accident team. Legal basis: Regulation of the Council of Ministers of 01.07.2009. on determining the circumstances and causes of accidents at work and how to document them 1) Regulation of the Minister of Labour and Social Policy of December 24, 2002. on the detailed rules and procedure for recognizing an event as an accident on the way to work or from work, how to document it, a template of the accident card on the way to work or from work, and the date of its preparation 2) Act of 26 June 1974 - Labour Code (Journal of Laws of 1974 No. 24, item 141, as amended); 3) The Act of 30 October 2002 on social insurance in respect of accidents at work and occupational diseases

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22.	Were employee accident events recorded and required documentation prepared?				At the time of the accident, the employer is obliged to provide first aid and secure the place of accident. Another obligation of the employer is to immediately notify the competent labour inspector and the prosecutor of an accident: fatal, serious, collective and any other accident that has the aforementioned effects related to work, if it can be considered an accident at work (legal basis: Article 234 § 2 of the Labour Code). To determine the causes and circumstances of the accident, the employer sets up an accident team, which immediately after receiving information about the accident is obliged to determine the circumstances and causes of the accident. Determining the circumstances and causes of the accident, which the employee was injured in another workplace, is made by a team appointed by the injured employer in the presence of the employer's representative in whose territory the incident occurred. The employer in the area of the accident is obliged to provide the team appointed by the employer with the injured site and provide necessary information and assistance. At the request of the injured employer, the circumstances and causes of the accident may be determined by the employer in whose territory the accident occurred, and the accident documentation should be forwarded to the injured employer. The law does not provide for an exemption from the obligation of the employer to conduct an accident investigation. The costs associated with determining the circumstances and causes of the accident are borne by the employer - Article 234 § 4 of the Labour Code.The team draws up from the accident investigation a document called the protocol establishing the circumstances and causes of the accident (accident report). This report is the basis for determining the entitlement to compensation benefits for the injured party or his family. The team draws up an accident report no later than within 14 days from the date of reporting the accident and forward it immediately to the employer for approval. If this deadline is not met, the team must provide reasons for the delay in the minutes. A complete set of necessary documents related to the accident is attached to the report, including explanations of the victim, information on the accident from witnesses, opinions of doctors and other specialists, as well as any sketches or photographs of the place of accident. The regulations do not specify in how many copies an accident report is to be made. They only specify that it is to be prepared in the 'necessary number of copies'. Including in the report a statement that the accident is not an accident at work or there are circumstances affecting the victim's right to compensation benefits, requires detailed justification and proof of this. The employer is obliged to keep the accident report together

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					with the documents attached thereto for a period of 10 years. The accident team is obliged to familiarize the victim with the content of the accident report before approving it. The approved accident report is immediately delivered by the employer to the injured employee, and in the event of a fatal accident - to the family members of the injured partyThe employer is obliged to immediately deliver post-accident reports regarding fatal, serious and collective accidents to the appropriate labour inspector of the National Labour Inspectorate. Pursuant to the Regulation of the Minister of Family, Labour and Social Policy of May 25, 2019 on a template for determining the circumstances and causes of an accident at work, from September 7, 2019, a new template for establishing the circumstances and causes of an accident at work applies . The main reason for these changes is the limitation of the amount of personal data processed in the light of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing the directive. 95/46 / EC - i.e. adjusting the provisions to the GDPR. Until December 31, 2019, the existing or new model protocol may be used, while from January 1, 2020, the new model protocol after accident must be used.

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23.	Were accident statistical cards prepared and sent on time?				The statistical accident card is prepared on the basis of an approved protocol establishing the circumstances and causes of the accident at work or on the basis of the accident card, in which it was stated that the accident is an accident at work or an accident treated as an accident at work. The card, which consists of two parts, is drawn up as explained by the Central Statistical Office. The statistical card is sent electronically to the reporting portal of the Central Statistical Office or an original written in writing to the Statistical Office in Bydgoszcz - regarding employers employing no more than 5 employees after sending justified information on the selection of this form. Part I of the card is prepared no later than within 14 business days from the day on which the accident report was approved or on which the accident card was drawn up. The card shall be forwarded to the statistical office no later than on the 15th business day of the month following the month in which the accident report was approved or in which the accident card was drawn up. The supplementary part II of the card is forwarded to the statistical office no later than 6 months from the date of approval of the accident report or from the date of the accident card. Legal basis: Regulation of the Ministry of Labour and Social Policy of 07.01.2009 with subsequent changes regarding the statistical card of accident at work Act of 26 June 1974 - Labour Code (i.e. Journal of Laws 2019 item 1040) Draft Regulation of the Minister of Family, Labour and Social Policy amending the regulation on the statistical accident card at work of 7 February 2019 (introduces, first of all, a new model of the Statistical accident card at work, the change in the document results from the deregulation of the obligation to use stamps by employers).

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HARMFUL, DANGEROUS AND HAZARDOUS FACTORS					
24.	Are tests / measurements of factors harmful / arduous to employees' health carried out?				The employer is obliged to carry out tests and measurements of factors harmful to health at the expense of 30 days from the start of operations, record and store the results of these tests and measurements and make them available to employees. In the presence of a chemical agent (or dust) harmful to health, which is not a carcinogen or mutagen, in the work environment, tests and measurements shall be carried out: 1) at least once every two years - when a concentration of the factor harmful to health above 0.1 to 0.5 of the maximum permissible concentration is found in a recent test or measurement.2) at least once a year - when a concentration of the factor harmful to health above 0.5 is found in the latest test or measurement. In the presence of a chemical agent harmful to health in the work environment, for which the value of the maximum permissible ceiling concentration has been determined, continuous measurements of this factor concentration should be carried out. If a carcinogenic or mutagenic agent is present in the work environment, the tests shall be carried out: 1) at least once every six months - when the concentration of the carcinogenic or mutagenic factor above 0.1 to 0.5 is found in the latest test or measurement, the value of the maximum allowable concentration, 2) at least once every three months - when the concentration of the carcinogenic or mutagenic factor above 0.5 is found in the latest test or measurement. Further tests and measurements of a factor harmful to health occurring in the work environment shall not be carried out if the results of the last two tests and measurements (carried out at least two years apart, and in the case of carcinogenic or mutagenic factors - at least six months) do not exceed 0 , 1 value of the maximum allowable concentration, and in the technological process or in the conditions of a given factor there was no change that could affect the amount or concentration of the factor harmful to health. Tests and measurements of factors harmful to health in the work environment can be performed by Laboratories accredited on the basis of the provisions of the Act of 30 August 2002 on the conformity assessment system (Journal of Laws of 2004 No. 204, item 2087, as amended) Legal basis:

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					Regulation of the Minister of Health of February 2, 2011 on tests and measurements of factors harmful to health in the work environment Regulation of the Minister of Family, Labour and Social Policy of 12 June 2018 on the highest allowable concentrations and intensities of factors harmful to health in the work environment (Journal of Laws 2018 item 1286) Art. 227 of the Labour Code Act of 26 June 1974 (Journal of Laws 1974 No. 24 item 141 as amended) Documentation of measurement results of work environment factors and preventive actions limiting exposure to the above mentioned factors certify that the employer has fulfilled its obligation under the health and safety regulations in this regard. At the time of the occurrence of, e.g.
25.	Were records kept of the results of these tests?				According to the ordinance of the Minister of Health of February 2, 2011 on tests and measurements of factors harmful to health in the work environment, the employer is obliged to keep a Register of factors harmful to health occurring in the workplace, which should also include the results of tests and measurements carried out on a regular basis. In the event of the liquidation of an establishment, the employer should provide the register and examination cards to the competent state sanitary inspector. The records should be kept for a period of 40 years from the date of the last entry, while the results of tests and measurements shall be kept for a period of 3 years from the date of the tests and measurements.
HAZARDOUS SUBSTANCES					
26.	Does the employer have a list of chemical substances and mixtures as well as safety data sheets?				Art. 221 § 2 K.P. prohibits the use of hazardous substances, hazardous mixtures, hazardous substances or hazardous mixtures without having a valid inventory of these substances and mixtures and safety data sheets, as well as packaging protecting against their harmful effects, fire or explosion.
27.	Has the employer acquainted the employees with the material safety data sheets used in the work process and do they				Pursuant to § 92 para. 1 of the Regulation of the Minister of Labour and Social Policy of September 26, 1997 on general health and safety regulations (consolidated text: Journal of Laws of 2003 No. 169, item 1650, as amended), the employer is obliged to inform employees about the physical, chemical and biological properties of materials, semi-

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	have a permanent opportunity to use them?				finished products and finished products used in the workplace, as well as about the risk to employees' health and safety related to their use, as well as how to use them safely and how to handle them in emergency situations. It should be noted that despite the lack of formal confirmation of the fact that the person using the hazardous substance or preparation has read the safety data sheet, it is recommended that such confirmation be obtained.
28.	Are substances and mixtures stored in accordance with the guidelines of the safety data sheets?				Substances and mixtures should be stored in accordance with the guidelines contained in the safety data sheet of the given substance / mixture.
29.	Are the labels on the packaging of substances and mixtures correct and in line with the safety data sheet?				Art. 221. § 1 K.P. says that it is unacceptable to use chemical substances and their unlabeled mixtures that allow them to be identified.
PERSONAL PROTECTION EQUIPMENT					
30.	Has the employer provided employees with protection measures appropriate to the type of threats involved? individual?				In accordance with art. 2376 of the Labour Code § 1. The employer is obliged to provide the employee with free personal protective equipment against the effects of hazardous and harmful to health factors occurring in the work environment and to inform him about the ways of using these means. § 3. The employer shall provide the employee with personal protective equipment that meets the requirements for conformity assessment specified in separate regulations. Equivalent for washing work clothes. The employer is obliged to provide, among others washing, maintenance, repair, dedusting and disinfection of work clothing and footwear. If the employer cannot provide the laundering of work

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					clothes, such activities may be carried out by the employee, provided that the employer pays him an equivalent in cash in the amount of the costs incurred by the employee. It is about all costs incurred by the employee in this respect, i.e. used chemicals, water, electricity, labour. The employer establishes and maintains a separate card for the allocation of clothing and footwear and personal protective equipment, as well as documents related to the payment of cash equivalent for the use of own clothing and footwear, as well as their washing and maintenance (Regulation of the Minister of Family, Labour and Social Policy of December 10, 2018 regarding employee documentation, Journal of Laws 2018 item 2369). Entrusting the employee with washing, maintenance, dedusting and decontamination including work clothing and footwear, however, is unacceptable if these objects, as a result of using in the work process, have been contaminated with chemical, radioactive or biologically infectious materials. The above results from art. 2379-10 K.P.
31.	Do employees use personal protective equipment and do they properly care for it (properly stored and maintained in accordance with the manufacturer's instructions)?				In accordance with art. 211 point 4 of the LC, the employee is obliged to use collective protection measures, as well as to use personal protective equipment as well as work clothing and footwear as intended .
32.	Has the employer developed Regulations for the Clothing and Personal Protection Equipment and kept records of issued clothing and individual protection?				Pursuant to the Labour Code Art. 2378 § 1. The employer determines the types of personal protective equipment as well as work clothing and footwear, which must be used in specific positions in connection with Art. 2376 § 1 and art. 2377 § 1, and the anticipated periods of use of work clothing and footwear.

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FIRST AID					
33.	Has access to first aid kits been provided at workstations?				The employer is obliged to provide employees with the means to provide first aid in the event of an accident, which means that employees in the place of work should have access to properly equipped first-aid kits. This obligation was specified in § 44 of the Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general health and safety regulations (Journal of Laws No. 129, item 844, as amended). § 44 1. The employer shall provide employees with an efficiently functioning first aid system in the event of an accident, and first aid measures. In particular, the employer should ensure: 1) first aid points in departments (departments) where works are carried out which cause a high risk of accident or related to the release of vapours, gases or dusts of substances classified as dangerous due to acute toxic effects; 2) first aid kits in individual departments (branches) of the workplace.
34.	Have the quantity, location and composition of first aid kits been agreed with the doctor in charge of preventive health care for employees?				Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general health and safety regulations (Journal of Laws No. 129, item 844, as amended): § 44. 2. The number, location and equipment of first aid points and first aid kits should be determined in consultation with the physician in charge of preventive health care for employees, taking into account the types and severity of threats.
35.	Has the service of first aid kits been entrusted to designated employees trained in providing first aid?				Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general health and safety regulations (Journal of Laws No. 129, item 844, as amended): § 44. 3. Service of points and first aid kits referred to in para. 1, at each shift should be entrusted to designated employees trained in first aid.

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36.	Is there a name list of persons trained in first aid, equipment list and first aid instruction at first aid kits?				Pursuant to the Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general health and safety regulations (Journal of Laws No. 129, item 844, as amended): § 44.4. In first aid points and first aid kits, in visible places should be posted instructions on providing first aid in the event of an accident and lists of employees referred to in paragraph 1. 3. § 44.5. First aid points and places where first-aid kits are located should be properly marked, in accordance with the Polish Standard, and easily accessible. Pursuant to these provisions, every employer is obliged to provide employees with an efficiently functioning first aid system in the event of an accident and first aid measures.
37.	Are the rooms where the first-aid kits are located properly marked and easily accessible?				The place of the first-aid kit should be marked in accordance with the requirements of PN-EN ISO 7010
	FIRE SAFETY				
38.	Have the fire safety instructions been prepared for the facility and employees familiarized with it?				The obligation to develop and update the Fire Safety Instructions results from the provisions of the Regulation of the Minister of Interior and Administration of 7 June 2010 on the fire protection of buildings, other building structures and areas (Journal of Laws 2010 No. 109 item 719 as amended), whose § 6 provides that the obligation to draw up instructions rests with the owner of the facility or its manager. Compliance with the instructions is the responsibility of all users, and its preparation must take into account the specificities of existing fire hazards. The manual should be updated at least once every 2 years, as well as after such changes in the way the facility or technological process is used that change the conditions of fire protection.

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39.	Are the fire extinguishers correctly positioned, marked and in good condition?				Fire extinguishers in facilities should be located: 1. in easily accessible and visible places, in particular: a. at the entrances to buildings, b. in staircases, c. in the corridors, d. at the exits of rooms outside 2. in places not exposed to mechanical damage and heat sources (stoves, heaters) 3. in multi-storey buildings - in the same places on each floor, if the conditions allow it. The following conditions must be met when placing fire extinguishers: 1. the distance from any place in the facility where a person may be staying, to the nearest fire extinguisher should not be more than 30 m 2. access to fire extinguishers should be at least 1m wide. Fire extinguishers should be marked in accordance with the requirements of PN-EN ISO 7010
40.	Are regular extinguisher and hydrant inspections carried out?				Fire extinguishers and hydrants should be subjected to technical inspections and maintenance activities in accordance with the principles set out in Polish Standards for fire-fighting devices and fire extinguishers, in the relevant technical documentation and operating instructions developed by manufacturers. Technical inspections and maintenance should be carried out at intervals and in the manner prescribed in the operating instructions provided by the manufacturer, in any case at least once a year. Legal basis: 1) § 3 para. 2 and 3 of the Regulation of the Minister of the Internal Affairs and Administration of 7 June 2010 on the fire protection of buildings, other building structures and areas (Journal of Laws 2010 No. 109 item 719 as amended),
41.	Is proper patency and width of escape routes and exits maintained?				Pursuant to the ordinance on fire protection of buildings, other building structures and areas (Journal of Laws of 2010 No. 109, item 719, as amended), the following activities are prohibited in buildings and in adjacent areas, which may cause fire, its spread, impediment to rescue or evacuation operations, including but not limited to: • storing flammable materials on general communication routes for evacuation or placing objects on these roads in a way that reduces their width or height below the required values specified in technical and construction regulations

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					• storage of flammable materials in technical rooms, in unused attics and attics, and on public communication routes in basements • closing the evacuation door in a way that prevents its immediate use in the event of a fire or other emergency that necessitates evacuation, • limiting access to fire extinguishers and fire-fighting devices, switches and electric switchboards as well as main taps of gas installations • blocking fire doors and gates in a way that prevents them from closing automatically in the event of a fire. The width of escape routes and exits should be in accordance with the Regulation of the Minister of Infrastructure of 12 April 2002 on the technical conditions to be met by buildings and their location (Journal of Laws No. 75, item 690, as amended) in particular Chapter 4 of Section VI
42.	Have emergency routes and exits been marked?				Emergency routes and exits must be marked in accordance with the requirements of PN-EN ISO 7010
43.	Are there fire emergency instructions and a list of emergency numbers located in the buildings?				Pursuant to the ordinance of the Minister of the Internal Affairs and Administration of 7 June 2010 on the fire protection of buildings, other building structures and areas (Journal of Laws No. 109, item 719 as amended) §4. 2. Owners, managers or users of buildings and storage yards and sheds, with the exception of single-family residential buildings: (...) 3) place in visible places instructions in the event of a fire together with a list of emergency telephones ;
44.	Are company cars equipped with fire extinguishers, warning triangle and first aid kit?				The employer speaks about what elements should be fitted with company cars by the Regulation of the Minister of Infrastructure of 31 December 2002 on the technical conditions of vehicles and the scope of their necessary equipment (Journal of Laws 2003 No. 32, item 262, as amended). The provision stipulates that a passenger car must have a warning triangle and a fire extinguisher, but does not mention that a first aid kit must be included in the passenger car equipment. According to this provision, the first aid kit is not compulsory in Poland, while in a company car it is already compulsory under separate provisions stating that the employer is obliged to provide a first aid kit in the workplace, and that place is the company car.

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45.	Have employees been appointed to fight fires and evacuate employees?				The Labour Code requires employers to appoint employees to perform firefighting and evacuation activities (Article 2091 § 1 item 2 of the Labour Code), as well as the obligation to inform the rest of the crew about employees designated for this function (Article 2071 § 1 item 3 of the Labour Code).). The obligation to appoint employees responsible for first aid, firefighting and evacuation of the crew lies with every employer, regardless of the number of employees. It is also irrelevant whether the employer owns the buildings and rooms in which the work takes place, or just rents them. The number of employees designated for first aid, firefighting and evacuation, their training and equipment should take into account the type and level of hazards involved.
46.	Has a trial evacuation been carried out and are there evacuation records available?				Regulation of the Minister of Internal Affairs of 7 June 2010 on the fire protection of buildings, other building structures and areas (Journal of Laws 2010.109.719, as amended): §17.1. The owner or manager of an object intended for over 50 people who are its permanent users, not qualified for the danger category of people ZL IV, should at least once every 2 years carry out a practical check of the organization and evacuation conditions from the entire facility.§17.2. In the case of facilities where a group of more than 50 users is cyclically changing at the same time, in particular: schools, kindergartens, boarding schools, student houses, practical checking of the organization and evacuation conditions should be done at least once a year, however within a period not longer than 3 months from the day new users start using the facility.§17.3. In the case of an object containing a fire zone classified as a danger category for people ZL II and in accommodation buildings of inmates located in prisons and pre-trial detention centres, the scope and area of the building covered by practical verification of organization and evacuation conditions must be agreed with the local competent poviat (municipal) Fire brigade State Commandant §17.4. The owner or manager of the facility shall notify the local competent commander of the poviat (municipal) State Fire Service of the date of carrying out the activities referred to in paragraph 1, not later than a week before they are carried out.
47.	Are periodic reviews of emergency and evacuation lighting carried out?				Technical inspections and maintenance operations of emergency lighting, including evacuation lighting on the premises of a public facility, should be carried out in periods set by the manufacturer, but at least once a year.

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48.	Are there periodic inspections of the fire breaker?				Inspection of the fire breaker as well as inspections of other fire-fighting devices should be carried out at intervals set by the manufacturer, but at least once a year. Inspections may only be carried out by a person with electrical qualifications (Operation + Maintenance).
FACILITIES AND WORK ROOMS					
49.	Is a building book provided?				The obligation to possess and maintain documentation of the facility is imposed by the Act of 7 July 1994 Construction Law (consolidated text: Journal of Laws 2018 item 1202, as amended). In Article 60 we read that the Investor, when commissioning a building facility, provides the owner or manager of the facility with construction and post-implementation documentation. Other documents and decisions regarding the object as well as, if necessary, operating and operating instructions for the object, installation and equipment related to this object are also transferred.. This provision explains the types of documents that the owner should receive from the investor. However, in Article 63 we can read that the Owner or manager of a building object is obliged to keep the documents referred to in Art. 60, as well as design studies and technical documents for construction works carried out at the facility during its use.
50.	Do the facilities and work rooms meet the requirements in terms of height, area and volume depending on the type of technology, type of work, number of employees and duration of their stay?				The rooms should meet the technical and location conditions specified in the provisions of the Regulation of the Minister of Infrastructure of April 12, 2002 on the technical conditions to be met by buildings and their location.

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51.	Has the temperature been provided in the work rooms in accordance with health and safety regulations?				In the workplace, the Employer must provide a temperature suitable for the type of work (work methods and physical effort necessary to carry it out), not lower than 14 ° C, unless technological reasons allow it. In work rooms where light physical work is performed and in office rooms, the temperature must not be lower than 18 ° C. Rooms and workstations should be protected against uncontrolled emission of heat by radiation, conduction and convection as well as against the influx of cool air from outside.
52.	Have natural / daylight lighting been provided in the work areas in accordance with regulatory requirements?				Regulation of the Minister of Infrastructure on the technical conditions to be met by buildings and their location: §60.1 Rooms in which children are kept should be provided with insolation for at least 3 hours on equinox days (i.e. from March 21 to September 21) from 8:00 a.m. to 4:00 p.m. Daytime lighting should be provided in permanent work rooms, unless this is impossible or inadvisable due to production technology. Daytime lighting at individual work stations should be adapted to the type of work performed and the accuracy required and should meet the requirements set out in Polish Standards. In rooms intended for people, the ratio of window area to floor area should be at least 1: 8, while in other rooms where natural lighting is required for the purpose - at least 1:12.
53.	Have electric lighting been provided in the work rooms / workplaces? in accordance with the requirements of the standards?				THE REGULATION OF THE MINISTER OF LABOUR AND SOCIAL POLICY of 26 September 1997 on general health and safety regulations says that: § 10.1. In all places in the workplace where employees may be present, the employer is obliged to provide electric lighting at night or if daylight is insufficient. Lighting requirements are set out in Polish Standards. According to PN EN 12464, lighting in children's playrooms and classrooms should be at least 300 lx, and the color temperature should be between 3000K and 4000K.

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54.	Have adequate access / transition to technical equipment / workstations been provided - in accordance with applicable legal requirements?				Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general provisions on occupational health and safety 2003 No. 169 item 1650. with change: 1. Safe and comfortable access should be provided to every work place, while its height over the entire length should not be less than 2 m in light . 2. In cases justified by the construction considerations of machines and other technical devices, the access height may be reduced to 1.8 m with its appropriate protection and marking with safety signs in accordance with the Polish Standard. 3. Passages between machines and other devices or walls intended only for operating these devices should be at least 0.75 m wide; if two-way traffic is taking place in these crossings, their width should be at least 1 m.
55.	Is proper cleanliness maintained?				The Ordinance of the Minister of Labour and Social Policy of 26 September 1997 on general health and safety regulations says that: § 14. The employer is obliged to keep work premises clean and tidy and to ensure their periodic repairs and maintenance in order to maintain occupational health and safety requirements. Regulation of the Minister of National Education and Sport of December 31, 2002. on safety and hygiene in public and private schools and establishments (Journal of Laws 2003 No. 6 item 69 as amended) §8.2 Sanitary and hygienic equipment shall be kept clean and in full technical condition §10.1 Kitchens and dining rooms are kept clean and their equipment in proper technical condition ensuring safe use.
HYGIENIC AND SANITARY FACILITIES.					
56.	Has the employer provided hygiene and sanitary facilities in accordance with health and safety regulations?				Hygienic and sanitary rooms include changing rooms, washrooms, women's personal hygiene rooms, toilets, and dining rooms. These rooms should be located in the building in which the work takes place or in a building connected to it with an enclosed passage. Hygienic and sanitary rooms should be heated, lit and ventilated in accordance with technical and construction regulations and Polish Standards. According to the ordinance of the Minister of Infrastructure on technical conditions to be met by buildings and their

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					location:**§ 84.** 1. Public areas should be arranged in the public building and the workplace. If the number of people in the rooms intended for people on a given floor is less than 10, it is allowed to place the paragraph on the nearest, higher or lower floor. 2. In the buildings referred to in par. 1, in generally accessible sections there should be at least one sink for 20 people, at least one toilet bowl and one urinal for 30 men, and one toilet bowl for 20 women, unless the provisions on health and safety at work provide otherwise. If the number of people in rooms intended for permanent residence of people is less than 10, it is allowed to place a joint paragraph for women and men. 3. In the buildings referred to in par. 1, the distance from the workplace or place of stay of people to the nearest paragraph may not be more than 75 m, and from the protected workplace - 50 m.
EQUIPMENT AND INSTALLATIONS					
57.	Are electrical equipment and installations in work rooms in good technical condition and properly used?				The provisions of the Construction Law impose on the owner or manager of the facility the obligation to conduct periodic inspections of used construction facilities Art. 62. "Art. 62. 1. The objects should be subjected during their use by the owner or manager: (...) 2) periodic inspection, at least once every 5 years, consisting in checking the technical condition and suitability for use of the building, the aesthetics of the building and its surroundings; this control should also cover the examination of electrical and lightning protection installations in terms of the condition of connections, accessories, protections and protection against electric shocks, insulation resistance of wires and grounding of installations and apparatus. "

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58.	Are inspections of the chimney carried out?				Pursuant to the Act of 7 July 1994 Construction Law Art. 62. 1. Construction works should be subjected to by their use the owner or manager of periodic inspection, at least once a year, consisting of checking the technical condition of: • building elements, structures and installations exposed to harmful weather conditions and damaging the effects of factors occurring during the use of the object, • installations and devices for environmental protection, • **gas installations and chimney flues (smoke, exhaust and ventilation);**
	STORAGING AND WAREHOUSING				
59.	Do the shelves and shelves on which they are stored have sufficiently durable, stable construction and protection against falling over?				• The Regulation of the Minister of Labour and Social Policy of 26 September 1997 on general health and safety regulations specifies that: • materials and other items should be stored in rooms and places designated for this. Storage rooms should meet safety requirements, depending on the type and properties of the materials stored in them; • • when storing materials, specify: for each type of stored material place, manner and permissible height of storage, ensure that the weight of the stored load does not exceed the permissible load of storage devices (e.g. racks), ensure that the weight of the stored load, including the weight equipment intended for its storage and transport, did not exceed the permissible load of floors and ceilings on which storage takes place, display clear information on the permissible load of floors, ceilings and devices (e.g. racks) intended for storage; • • shelves should have sufficiently strong and stable construction and protection against falling over; The permissible load of racks should be specified in the documentation of the storage device (e.g. rack). If there are no such documents, the permissible load of storage racks must be calculated. Such calculations should be made by a competent person (e.g. engineer or technician, mechanic or construction worker, possibly a specialist company, authorized constructor. Information about the permissible load of the rack is usually specified in kg

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					per shelf, the sum of the load of individual shelves is the load of the shelf. Racks should have a plate rated including: ➢ data allowing full identification of the manufacturer (name and address), ➢ data on the permissible load of shelves, ➢ rack name and designation, - serial number and year of manufacture. ○ the width of the spaces between the racks should be suitable for the means of transport used and enable safe handling of these means and loads ○ ;the way materials are stacked and removed from racks must not pose a threat to employee safety; ○ fragile objects, dangerous chemical substances and preparations as well as materials with the highest weight should be stored on the lowest shelves of the shelves.
POSITIONS AND WORK PROCESSES					
60.	Has the Employer developed and made available for permanent use health and safety instructions, including instructions for machinery and equipment constituting the plant's equipment?				The employer is required to equip work stations with health and safety instructions for the devices used. (Article 2374 LC. and the Regulation of the Ministry of Labour and Social Policy of 26 September 1997 on general health and safety regulations). Pursuant to the regulation of the Ministry of Labour and Social Policy of 26 September 1997 on general health and safety regulations, general health and safety instructions should specify: • activities to be performed before starting work. • principles and methods of performing work safely. • activities to be performed after finishing work. • Prohibited activities. • conditions for admitting an employee to work. • rules of conduct in emergency situations posing a threat to employees' life or health. The employee is required to read the health and safety instructions and confirm this fact with his own signature. Placing such a signature forces the employee to take responsibility and be more careful.

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MACHINES AND TECHNICAL EQUIPMENT					
61.	Are periodic inspections of the machines and devices carried out in accordance with the manufacturer's guidelines?				Regulation of the Minister of Economy of 30 October 2002 on the minimum requirements for health and safety at work in the use of machinery by employees during work. § 2. 1. The employer should take measures to ensure that the machines made available to employees at the workplace or in a place designated by the employer are appropriate to perform the work or suitably adapted to its performance, and can be used without compromising the safety or health of employees.
62.	Are periodic inspections of machinery and equipment carried out in accordance with the manufacturer's guidelines?				A register of machinery and equipment should be made and inspection periods imposed by the manufacturer included.
63.	Is there a register of devices subject to UDT supervision and are periodic reviews of these devices carried out?				Pursuant to the Regulation of the Minister of Economy of October 30, 2002 on minimum requirements for occupational health and safety in the use of machinery by employees during work (Journal of Laws No. 191, item 1596, as amended), it is the employer's responsibility taking action to ensure that machines made available to employees at the workplace or at a place designated by the employer are appropriate to perform the work or suitably adapted to its performance and can be used without compromising the safety or health of workers. In particular, it is important that the machines meet the conditions set out in the Regulation of the Minister of Economy of October 21, 2008 on the essential requirements for machines (Journal of Laws No. 199, item 1228, as amended). At the same time, the employer is obliged to apply appropriate solutions aimed at minimizing the risk associated with the use of machinery, if the

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					machinery cannot be used without risking the safety or health of employees. After installing the machine for the first time or after installing it at another workstation or place, but before putting it into service and if its safe use depends on the conditions in which it is installed, the employer is required to subject such machine to control - in particular under for proper and safe functioning. In addition, it is the employer's responsibility to ensure that machines exposed to conditions that cause deterioration of their technical condition, which may result in hazardous situations, undergo periodic inspection, as well as testing by entities operating on the basis of separate regulations (e.g. the Office of Technical Inspection), or persons authorized by the employer and possessing appropriate qualifications, or special control carried out by the units or persons referred to above , in the event of the possibility of deterioration of machine-related safety resulting from modification work, natural phenomena, extended machine downtime, dangerous damage and accidents at work. The results of the inspections referred to above should be recorded and kept at the disposal of the authorities concerned, in particular the supervision and control of working conditions, for a period of 5 years from the date of completion of these inspections, unless separate provisions provide otherwise.
64.	Do the persons operating the devices subject to UDT supervision have all the permissions required for their operation / maintenance?				The employer is obliged to ensure that activities related to the operation, repair, renovation or maintenance of the machine causing risks to the safety of employees are carried out by authorized and qualified personnel, while employees operating these machines should receive information on the operation of the machine being operated, including written instructions for it using. Workers should be informed of the dangers associated with machines in the workplace or their surroundings, and any changes to those machines made to the extent that these changes may affect the safety of those machines, even if they are not used directly by employees. In addition, the employer should ensure that employees who use machines receive appropriate training in the field of their safety of use, and that employees who carry out repairs, modernization, maintenance or service of the machine receive specialist training in this field.