

associated with occupational safety and health training centres are entitled to and request or practical training and introduction resp. be listed in order to gain full picture a ty passport represents specific instru abilities or when providing furth training k their employers to ensure all things an n be ordered from FCOS. Enterprises and es. According to Article of the Acciden e Labour Law, for occupational health stature assigns the employer member art, employees are covered by Article 1.1. Occupational accidents, diseases and/or e equipment, use the safety equipment hey must generally follow the instruct get into a condition in which they re



Occupational safety and health protection

Personal safety passport



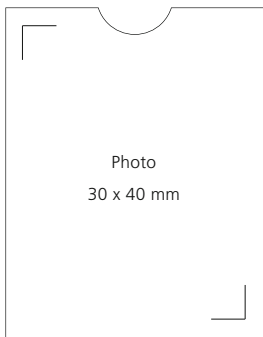
Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra
Swiss Confederation

**Federal Coordination Commission
for Occupational Safety FCOS**

Personal safety passport for

Last name

First name



Social Security number

Profession

Year of qualification

Further professional qualifications

Year of qualification

Important preliminary remarks!

This **personal safety passport** will not and cannot relieve an employer of his or her legal responsibility for occupational safety and occupational health. Its main purpose is to remind all those involved of this legal obligation.

As the publisher of the personal safety passport, FCOS (Federal Coordination Committee for Occupational Safety) assumes no guarantee for the accuracy of any entries made by enterprises and institutions.

Notes

Re. fields of application:

This safety passport is applicable to all types of contract (individual employment contracts, standard employment contracts and collective employment contracts).

Re. the terminology used:

The terminology used is based on the wording of article 319 of the Swiss Code of Obligations.

Please refer to www.ekas.ch for further information.

Introduction

This **personal safety passport** issued by FCOS is a document that contains all the important information on occupational basic training, further training, attendance of briefings and courses that refer to the warranty of occupational safety and health in the workplace.

The safety passport also contains occupational activities with assignment-linked instructions and briefings which are associated with occupational safety and health in the workplace.

In particular, employers (company owners, superiors, line managers) and training centres are entitled to and requested to make entries in the safety passport stating the place, date, company, course content and/or practical training and introductions respectively. Insofar as they apply, the profession and any further professional qualifications must also be listed in order to give as full a picture as possible. This facilitates, in particular, the occupational qualification of the employee. The safety passport represents an important instrument for employers when assigning work to an employee that corresponds to his or her skills and abilities or when providing further training respectively.

Maintaining a safety passport is therefore highly recommended.

Employees must ask their employers to enter all briefings and training courses in the safety passport.

The safety passport is the property of the employee. It can be ordered from FCOS. Enterprises and institutions (i.e. employers and training centres) bear sole responsibility for the accuracy of the entries.

According to article 82 of the Accident Insurance Act¹ (UVG) employers are responsible for occupational safety and, based on article 6 of the Employment Act², for occupational health. An analogous regulation is also contained in article 328 of the Code of Obligations³. The legislature assigns the employer a number of duties based on article 3 and the following regulation on accident prevention (VUV).

¹ **Federal Act of 20 March 1981 on Accident Insurance (UVG) SR 832.20;** cf. article. 82 UVG; – regulation on accident prevention and occupational diseases (regulation on accident prevention, VUV) of 19 December 1983, SR 832.30, cf. article 3 ff. VUV

² **Federal Act of 13 March 1964 on Employment in Industry, Trade and Commerce (Federal Employment Act); SR 822.11;** cf. article 6 Employment Act

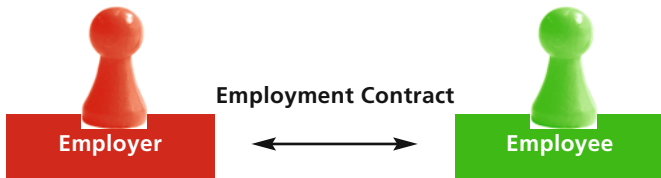
³ **Federal Act on the Amendment of the Swiss Civil Code (Part Five: The Code of Obligations, OR)** of 30 March 1911; **SR 220;** cf. article 328 OR

For their part, employees are obliged by article 11 VUV to support their employers in the implementation of the regulations on the prevention of occupational accidents and diseases and/or of health protection in the workplace respectively. In particular, employees must use personal protective equipment, use the safety equipment correctly and may neither remove nor modify the latter without the permission of their employer. They must generally follow the instructions issued by their employers, remedy or report any defects. Employees may not allow themselves to get into a condition in which they are a danger to themselves or to others. This applies, in particular, to the consumption of alcohol or other intoxicating substances.

Occupational safety and health protection require close cooperation between employers and employees. Cooperation is therefore an important success factor for the efficient prevention of occupational accidents and effective health protection. It includes, in particular, the information for employees, the examination of employees' objections and suggestions as well as the consultation of employees during plant visits by enforcement agency inspectors (Swiss Confederation, cantons and Suva).

FCOS hopes that this personal safety passport for occupational safety and occupational health represents an additional useful document and that it will be used extensively.

The Employment Contract



Employment contract term (article 319 OR⁴)

1 By means of an individual employment contract, the employee undertakes to work in the service of the employer for a limited or unlimited period and the employer undertakes to pay him a salary based on the amount of time he works (time wage) or the tasks he performs (piece work).

2 A contract whereby an employee undertakes to work regularly in the employer's service by hours, half-days or days (part-time work) is likewise deemed to be an individual employment contract.

Employees usually carry out the work they have contracted to do on an employer's premises. Employers have a duty to pay wages.

Employers have, in particular, the right to issue instructions in terms of target and specific instructions and behaviour towards employees. This is important, in particular, with regard to their duties according to article 82 of the Accident Insurance Act (UVG), article 6 of the Employment Act and article 328 of the Code of Obligations in respect of occupational safety and health protection in the workplace.

⁴ **Federal Act on the Amendment of the Swiss Civil Code (Part Five: The Code of Obligations, OR)** of 30 March 1911; **SR 220**

Are you aware of your most important rights in the field of occupational safety (= OS)?

According to the Accident Insurance Act (UVG, article 82) and the relevant regulation on the prevention of accidents and occupational diseases (VUV, article 3 and following), your employer must, in particular,

- take all measures for the prevention of occupational accidents and diseases that are necessary based on experience, are applicable given the state of the art and are appropriate for the given situation.
- call on employees to participate in OS.
- inform them on taking up employment about the dangers involved and instruct them in respect of measures for their prevention.
- provide them if necessary with a reasonable set of personal protective equipment (safety goggles, ear defenders, protective clothing, etc.).
- take the measures required to prevent accidents and occupational diseases in his enterprise.
- give employees or their representatives a say in all issues concerning occupational safety.

... and here are the most important duties in the field of occupational safety (= OS)!

You must (according to article 82 paragraph 3 UVG and article 11 VUV) in particular

- support your employer in the implementation of OS.
- follow your employer's instructions with regard to occupational safety.
- take into account the generally recognized safety rules.
- use your personal protective equipment (PPE) and the safety equipment correctly.
- immediately correct any fault(s) that affect occupational safety or – if this is not possible – report it or them to your employer.

You are forbidden

- from influencing the efficacy of safety equipment and
- from allowing yourself to get into a condition in which you can pose a danger to yourself or to others (alcohol, drugs, etc.).

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Course / briefing, learning module

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Where to obtain a personal safety passport



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**Federal Coordination Commission
for Occupational Safety FCOS**

FCOS

Federal Coordination Committee for Occupational Safety
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Important emergency numbers

- | | |
|-------------|--|
| 117 | Police |
| 118 | Fire Service |
| 144 | Ambulance |
| 145 | Poisons |
| 112 | European emergency number |
| 1414 | Rega (Swiss Air Rescue Service) |



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