

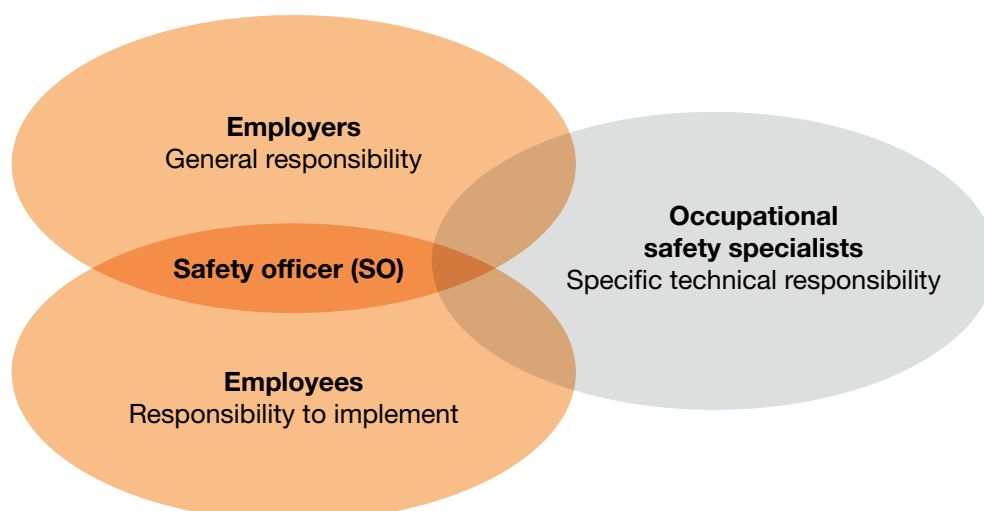


Occupational health and safety – your duties

This document is a summary and simplified version of the publication SBA140 on duties in the area of occupational health and safety. Further details can be found here [SBA140](#).

What are your duties in the area of occupational health and safety?

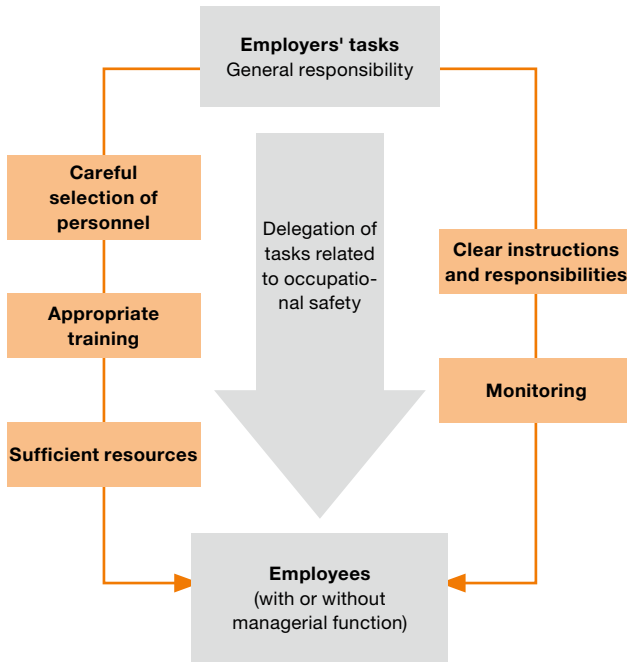
Safety officers (SOs) and occupational safety specialists – depending on their level of training – have specific technical responsibility for advising on occupational health and safety in the company.



Duties of the employer

Employers are natural or legal entities that employ staff, e.g. a CEO, the board of management of a public limited company or employees with a managerial function. These staff may assign tasks to employees at the company with or without a managerial function or to a safety officer. Employers retain their duties and responsibility with regard to occupational health and safety when assigning tasks.

An overview:



In accordance with the Swiss Code of Obligations (OR), the Federal Act on Accident Insurance (UVG) and the Employment Act (ArG) employers must take all measures that are

- applicable based on the latest technology,
- appropriate to the circumstances and
- deemed necessary based on experience.

Involve employees

Employers must keep their staff informed and consult them on all matters of occupational health and safety.

Systematic approach and documentation

Employers are required to provide evidence of their activities relating to occupational health and safety. We therefore recommend a systematic approach with documentation.

Employers must observe the following points with regard to occupational health and safety:

Organisation

- Observe regulations and recognised rules
- Implement safety measures and health protection
- Regulate responsibilities
- Assess dangers
- Involve specialists
- Regulate particularly dangerous work
- Regulate joint work between different companies
- If necessary, stop work
- Create an emergency plan
- Ensure the protection of young people

Communication and training

- Inform and instruct employees (incl. temporary workers)
- Give clear instructions and responsibilities
- Train and educate
- Ensure participation

Work environment

- Safe working materials
- Personal protective equipment for employees
- A healthy work environment
- Safe buildings
- Ergonomics
- Particular health protection provisions (ArGV 3)

Employees must observe the following points with regard to workplace health and safety:

- Follow the instructions of the employer/supervisor
- Observe safety rules correctly
- Use personal protective equipment (PPE)
- Repair or report faults or defects
- Use safety equipment
- Not abuse substances (e.g. alcohol or drugs)
- Undergo medical check-ups

Penalties for conduct in breach of duty

Both employers and employees may be sanctioned under administrative and criminal law.

